POORNIMA
COLLEGE OF ENGINEERING

Approved by AICTE
Affiliated to Rajasthan Technical University, Kota
Recognized by UGC under Section 2(f) of the UGC Act, 1956

Internal Quality Assurance Cell
(IQAC)

ISI-6, RIICO Institutional Area, Sitapura, Jaipur-302022 (Rajasthan)
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POORNIMA
COLLEGE OF ENGINEERING

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE

Ref. No.: PCE/DO/2021-22/Jan-June/IQAC-1/03   **March 25, 2021**

NOTICE

Subject: First Meeting of Internal Quality Assurance Cell (IQAC) scheduled on April 10, 2021.

Dear Sir / Ma'am,

As per discussion and finalization with the Chairman, Internal Quality Assurance Cell, regarding scheduling its first meeting, it has been decided to hold the meeting on **April 10, 2021** from 11.00 am onwards in hybrid mode. Therefore, I request your kind presence for the meeting as per following schedule. The details of agenda items for the meeting is attached herewith.

Schedule;
Date: April 10, 2021
Time: 11 am onwards
Venue: Conference Room AG-13, PCE
Kindly make it convenient to attend the meeting and give your valuable inputs for overall growth of the Institute.

Thanking you,

With Best Regards,

Coordinator, IQAC
Poornima College of Engineering, Jaipur

Copy to:

1) PA to Director Sir for kind information.
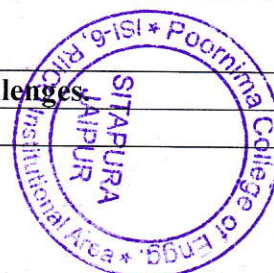2) All Members of IQAC.
3) Guard File.

Poornima College of Engineering

ISI-6, RICCO Institutional Area, Sitapura, Jaipur-302022

Minutes of meetings of I[st] IQAC Meeting held on Saturday, 10th April 2021, Session 2020-21
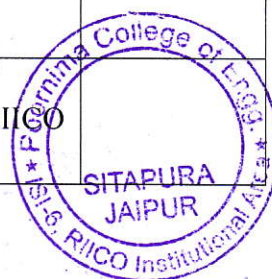
Date: 10-04-2021

First IQAC meeting of Session 2020-21 was held on Saturday, 10th April 2021. Dr. Mahesh M Bundele – Director, PCE chaired first IQAC meeting. The agenda of meetings were as follows:

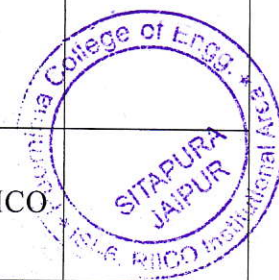| Agenda Items		Agenda
1.1		Welcome of the Members of Internal Quality Assurance Cell (IQAC) and introduction.
1.2		Address by the Chairman, IQAC, Poornima College of Engineering.
1.3		To confirm the agenda of First IQAC meeting.
1.4		Closure reports for the session 2020-21.
	1.4.1	To prepare the analysis for the following given items: • Admission Analysis • RTU Result Analysis • Placement Analysis • Faculty Performance • Student attendance • Attainments of COs, POs, PSOs, PEOs, etc. • Activities held • Achievements • Budget Utilization • Suggestions
	1.4.2	Any other issue related to planning for upcoming session with the permission of the chair.
1.5		Planning for session 2021-22 and 2022-23.
1.6		To consider and give inputs on important Issues / Challenges.
1.7		Any other matter with the permission of chair.

The first IQAC meeting of Poornima College of Engineering was held on **Saturday, 10th April 2021** at 11:00 AM at Conference Room (AG-13). In this meeting following members were present:

S. No.	Category	Nominated by	Name of Members	Address	Signature
1	Chairman, IQAC	Chairman, Governing Council	Dr. Mahesh M. Bundele (Principal & Director, PCE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
2	Coordinator, IQAC	Chairman, IQAC	Dr. Narayan Lal Jain, (Associate Professor, PCE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
3	Local Society / Trust Representative	Chairman, IQAC	Mr. Hari Singh Shekhawat (Director - Infrastructure, Poornima Group)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
4	Management Representative	Chairman, IQAC	Ms. Dipti Lodha (Director- Corporate Relations, Poornima Group)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
5	Administrative Officer-1	Chairman, IQAC	Mr. Pankaj Dhemla (Vice-Principal and Associate Professor, PCE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
6	Administrative	Chairman, IQAC	Mr. Devendra Somwanshi	Poornima College of Engineering, ISI-6, RIICO Institutional Area,	

			(Registrar, PCE)	Sitapura, Jaipur	
	Officer-2				
7	Administrative Officer-3	Chairman, IQAC	Mr. Amit Gupta (Chief Proctor, PCE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
8	Faculty representative-I Year	Chairman, IQAC	Dr. Rekha Nair (Professor and Dean- I Year PCE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
9	Faculty representative-CS	Chairman, IQAC	Dr. Surendra Kumar Yadav, (Professor, PCE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
10	Faculty representative-EC	Chairman, IQAC	Dr. Garima Mathur, (Professor, PCE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
11	Faculty representative-EE	Chairman, IQAC	Dr. Virendra Sangtani, (Professor, PCE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
12	Faculty representative-IT	Chairman, IQAC	Mr. Amol Saxena, (Assistant Professor, PCE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
13	Faculty representative-EC	Chairman, IQAC	Mr. Mayank Sharma, (Dy. HoD (Outreach) and Assistant Professor, PCE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
14	Faculty representative-CE	Chairman, IQAC	Mr. Balwan Sheshma (Assistant Professor, PCE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area,	

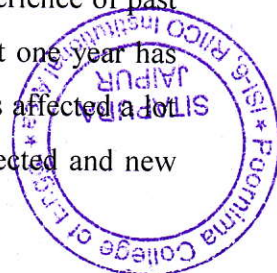|				Sitapura, Jaipur	
15	Alumni Representative	Chairman, IQAC	Mr. Divyanshu Jain, (Alumni, CS)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
16	Student Representative	Chairman, IQAC	Ms. Ashika Chaturvedi, (II year, ECE)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
17	Employer / Industry Representative	Chairman, IQAC	Mr. Rajit Sikka, (Manager, TCS)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	
18	Parent Representative	Chairman, IQAC	Dr. Aseem Verma, (Professor, Mahatma Gandhi Pharmacy College, Jaipur)	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur	

In this meeting one to one all points were discussed and the following decisions have been taken in the meetings. The details of minutes of meetings are as follow:

1.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC) and introduction

IQAC-Coordinator, Dr. Narayan Lal Jain started with welcome of Dr. Mahesh Bundele, Chairman-IQAC Poornima College of Engineering and all IQAC members and other invitees present in the meeting. Each and every IQAC member introduced himself/herself on the request of IQAC-Coordinator. Dr. Jain has invited Chairman IQAC to deliver his address to all IQAC members.

1.2 Address by the Chairman, IQAC, Poornima College of Engineering

Chairman-IQAC, Dr. Mahesh Bundele has started his address and presented his best wishes to all IQAC members. He addressed all the members of IQAC and shared his experience of past one year, which was affected by COVID-19. Chairman-IQAC said that the last one year has been very challenging for the entire world due to COVID-19 pandemic and it is affected a lot the education system. He emphasized that the teaching system was mostly affected and new
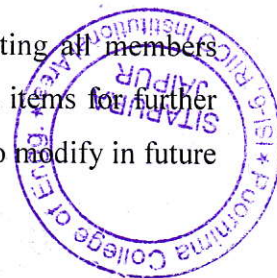
teaching learning and methodologies were need to be adopted in the current COVID-19 pandemic. Students were not prepared to deal with this situation as far as their academics is concerned. The teachers also had to face the challenges to make the young engineers learn in online mode with whatever teaching aids they had. He mentioned that engineering students faced most difficulty in completing the practical courses which require on-site trainings. He added that the practical training aspect is very important for the engineering students as it correlates the conceptual knowledge acquired through books and classroom studies versus the actual skills that are needed for them to be the future of India. The companies which are in the field of all kinds of engineering have the additional responsibilities to train these young minds, encourage them and equip them with the impetus to learn, grow and succeed in the chosen engineering fields. Dr. Mahesh M Bundele appraised the efforts of Poornima College of Engineering for their commendable efforts to bridge this learning gap and equipping their graduates with best available skills during the pandemic period. He further thanked all teaching community and associated staff who have made their best efforts to impart knowledge in the young minds of the students without any compromises. He added that now it is turn for young engineers to make the most of the opportunities that are available in future. He emphasized that during this pandemic situation the quality learning should not be compromised and institute should follow quality education standards. He shared the importance of accreditation from the repute and authorized organizations. Therefore he suggested to get accreditation through national agencies like NAAC. Although in early years many departments of Poornima College of Engineering got accreditation by NBA Bodies. We have to improve and maintain the quality standards and other allied process of our education system. He lightened the importance of IQAC Committee for the accreditation through NAAC and said that IQAC Committee have big roles and responsibilities to maintain the quality standard in our institute.

1.3 To confirm the agenda of IQAC-I meeting

IQAC-Coordinator, Dr. Jain informed about the agenda items of IQAC meeting all members present in the meeting and requested for any suggestion to change the agenda items for further meetings. All the members agreed to go ahead with the present agenda saying to modify in future if required.

1.4 Closure reports for the session 2021-22

IQAC-Coordinator requested department heads to present their closure report as per the agenda items.

All the department heads presented their closure report in the meeting and the following transaction was made. This closure report is discussed and presented in the respective department DAB/PAC by the departments.

1.4.1   To report the status, achievements by Head of Departments for the session 2021-22

Dr. Mahesh M Bundele (Director, PCE and Chairman IQAC) instructed all the department heads and IQAC members to share their inputs on the closure report, which are mentioned below as per the agenda items:

1.4.1.1 Admission Analysis

Dr. Mahesh Bundele informed the house that there is more inclination of public towards computer branch rather than other core disciplines and it is dominating on other core engineering branches. Vice principal informed that there are 96% admission in 2020-21 and he also shared that we need to focus on admissions in core branches. Department head of electrical suggested to provide scholarship for the admission in core branches.
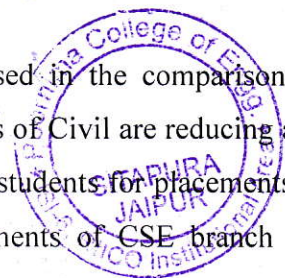
1.4.1.2 RTU Result Analysis

Mr. Pankaj Dhemla, Vice principal informed that RTU results are comparatively increasing and especially in this session due to COVID, no RTU exams conducted. RTU considered only internal assessment, whereas online exams conducted only for final year exams.

Dr. Surendra Yadav shared that RTU results are increasing as well as students' performance also increasing as students are participation in NPTEL online courses. Which are important for Honors degree.

1.4.1.3 Placement Analysis

The next point of discussion in this meeting was the placement analysis of the students. A lot of discussion took place. Common conclusive points are as under;

Dr. Garima Mathur shared that the placements in ECE has increased in the comparison of previous years. Mr. Balwan Sheshma has informed that the placements of Civil are reducing and need to focus on requirements of core companies as well as motivate students for placements in non-technical companies. Dr. Surendra Yadav presented the placements of CSE branch are

highest in number comparison of previous years and % of placement in CSE, consistent rather increasing.

1.4.1.4 Faculty Performance

Dr. Mahesh M Bundele (Director, PCE and Chairman IQAC) also provided some guide lines for measuring the performance of faculty members. Based on this Dr. Mahesh M Bundele that faculty members actively participating in learning enrichment courses by attending workshops, FDPs, and other training programs. He also shared that due to COVID conditions faculty members got ample opportunity to learn through online platforms. He shared that faculty members published in reputed journals and also participated in international conferences. He suggested that faculty members need to focus on research projects and consultancy.
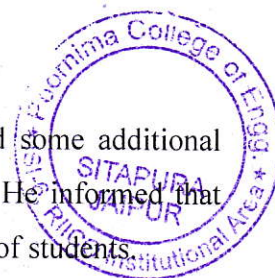
1.4.1.5 Student attendance

Mr. Pankaj Dhemla (Vice Principal, PCE), emphasized that, on the attendance of a student which plays an important role to overall development of student as well as in placement. He provided some guidelines to prepare the student attendance record. He also emphasized to compile and maintain the attendance record in every 15 days. And necessary action should be taken on those students who have poor attendance. He provided some suggestions to improve the attendance of a student in the COVID conditions:

- Track absences in real-time
- Connect via email and messaging
- Get a good curriculum
- Boost personalized learning
- Effective timetable scheduling
- Increase parent involvement
- Improve interactions

1.4.1.6 Attainments of COs, POs, PSOs, PEOs, etc.

Dr. Mahesh M Bundele (Director, PCE and Chairman IQAC) also provided some additional guide lines for the mapping of COs, POs, PSOs and PEOs in a better way. He informed that these attainment guidelines include the assessment from all aspects of learning of students.

He said that the guidelines for attainment calculation need to be followed as per the formats provided to departments. Departments also need to use learning from previous year for better attainments.

Dr. Virendra Sangtani informed that to fulfill the gap department organized workshop and expert sessions. He also shared that overall attainment of POs (PO9, PO10) need more focus, whereas cognitive POs are well attained.

Mr. Amol Saxena shared that all the POs are very well attained but affective domain need more attention.

Mr. Balwan Sheshma also agreed with Mr. Amol Saxena and informed that in the civil department cognitive and psycho-motor domain are very well achieved.

1.4.1.7 Activities held

Mr. Pankaj Dhemla informed that during COVID institute performed outstandingly in organizing activities using online platforms. He also shared that institute get funds for workshop, FDPs and webinars through the TEQIP-III. Institute focused on learning of students and faculty members through these activities.

Dr. Garima Mathur shared that, ECE department organized STTP in collaboration with AICTE as well as some other workshop related IoT, VLSI etc. for development of faculty members and students.

Dr. Surendra Yadav also shared that CS organized activities related to artificial intelligence, cloud computing etc. for students and faculty members.

Mr. Balwan Sheshma informed that civil department organized workshop on software learning as well as on teaching and research learning methodology.

1.4.1.8 Achievements

Dr. Mahesh Bundele, whole heartedly shared that faculty members are actively participating and grabbing opportunities to get awards and achievements. He also shared that faculty members are

publishing good quality article but at the same time he suggested that this need involvement of all faculty members.

Mr. Pankaj Dhemla informed that students are grabbing rank in RTU merit list.

Mr. Mayank Sharma (Dy. HOD Outreach, Asst. Professor, and PCE) suggested that management is acknowledging the achievements of students and faculties through faculty incentive schemes and students appreciation through Kalanidhi respectively.

1.4.1.9 Budget Utilization

Dr. Mahesh M Bundele (Director, PCE and Chairman IQAC) further presented the details of budget allocated to different departments in the college. He said that, an amount of Rs. 19.89 lacs is carved out of budget of revenue of college under various heads for 2021-22 as proposed above, to allocate to various departments namely CSE, ECE, EE, IT, ME, Civil and I Year to carry out students' participations, in house training and other unspecified activities and contingencies at department level. The CSE department includes new branches i.e. AI, AI & DS, Cyber Security, and CSE Regional language. To carry out campus students. This budget is utilized by Dean, HODs, with approval of Campus Director for academic improvement and to achieve autonomy in functioning. The record of such utilization is maintained at department level.

1.4.2 Any other issue related to planning for upcoming session with the permission of the chair

Dr. Narayan L Jain, asked all the committee members that is there is any issue or matter which would like to be discussed in this meeting. All the members given their points and some of them said, that almost all points are covered in this meeting.

Mr. Divyanshu Jain (alumni CS) shared that department should allow students for internship above than the allotted time as per RTU scheme.

Mr. Rajit Sikka informed that students need to focus on learning new technologies specially using online platforms in this COVID scenario.

1.5 Planning for the session 2021-22 and 2022-23

Dr. Mahesh M Bundele (Director, PCE and Chairman IQAC) motivated to all IQAC member to do the work on the planning and execution of the session 2021-22 and 2022-23.

Dr. Rekha Nair suggested to have concrete policy for the admission in core branches which includes promotions of strength of the departments, in the neighborhood schools and display of projects in the outside events of national and international level.

Members also suggested to start new courses related to the field of computer engineering such artificial intelligence, data science etc.

Mr. Divyanshu Jain (alumni CS) suggested to focus on results of excellent student so that institute can have more numbers in RTU merit.

Mr. Amit Gupta (Chief Proctor) suggested that result of coming session need more attention as RTU exams will be in off-line mode. As student promoted in previous year, so need focus on academic delivery and assessment.

Mr. Hari Singh Shekhawat (Director-Infrastructure) suggested that Civil Engineering student should focus on practical knowledge so that the students of Civil Engineering may get placed in core Branches. As student did not get exposure to site and industrial work due to COVID scenario. He also suggested industry exposure to students of all branches.

Ms. Dipti Lodha (Director-Corporate Relations, Poornima Group) suggested that the students are weak in logical aptitude test, so we should focus to strengthen the logical aptitude test of our students.

Ms. Ashika Chaturvedi (Student Representative) requested to enhance the communication skill of students as we have many students from rural areas.

Mr. Rajit Sikka shared the need of current market and suggested to work accordingly to get good number of placements.

Mr. Pankaj Dhemla Suggested department to focus on laboratory work and for this faculty member should prepare all the lab work properly.

Mr. Rajit Sikka to link the achievements of students with attainment process so that effectiveness of attainment process can be justified.

Vote of Thanks

Dr. Jain (Co-coordinator IQAC) extended gratitude towards Dr. Mahesh M Bundele (Director, PCE and Chairman IQAC) for chairing the meeting and giving important inputs for the growth of the institute. He also thanked to all IQAC Committee members for their valuable inputs and suggestions and all the invitees for their active contributions in the discussions and valuable inputs.

(Co-coordinator IQAC)

(Dr. Narayan Lal Jain)

Copy to:-

1. Office of Chairman IQAC.
2. Office of Chairman – PF for information
3. Chief TPO for information.
4. Chief Proctor for information.
5. Registrar – PCE for information.
6. Dean.
7. All HODs for information and necessary action.

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JAI JAI POORNIMA SANSTHAN

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