



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/2024-25/06

Date: 07.10.2024

NOTICE

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

Date & Day: 10th October, 2024 (Thursday)

Time: 01:30 PM onwards

Venue: Board Room (Vikram Sarabhai Block)

Agenda:

1. To review the action items of the previous meeting.
2. To discuss the efforts made by departments to improve the quality of question papers.
3. To discuss the progress of draft AQAR-2023-24 for submission to NAAC office.
4. To review the draft SAR of B.Tech. ECE and compliance report of B. Tech (IT) for NBA re-accreditation.
5. To plan an Induction Program for newly joined faculty members.
6. Any other item with permission of the Chair.

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


07.10.2024
Prof. Dheeraj Joshi

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/2024-25/07

Date: 14.10.2024

Minutes of Meeting

With reference to SKIT/IQAC/2024-25/06, a meeting of the Internal Quality Assurance Cell (IQAC) was held on 10th October, 2024 at 01:30 PM in the Birma Board Room (Vikram Sarabhai Block)

The following IQAC members participated in the meeting:

1. Prof. Ramesh Kumar Pachar (Chairman-IQAC)
2. Mrs. Rachna Meel (Management Representative)
3. Prof. R. K. Jain (Member-IQAC)
4. Prof. Dheeraj Joshi (Coordinator-IQAC)
5. Prof. Praveen Kumar Jain (Co-Coordinator-IQAC)
6. Prof. Rishi Vyas (Co-Coordinator-IQAC)
7. Prof. Anil Choudhary (Member-IQAC)
8. Prof. Mehul Mahrishi (Member-IQAC)
9. Prof. Mukesh Arora (Member-IQAC)
10. Prof. Sangeeta Vyas (Member-IQAC)
11. Prof. Sarfaraz Nawaz (Member-IQAC)
12. Prof. Rohit Mukherjee (Member-IQAC)
13. Prof. Ona Ladiwal (Member-IQAC)
14. Prof. Amber Srivastava (Member-IQAC)
15. Prof. Dilip Sharma (External Peer Team Member)
16. Mr. Milind Sharma (Student)
17. Mr. Sanket Sharma (Alumni)
18. Mr. Ronak Singhavi (Industry Person)

Members granted leave of absence:

1. Prof. D. K. Sharma (Member-IQAC)
2. Dr. K.R.Soni (External Peer Team Member)
3. Mr. Jyoti Prakash Sharma (Parent)



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

S. No.	Agenda Items	Observations/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 discuss the efforts made by departments to improve the quality of question papers.	<p>Prof. Dheeraj Joshi (Coordinator-IQAC) impressed that proper evaluation and assessment has always been an important tool in maintaining quality of teaching-learning processes (TLPs) and departments are already putting their efforts in this direction.</p> <p>To augment the process, two formats have been designed and e-mailed to all HODs on 20.09.2024 regarding:</p> <p>(i) <i>Review of question papers by HOD/Vetting Committee</i></p> <p>(ii) <i>Review of 10% sample copies evaluated by faculty</i></p> <p>It was requested that departments/ respective DPAQICs should take proper efforts in compliance of the same.</p>
3	To discuss the progress of draft AQAR-2023-24 for submission to NAAC office.	<p>Prof. Rishi Vyas (Co-coordinator, IQAC) informed the house the various criteria coordinators have submitted their respective data for AQAR-2023-24.</p> <p>He said that his office will compile the data and draft AQAR will be ready by the next week for the peer review.</p>
4	To review the draft SAR of B.Tech. ECE and compliance report of B. Tech (IT) for NBA re-accreditation	<p>Prof. P. K. Jain (Co-coordinator-IQAC) informed that periodic review and meetings were held with the HOD-ECE and HOD-IT regarding their NBA-SAR and Compliance work.</p> <p>The draft reports have been submitted by them and peer review process is undergoing to improve the quality of the same.</p>
4	To plan an Induction Program for newly joined faculty members.	<p>Prof. Dheeraj Joshi informed that as a routine endeavor of Internal Quality Assessment Cell (IQAC), an 'Induction Program for New Faculty-2024' will be conducted soon.</p> <p>In that program the participants will be made acquainted with the Institute Best Practices, Faculty Roles & Responsibilities, Teaching-Learning Processes(TLPs), Design of Effective Question Paper; Performance</p>



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		Appraisal Scoring System (PASS), Research promotion Scheme (RPS), Professional Development Allowance (PDA), Document Repository Server (DRS), Central library resources etc.
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.


Prof. Dheeraj Joshi

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 10.10.2024

S. No.	Name (Designation /Role)	Signature
1.	Prof. Ramesh Kumar Pachar (Principal & Chairman-IQAC)	
2.	Ms. Rachna Meel (Registrar & Management Representative)	
3.	Prof. R. K. Jain (Dean & Member-IQAC)	
4.	Prof. Dheeraj Joshi (HOD-ME & Coordinator-IQAC)	
5.	Prof. Praveen Kumar Jain (Co-Coordinator-IQAC)	
6.	Prof. Rishi Vyas (Co-Coordinator-IQAC)	
7.	Prof. Anil Chaudhary (HOD-IT & Member-IQAC)	
8.	Prof. Mehul Mahrishi (HOD-CSE & Member-IQAC)	
9.	Prof. Mukesh Arora (Head, OFA, & Member-IQAC)	
10.	Prof. Sangeeta Vyas (Head, OSA & Member-IQAC)	
11.	Prof. Sarfaraz Nawaz (HOD-EE & Member-IQAC)	
12.	Prof. D.K. Sharma (HOD-CE & Member-IQAC)	— NOT AVAILABLE —
13.	Prof. Rohit Mukherjee (Incharge-I Yr. & Member-IQAC)	
14.	Prof. Ona Ladiwal (HOD-DMS & Member-IQAC)	
15.	Prof. Amber Srivastava (Head, T & P Cell & Member-IQAC)	
16.	Dr. K.R.Soni (Professor (Retd.), Deptt. of Physics, MNIT, External Peer team Member)	— NOT AVAILABLE —
17.	Prof. Dilip Sharma (Professor, Mech. Engg. Deptt., MNIT, External Peer team Member)	
18.	Mr. Milind Sharma (Student)	
19.	Mr. Sanket Sharma (Alumni)	
20.	Mr. Ronak Singhavi (Industry person)	
21.	Mr. Jyoti Prakash Sharma (Parent)	— NOT AVAILABLE —

Prof. Dheeraj Joshi

Coordinator-IQAC