



# POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

(Affiliated to Rajasthan Technical University, Kota and Approved by AICTE, New Delhi)

## Minutes of the 12<sup>th</sup> meeting of the Governing Council of Poornima Institute of Engineering & Technology, Jaipur held on Saturday, October 15, 2016 at Sirohi Conference Hall, PIET, Jaipur

The 12<sup>th</sup> meeting of the Governing Council (GC) of Poornima Institute of Engineering & Technology was held on Saturday, October 15, 2016 at 02.30 PM in the Sirohi Conference Hall, PIET, ISI-2, RIICO Institutional Area, Sitapura, Jaipur.

### The following members attended the meeting:

- |     |                          |   |
|-----|--------------------------|---|
| 1.  | Dr. S.M. Seth            | Chairman, Governing Council   |
| 2.  | Sh. A. K. Mathur         | Representative from Rajasthan Technical University                              |
| 3.  | Sh. Ashok Agarwal        | Nominee of Principal Secretary, Technical Education, Govt. of Rajasthan, Jaipur |
| 4.  | Prof. R. A. Gupta        | Academic representative from the Region   |
| 5.  | Sh. Ashwani K Goel       | Industry representative from the Region   |
| 6.  | Sh. Shashikant Singhi    | Representative from Shanti Education Society                                    |
| 7.  | Sh. Hari Singh Shekhawat | Representative from Shanti Education Society                                    |
| 8.  | Smt. Renu Singhi         | Representative from Shanti Education Society                                    |
| 9.  | Sh. M.K.M. Shah          | Representative from Shanti Education Society                                    |
| 10. | Sh. Sanjeev Agarwal      | Representative from Shanti Education Society (Academic)                         |
| 11. | Dr. Gautam Singh         | Faculty representative  |
| 12. | Mr. Puneet Mathur        | Faculty representative  |
| 13. | Dr. Rakesh Duggal        | Special Invitee   |
| 14. | Dr. Manoj Gupta          | Special Invitee   |
| 15. | Dr. O. P. Sharma         | Special Invitee   |
| 16. | Sh. Rahul Singhi         | Special Invitee   |
| 17. | Dr. Rekha Nair           | Special Invitee   |
| 18. | Dr. Ajay Kumar Bansal    | Member Secretary  |

Regional Officer (NWRO) AICTE, Representative from Regional Committee of AICTE could not attend the meeting owing to unavoidable reasons/circumstances.

### In addition to the above, the following also attended the meeting:

1. Mr. Deepak Moud, HOD, CS, PIET
2. Mr. Pankaj Dhemla, HOD, CIVIL, PIET
3. Mrs. Pooja Sharma HOD, I Year, PIET
4. Dr. Nand Kishore Gupta HOD, EE, PIET

### Item 12.1 Welcome by Member Secretary and Introduction of Members

Dr. Ajay Kumar Bansal, Member Secretary, at the outset extended his cordial welcome to the Chairman, members and special invitees to the 12<sup>th</sup> meeting of the Governing Council. On request of Member Secretary, self introduction was given by all the members and invitees.

## **Item 12.2 Address by Chairman**

In the opening remarks, Dr. S.M. Seth, Chairman welcomed the members and other invitees of the 12<sup>th</sup> meeting of the Governing council. He started by highlighting the importance of auspicious day i.e. “*Sharad Poornima*” & also by commemorating Dr. A. P.J. Abdul Kalam on his 85th birth anniversary by reciting his famous quote “*If you want to shine like a sun, First burn like it*”. In his brief address, he praised the joint efforts made by the college management, departments, academic and administrative staff to bring the institution to a high level of performance and success. He hoped that the directions and suggestions provided by the Governing Council in the present meeting and in the coming years will further enhance the achievements of the institution. He expressed satisfaction on the steps being taken for further strengthening of various programs.

With the permission of the Chairman, the Member Secretary began the deliberations on the agenda items. The agenda was taken item-by-item:

## **Item 12.3 To confirm the minutes of 11<sup>th</sup> Governing Council meeting held on September 19, 2015**

The minutes of the 11<sup>th</sup> meeting of GC held on September 19, 2015 were circulated to all the members in October 2015. There were no comments.

**The minutes were confirmed.**

## **Item 12.4.1 To report follow up actions on suggestions of the 11<sup>th</sup> Governing Council meeting.**

The Member Secretary briefly described the actions taken on the recommendations of 11<sup>th</sup> meeting of the Governing Council held on September 19, 2015. There was useful discussion and important suggestions were given on various points as follows:

### **Teaching Learning Process**

#### **1. Experienced senior faculties and the Campus Director of the college should teach the hard core subjects of first year and second year.**

Member Secretary first discussed about the identification of the difficult subjects of first and second year. He briefed the process used to calculate the difficulty factor, such as RTU results of the last five years, Student feedback & recommendations from the Department committee. He further informed about the process adapted to categorize the faculty members based on their experience and expertise. Subjects are then allocated to senior faculty members. He presented a list of senior faculty members along with their experience and subject taken in odd and even semester of first and second year.

Shri Ashok Agarwal appreciated the efforts being put in the involvement of senior faculty members to resolve the issue of teaching hard core subjects in first and second year. He asked the Member Secretary about the outcome of the above exercise in terms of RTU results or students’ feedback. Member Secretary informed that after implementing the above mentioned process there is substantial improvement in understanding of the subject, the students’ feedback has also improved, although the formal outcome in the form of RTU results is still awaited.

#### **2. The more emphasis during the beginning of semester should be on the basic concepts of the subject.**

Member Secretary informed that in the beginning of semester, one zero lecture and 3-4 lectures are purely dedicated for the introduction of the subject. In zero lectures, linkage of current subject with the subjects taught in the previous semester, its pre-requisites, ABC analysis and the syllabus is discussed. He informed that 2 hours orientation lecture is delivered by the HODs in the beginning of semester for first year students to provide the knowledge about the branch, its scope, career options and job opportunities in the respective branches. Keeping in view of the outcome based education, HODs and Dy. HODs also conduct 2 hours orientation lecture on the focus area of the department, outcome based approach, semester planning,

application based/ case study based questions, use of IT resources, student driven activities and change in marking scheme in higher classes. Member Secretary presented a sample PPT of zero lecture and orientation Lecture.

Sh. Shashikant Singhi desired that main features of the orientation lecture could be highlighted. Mr. Pankaj Dhemia explained that the vision and mission of the College and the Department, focus area, planning to improve academics and extracurricular activities, academic calendar is being shared with students in each class by the HOD in orientation lecture.

Dr. A.K. Mathur inquired about the locations where the Institute's vision & mission are displayed. Members Secretary informed that the Institute's vision and mission are disseminated among the stakeholders using various means like sessions by HODs, emails, discussion in the classes and posters at PIET admin block.

Shri Ashok Agarwal advocated the incorporation of career oriented and motivational lectures for first and second year students by HODs and senior faculty members of the department. He also suggested briefing about the important subjects in engineering curriculum, so that students put in more efforts on those subjects.

Shri Sanjeev Agarwal suggested to imbibe application based approach in teaching of difficult subjects so that students get more interest to learn that subject.

Dr. A.K. Mathur informed that the institution can send their views to Rajasthan Technical University about the up gradation of any subject or change in the syllabus of a subject after proper analysis according to the market demand and industry requirements. He also expressed concern on the issue on use of local authors' books by the students. He felt that these books are not of adequate level and are not appropriate to provide the desired knowledge and expertise about the subjects or topics. He suggested that the library should provide more number of standard text and reference books.

Shri Ashok Agarwal suggested that faculty members should also use the books of standard authors while teaching in lectures or labs to discourage the practice of using these books among the students. He also suggested that faculty should prepare question paper from unsolved numerical questions from standard books to motivate the students to refer these types of books. He also suggested having better quality of numerical questions in tutorial sheets.

Members Secretary informed that application based questions have been incorporated in midterm papers, students are allow to give answers of those questions by searching on standard books in the library or on the internet. He also said that multiple sets of tutorial sheets are made to conduct the tutorials. These sheets are distributed according to the Self Help Groups (SHG) and solved by the students within the SHG.

Dr. Rakesh Duggal informed that online assignments and use of Google classroom based assignments is being increased.

Dr. A.K. Mathur suggested that the library should have previous year question papers of RTU. Members Secretary added that library have such previous year question papers as well as important questions bank in the form of hard copy and soft copy.

The Chairman while appreciating the good suggestions made by members, pointed out general disinterest of students in solving tutorial sheets & numerical questions and asked to put special efforts to overcome the problem.

### **3. Use of video lectures-**

Members Secretary informed that in each subject, the concerned faculty member is motivated, guided and instructed to refer video lectures of NPTEL, Spoken Tutorial, MIT-OCW and Khan Academy etc. to understand and deliver the difficult topics. Some noteworthy videos are reviewed by the faculty members and shown to the students. The topic along with the concept was introduced by the teaching faculty members and summarized by some students. Some videos related to the topic are downloaded by the faculty members and send to students through E-mails. In orientation lecture, zero lecture and regular

classroom interactions, students are advised to go through some web sites to get the videos. A certificate from Spoken Tutorial, an initiative of National Mission on Education through ICT by MHRD, Govt. of India, was shown to the members. Some emails, which were sent to the students by the faculty members referring the videos related to the topics, were also presented.

Dr. A. K. Mathur asked the Member Secretary to send to him, the copy of such mails that are being constantly mailed to students regarding the video lectures by respective faculty members.

Member Secretary added that all the departments frequently shared the material like PPTs, videos and exercises with the students, related to placement preparation, lab viva questions, subject material and other material via email and Google Classroom.

Dr. A. K. Mathur asked about the steps that are taken to ensure whether the students are also referring that material and paying attention or using them in academics & placement preparation. Member Secretary informed that tests are conducted by IIT Bombay in Spoken tutorials in C, C++ and Java in CSE department for ensuring proper use.

The Chairman advised to conduct similar quiz or short test based on the videos and contents that are being shared with the students so as to get proper feedback whether they are checking/seeing it or not.

#### **Feedback from the students –**

Shri Ashok Agarwal asked about the feedback mechanism adopted in all departments. Member Secretary informed that feedback of each class is taken regularly. It's a three level process, at first level, department conducts the feedback, at second level, College management conducts online feedback for the whole class and the third level is face-to-face feedback of a group of students consists of all the category of students. On the basis of feedback corrective measures are taken. Regular one-to-one meeting of faculty members with HOD is also organized to discuss various issues related to academic activities.

Shri Sanjeev Agarwal inquired about low feedback in labs. Mr. Deepak Moud informed that this feedback is of one student only, other students may have different feedback.

Dr. A. K. Mathur asked about the process of mentoring and performance of new faculty members. He suggested that the senior faculty members must attend the new faculty members' lecture classes, so that they can guide or help new faculty members properly on some points where that they are lacking. Member Secretary informed about the Faculty Training Program held before every new semester. He added that proper mentoring mechanism is already designed and followed by the departments; special lectures are also organized in their subjects. He also informed that every department has the facility to record the lectures for proper analysis and most of the faculty members are teaching in English.

#### **4. Skill Based Learning**

Member Secretary informed that in order to remove the stage fear, student driven activities were conducted; some students are even encouraged, motivated and guided to take lecture/recap of same class or lower classes. Students are called on stage under a systematic plan to present the recap of previous class and one random student is called on stage to present summary of day's lecture.

Member Secretary also informed that under the MOU signed with IBM in which the students has been trained for latest technologies like Business Intelligence and Internet of Things. Besides this each department conducted various workshops based upon the industry requirements such as AutoCAD, Solar PV, Robotics, Arduino etc.

Member Secretary informed that we have introduces one certificate course for the students of Civil Engineering Department as "Staadpro".

Shri Ashok Agarwal appreciated the efforts and suggested to do this activity in tutorial classes also.

Member Secretary informed that in first year and second year, introductory lecture of GATE was organized. In each subject from I year onwards, GATE level questions are incorporated by respective faculty members in teaching and online examination. Technical P-PROSKEP syllabus has been designed to

target GATE oriented questions in sixth semester.

Dr. A. K Mathur asked the steps to prepare students for MBA. Sh Shasikant Singhi explained that MBA preparation is done simultaneously with pre placement classes in final year under PMTPO (Poornima Mission for Training Placement & Outreach).

The Chairman asked to ensure multiple skills counseling of students so that students can prepare for multiple opportunities currently available in engineering and other sectors. Sh. Ashwani K. Goel highlighted that B.Tech computer engineering student knowledge is not up to the level as per current industry demands, the syllabus needs up-gradation in terms of latest software languages, tools and technologies. He also suggested to increase duration of summer internship of students after sixth semester as the given duration is not sufficient to gain knowledge, learn technology & industry ethics.

Prof. R. A. Gupta added that RTU should organize joint meetings with representation of industry and engineering colleges to discuss and brain storm matters related to up gradation in syllabus so that appropriate decisions can be taken.

## **5. Conferences**

Member Secretary informed that “National Conference on Smart Infrastructure and Environment” was organized by Department of Civil Engineering and First Year on 8<sup>th</sup> and 9<sup>th</sup> April 2016. The theme of the Conference was ‘Smart Infrastructure, Transportation & Environment’. Over 130 delegates attended and participated in the Conference from around the India. “National Conference on Smart Computation and Technology” was organized by Department of Computer Engineering and Department of Information Technology on 8<sup>th</sup> and 9<sup>th</sup> April 2016. The theme of the Conference was ‘Smart computation and Internet of Things’. Over 100 delegates attended and participated in the Conference from around the India. “National Conference on Smart Energy and Communication” was organized by Department of Electrical Engineering and Department of Electronics & Communication on 8<sup>th</sup> and 9<sup>th</sup> April 2016. The theme of the Conference was ‘Smart grid, renewable energy and communication techniques’. Over 200 delegates attended and participated in the Conference from around the India.

## **6. The Recruitment Process**

Member Secretary informed that the recruitment process of faculty members is focused on the technical and communication skills of the candidate. It’s a two steps process, in which the candidate is interviewed by technical panel, in which the technical, communication and presentation skills are evaluated. The candidate, recommended from the technical panel, goes through the HR interview for the final selection. He also showed typical Faculty Selection Sheet to members.

Dr. A.K. Mathur appreciated the recruitment process and its related documents. Prof. R. A Gupta added that college should not count the local publications of any faculty at the time of recruitment.

Sh. Ashwani K. Goel advised to conduct interaction with senior delegates of industry through video conferencing to abreast the knowledge of the faculty members about current tools and technologies, and new areas and projects of industry.

Sh. Ashok Agarwal felt that it is very difficult to retain qualified faculty members in engineering colleges in Rajasthan, as they generally leave teaching job after getting any other opportunity.

## **7. Entrepreneurship & Industry Interaction related activities**

Member Secretary informed that various activities like E-talk, Industry-Institute Interactions, awareness sessions are conducted in which all the institutions of Poornima Group of Colleges are invited to participate. E-week was organized by NEN, Supported by Wadhvani Foundation and KRYPTON E-CELL on the theme “Innovative ideas for a better world”. During E-week various events were organized. Member Secretary also circulated list of activities conducted by KRYPTON E-CELL in PIET.

Prof R. A. Gupta emphasized on the selection process of entrepreneurs, those are coming for interaction

with the students. He advised that proper analysis should be done for these entrepreneurs before calling them for interaction, especially for those who are either recently established or are in struggling phase to setup the business, so that they can discuss the problems they faced for their set up and why they started to work in that area. Such kind of interaction will help the students to better appreciate and plan for their own start-up with proper guidance. Prof Gupta also suggested that students should do industrial case study to understand the practical aspects, latest technology and the process followed by industries of their area.

Sh. Ashok Agarwal suggested that selected 10 to 12 second year students, after completing their examinations, should go for mini industrial training in Jaipur based industries during their vacation along with the faculty members. He stated that such industrial exposure is required specifically for the core branches.

Dr. A. K. Mathur advised to put special efforts to organize lectures related with human values and professional ethics. Professional ethics encompass the personal, organizational, and corporate standards of behavior expected by individual. Human values are universal and are important considerations to take into account, when interacting with other people.

Prof R. A. Gupta suggested that such kind of motivational lectures related with Professional Ethics and Human Values are equally important for faculty members also.

Sh. Ashwani K. Goel added that today's engineering graduates are lacking in the behavioral, analytical and communication skills. Approaches like outcome based learning, project based learning and scenario based learning are needed to enhance these skills among the engineering graduates.

## **8. Placement related trainings**

Member Secretary informed that more focus made on the students of CSE and ECE for the placement related activities in IT sector and simultaneously for Civil and Electrical students for ensuring proper development of field oriented skills. He mentioned that a 10-days Pre-Placement training was organized in association with FACE Academy. This training was common for all the eligible students and conducted in two phases. Focus area of the training were aptitude, language, resume, GD and PI. Industry specific trainings were also conducted for the students named Infosys Limited, Capgemini India Ltd., Pinnacle Infotech Solution, Precast India Infrastructure. Technical skill training was organized at department level under Technical P-Proskep. Pre-Placement activities like mock drives, aptitude training classes from 2nd year onwards are already in progress at department level.

Dr. A.K Mathur appreciated the efforts made by the departments and suggested to continue such activities in future also.

### **Item 12.4.2 To consider important Issues & Challenges for Session 2015-16**

Member Secretary informed that plagiarism of papers and thesis are checked at two level. The free online software available on internet is used for first level of checking for national conferences and students seminar. For submitting paper and thesis, students are asked to purchase the online software like iThenticate and check the same before final approval.

Sh Ashok Agarwal asked to ensure the quality of research paper and its authenticity by students and faculties also.

Member Secretary informed that before start of the semester, a department semester plan is prepared after discussion with students and faculty. Orientation lectures were given by HOD in 5<sup>th</sup> and 7<sup>th</sup> sem to discuss the placement preparation and other important focus area. Regular online exam was conducted for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students in which technical and aptitude skills of students were evaluated. He further informed that report of all the activities carried out in the college uploaded on the social media pages of the college to increase the hits on networking side. All activities report was send to PIC office. PIC office is regularly updating the activities report on face book and other social media sites. It was explained that from first year onwards introduction of all placement activities like communication skill development, GD preparation and aptitude preparation are organized by department. Academically good student (on the basis of 10<sup>th</sup> and 12<sup>th</sup> marks) are selected and a mock drive was conducted in second semester, so the students taste the

campus selection process and start prepare for the same.

Member Secretary also highlighted the skill development, certificate courses for increasing the employability of engineering graduates and in the field of research regularly workshop organized in each semester on different technology to increase the knowledge level of student.

***With these discussions and suggestions, the Governing Council noted the progress to follow up actions on suggestions and recommendations of the 11<sup>th</sup> meeting.***

#### **Item 12.5 To report important activities of Session 2015-16**

Member Secretary briefly informed about important activities of session 2015-16 with a PPT presentation covering following items:

- **Organizational structure and infrastructure**
- **Faculty and Staff-** Strength, Recruitments, Incentive programs, Training Programs etc.
- **Students-** Strength, Attendance & Debarring, University Results, Placements.
- **General-** Various events held.
- **Achievements in session 2015-16**
- **New initiatives during session 2015-16**

Member Secretary requested GC to kindly suggest the ways to improve attendance of students so that less number of students get debarred from exam.

Dr. A.K Mathur appreciated the efforts of PIET that college has strict policy of attendance and debarring of students in exam.

Prof. R.A. Gupta suggested that attendance can be improved if hosteller's attendance can be monitored and for des-scholars students continue interaction with parents should be done.

Sh Rahul Singhi informed that today's students are smarter than us as they give wrong contact details of parents.

Sh. Shashi Kant Singhi informed that now a day's institution is working towards more students' involvement in department working as they are taking ownership in department, the number of senior faculties is increasing in departments so quality of teaching will be improved.

Dr. A.K. Mathur asked to show result comparison of RTU and PIET so that it will be a good analysis of results. He informed that individual college can ask for the result to RTU and university will provide it.

Dr. A.K. Mathur suggested that percentage of placements provides better analysis.

Sh Ashok Agarwal suggested that placement data should provide percentage of students admitted, students those willing or denied to take campus placements, average package, maximum and minimum package branch wise analysis to be made. Dr. A.K. Mathur suggested that success rate of placements should be presented in terms of number of students appeared and qualified each year.

Shri Ashok Agarwal asked among RTU toppers of PIET what the branch wise analysis of students.

Prof R. A. Gupta suggested to motivate students to perform better in RTU exams, the branches in which students are not topper.

Sh. Ashwani K. Goel enquired about the process of contacting industry for sponsored projects. He suggested that number of industry sponsored projects to be increased.

Members appreciated the status of activities & progress achieved.

***GC noted the report of the activities of session 2015-16.***

#### **Item 12.6 To consider important activities of Session 2016-17**

Member Secretary informed about important activities of session 2016-17 with a PPT presentation

covering students strength and intake of session 2016-17, faculty strength for session 2016-17 & new recruitments, promotion/increment and retention of faculty members, pre-placement and placement activities, quality improvement initiative program, conferences and seminar organization, promotion of R&D and consultancy activity, industry institute interaction and opportunities for summer training, NBA accreditation, entrepreneurship development cell. Member secretary presented the progress of NBA work of Department of Computer Engineering and Department of Electrical Engineering. He also presented Vision, Mission, PEOs and PSOs of Department of Civil Engineering for approval. GC approved department objectives.

***Members appreciated the progress of activities of session 2016-17.***

## **Item 12.7 Finance**

### **Item 12.7.1- To consider the report on the expenditure for the financial year 2015-16**

Sh. M. K. M. Shah explained the expenses report for the session 2015-16 amounting to unaudited figure of Rs. 994.24 lakhs out of revised figure of total receipts of Rs. 948.96 lakhs for the session 2015-16. He also presented income heads and expenses heads which are as follows: fees (Tuition fees, Development fees) income, consultancy income, academic building expenses, laboratories/ computing center, salary, faculty/ staff development, library, services, student activities, medical services (administration, security & landscaping), miscellaneous expenses and any other unspecified expenses.

***GC noted the report of receipts and payments for session 2015-16.***

### **Item 12.7.2- To consider and approve the budget for the financial year 2016-17**

Shri M.K.M Shah presented budget of college for financial year 2016-17 with total receipts as Rs. 925.00 lacs and total payments as Rs. 993.00 lacs. He also presented departmental budget of total Rs. 13.94 lacs for six departments of PIET.

***GC approved the budget for session 2016-17.***

## **Item 12.8 To consider important Issues & Challenges for Session 2016-17**

**Sustaining good quality in ever increasing competitive environment.**

**Current status of admission in engineering institution**

**Employability of engineering graduates**

**Research & development**

**Communication skills of students and faculty**

Sh. Sanjeev Agarwal suggested involving two faculty members in difficult labs so that proper mentoring and emphasis on important practical's can be given.

The Chairman suggested that labs and important practical exercises which need special emphasis and are relevant for students could be selected, and department should arrange more appropriate faculties to supervise and guide conduct of those experiments.

Prof. R.A. Gupta emphasized on need based system, with focus on what is important according to current industry requirements and skills needed in students and the activities should be planned and executed according to this.

Dr. Rakesh Duggal appreciated the efforts of PIET in session 2015-16, he also suggested to ways to improve communication skills in three tier program i.e. first is by recruiting faculty with good communication skills, second organizing special programs to improve communication skills of faculty and students, third some activities to be planned to motivate faculties to speak in English.

Dr. Manoj Gupta suggested that as per industry requirement some certification courses to be conducted or motivating students to do such courses so that students will be prepared as per industry and can work in real time.

The Chairman suggested for organizing typical certificate courses by Poornima University in which PGC students can enroll, participate, learn and get certificate of proficiency.

Sh. Ashwani K. Goel suggested that in computer engineering the students should learn latest tools & technology; they should focus on more application based learning and their analytical and language skills needs to be improved. Students should work upon live projects or live like projects so that they will learn to work in real time environment.

The meeting was ended with concluding remarks by the Chairman i.e. “All of us do not have equal talents but we all have equal number of opportunities”. Let us make the best use of these opportunities.

*Members appreciated the steps being taken for achievements & growth.*

**Item 12.9 Any other matter with the permission of the Chair**

There was no additional item.

**Item 11.10 Vote of Thanks**

Dr. Ajay Kumar Bansal, Member Secretary thanked the members and the invitees for their presence and valuable contributions. Member Secretary also proposed a vote of thanks to the chair.

The meeting was adjourned after Poornima Gaan by a group of students of Poornima Institute of Engineering & Technology. It was followed up with a group photograph.