



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Minutes of the 14th meeting of the Governing Council of Poornima Institute of Engineering & Technology, Jaipur held on Saturday, September 22, 2018 at Sirohi Conference Hall, PIET, Jaipur

The 14th meeting of the Governing Council (GC) of Poornima Institute of Engineering & Technology was held on Saturday, September 22, 2018 at 02.30 PM in the Sirohi Conference Hall, PIET, ISI-2, RIICO Institutional Area, Sitapura, Jaipur.

The following members attended the meeting:

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| 1. Dr. Surjeet Singh Pabla | Chairman, Governing Council |
| 2. Sh. Shashikant Singhi | Representative from Shanti Education Society |
| 3. Sh. MKM Shah | Representative from Shanti Education Society |
| 4. Smt. Dipti Lodha | Representative from Shanti Education Society |
| 5. Dr. Neeraj Jain | Representative from Shanti Education Society |
| 6. Sh. Hari Singh Shekhawat | Representative from Shanti Education Society |
| 7. Prof. (Dr) Dinesh Birla | Representative from Rajasthan Technical University |
| 8. Prof. Gunwant Sharma | An Industrialist/Technologist/Educationalist from the region from NIT/IIT |
| 9. Dr. Puneet Mathur | Faculty representative |
| 10. Ms. Pooja Sharma | Faculty representative |
| 11. Mr. Vivek Kumar | Alumni/Industry Expert of CS/IT |
| 12. Mr. Sumit Sharma | Alumni/Industry Expert of Civil |
| 13. Mr. Arjya Kumar Mishra | Alumni/Industry Expert of EE |
| 14. Ms. Sonal Upadhyay | Alumni/Industry Expert of HR |
| 15. Ar. Rahul Singhi | Special Invitee |
| 16. Dr. Om Prakash Sharma | Member Secretary |

Officials from All India Council for Technical Education, Officials from State Government, Mr. Samsher Singh, Industry Representative and Mr. Puneet Mittal, Industry Representative could not attend the meeting owing to unavoidable reasons/circumstances. Ms. Sonal Upadhyay attended the meeting in place of Mr. Puneet Mittal.

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

1. Dr. Gautam Singh, Chief Proctor, PIET
2. Mr. Deepak Moud, Head, Department of Computer Engineering, PIET
3. Dr. Prannath Dadhich, Head, Department of Civil Engineering, PIET
4. Mr. Manish Singhal, Head, Department of Electronics & Communication Engineering, PIET
5. Mr. Manish Sharma, Head, Department of Electrical Engineering, PIET
6. Ms. Himanchala Singh, Assistant Professor, Humanities, First Year, PIET

Item 14.1 Welcome by Member Secretary and Introduction of Members

Dr. Om Prakash Sharma, at the outset extended his cordial welcome to the Chairman, members and special invitees to the 14th meeting of the Governing Council. He also proposed thanks to all the members of 13th meeting of Governing Council. On request of Member Secretary, self-introduction was given by all the members and invitees. He also informed the GC members that Department of Computer Engineering and Department of Electrical Engineering have got Accreditation from National Board of Accreditation, India. Before proceeding ahead, He read brief bio data of the Chairman, Governing Council.

Item 14.2 Address by Chairman

In the opening remarks, Dr. Surjeet Singh Pabla, Chairman welcomed the members and other invitees of the 14th meeting of the Governing council. He expressed his gratitude to the management for inviting him to join the Governing Council as Chairman. He started his address with discussion on the growth of quality engineering education in engineering colleges and private universities in Jaipur. In his address he expressed his worries and concern about the crucial phase of engineering education. He appreciated the skill development process started in private institutions and universities over government institutions and universities in Rajasthan. He also discussed the role of faculty members and senior members in the overall growth of engineering education. He urged the faculty members to interact with their students in a designed way to solve their problems. He advised the faculty members to motivate the students and prepare them according to the demand of the market.

With the permission of the Chairman, the Member Secretary began the proceeding as per the agenda items. The agenda were taken one by one incorporating the valuable inputs and suggestions from all the GC members.

Item 14.3 To confirm the minutes of 13th Governing Council meeting held on September 09, 2017.

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 14.4 To report follow up actions on suggestions of the 13th Governing Council meeting.

The Member Secretary briefly described the actions taken on the minutes of the Governing Council meeting held on September 09, 2017. There was useful discussion and important suggestions were given on various points as follows:

Teaching Learning Process

1. Measures to improve the Home Assignment submission and involvement of those who do not submit assignments.

Member Secretary informed the GC members that the above problem raised because the marks of assignments were not included in the final marks, in order to add the marks obtained by completing the assignments, PIET management made a policy and introduced the scheme of Common Pool

and DECA marks. Member Secretary explained the scheme in detail. He admitted that instead of following the traditional way we have changed the mode of assignments where ever it is possible and conducted in the form of quiz, case study, analysis of video lectures, scenario-based questions and many more according to the nature of the subject to encourage the students to submit their assignments.

Chairman appreciated the various methods adopted by the departments for assignment submission. He asked about the weightage of marks of the assignments.

Member secretary presented the documents having details of weightages of marks. He added that in some cases faculty motivated the students to complete their assignments in front of him even after the college hours.

Member Secretary informed that we have introduces one certificate course for the students of Computer Engineering Department as IBM-IOT.

2. Verification process of the feedback in terms of marks in class test, online exams and mid-term examinations of specific faculty members.

Members Secretary informed that direct feedback is taken at two levels one at department level and second at institute level. He elaborated various parameters/tools used to take the feedback.

Dr. Dinesh Birla asked about the feedback mechanism adopted by the institution and how the student identity are kept hidden.

Mr. Rahul Singhi contributed that the Feedback is taken by PIET Authorities only through google form. He informed the three-level feedback mechanism including Department level feedback, Institute Level online feedback and Interaction with selected students by the Director.

Member Secretary added, In order to keep the student identity hidden, subject wise average feedback is shared and discussed with the department. Member secretary presented Feedback analysis of 4th and 6th semester in front of the GC members. In addition to that he also presented a comparative analysis of feedback and the results of the subject. He justified the good results where the feedback was not very good, as department took initiatives in order to improve the results where ever it is required rather than relying of the feedback.

3. To provide platform Inter-College Competition based on applications

Members Secretary informed the GC about various events organized by the institution. He presented the report of “The Smart City” Convergence 2018, under which four distinguished national level conferences were organized. He informed that Department of Computer Engineering has organized coding contest “Webathon 2.0”, in which students from other engineering colleges participated. Besides that, students also participated in many events organized by various external agencies. Six teams participated in Smart India Hackthon 2018 organized by Ministry of Human Resources Development, Government of India.

4. To incorporate application-based questions in laboratory.

Member Secretary informed that in order to incorporate application-based questions in laboratory, project-based approach is followed in most of the labs. Scenario based questions are also included in regular labs to promote application-based learning. All supporting documents were also presented.

Chairman appreciated the efforts made by faculty members to improve learning skills of the students. He inquired about the link between the Course Outcome and questions given in the paper.

Member secretary informed that all the questions designed for Mid Term examinations are designed according to Course Outcomes only. He added that it is also a mandatory process for upkeeping the quality as per NBA.

Chairman advised that faculty members must provide solutions of all the questions given in Mid Term Examination.

Member Secretary informed that it's a mandate from Rajasthan Technical University to upload solutions of the question papers on college website. Dr. Dinesh Birla added that it is already in practice since last semester by all RTU affiliated engineering colleges.

5. First year students must be taught only by the experienced faculty members.

Member Secretary informed that most of the faculty members teaching in first year are well experienced. He also presented a list of faculty members, who are teaching in first year, along with their experiences and subject taught in the previous semester.

Chairman and members were happy to note the progress.

6. 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.

Member Secretary informed that in PIET, we are conducting Open Book Test of one subject in each semester since last semester. He discussed the process to conduct open book test and presented sample papers also. He added that some assignments, quizzes and case study are also designed in a way to promote use of standard books.

Dr. Dinesh Birla suggested that the Open Book Test question papers should have questions in such a way that the answer of one question leads to the solution of the next question.

Skill Based Learning

1. At least one-hour skill-based lecture should be conducted for first year and higher classes and this could be increased as per the requirements.

Member Secretary informed that many activities have been planned and implemented successfully not only for first year but also for second year students.

Ms. Sonal Upadhyay inquired about the evaluation mechanism of such activities. He also asked about the training on the latest technology in the market.

Dr. Puneet Mathur contributed that different evaluation methods have been adopted for different activities. In some of the activities, students have been asked to develop mini project. He reported

about the evaluation methods like Quiz, Mini Project, Google Assignments etc. He informed the GC members that Poornima Foundation signed an MoU with Bennett University, according to which faculty members have been trained in the area of Artificial Intelligence and Deep Learning. After that the trained faculty members conduct workshops for the students in a planned way.

2. Process followed to conduct workshops and to invite the participants.

Member Secretary informed about the process followed to conduct workshops including Design and publication of event brochure, related notice to the students followed by evaluation and event report. He added that the events are generally conducted for interested students only.

Mr. Vivek Kumar asked about those students who are not interested to attend any workshop.

Member secretary informed that departments have planned many workshops on almost all the areas related to the branch, so there are ample opportunities for the students to participate in any of the workshop of his/her own interest. Mr. Deepak Moud added that in the beginning of the semester all these planned workshops are discussed with the students during orientation lecture and even faculty coordinators of the workshop use to provide the information to all the concerned students prior to the workshop.

Mr. Vivek Kumar and Ms. Sonal Upadhyay appreciated and added that workshops play a very important role as it is a mechanism by which students learn the best practices of the industry.

Chairman highlighted on the need of English improvement among engineering students and asked the member secretary about the measures taken by the institute to improve communication skills of the students.

Member secretary informed about one of the mission program named PMEPI, Poornima Mission to become English Proficient Institution. He added that all the faculty members are taking their classes in English only and we are religiously following this mission. Means of communication in joint meetings and department level meetings is English.

Member secretary informed that we have conducted one workshop on IOT which was sponsored by TEQIP having both internal and external participation.

Entrepreneurship and Industry Interaction

1. Industrial visits for higher class students. Model of industrial visit 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.

Member secretary presented the document related to Entrepreneurship and Industry Interaction. On request of Member secretary Mr. Manish Sharma, HoD, EE and Dr. Prannath Dadhich elaborated and explained the item.

Mr. Manish Sharma informed the members that the industrial visit is regular part of Student Development Activities and is periodically carried out in Department of Electrical Engineering. He supplemented the best practices adopted by the industries and learnt by the students during their visit.

Dr. Prannath Dadhich shared that the students of Department of Civil Engineering were divided into groups for different site visits and finally they have discussed and shared all important things of the visit with each other. He added that Department of Civil Engineering sent student of second year also for the sight visit. Third year students already had Industrial Training as a part of sixth semester under RTU scheme.

Mr. Sumit Sharma raised the issue of availability of the experienced trainer during industrial visit of the students.

Dr. Gunwant Sharma suggested that list of industry along with their experts should be prepared in advance and must be shared with the students.

Member secretary informed that generally it has been taken care by the industry, where the students are visiting, but we will take care of the students next time, so that best trainer is available during industrial visit.

Chairman appreciated the process followed by the institution to provide practical know-how to its students through industrial visits.

2. MOUs to ensure fruitful student and Faculty exchange with industries.

The house was informed that PIET has signed MOUs with Bannet University to perform student as well as Faculty exchange with industries as well as conduction of skill based learning activities under these MOUs was ensured. It was also informed that we are in process of Signing MOUs with RedHat, Oracle and MHRD's innovation mission.

3. Mechanism to ensure the fruitful outcome of these activities and identification of parameters to measure the outcome.

Member Secretary informed that proposals of the activities are made by concerned faculty indicating objectives, requirements, methodology, participation and outcomes. He added that proper evaluation of every activity depending upon the nature of activity like viva, quiz, questionnaire, assignments, presentations, drawings, feedback incorporated in activity. He informed that a committee consists of Head of Departments and Senior faculty members discuss and suggest the evaluation methods for almost all kind of activities.

To consider important Issues & Challenges for Session 2017-18

1. Teaching of basics of each subject so that the students can solve related questions.

Member Secretary informed that all the department have structured plan of special sessions and workshops to clear basic fundamentals to all students as per their domain need. He specially highlighted that in first year, in the starting of semester, some lectures are devoted to teach basics of each subject and these topics are taken by experienced faculty members.

Chairman suggested that knowledge of units should be practically known to each and every student as industries generally asked these units.

2. Process to update in the ever-increasing competitive environment for the benefits of the students.

Member Secretary informed that we have interacted with industry experts and alumni to identify

the latest tools and technologies in the market. All the departments are trying to abreast the knowledge of their students through regular workshops and short-term courses on latest technology. Tutors are regularly guiding the students and motivating to take part in competitions. He added that the institute also hand shake with RTU, Kota in their TEQIP-III Project and successfully conducted one workshop on IoT and one special awareness session on GATE Exam. Identification of specific reason of lack of interest in classes

Member Secretary shared the information that few students interested in acquiring only degree, some of them are preparing for non-technical government jobs and students take less interest in theoretical classes then practical labs. He added that we are following proper measures to ensure student attendance including tutor interaction with student and parents, Dy. HoD and HoD interaction and proctor interaction with parents. Dr. Puneet Mathur added that in order to overcome the problem, we have conducted VAK (Visual, Audio, Kinesthetic) Analysis to identify the way by which student can understand. He presented the report generated on the VAK analysis conducted in one of the class.

Dr. Dinesh Birla informed the GC members that University is serious about the attendance of the students. Member secretary added that our institution is also serious about the attendance and those who could not get 75% of attendance, they are debarred from their Mid Term as well as University examinations.

With these discussions and valuable suggestions, the Governing Council noted the progress of follow up actions on inputs given in the 13th GC meeting.

Item 14.5 To report important activities of Session 2017-18 and 2018-19

Member Secretary informed about important activities of session 2017-18 and 2018-19 with the help of PPT presentation and supporting documents covering items as follows:

- Organizational structure and infrastructure
- Item 14.5.1 Academic Outcomes including Recruitments, Attendance, Performance Incentives and University results.
- Item 14.5.2 Placements in session 2017-18
- Item 14.5.3 Admissions in session 2018-19
- Item 14.5.5 Other activities

Member secretary presented the organogram with the roles and responsibilities. He also presented recruitment of faculty members and other non-technical staff during even semester 2017-18 and odd semester 2018-19. He also informed the GC members about inclusion of one more branch i.e. Mechanical Engineering and increase in approved intake of Computer Engineering. He emphasized on performance incentive scheme adopted by the institution, faculty strength and their retention. He also presented a detailed and comparative analysis of University results. After academic outcomes he highlighted on the student placements in session 2017-18 including organizations, package offered and number of students placed. Admissions during session 2018-19 were also discussed by member secretary. He further discussed the process of admissions along with details like boys, girls, Hindi medium, English medium, day scholar, hostler etc.

Members appreciated the progress and activities conducted.

Item 14.5.4 Finance (Budget Approval)

Sh. M.K.M. Shah presented the expenses report for financial year 2017-18 ended March, 31, 2018,

the unaudited figure of ₹ 998.02 lacs had been reported as revenue payments against revenue receipts of ₹ 878.97 lacs.

GC noted the report of receipts and payments for session 2017-18.

Sh. M.K.M. Shah proposed head wise budget for 2018-19. Total revenue is budgeted at ₹ 820 Lacs and total expenses at ₹ 1313 Lacs. He also proposed total department budget of ₹ 10.67 lacs for the five departments of the institute.

GC approved the budget for session 2018-19.

Item 14.6 Specific suggestions for further improvement and growth on action taken and performance on account of academic outcomes, placements and admissions during past one year.

Member Secretary informed about important activities of session 2017-18 and 2018-19 with a small video presentation covering technical, non-technical, cultural, social, curricular, co-curricular, extra-curricular, pre-placement and entrepreneurship development cell activities. He also presented achievements of the institution like NBA Accreditation, QIV ranking by RTU, IEEE Student Branch and to promote research and other academic arenas MoU with Bennett University.

Members appreciated the progress and activities of session 2017-18.

Item 14.7 General discussion on all important Issues/Challenges including

- Item 14.7.1 Sustaining good quality in ever increasing competitive environment
- Item 14.7.2 Current status of admissions in engineering institutions
- Item 14.7.3 Employability of engineering graduates
- Item 14.7.4 Research & Development activities.

Member secretary informed that at PIET we are focused to provide quality education to our engineering graduates.

Chairman suggested to establish Center of Excellence for many activities, so that near by colleges can also be benefitted and discuss many issues of importance on common platform.

Ms. Sonal Upadhyay advocated and suggested to evolve platform for innovation. She added that these platforms will encourage students to be more creative with freedom of thoughts.

Mr. Vivek Kumar emphasized on improving problem solving skills of the engineering graduates.

Mr. Sumit Sharma suggested that students should be educated before they are asked to proceed for the industrial visit.

Members appreciated the growth & achievements.

Item 14.8 Any other matter with the permission of the chair.

Almost all the issues were already discussed during the meeting. There were no other issues left for discussion.

Item 14.9 Concluding remarks by Chairman, Governing Council.

Chairman appreciated the sincere and systematic efforts made by the management, departments and faculty members to make PIET as premium institution in engineering education. He emphasized on practical aspect on engineering education and suggested to start vocational courses to promote outcome-based education. He was very satisfied with the growth and development of engineering education in the institute.

Item 14.10 Vote of Thanks

Dr. Om Prakash Sharma, Member Secretary thanked the members and the invitees for their presence and valuable contributions.

The meeting was adjourned with vote of thanks to the Chair. It was followed up with a group photograph.

Dr. Om Prakash Sharma
Member Secretary

Jai Jai Poornima Sansthan!
Jai Hind!