POORNIMA
INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Minutes of the 13th meeting of the Governing Council of Poornima Institute of Engineering & Technology, Jaipur held on Saturday, September 09, 2017 at Sirohi Conference Hall, PIET, Jaipur

The 13th meeting of the Governing Council (GC) of Poornima Institute of Engineering & Technology was held on Saturday, September 09, 2017 at 02.30 PM in the Sirohi Conference Hall, PIET, ISI-2, RIICO Institutional Area, Sitapura, and Jaipur.

The following members attended the meeting:
1. Sh. Shashikant Singhi   Chairman, Governing Council
2. Sh. Ashok Agarwal   Nominee of Principal Secretary, Technical Education, Govt. of Rajasthan, Jaipur
3. Sh. Hari Singh Shekhawat   Representative from Shanti Education Society
4. Smt. Renu Singhi   Representative from Shanti Education Society
5. Sh. M.K.M. Shah   Representative from Shanti Education Society
6. Sh. Sanjeev Agarwal   Representative from Shanti Education Society (Academic)
7. Dr. Gautam Singh   Faculty representative
8. Prof. Puneet Mathur   Faculty representative
9. Dr. Manoj Gupta   Special Invitee
10. Dr. O. P. Sharma   Special Invitee
11. Dr. Rekha Nair   Special Invitee
12. Dr. Ajay Kumar Bansal   Member Secretary

Regional Officer (NWRO) AICTE, Representative from Regional Committee of AICTE Representative, from Regional Committee of AICTE, Representative from Rajasthan Technical University, Academic representative from the Region, Industry representative from the Region could not attend the meeting owing to unavoidable reasons/circumstances.

In addition to the above members, the following also attended the meeting:
1. Mr. Manish Singhal, HoD, ECE, PIET
2. Dr. Himani Goyal, HoD, EE, PIET
3. Mrs. Pooja Sharma HoD, I Year, PIET
4. Mr. Deepak Moud, Associate Professor, CS, PIET
5. Mr. Saurabh Singh, Dy. HoD, CIVIL, PIET
6. Mr. Mohit Bajpai, Proctor, I Year, PIET

Item 13.1   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 13th meeting of the Governing Council. On request of Member Secretary, self introduction was given by all the members and invitees.

Item 13.2   Address by Chairman

In the opening remarks, Sh. Shashikant Singhi, Chairman welcomed the members and other invitees of the 13th meeting of the Governing council. He started with expressing the gratitude towards Dr. S. M. Seth, Former Chairman of Governing Council of PIET, for his continuous efforts and guidance. In his address he expressed his worries and concern about the crucial phase of engineering education. He urged all the stakeholders to face the challenges with great efforts. He advised the faculty members to motivate the students and prepare them according to the demand of the market. He informed the members about the crucial survival state of engineering education, where most of the institutes are on the edge of closing intake process as students are not showing concern in the engineering field. He also requested to constituent members of governing council of PIET to forward their suggestions for the fruitful future of the institution.

With the permission of the Chairman, the Member Secretary began the deliberations on the agenda items. The agenda was taken suggestions by suggestions and the corresponding resolutions are adopted:

Item 13.3   To confirm the minutes of 12th Governing Council meeting held on October 15, 2016.

The minutes of the earlier meeting were circulated to all the members for their comments. As there were no comments, it was declared by the Chairman that the minutes are confirmed and approved by the GC.

The minutes were confirmed.

Item 13.4   To report follow up actions on suggestions of the 12th Governing Council meeting.

The Member Secretary briefly described the actions taken on the minutes of the Governing Council meeting held on October 15, 2016. There was useful discussion and important suggestions were given on various points as follows:

Teaching Learning Process

1. Important study material must be shared with the students and faculty members must ensure whether the students are referring the shared material in academics and placement activities.

Member Secretary informed about preparation and online sharing subject related and beyond syllabus material by the faculty members. He briefed about the process followed for home assignments, class tests and video lectures. He further discussed about the projects developed by Department of Computer Engineering like "www.studyterminal.in" and "Student Information System", which provide all the necessary information to students in a systematic manner. Departments can upload Notices, Assignments, E-Resources, Mid-term marks, Event marks, Attendance, Timetable and subject related information.

Shri Ashok Agarwal appreciated the work done by the institute and enquired for those students who do not submit assignment.

Member secretary added that generally 5-10% assignments were not submitted even after reviewing by faculty members.

Chairman mentioned the need to involve those 5-10% students into regular teaching learning process.

2. Advised to conduct quiz or short test based on the shared material including PPTs, Videos, Website Links etc.

Members Secretary informed that after the video lecture or special lectures, quizzes and exercises are usually conducted for ascertain the learning by students.

3. What feedback mechanism adopted by each department?
Members Secretary informed the GC about the three-level feedback mechanism including Department level feedback, Institute Level online feedback and Interaction with selected students by The Director. He also discussed about the action taken based on the feedback received by students.

Chairman advocated the verification of the feedback in terms of marks in class test, online exams and mid-term examinations of specific faculty members.

4. Process adopted by departments to ensure mentoring & performance of new faculty members.
Members Secretary informed about the Mentoring System in PIET, in which one to one meeting is conducted fortnightly. He also discussed the process of faculty training, demo lecture, audio and video recording and other means to improve the performance of new faculty members.

5. There must be incorporation of career oriented and motivational lectures for 1st year and 2nd year students by HOD's/ Senior faculty members.
Member Secretary informed that career oriented activities like career guidance lectures, information of higher studies and competitive exams, branch specific opportunities and aptitude classes etc. were conducted for 1st year and 2nd year students. He also discussed about the Alumni interaction and motivational sessions, branch specific workshops and other branch specific activities. He informed that Director, Head of Department, Placement Cell, senior faculty members and final year students interacted with first and second year students on regular basis.

6. To focus application based teaching process for difficult subjects.
Member Secretary informed about the categorization of subject, faculty and class. Based on this categorization class and subject allotted to the faculty members. He also notified that senior faculty members are taking difficult subjects. He discussed about the Application based questions, Case study based approach, Industrial visits, Non-Syllabus projects, Google Classroom Assignment, Presentations, Video Lectures, Library visits, OBT, SPLs, workshops, publications etc.

Member Secretary informed that we have introduces one certificate course for the students of Civil Engineering Department as "REVIT", two certificate courses for the students of Computer Engineering Department as "Bluemix and Business Intelligence" and one certificate course for all the students for "complete skill development program" with FACE.

Dr. Manoj Gupta added that this exercise must be done in each unit of a subject.
Chairman asked to design an Inter-College Competition based on applications. Mr. Deepak Moud added that they have done it in their department.
Dr. O.P. Sharma while appreciating suggested that we can incorporate such application based questions in laboratory.

7. Students must refer standard authors' books and more number of standard books along with the previous year RTU question papers must be there in library.
Member Secretary informed about the Zero Lecture in which each faculty deals with the availability of standard books in library. He provided the number of standard books available in the library. There are around 19,500 standard authors' books and 7,512 local authors' books are available in the library. He also informed that last year's question papers are not only available in

the library but also on the website. He also discussed about the university question paper analysis of last 5 years and important topics (with ideal solution) shared with students and kept a copy in library.

Shri Ashok Agarwal suggested that first year students must be taught only by the experienced faculty members.

Member secretary added that the most experienced faculty members are teaching in first year from last three years.

8. To promote standard books usage among the students, faculty members should prepare question paper from unsolved numerical questions using those books.
Member Secretary informed about the Home assignment, Tutorials and Open Book Tests to promote the use of standard authors' books. In these types of assessments, students are encouraged to find the solutions using the standard authors' books.

Shri Ashok Agarwal suggested to provide set of indirect questions based on the standard books, so that students will be able to solve these questions with some tricks, methods given in the books.

9. About publishing Vision and Mission of the institute.
Member Secretary informed that the institute's vision and mission, as well as Departments' Vision, Mission, Program Outcomes (POs), Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) are published on prominent locations and same are disseminated properly among students.

Chairman added that two departments of the institute are in the process to apply for NBA viz. Department of Computer Engineering and Department of Electrical Engineering.

Skill Based Learning
1. GATE as well as CAT oriented lectures should be carried out at the initial level from second year so that the student can decide their alternatives for further studies and growth.

Member Secretary informed that PIET has signed an MOU with IBM India Pvt Ltd to conduct skill based trainings specialized in Bluemix, cognos and IoT for the students. GATE introductory lectures were conducted for 1st year students by faculty experts along with senior students to make them aware about GATE exam. Career oriented workshops and seminars are also conducted from first year onwards. He informed that a session related to opportunities in non-technical jobs like Finance & Insurance was also conducted.

Chairman suggested that at least one-hour lecture should be conducted for first year and higher classes and this could be increased as per the requirements.

2. To ensure counseling in multiple skills of students so that they can prepare for opportunities available in engineering and other sectors also.

Member Secretary informed that regular sessions are scheduled for technical concepts under Technical P-PROSKEP, alumni interactions are also arranged for opportunities in IT industry and other sectors. He informed that workshops on the branch specific tools and technologies are also conducted on the basis of need analysis. Placement cell interacted with students for the awareness

about market demand and changing pattern of the jobs. He also provided information about the counselor session and interaction with students and incorporation of the aptitude and skill development classes in regular curriculum from first year onwards.

Member Secretary also informed the house that the institute has also signed MOU with Focus Academy generally known as FACE to start training the students from I year itself to prepare them for on campus placement drives.

3. Computer Engineering syllabus needs up gradation in context of software languages, tools & technologies.

Member Secretary informed that on the basis of new tools and technologies, syllabus of computer engineering branch has been changed by the RTU. He discussed that Department of Computer Engineering planned and executed workshops to fill the gap of syllabus with current industry requirements.

Chairman asked about the participants of the workshops. Whether it was open for all or for selected students?

Member secretary mentioned that these were for selected students and we are in process to conduct them for all the students.

4. HOD's are advised to conduct video conferencing of industry delegate to enhance the knowledge of faculty members.

Member Secretary informed that institute regularly approached and contact to industry experts for delivering experts lecture by coming to the campus or through Skype. He discussed that Keynote lectures were arranged in Convergence-2017 and conducted through Skype for students as well as faculty members. He highlighted various activities conducted by all the departments under Industry-Institute Interaction.

<u>Entrepreneurship and Industry Interaction</u>
1. There will be the selection process of entrepreneurs for student interaction, and students should involve in industrial case study to learn more about practical aspects, latest tools and technology.
Member Secretary informed that Industrial and Site visits were conducted for the first year students, E-Week celebrated with the name UDHYAMITA 2017 and Special Lecture conducted by I-Nurture. Students participated in many industry related activities like demonstration of Surveying Kit, Total Station to Civil students, Stone Mart visit, Road alignment survey, Tower making competition, Seminar on EIA, Module of estimation on Excel for final year students.

We are also planning to establish Poornima Business and Incubation center (PBIC) to encourage and support students for entrepreneurial engagements. To promote student exchange outside India we are also in process to sign an MOU with AIESEC.

Shri Ashok Agarwal suggested that these industrial visits should be for higher class students also.

Member secretary mentioned that we have already planned and executed such visits for higher class also.

2. Selected Students of 2nd year can be go for short industrial visit after End term examinations along with the faculty members.

Member Secretary provided information about industrial visit organized for the selected students of 2nd year in Jaipur, Alwar, Neemrana, and NCR. He added that some of the visits were also organized through the final year students.

Shri Ashok Agarwal suggests that industrial visit is designed like; divide a class into two groups, one group is visiting "X" place and another is "Y" place, & vice-versa, so that they can share both experiences to each other.

Dr. Manoj gupta added that at Poornima University they have its own solar power plant, and students of PIET also visited the plant as visit.

Chairman added that we have an interchange policy that PU students came to PIET for special lectures & PIET students visited PU plant, in this way we are promoting the exchange of ideas.

3. There must be lectures related with human values and professional ethics for students and faculty members.

Member Secretary informed that RTU syllabus is already having these topics as subject in all the branches from first year. He also mentioned about the speech of Swami Pragyananand Ji Maharaj, Dwarika Shardapitham on Ethics and Motivation, on March 4, 2017. He added other activities like, "YUGPURUSH – Mahatma na Mahatma" a play which was performed by students, Yoga sessions for faculty members, SPIC MACAY program on classical music and dance for both faculty and students and Motivational Videos of Sandeep Maheshwari.

4. Faculty must add outcome based, project based and scenario based learning process in academics to overcome the lacking of students in behavioral, analytical and communication skills.

Member Secretary provided information about the Involvement of Case studies, Application based questions in question paper and project based approach in labs. He also discussed about various workshops conducted on latest tools and technologies for all the branches. He informed that 84 Projects were exhibited as a part of "The Smart City Convergence 2017".

Chairman asked about the mechanism to ensure the fruitful outcome of these activities. He also suggested some parameters for measuring the outcome.

To consider important Issues & Challenges for Session 2016-17

1. HoD's are needed to ensure the quality of research paper and its authenticity by students and faculties also.

Member Secretary informed that the students participated in four national level conferences under "Smart City Convergence 2017". These papers were checked and verified by department committee. He added that departments are making efforts to encourage students to prepare technical papers and participate in conferences. He informed that from second year onwards, students are participating in conferences held outside the college.

2. Administration of the department need to focus on attendance of the hostellers and interact with the parents of the day-scholars to improve over-all attendance as well as academics.

Member Secretary informed that tutors are regularly guiding the students as well as interacting with parents about overall student's performance on fortnightly basis. He discussed proper data is

maintained and analyzed by tutor. Students with less attendance are counselled. He informed that Hostel warden was also informed about the hosteller regarding the attendance issues. The data of average attendance was also provided by the Member Secretary.

Shri Ashok Agarwal enquired about the specific reason of lack of interest in classes. It could be hold of faculty member on the class.
Member Secretary added that this is also a reason, but only 2-3% classes were affected from this.

3. The Placements data must include Percentage of students admitted, Students those willing/deny to take campus placements, Average package and branch wise maximum and minimum package.
Member Secretary presented the data in desired format and informed that all the information is kept by T&P coordinator. He also presented branch wise analysis of placed students with reference to total number of students admitted.

4. Branch wise analysis of RTU topper students.
Member Secretary presented the branch-wise RTU topper list.

5. Departments need to arrange expert faculties to supervise and guide experiments which are important as practical exercise.
Member Secretary informed that workshops were organized with industry experts who were guiding students about the projects.

6. Students are required to provide with what is current need of industries.
Member Secretary informed that according to the basis on Need Analysis all activities were planned for the students. Workshops were conducted on IBM tools for 3rd year students to understand the use of COGNOS INSIGHT software for business planning and IBM cloud by expert faculty members. He added that Placement and motivational lectures were also organized by Chief Training & Placement Officer.

With these discussions and suggestions, the Governing Council noted the progress to follow up actions on suggestions given on the 12th meeting.

Item13.5 To report important activities of Session 2016-17
Member Secretary briefly informed about important activities of session 2016-17 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 2016-17**
- **New initiatives during session 2016-17**

He highlighted many activities like "The Smart City Convergence 2017", Orientation Programs, Entrepreneur Development activities, various competitions, placement activities, cub activities, annual day, Hindi day and Engineers' day celebrations and various social activities.
He also briefed about the achievements like RTU results, GATE participation and results, paper presentation in conferences by students, participation in outside activities by students and placements.

Item 13.6   To consider important activities of Session 2016-17

Member Secretary informed about important activities of session 2017-18 with a PPT presentation covering students strength and intake of session 2017-18, faculty strength for session 2017-18 & 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.

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

Item 13.7   Outcome Based Education
13.7.1 Department Vision/Mission
Member Secretary presented the status of accreditation that pre-qualifier had been submitted for NBA. Program Accreditation Assessment Committee (PAAC) & Quality Improvement Committee (QIC) are working for Self Assessment Report (SAR).
GC members appreciate the progress for accreditation.
13.7.2 Department Committee (PAAC & QIC)
Member secretary told that two departments out of four (Electrical Engineering and Computer Engineering) are applying for accreditation and dates of visit are finalized after SAR submission.
GC members appreciate the progress for accreditation.
13.7.3 Department Vision/Mission, PEO, PO & PSO
Department Vision/Mission, PO's & PSO's of computer engineering & electrical engineering are displayed at prominent places of the Institute and disseminated among students also.
Same for the civil engineering & electronics engineering departments are in process.
13.7.4 Attainment Educational Process
Member secretary mentioned about the gaps are found on the attainment level to targets. And action taken report will be made accordingly.
Members appreciated the growth & achievements and approved the report for accreditation.

Item 13.8   Finance
Item 13.8.1 Delegation & Financial Power for the financial year 2015-16.
As per the rules there is the fixed monetary limit for each head of department that is 30,000 for the department level work.

Item 13.8.2- To consider the report on the expenditure for the financial year 2016-17.
Sh. M. K. M. Shah explained the expenses report for financial year ended March, 31, 2017, the unaudited figure of Rs. 761.04 lacs had been reported as revenue payments against revenue receipts of Rs. 926.46 lacs. He also presented income heads and expenses heads which are as follows: Tuition fees, Development fees income, academic expenses, administrative expenses, infrastructure repair and maintenance expenses, printing and stationary expenses, bank charges, AICTE/RTU inspection charges, salary and allowances and any other unspecified expenses
GC noted the report of receipts and payments for session 2016-17.

Item 13.8.3- To consider and approve the budget for the financial year 2017-18.
Shri M.K.M Shah presented budget of college for financial year 2017-18 with total receipts as Rs. 830.00 lacs. He also presented total department budget of Rs. 10.61 lacs for the five departments of the institute.
GC approved the budget for session 2017-18.

Item 13.9 To consider important Issues & Challenges for Session 2017-18
13.9.1 Sustaining good quality in ever increasing competitive environment.
13.9.2 Current status of admission in engineering institution.
13.9.3 Employability of Engineering graduates.
13.9.4 Research & development.
Shri Ashok Agarwal suggests that students are taught with basics of each subject so that they can solve related questions.
Chairman added that we all need to update in the ever-increasing competitive environment that will benefits to our students also.
Members appreciated the growth & achievements.

Item13.10   Any other matter with the permission of the Chair
There was no additional item.

Item 13.11   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.

Dr. Ajay Kumar Bansal
Member Secretary