Model Institute of Engineering & Technology
(Affiliated to University of Jammu, Accredited by NAAC with "A" Grade)

Planning and Academic Affairs Committee

QF: 098B/MIET/P&A/2020/ 01
Date: 11/08/2020

MEETING NOTICE

All members of the Planning & Academic Affairs (PAA) Committee of MIET are hereby informed that the next meeting of PAA Committee will be held online using Google Meet on 14th August 2020 at 11:30 AM. The Agenda for the meeting is as under:

1. Finalization of Academic Calendar for the session 2020-21 (Copy of draft enclosed)
2. Review and finalization of Departmental Plans for the session 2020-2021
3. Review of Institutional and Departmental Performance using PI-360.
4. Fixing dates for Academic and Administrative Audits and finalizing the logistics
5. Review preparation of internal records for the previous semesters for all departments.
6. Review implementation of Strategic Plan at MIET and updating the plan if required for the upcoming session.
7. Review preparation for NBA Accreditation for MBA and EE Depts.
8. Completion of NAAC related documentation/records for the completed session
9. Review of Research and Development performance of departments and future plans.
10. Review of placement performance and plans for upcoming session
11. Review of feedback received from faculty and students
12. Ground work for the preparation of implementation of Autonomous Status at MIET.

Committee members are requested to attend the meeting and provide valuable suggestions on the agenda items.

Details of the meeting will be shared with all subsequently.

Ankur

Prof. Ankur Gupta
Director

Copy to: -
- Vice Chairperson, MIET for her kind information
- Prof. G.S. Sambyal with a request to attend as a special invitee
- Circulation among committee members
- Office copy.

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Planning and Academic Affairs Committee

QF No.: 09813/M I ET/P&A/2020/02
Date: 12-09-2020

Minutes of the Meeting of PAA Committee on 12/09/2020

Meeting Date: 12th September 2020 Time: 12:30 pm

Meeting attended by:

Prof. Ankur Gupta (Convener)
Prof. S.K Sharma
Prof. P.N Sharma
Dr. Sahil Sawhney
Prof. V.K. Naik
Mr. Salim Qureshi
Dr. Hanuman Prasad
Mr. Jamini Sharma
Dr. Aman Mahajan
Mr. Vishal Gupta
Ms. Ruksana Salathia
Mr. Rohin Sawhney

Agenda:
The following agenda was discussed in the meeting:

1. Finalization of Academic Calendar for the session 2020-21.
2. Review and finalization of Departmental Plans for the session 2020-2021
3. Review of Institutional and Departmental Performance using PI-360.
4. Fixing dates for Academic and Administrative Audits and finalizing the logistics
5. Review preparation of internal records for the previous semesters for all departments.
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7. Review preparation for NBA Accreditation for MBA and EE Depts.
8. Completion of NAAC related documentation/records for the completed session
9. Review of Research and Development performance of departments and future plans.
10. Review of placement performance and plans for upcoming session
11. Review of feedback received from faculty and students
12. Ground work for the preparation of implementation of Autonomous Status at MIET.

Minutes: -

The convener welcomed all the members.

1. The academic calendar for the session 2020-21 was finalized with minor changes. It was further resolved that dates mentioned in the calendar are indicative and would be changed depending upon the situation arising thereafter because of nCOVID-19.
2. The annual departmental plans for session 2020-21 were presented and accorded approval by the committee members. It was also resolved that quarterly review of the plans shall be carried out for effective implementation. In addition to this weekly HoDs meeting shall take place every week.
3. Prof. Ankur Gupta presented an overview of institution and department level performance through Performance Insight-360. He emphasized on improving the research and placement index during the current academic year for enhancing the overall performance index of institution. It was further observed that the participation of faculty members in staff development programs exceeded significantly due to provisioning of online FDP programs due to prevailing Covid-19. It was further resolved that all the future participation of faculty in FDP shall be approved by the Director office.
4. The committee members approved the proposed dates for academic and administrative audits.
5. The committee members reviewed the progress of the internal records preparation for 2nd, 4th, 6th and 8th semesters of all the departments. It was further resolved that Director Academics shall communicate with the University of Jammu for inspection of internal records.
6. The committee reviewed the annual strategic plan and accorded approval.
7. The committee reviewed the preparedness of the Electrical Engineering and Department of Management Studies for NBA accreditation. Prof. Ankur Gupta apprised the committee members regarding the changes in the pre-qualifiers requirements. The committee accorded approval for proceeding with NBA application for both the departments. It was further decided that application process shall be completed before 30th September.
8. Dr. Sahil Sawhney presented an overview of the automated NAAC module developed in Performance Insight 360 by the Center for Software Development. The committee members appreciated the quality of the framework and it was further resolved to complete documentation requirement of preceding three years before 30th December.
9. Prof. Ankur Gupta presented a brief research report for the last academic session and empathized on meeting the research objectives as per the department plans.
10. Dr. Sahil Sawhney presented an overview of the placement records for the 2019-20 session. He informed the committee members regarding the several new initiatives including introduction of Examly portal, Smart Training of students in 5th semester being undertaken by the Training and Placement Cell. The committee appreciated the efforts of the Training and Placement Cell and emphasized on further improving the placement outcomes.
11. Prof. Ankur Gupta presented an overview of the faculty feedback and stakeholder feedback through Performance Insight 360. The committee members deliberated on the action plan to improve the quality of teaching and it was resolved that regular classroom evaluation by the department level expert committee shall be carried out.
12. Finally Prof. Ankur Gupta apprised the committee members regarding the progress made on by the institution after the grant of autonomous status by University Grants Commission.

13. The meeting concluded with a vote of thanks to the members by the convener.

Dr. Ankur Gupta
Convener,
Planning and Academic Affairs Committee

Copy to:-

1. Director Academics for kind information.
2. Prof. G.S. Sambyal with a request to attend as a special invitee
3. RPP Committee Members
4. Office copy