



# Swami Keshvanand Institute of Technology, Management & Gramothan

(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)  
(Accredited by NAAC with A++ Grade & UG Engineering Programs by NBA)

SKIT/IQAC/2024-25/01

Date: 08.07.2024

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled as per following details:

**Date & Day:** 10.07.2024 (Wednesday)

**Time:** 01:30 PM onwards

**Venue:** Internal Quality Assurance Cell, Vikram Sarabhai Block

### **Agenda:**

1. To review the action items of the previous meeting.
2. To review the progress of preparation of AQAR-2023-24 for submission to NAAC office.
3. To review the status formulation of BOS and syllabus/ schemes under autonomy of different departments.
4. To review the status of SAR of B.Tech. (ECE) and compliance report of B.Tech (IT) for NBA re-accreditation.
5. To discuss the action taken reports of student feedbacks of different departments.
6. To discuss the academic calendar and progress of events planned in session 2024-25.
7. Any other item with permission of the chair.

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

**Prof. Anil Choudhary**

Coordinator-IQAC

### **Copy to:**

*Director, Director (Academics), Principal, Registrar, Dean, Head-OFA, Head-OSA, All HoD's  
IQAC members, IQAC File*



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## Internal Quality Assurance Cell

SKIT/ IQAC/2024-25/02

Date:12.07.2024

### Minutes of Meeting

With reference to the Notice SKIT/IQAC/2024-25/01, a meeting of the Internal Quality Assurance Cell (IQAC) was held on 10<sup>th</sup> July, 2024 at 01:30 PM in the Internal Quality Assurance Cell, Vikram Sarabhai Block.

The following IQAC members were present in the meeting:

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

Members granted leave of absence:

- Mr. Milind Sharma
- Mr. Sanket Sharma
- Mr. Ronak Singhavi



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Minutes of meetings recorded by Prof. Rishi Vyas are as follows:

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 held on 04 <sup>th</sup> May, 2024 were reviewed and approved.
2	To review the progress of preparation of AQAR for submission to NAAC office.	<ul style="list-style-type: none"><li>• Prof. Rishi Vyas informed the house that the data templates for collecting AQAR-2023-24 data w.r.t. different criteria are already shared with criteria coordinators. Nearly 70-80% of the data has already been received in the drive as shared.</li><li>• Prof. R.K. Jain impressed the need to complete the first draft of the AQAR by 31 Aug., 2024 so that proper review can be undertaken.</li></ul>
3	To review the status of formulation of BOS and syllabus/ schemes under autonomy of different departments.	<ul style="list-style-type: none"><li>• Prof. R.K.Jain informed that guidelines and stipulations for formulation of BOS are already circulated to all Heads of departments. It is expected that the BOS of individual departments will be ready very soon.</li><li>• Further, the Academic Council for the academic session 2024-25 to 2026-27 will also be finalized by the Board of Governors (BOG) in the next month.</li><li>• First year incharge informed that draft of syllabuses and schemes of first year courses are ready and same will be approved in the BOS.</li></ul>
4	To review the status of SAR of B.Tech. ECE and compliance report of B.Tech (IT) for NBA re-accreditation.	<ul style="list-style-type: none"><li>• Prof. Mukesh Arora (HOD, ECE Deptt.) informed the house that SAR draft is being formulated in the department for re-accreditation. The supporting files and necessary evidences are also being prepared by respective criteria coordinators.</li><li>• Prof. Anil Choudhary (HOD-IT Deptt.) shared the status of compliance report of IT department. As per information, the first draft will be ready by 10 Aug., 2024. He further stated that comments and suggestions of NBA experts have been duly acknowledgment and department has made specific efforts to fill the gaps/weaknesses in the last academic sessions.</li></ul>



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5	To discuss the student feedback action taken reports of different departments.	<ul style="list-style-type: none"><li>• Prof. Sangeeta Vyas, (Head, Office of Student Affairs) shared before the house the student feedback action taken reports of even semesters 2023-24 as received by different departments.</li><li>• She surmised that departments have taken appropriate actions in the areas of improvement related to TLPs such as audibility of lectures, clarity of presentation, availability of faculty after class, furnishing of teaching materials to students, interaction level with students etc.</li><li>• The student feedbacks received in batch counselors report as submitted by chief batch counselors of different departments were presented to the IQAC. Prof. Anil Choudhary proposed the corrective actions to be taken in the specific areas of improvement at Institute level.</li></ul>
6	To discuss the academic calendar and planning of events to be conducted for Session 2024-25	<ul style="list-style-type: none"><li>• Prof. Mukesh Arora, (Head, Office of Faculty Affairs) discussed that departments should finalize relevant events to be conducted in the session 2024-25.</li><li>• He further stated that departments should ensure that events are conducted as per schedule and proper reports are submitted at the OFA.</li></ul>
7	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.

  
Prof. 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, Website I/c





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## Internal Quality Assurance Cell

Attendance: IQAC Meeting held on 10.07.2024

S.No.	Name (Role/Designation)	Signature
1.	Prof. S. L. Surana, Director (Academics)	
2.	Prof. Ramesh Kumar Pachar (Chairman-IQAC)	
3.	Ms. Rachna Meel (Registrar)	
4.	Prof. R. K. Jain (Dean)	
5.	Prof. Anil Chaudhary (Coordinator-IQAC)	
6.	Prof. Praveen Kumar Jain (Co-Coordinator-IQAC)	
7.	Prof. Rishi Vyas (Co-Coordinator-IQAC)	
8.	Prof. Mukesh Arora (Head, OFA, HOD-ECE)	
9.	Prof. Sangeeta Vyas (Head, OSA)	
10.	Prof. Dheeraj Joshi (HOD-ME)	
11.	Dr. Sarfaraz Nawaz (HOD-EE)	
12.	Prof. D.K. Sharma (HOD-CE)	
13.	Prof. Rohit Mukherjee (Incharge-I Yr.)	
14.	Prof. Amber Srivastava (Head, T & P Cell)	
15.	Dr. Atul Gupta	



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16.	Mr. Kailash Soni	<i>[Signature]</i>
17.	Mr. Milind Sharma (Student)	Not available
18.	Mr. Sanket Sharma (Alumni)	Not available
19.	Mr. Ronak Singhavi (Industry person)	Not available.
20.	Mr. Jyoti Prakash Sharma (Parent)	<i>[Signature]</i>

*[Signature]*  
Prof. Anil Choudhary  
Coordinator-IQAC