



Swami Keshvanand Institute of Technology, Management & Gramothan

(Accredited by NAAC with 'A⁺⁺' Grade)

Approved by AICTE, Ministry of Education, Government of India

Recognized by UGC under Section 2 (f) of the UGC Act, 1956

Affiliated to Rajasthan Technical University, Kota

Swami Keshvanand Institute of Technology, Management & Gramothan Internal Quality Assurance Cell

SKIT/ IQAC/2023-24/26

04 May, 2024


NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on May 06, 2024 at 1: 30 PM with following agenda items:

1. To review the action items of the previous meeting.
2. To review the preparedness of activities required post grant of autonomy to the institute by UGC. (approval letter received from UGC on 24.04.2024 and on 03.05.2024 from RTU).
3. To discuss the suggestions/shortfall pointed out by the expert committee during visit for NBA accreditation of B.Tech. in Civil Engineering programme. (visit dates March 01-03, 2024 and letter received on April 02, 2024).
4. To review the action made on the recommendation of IQAC sub committees formed to comply with the AMC of 05.08.2023.
5. To review the progress of preparation of AQAR for submission to NAAC office.
6. To review the preparedness of the Departments of IT and ECE for NBA accreditation of their UG programs.
7. To assess the quality and impact of various events executed by various bodies in the institute.
8. Any other item with permission of the chair.

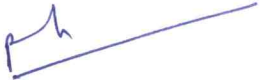
All the members of IQAC are requested to make it convenient to attend the meeting.

Venue: Internal Quality Assurance Cell (Vikram Sarabhai Block).


Dr. Anil Chaudhary
Coordinator-IQAC

Copy to:

Director
Director (Academics)
Principal
Registrar
Dean
Head-OFA, Head-OSA
All HoD's
All the member of IQAC
IQAC File



PRINCIPAL

Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagar, Jagatpura, JAIPUR-17

 RAMNAGARIA (JAGATPURA), JAIPUR-302017 (RAJASTHAN), INDIA

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Swami Keshvanand Institute of Technology, Management & Gramothan Internal Quality Assurance Cell

SKIT/ IQAC/2023-24/27

May 8, 2024

Minutes of Meeting

With reference to SKIT/IQAC/2023-24/26, A meeting of the Internal Quality Assurance Cell (IQAC) was held on May 06, 2024 at 01: 30 PM in the Internal Quality Assurance Cell (Vikram Sarabhai Block).

The following IQAC members participated:

1. Prof. (Dr.) S. L. Surana, Director (Academics)
2. Prof. (Dr.) Ramesh Kumar Pachar (Chairperson-IQAC)
3. Mrs. Rachna Meel (Registrar)
4. Prof. (Dr.) R. K. Jain, Dean
5. Prof. (Dr.) Anil Choudhary (Coordinator-IQAC)
6. Prof. (Dr.) Praveen Kumar Jain
7. Prof. (Dr.) Rishi Vyas
8. Prof. (Dr.) Mukesh Arora
9. Prof. (Dr.) Amber Srivastava
10. Prof. (Dr.) Dheeraj Joshi
11. Dr. Sarfaraz Nawaz
12. Prof. (Dr.) D. K. Sharma
13. Prof. (Dr.) Rohit Mukherjee
14. Dr. Atul Gupta
15. Prof. (Dr.) Sangeeta Vyas
16. Mr. Kailash Soni
17. Mr. Milind Sharma
18. Mr. Sanket Sharma
19. Mr. Ronak Singhavi

Members granted leave of absence:

1. Prof. (Dr.) Mukesh Kumar Gupta
2. Mr. Jyoti Prakash Sharma

(Handwritten signatures of participants and absentees)

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Minutes of meetings recorded by: Dr. Rishi Vyas

S. No.	Agenda Items	Highlights/ Observation/Discussion points
1.	To review the action items of the previous meeting.	The action items of the previous meeting were reviewed and approved.
2.	To review the preparedness of activities required post grant of autonomy to the institute by UGC. (approval letter received from UGC on 24.04.2024 and on 03.05.2024 from RTU)	It was shared that the Institute has been awarded autonomy by UGC and subsequent letter regarding the same was received from affiliating university, RTU Kota. The Chairperson congratulated the team for this exemplary achievement and stated that this demands more responsibility on our shoulders for setting benchmark in the quality education. The preparedness for the necessary requirement of an autonomous institute was discussed in the meeting.
3.	To discuss the suggestions/shortfall pointed out by the expert committee during visit for NBA accreditation of B.Tech. in Civil Engineering programme. (visit dates and letter received on April 02, 2024)	The suggestions/shortfall pointed out by the expert committee during the visit (March 01-03, 2024) and exit meeting for NBA accreditation of B.Tech. in Civil Engineering programme were discussed for improvement. It was shared that the B.Tech. program of the Civil Engineering department scored 631 marks out of 1000 and has got NBA accreditation till 30.06.2027. The HOD Civil Engg. was specifically congratulated for this achievement.
4.	To review the action made on the recommendation of IQAC sub committees formed to comply with the AMC of 05.08.2023.	On the basis of the recommendations of sub-committees, the format of assignment for B.Tech students was revised comprising the higher-order learning skills as per Bloom's Taxonomy. In addition, it was approved that questions will be included as per course outcomes and different assignments will be administered in different groups (comprising 4-5 students in each group).
5.	To review the progress of preparation of AQAR for submission to NAAC office.	The house was updated that the information collected in phase-I is being summarized and phase-II will begin after the Jun 30, 2024. The summary report on some criteria was also discussed.
6.	To review the preparedness of the Departments of IT and ECE for NBA accreditation of their UG programs.	The preparedness of the Departments of IT and ECE for NBA accreditation of their UG programs was discussed in line with the suggestions of the NBA expert team. It was decided that peer review of compliance report of IT department and SAR of ECE department will be done in the coming weeks to improve the quality of the reports.

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7.	To assess the quality and impact of various events executed by various bodies in the institute.	Prof. Mukesh Arora, Head OFA, presented a report on the quality of events organized by various bodies in the institute. The reports were discussed and approved.
8.	Any other item with permission of the chair.	As there was no other item for discussion, the meeting ended with a vote of thanks to the chair.

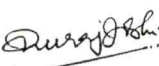
The meeting ended with the closing remarks of the Chairperson. He extended his gratitude to all the members for their inputs and support.

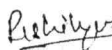

Dr. Anil Chaudhary
Coordinator-IQAC

Copy to:
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Director (Academics)
Principal
Registrar
Dean, Head-OFA, Head-OSA
All HoD's
All the member of IQAC
IQAC File
Website I/c


S. L. Swana


P. P. P.


D. D. D.


P. P. P.


A. A. A.

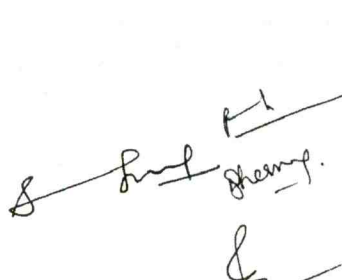

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Internal Quality Assurance Cell

Attendance: IQAC Meeting held on 06.05.2024

Name	Signature
Prof.(Dr.) S. L. Surana, Director (Academics)	
Prof.(Dr.) Ramesh Kumar Pachar (Chairperson-IQAC)	
Mrs. Rachna Meel (Registrar)	
Prof.(Dr.) Anil Chaudhary (Coordinator-IQAC)	
Prof.(Dr.) Praveen Kumar Jain	
Prof. (Dr.) Rishi Vyas	
Prof.(Dr.) R. K. Jain	
Prof.(Dr.) Mukesh Kumar Gupta	— Not Available —
Prof.(Dr.) Mukesh Arora	
Prof. (Dr.) Sangeeta Vyas	
Prof.(Dr.) Dheeraj Joshi	
Dr. Sarfaraz Nawaz	
Prof. (Dr.) D.K. Sharma	
Prof.(Dr.) Rohit Mukherjee	
Prof.(Dr.) Amber Srivastava	
Dr. Atul Gupta	
Mr. Kailash Soni	
Mr. Milind Sharma	
Mr. Sanket Sharma	
Mr. Ronak Singhavi	
Mr. Jyoti Prakash Sharma	— Not Available —

Dr. Anil Chaudhary
Coordinator-IQAC

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