



# 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

## 1.3.1 Women in Leadership (2022-23)

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

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## Women's Leadership in various activities: -

S. No.	Session	Name	Committee
1	2022-23	Mrs. Rachna Meel	Registrar, SKIT
2	2022-23	Mrs. Rachna Meel	Member, BOG
3	2022-23	Ms. Gloria Joseph	Member, BOG
4	2022-23	Dr. Savita Choudhary	Convener, IPR Cell
5	2022-23	Dr. Neha Purohit	Coordinator, Skill Development Cell
6	2022-23	Dr. Neha Purohit	Coordinator, Toastmaster Club
7	2022-23	Dr. Archana Saxena	Coordinator, E-Cell (Topaz)
8	2022-23	Dr. Neha Purohit	Coordinator, Alumni Association
9	2022-23	Dr. Archana Saxena	Convener, UHV & Ethics Committee
10	2022-23	Dr. Neha Purohit	Editorial Board of SKIT Research Journal
11	2022-23	Ms. Pooja Jain	Editorial Board of SKIT Research Journal
12	2022-23	Dr. Anupriya Singh	Chief Editor, SKIT Times
13	2022-23	Ms. Sheeba Anjum	Editor, SKIT Times
14	2022-23	Ms. Rachana Meel	Convener, Grievance Redressal Committee
15	2022-23	Dr. Sangeeta Gupta	Dy. In charge, B.Tech. I Year
16	2022-23	Dr. Komal Sharma	Chief Coordinator, Extra Curricular Activities
17	2022-23	Dr. Sangeeta Vyas	Head, Office of Student Affairs
18	2022-23	Dr. Sharda Soni	Head, Chemistry Department
19	2022-23	Dr. Ona Ladiwal	Head, Department of Management Studies
20	2022-23	Dr. Neha Purohit	Coordinator, Alumni Association
21	2022-23	Dr. Savita Choudhary	Member, Office of Faculty Affairs

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CIRCULAR

SKIT/OFFICE/2021/1257

Date: 24.09.2021

Following faculty/staff members are appointed as coordinators/members of various activities for the session 2021-22. This will be effective immediately.

S.No.	Name	Department/ Designation	Role/Responsibility/Duty
1	Mr. Anirudh Mathur	CE	Chief Proctor
	Mr. Pramod Jain	ME	Dy. Chief Proctor
2	Dr. Komal Sharma	Physics	Chief Coordinator (Extra Curricular Activities-Clubs)
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	Dr. Nawal Kishore Jangid	Mathematics	Dy. I/C Examination
	Dr. Rishi Vyas	Physics	Coordinator (Exam) PG Programme
	Mr. C.P. Jain	Mathematics	Coordinator (Exam) UG Programme
7	Dr. Rohit Mukherjee	Mathematics	I/C B.Tech I Year
	Dr. Sangeeta Gupta	Mathematics	Dy. I/C B.Tech I Year
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9	Dr. Amber Srivastava	Mathematics	Coordinator, Press and Media
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10	Dr. Prachi Kushwaha	CE	Coordinator, Art Exhibition
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15	Dr. Pramila Kumawat	Mathematics	SC/ST/OBC Cell/ CBDP Committee
16	Dr. C.M. Choudhary	CS	Anti-Ragging Squad
17	Dr. Rohit Mukherjee	Mathematics	Coordinator, SPIC MACAY Heritage Club
	Dr. Anupriya Singh	English	Member
18	Mr. D.R. Bhincher	Librarian	Coordinator, SWAYAM-NPTEL
19	Mr. D.R. Bhincher	Librarian	Coordinator, National Digital Library



**Swami Keshvanand Institute of Technology, Management & Gramothan,  
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S.No.	Name	Department/ Designation	Role/Responsibility/Duty
20	Dr. Neha Purohit	English	Coordinator, Toastmasters Club
21	Dr. Anupriya Singh	English	Chief Editor, SKIT Times
	Ms. Sheeba Anjum	English	Editor, SKIT Times
22	Dr. Savita Choudhary	DMS	Convener, IPR Cell
	Dr. Praveen Kr. Jain	ECE	Co-Convener, IPR Cell
	Dr. Rishi Vyas	Physics	
23	Dr. Amber Srivastava	Mathematics	Coordinator, Skill Development Cell
	Dr. Neha Purohit	English	
24	Dr. Praveen Kumar Jain	ECE	SPOC-Sponsorship AICTE/DST etc.
25	Dr. Archana Saxena	Chemistry	Coordinator, E-Cell (TOPAZ)
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	Mr. Girish Sharma	CS	Member
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	Dr. Monika Mathur	ECE	Member
	Mr. Tarun Naruka	EE	Member
33	Mr. M.K. Beniwal	CS	Coordinator, Sports & Games
	Mr. Kailash Soni	CS	Co-Coordinator
	Mr. Ajit Kumar Singh	PTI	Member
34	Mr. Pradeep Sihag	Chief Warden	Coordinator, Canteen Committee
	Dr. Vinita Sharma	Chemistry	Member
	Mr. Ankush Tondon	EE	Member
35	Dr. Rukhsar Zafar	ECE	Member, Library Committee
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	Dr. Bharathi M	CE	Member
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### PAPERS SUBMISSION FORMAT

Documents Format	A4 Size Paper
<b>Use Times New Roman Font</b>	
Use two column format <b>(Justify the columns)</b>	2.93 inches wide 0.2 inches space between columns
Top Margin	1.0 Inches
Bottom Margin	1.0 Inches
Left Margin	1.0 Inches
Right Margin	1.0 Inches
Position figures and tables at the top and bottom of columns. Figure captions should be below the figure and centralized. Table captions should be above the tables and centralized.	
Title of Paper	22-point (regular)
Author's Name	10-point (regular)
Author's Affiliation	9-point (regular)
Section Heading	10-point, first letter (CAPS)
Subheading	10-point ( <i>italic</i> )
Abstract	9-point ( <b>bold</b> )
Text & Equations	10 point (regular)
References, Tables, Table Names Figure Captions, Footnotes	8 point (regular)

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### Team Members:

Sr. No.	Name	Department	Position
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2.	Mr. Kailash Soni	Computer Science & Engg.	Member
3.	Dr. Chandan Kumar	Mechanical Engineering	Member
4.	Dr. Swati Joshi	Chemistry	Member

### Roles & Responsibilities:

- To provide **Counseling** to students
- To manage different **Govt./Non-Govt. Scholarship** data (UG & PG Programme)
- To Promote **Students Participating** in different Academic/Non-Academic Activities inside /Out Side Institute.
- To provide Support to Students for Participating in **Competition Abroad**
- To provide **Support to T & P Cell For Student Placement** as per the need
- To manage **Internship Data** in association with the T & P Cell
- To explore different **AICTE/DST Schemes** for students.
- To address different **Online/Offline Grievance** of the student in time.
- To monitor Extra Curricular activities of **Clubs / Committees/ Cell.**
- To monitor **Attendance** of the student and report to Competent Authority from time to time.
- To prepare **Student Debarred List** in association with departments and convey to Exam Cell before conduction of Exam.
- To collect the **Detailed Reports** of Clubs in association with Chief Coordinator, ECA.
- To ensure the planning for **Advance Learners** like conduction of GATE Classes and for **Slow Learners** like remedial classes.
- To **Coordinate Between Students, T&P Cell And Exam Cell** during placement drive
- To monitor **Mentor-Mentee System**
- To ensure the **Student, Parents, Alumni Feedback** in each semester
- To create system for **ODs to Students** in association with department.
- To create mechanism to **Communicate to Parents/Students** regarding attendance/performance.
- Any other work assigned by Competent Authority from time to time.

