POORNIMA COLLEGE OF ENGINEERING, JAIPUR

ISI – 6, RIICO Institutional Area, Goner Road, Sitapura, Jaipur (Raj.) – 302022

Minutes of the 19th Meeting of the Governing Council held at Poornima College of Engineering, Jaipur on Saturday, October 8, 2016.

The 19th Meeting of the Governing Council (GC) was held on Saturday, October 8, 2016 at 03:00 PM in the Conference Room (AG-13) of Poornima College of Engineering, ISI – 6, RIICO Institutional Area, Goner Road, Sitapura, Jaipur.

The following members of Governing Council, special invitees and other invitees were present:

1.	Dr. S.M. Seth	Chairman, Governing Council & Poornima Foundation (PF) and Chairperson, Poornima University (PU)
2.	Dr. H.D. Charan	Representative from Raj. Technical University, Kota
3.	Dr. R.A. Gupta	Academic Representative nominated by the Shanti Education Society
4.	Sh. Sanjeev Agarwal	Academic Representative nominated by the Shanti Education Society
5.	Sh. Shashikant Singhi	Director General, Poornima Foundation, Representative from Shanti Education Society
6.	Sh. Hari Singh Shekhawat	Director, Infrastructure, Poornima Foundation, Representative from Shanti Education Society
7.	Mrs. Renu Singhi	Advisor, Poornima Alumni Association, Poornima Foundation
8.	Mrs. Dipti Lodha	Chief Training & Placement Officer, Poornima Foundation
9.	Prof. D. S. Kumani	Professor, Mechanical Engineering, Faculty Representative
10.	Dr. Om Prakash Sharma	Member Secretary, Governing Council & Director, Poornima College of Engineering
11.	Sh. M. K. M. Shah	Director, Admin. & Finance, Poornima Foundation, Special Invitee
12.	Dr. Rakesh Duggal	Director, Poornima Group of Institutions, Special Invitee
13.	Dr. Ajay Kumar Bansal	Director, Poornima Institute of Engineering & Technology, Special Invitee
14.	Sh. Rahul Singhi	Director, Poornima Foundation, Special Invitee

Industry nominee of Principal Secretary, Technical Education Govt. of Rajasthan, Sh. Ashok Agarwal, Representative from Shanti Education Society, Sh Rajesh Singhi, and special invitees, Dr. Rekha Nair, Dean, I Year, Dr. Manoj Gupta, Provost, PU, Mr. Rajeev David, Chief Proctor, did not attend the GC meeting owing to unavoidable reasons/circumstances.

The following other invitees were also present:
1. Mr. Ritesh Nahar, Alumni (Information Technology, 2006-10), PCE
2. Dr. Virendra Sangtani, HoD, EE, PCE
3. Dr. Garima Mathur, HoD, EC, PCE
4. Dr. Ajay Khunteta, HoD, CE, PCE
5. Mr. Amol Saxena, HoD, IT, PCE
6. Mr. Shirish Nagar, HoD, I Year, PCE
7. Mr. Shailendra Kasera, HoD, ME, PCE
8. Mr. Brijraj S. Solanki, HoD, EIC, PCE
9. Prof. Rajesh Varshney, HoD, Civil, PCE
10. Sh. Punit Shukla, Registrar, PCE

Item 19.1   Welcome of the Members of Governing Council and Introduction.

At the outset members of Governing Council were given floral welcome by Dr. Om Prakash Sharma member secretary. Dr. Sharma expressed his sincere thanks and appreciated the support provided by all the members in the growth of the institution. He also informed that due to valuable inputs & suggestions Department of Computer Engineering and Electronics & Communication Engineering have received NBA Accreditation for imparting Quality Education. On request of member secretary self introduction was given by all the members & invitees.

Item 19.2   Address by the Chairman Governing Council, Poornima College of Engineering.

Chairman, Governing Council extended a warm welcome to members & invitees of the 19th meeting of GC.

- Chairman shared his thoughts that in the journey of 16 years we have been able to take up various challenges utilized various opportunities and were able to come out with significant achievements.
- He expressed his hope that fruitful suggestions & comments by the learned members of the Governing Council will set the necessary directions for this session & coming years.
- He added that presence of Prof. H.D. Charan, Dean (Academics Affairs), RTU, Kota is a good development and would provide further inputs to PCE.

After the Chairman's address, the agenda as circulated was adopted and various items were taken up for discussions as follow:

Item 19.3   To Confirm the minutes of the GC meeting no. 18 (Circulated vide letter No. PCE/PO-67/GC-18/Minutes dated September 12, 2015).

The minutes of 18th GC meeting held on Saturday, September 12, 2015 were circulated (vide letter PCE/PO-67/GC-18/Minutes dated September 12, 2015). A copy of the minutes of the GC – 18 meeting was also provided with agenda papers. There were no comments.

The minutes were confirmed.

Item 19.4   Progress of follow up actions on recommendations of the 18th GC Meeting.

18.4 (C) Results
- Members of the Governing Council appreciated various measures taken by Poornima College of Engineering. They advised that such efforts should be continued, for ensuring consistency.

18.4 (D) Placements
- Prof. H. D. Charan & Dr. R.A. Gupta appreciated the measures taken for providing GATE awareness and preparation opportunities to students.
- Dr. R.A. Gupta also suggested to collect data from external sources about the GATE Score of students doing outside coaching from different institutions. He further added to carry out a comparative analysis of GATE successes and final outcomes availed by students for having a clearer picture.

18.4 (E) Projects

- Prof. H.D. Charan enquired about the usability and working of 2-Wheeler service station Project in areas where roads and traffic are congested.
- Dr. Sharma informed that Mobile Van can Service 2 two wheelers, simultaneously as it is installed in Middle Size Truck and it can't reach places connected via narrow lanes/street. Sh. Rahul Singhi added that the vehicle moves in Jaipur city places like Special Economic Zones, Transport area, Office areas, and the 2-wheeler users leave the vehicles for maintenance and collect them back after 2 to 3 hours.
- Prof. Charan suggested that 2-Wheeler service station idea can be further explored and set up in smaller vehicles like auto / cars to provide a door to door service to places connected via narrow lanes. He added that the service can be extended from preventive maintenance to breakdown and accidental situations. He also suggested to try such services with pickup of defective or serviceable vehicle and drop back of repaired / serviced vehicle as an added advantage.

18.4 (F) R&D

- Prof. Charan enquired the provisions for doing Ph.D. from RTU in Poornima College of Engineering. Dr. Sharma informed the house that this time Mr. Amit Mandal, Asst. Prof., Mechanical Engineering have been sponsored to carry out his PhD at RTU, Kota. Prof. Charan suggested that Poornima College of Engineering can explore possibility to become a Research Center from RTU with facilities of Ph.D. work.

18.5.2 Attendance

- Dr. Sharma presented the reporting of comparative analysis of student attendance. Dr. R.A. Gupta suggested that a comparative study of attendance improvement of students due to the impact of tutor system and various mentorship levels should be conducted by Director, Proctor and HoD.

18.7.2 Inputs on Important issues & challenges

- Prof. Charan appreciated and congratulated everyone for the Pinnacle company preparation program leading to very good success in placement for Mechanical & Civil Engineering students. The members also appreciated the Mission English program for training the faculty members for enhancing the English usage as means of communication and teaching during classroom and lab sessions. Shri Shashikant Singhi added that all the meetings such as Director to HoDs, Joint Meetings, HoD to Faculties and others in the campus are conducted in English.
- Dr. R.A. Gupta suggested evolving modules ways & means to empower faculty members and motivate students to practice English communication even after the college hours.

With these fruitful discussions/suggestions by members, GC noted the progress of follow up actions on recommendations of the 18th GC Meeting.

Item 19.5   To Report Important activities during session 2015-16 and 2016-17.

19.5.1   To report new recruitments for the even semester session 2015-16 and odd semester session 2016-17.

- Prof. Charan suggested that for the purpose of selection process of faculty one member as Vice Chancellor Nominee appointed by RTU should be invited and informed well in time. He appreciated the action taken by Poornima College of

Engineering just after the office order released from RTU, Kota on September 22, 2016.

The recruitment details and PF scheme was noted and appreciated by all GC members.

19.5.2 **To report attendance for the even semester session 2015-16 and odd semester session 2016-17.**
- All the members of Governing Council felt that the status of attendance is very good. Prof. Charan appreciated the efforts and advised to keep the same pace for ensuring consistency.

Governing Council noted the status of attendance.

19.5.3 **To report distribution of performance incentives under faculty felicitation programme.**
- Prof. Charan enquired about the incentive distribution scheme, award eligibility criteria, number of subjects taught by a faculty member. The details of the incentive scheme were elaborated by Dr. Sharma. Sh. Shashikant Singhi, Director General, Poornima Foundation also informed about details of the scheme.
- Dr. R.A. Gupta enquired about the details of Technical Publication incentive. He added that there should be increase in the incentive amount. Dr. Sharma provided the details present in the faculty diary. Director General explained that there is 3 level appreciation - single star (*), double star (**) & triple star (***) and the amount is incremental, which is Rs. 3000, 4000 & 5000 respectively.
- Dr. R.A. Gupta appreciated extending and enlarging the previous year RTU questions by faculty & design similar questions for Mid Term, class test, quizzes and assignments for more practice.
- Prof. Charan also enquired about the comparison between Toughness levels and Pass percentage of Midterm Exams and RTU Exams. Dr. Sharma explained how average marks and pass percentage are calculated and target set for each subject is assigned to individual faculties as detailed on page 41(a) & (b).
- Prof. Charan highlighted and informed the house about the Quality index benchmark being evolved in RTU for an affiliated institution and its constituent parameters (total 18) with total of 1000 marks, parameters like percent of students clearing B.Tech in 4 years, number of Honours & I division, intake capacity vs. actual intake, number of faculty members, Ratio of professors and Associate professors, availability of research center, NBA Accreditation, Number of papers and quality of published papers by faculties & students, number of conferences organized, number of placements etc. He also informed about the ranking criteria of performance of an institution is being prepared on these lines.
- Prof. R.A. Gupta advised that PCE having such a good track record may apply for this performance Quality index ranking to RTU, Kota. He conveyed his best wishes to all stack holders of PCE.

Governing Council noted the status of distribution of performance incentives amount.

19.5.4. **To report University results for the session 2014-15 and 2015-16.**
- Dr. Sharma elaborated the way by which targets are given to individual faculties for improving the results.
- Members appreciated the new measures taken and the efforts made by faculty and staff members for achieving good university results.

Governing Council noted the report of University results.

18.5.2 To report status of placements session 2015-16 and current scenario.

- Dr. Sharma explained the new strategies adopted for improving the soft skills & technical skills of students to clear aptitude examination. He elaborated the monitoring mechanism also.
- Mrs. Dipti Lodha, Chief TPO, Poornima Foundation briefed the recent placement status for Pinnacle to the GC Members.
- Shri Shashikant Singhi, Director General, Poornima Foundation informed that this level of initiative preparations and outcomes has been noted for first time in the core branches especially ME and Civil.
- Prof. Charan enquired about the probation period, joining package of newly placed students. Chief TPO informed about the practice adapted by Pinnacle for payments during apprenticeship and after its completion.

The placement status was noted by GC.

19.5.6 To report admissions for session 2016-17.

- Prof. Charan rasied query on need of detailing for admission process and rounds. Dr. Sharma highlighted that the detailing is only for the information purpose of the GC Members, and also due to rapid modifications done during the last few years to the admission process by RTU.
- Prof. Charan enquired about Hostel facilities available for Poornima Foundation Institutions. Sh. Shashikant Singhi informed about current status of Boys & Girls Hostels in different campuses.

Admission details were noted by GC.

Item 19.6 Finance

19.6.1 To consider the report on the expenditure for the financial year 2015-16.

- Shri M.K.M. Shah, Director (Admin. & Finance), PGC explained the Provisional Receipts and Payments report for the session 2015-16 and Budget for 2016-17. For the financial year, the revenue payments of Rs. 1441.84 lacs against revenue receipts of Rs. 2404.51 lacs. The Capital nature payments are 752.50 lacs against NIL receipts of Capital Nature. Total reecipts stood at Rs. 2405.51 lacs, whereas total payments were 2194.34 lacs, showing surplus receipts of 210.17 lacs which is part of liquid assets available with college. The fee receipts of Rs. 2300 Lacs during current year 2016-17, thereby showing decrease of Rs. 104.51 lacs over previous year.
- Sh. Shah added that Total payments for various activities were 1880 Lacs for 2016-17 with decrease of Rs. 314.34 lacs.
- Sh. Shashikant Singhi added that there is 9.5% decrease in student admission fee receipts due to closure of evening shift of I Year.
- Sh. Shah further reported the outflow for Infrastructure and teaching equipment expenses was 52.50 lacs which is now budgeted at Rs. 60.00 lacs for 2016-17.

Governing Council noted the report of receipts and payments for 2015-16.

19.6.2 To consider and approve the budget for the financial year 2016-17.

- Shri M.K.M. Shah presented report on budget proposal for PCE for the session 2016-17 with total receipts of Rs. 2300 lacs and total revenue payments as Rs. 1520.00 lacs to carry out various activities like Expert Visits, Faculty up-gradation, Seminar/ workshop, off-campus student participation, In-house training & other unspecified activities and contingencies at departmental level. He also informed about provision of Rs. 360 lacs for capital payments.

- Prof. Charan enquired about the expenditure over the conduction of Conferences / Seminars and workshops, whose policy and approval guidelines were elaborated by Sh. Shashikant Singhi. He added that all details are transparent & available in Faculty Diary.
- Sh. Rahul Singhi elaborated on Technical publication incentive for Knowledge and technical criteria at every staff level, which is also published in Faculty diary.

Governing Council members approved the budget after deliberations.

Item 19.7   **To consider and give inputs on important Issues / Challenges**

19.7.1   **Inputs to further improve the quality of Academics.**
- Prof. Charan enquired about the conduction of QEEE Program as Direct to Student program, whose details were explained by Dr. Om Prakash Sharma.
- Members were happy by the initiatives taken. They advised the Director and his team to maintain consistency in quality of academics in coming years.

19.7.2   **Inputs to further improve the success level of Placement.**

19.7.3   **Improvement in use of English in Teaching-learning process.**

19.7.4   **Improvement in Soft skills of students**

19.7.5   **Measures to improve skill based education**

In reference to item No: 19.7.2 to 19.7.5 useful inputs & valuable suggestions were provided by the members which are as follows;
- Mrs. Dipti Lodha informed about the 17 students of Mechanical Engineering, PCE bagged highest package of INR 28 lacs.
- Prof. Charan emphasized on importance of exposure to students to real-world problems not only to increase technical competence but also to improve their confidence level.
- Prof. Charan also added the need for introducing certain specialized experiments in Laboratory session for II, III and IV year students, which are linked to day to day manufacturing, how components are built-up, how instruments are developed and how they are used for practical purposes. He also suggested to introduce similar real-world problems in Software related branches like CE and IT, right from I year so that student gets continuous exposure. He shared experience of a National level competition at AICTE for software, named as '*Hackathelon*' , where a discussion of real-world problem with students is conducted and students are picked up to contribute the solution development. He also informed the GC members about a technical event conducted by AICTE called *"Swayam"* where they invited project proposal from students.
- Prof. Charan also highlighted the need for students to identify themselves and their skill set. Students should be given freedom to analyze their potential for contributing towards their personal growth and also for the community welfare, that is 'Human Value Education'. Student should be able to match their skill, capacity and expectation for their growth and development.
- Prof. Charan also focused the attention of the GC members towards the importance of well-structured Faculty development programs or Orientation program, not only for new teachers but also for teachers who are continuing from previous years. He also emphasized that there should be dedicated budget for such programs.
- Prof. Charan highlighted the importance for overall development activities like sports and other extra-curricular activities for building up confidence which is importance for obtaining good placements.

- Prof. Charan advised the PF Management to promote faculty members to pursue Ph.D from RTU.
- Dr. R.A. Gupta emphasized need for developing projects for real-world which can be used as experiment for other students during laboratory sessions, so that student get an exposure to real-life problems and practical knowledge and ways to solve such problems, giving example from Electronics.
- Sh. Sanjeev Agarwal suggested that students can be made to watch Science Fiction movies to improve English learning, verbal communication as well as Technical Knowledge.
- Sh. Sanjeev Agarwal also suggested to publicize placements of regular students so that student get motivation for attending college lectures and classroom teaching.
- Prof. R.A. Gupta added that some comparative analysis should be done to publicize in a better way. Prof. Charan pointed out that there is a deterioration in Government related job openings where there is no technical test for posts like Junior Engineer. He added that attending Lab sessions is very vital for building confidence in subject knowledge for students.
- Prof. Charan highlighted the tie up between AICTE and BSNL for training of students where funding is provided by AICTE for attending technical sessions conducted by BSNL. Institute has to sign up a MoU. Dr. Sharma informed that since last 3 years Poornima College of Engineering has been in tie up with AICTE + BSNL EETP Program for phase I. He added that for IInd Phase EETP of Rajasthan PCE will sign up MoU with BSNL, starting in last week of October 2016.
- Prof. Charan pointed out the Startup of 3 IITian students about pickup and service of vehicles. He suggested that certain similar ideas like this can be started by the students of Poornima College of Engineering.
- Dr. R.A. Gupta pointed out that job opportunities in DRDO should be publicized between students as the selection is primarily based on GATE Scores.

Item 19.8   **Any other matter with the permission of chair.**
- Sh. Rahul Singhi informed about some new initiatives
  a) **Sports** – Poornima Panthers sports team hosted RTU tournaments for Handball and Chess. Few students selected by RTU officials. Dedicated sport in-charges have been appointed to conduct camps to motivate students to participate in Basketball and Volleyball
  b) **Mentorship program running in Hostel** – Saturday Night full bright program, Every Saturday Management movie show is managed entirely by students. Movie show generally have Pre-emble of some activity such as eye camp / oral hygiene or informative session to add value to the event for the students.
  c) **Setting of Office of International Relations** - by Global Reach, Jaipur at PF level which will counsel students free of cost and recommend them to Universities of US and UK for higher students
  d) **Appointment of Junior social media representatives** for updating the Social media contents
- Prof. R.A. Gupta enquired about the involvement of students in Training & Placement cell, wherein the details were provided by Mrs. Dipti Lodha
- Mr. Ritesh Nahar emphasized that some training opportunity over different technical platforms through Plural site which is using Google Technology.
- Sh. Shashikant Singhi pointed out that as the institution is going through crucial phase as the syllabus is not sufficient, the mindset of students is not very suitable for classroom teaching and doing assignments, but student wants to get a good job, and companies who offer the jobs to students are also getting more

options, so student doesn't get direct entry. The time to resolve these issues is not sufficient. He suggested that the semester plan made by the departments has to be very robust and time bounded so as to address the needs and considerations of regular academic according to the weightage with time management to get better output. He added that one activity should promote multiple skills requirements (at least 2-3) collectively to save the conduction time in the semester plan.

- He further emphasized that very less time remains for conducting academics for Final year, so time management and integration of activities is very essential to address a set of multiple skills for better output.
- Prof. D.S. Kumani highlighted that a flexible schedule for Final year VII Semester students may be incorporated so as to accommodate the academics and placement activities. Dr. Ajay Khunteta added that certain project development activities are being proposed in VI Semester so as to save time in VII Semester for other placement activities.
- Chairman appreciated the valuable suggestions made by learned members and advised PCE Director and HoDs to incorporate them in their programmes and activities.

Vote of thanks

Dr. Om Prakash Sharma, Member Secretary thanked the Members and the Invitees for their fruitful contributions in the discussions and proposed a vote of thanks to the chair.

The meeting was adjourned after Poornima Gaan by a group of students of Poornima College of Engineering. It was followed by a group photograph.

Dr. Om Prakash Sharma
Director, PCE

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JAI JAI POORNIMA SANSTHAN

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