



PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

70, Milestone, G.T.Road, Pattikalyana, Samalkha, Panipat (Haryana)-132103

Phone -0180-2569700, 2569599, 2569699, 2569799

e-mail:- info@piet.co.in, Web. - www.piet.co.in

Minutes of Meeting

Date: 07/11/2023

Time: 11:30 am

Location: Admin Block Conference Hall

Chairperson: Prof. Dr. Jasbir Singh Saini

Members Present:

1. Prof. Dr. Jasbir Singh Saini
2. Dr. Anita Malik, Committee Member

Agenda: Request for Increase in Academic Leave for Faculty Members

1. Opening Remarks:

The meeting was called to order by Prof. Dr. Shakti Kumar at 11:30 am. The chairperson welcomed the members and outlined the agenda for the meeting.

2. Review of Request:

The committee reviewed the formal request regarding the increase in academic leave days for faculty members. The request highlighted the inadequacy of the current policy of five days of academic leave per year to meet the growing demands of academic and professional development activities.

3. Discussion:

- **Importance of Academic Activities:** The committee acknowledged the importance of faculty engagement in scholarly activities such as attending conferences, participating in workshops, conducting research, and collaborating with peers from other institutions. These activities are essential for faculty members' professional growth and significantly contribute to the institution's academic reputation.
- **Current Policy:** The committee discussed the limitations of the current policy and the challenges faculty members face in balancing their teaching, administrative, and scholarly responsibilities within the allotted five days of academic leave.
- **Proposed Increase:** The committee considered the proposal to increase the academic leave days. Members discussed various aspects, including the potential benefits for the institution, the impact on faculty morale, and the expected outcomes in terms of research output and teaching quality.



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4. Decision:

After thorough discussion, the committee agreed that increasing the academic leave allowance is in the best interest of both faculty members and the institution. The proposed increase will provide faculty with the necessary time to engage in valuable academic activities and bring back new insights and innovations.

5. Action Items:

- **Policy Revision:** The committee decided to recommend an increase in the academic leave days from five to seven days. The chairperson will draft the revised policy for further approval by the relevant authorities.
- **Communication:** Upon approval, the new policy will be communicated to all faculty members through official channels. An information session will be organized to explain the changes and address any questions or concerns.

6. Closing Remarks:

The chairperson thanked the members for their valuable contributions and insights. The meeting was adjourned at 1:15 pm.

DIRECTOR
PANIPAT INSTITUTE OF ENGINEERING TECHNOLOGY
PATTI KALYANA (SAMALKHA)