



# 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

## R & D and Consultancy Cell Document

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

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**Appendix-I**

**RESEARCH AND DEVELOPMENT POLICY**

In order to enhance the research and development activities in the Institute, it has been decided to establish Research and Development Cell at the Institute level and DRC at the departmental level.

**Objective of R & D Cell-**

1. To create awareness regarding opportunities in research among the faculty and students.
2. To promote interdisciplinary/multidisciplinary/trans disciplinary research as per guidelines of NEP-2020.
3. To encourage the faculty to explore outside world for enhancing their research abilities.
4. To frame policy. Prescribe rules & regulations and ensure the compliance of all research quality assurance framework and research code.
5. To develop Institutional Research Information System.
6. To identify the thrust area of research in each department and form related groups.
7. To modernize existing laboratories by creating additional facilities for research in emerging technologies.
8. To monitor research progress and optimize research resource and ensure timely completion of research projects.
9. To review and monitor the level of projects at UG and PG level.
10. To develop ecosystem for increasing research publications in reputed journals.
11. To identify research funding agencies/industries and guide researchers in the preparation and submission of research proposals.
12. To identify potential collaborators from industries, research organizations, academic institutions etc. for cooperation to undertake joint research projects.

**Composition of R & D Cell:**

The composition of R & D cell shall be as follows:

1. Convener (To be nominated by AMC)
2. DRC member of each department (Engineering, Sciences, Humanities, DMS)
3. SPoC of AICTE/DST etc.
4. PG Coordinator (Institute Level)

Duration : Three Years

Frequency of Meeting : Meeting may be held as and when required but it should be at least one per semester.

**Departmental Research Committee (DRC)**

In addition to R & D Cell, each department (Engineering, Sciences, Humanities, Management) shall have DRC of its own.

**Objectives of DRC**

1. To function at the departmental level in the light of objectives of the Institutional R & D Cell.
2. To Check and appraise to the institutional R & D Cell about the progress regarding research work done by the faculty /research fellows of the department by examining them from time to time.

**Composition of DRC**

The composition of DRC shall be as follows:

1. Coordinator (One senior faculty of the department of the rank of Professor/Associate Professor to be nominated by AMC)
2. All Professors of the department (Members)
3. Two Associate Professor of the department (Members)
4. P.G. Coordinator (Member)

Duration : Three Years

Frequency of Meeting : Meeting may be held as and when required but it should be at least two per semester.

**Appendix-II**

**CONSULTANCY POLICY**

**Consultancy Cell**

In order to encourage the faculty to undertake consultancy/testing/training assignments, a consultancy cell is created at the Institute level.

**Objective of Consultancy Cell:**

1. To frame policy, rules and regulations to ensure compliance of consultancy assignments.
2. To encourage faculty and staff to improve their skills and knowledge about standard professional practices for adoption.
3. To establish linkage with industries, government organizations and institutes for consultancy/testing/training assignments.

**Composition of Consultancy Cell:**

1. Convener (To be nominated by AMC)
2. Training and Placement Head (Ex-officio member)
3. One Member (To be nominated by AMC)

Duration : Three Years

Frequency of Meeting : Meeting may be held as and when required but it should be at least two per semester.



  
**Swami Keshvanand Institute of Technology,  
Management & Gramothan**  
Ramnagar (Jagatpura) Jaipur-17  
**Department of Computer Science & Engineering**



Ref: SKIT/CSE/2024-25/029

Date: 17.10.2024

**NOTICE**

**Subject: Faculty Interaction Session on Research Projects & Research Papers**

We are pleased to announce an interactive session focused on research projects and research papers, aimed at enhancing collaboration and providing guidance on various aspects of research within the institution.

**Date:** 23.10.2024

**Time:** 11:30 AM- 12:30 PM

**Venue:** IAI Lab, CSE Department, SKIT, Jaipur

**Expert:** Dr. Basant Agarwal, Associate Professor (CSE), Central University of Rajasthan

The session will cover the following topics:

- Best practices in identifying and developing research projects.
- Strategies for writing and publishing impactful research papers.
- Opportunities for interdisciplinary research collaboration.
- Funding opportunities and resources available.
- Q&A session for addressing specific research challenges.

This session will serve as a valuable platform for faculty members to share their experiences, seek guidance, and explore potential research collaborations.

All the DRC Coordinators & DRC Members of the Departments are cordially invited to attend the meeting. Your presence and participation in this meeting are highly encouraged.

Your active involvement in these discussions is crucial for the successful execution of our research initiatives.

Regards,

**Prof. (Dr.) Pankaj Dadheech**  
(Convener R&D Cell)

Copy to:

1. Director
2. Director (Academics)
3. Principal (SKIT)
4. Registrar
5. Dean
6. Head- Office of Faculty Affairs
7. Head- Office of Student Affairs
8. All HOD's (ECE, CSE, IT, EE, ME, CE, T&P cell, I/c B. Tech I year, MBA)
9. All faculty members by circulation

SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY  
MANAGEMENT & GRAMOTHAN

MINUTES OF MEETING

“Faculty Interaction Session on Research Projects & Research Papers”

Held on 23/10/2024

Research & Development (R&D) Cell

Version 1.0

	Author/Owner
Name	Dr. Pankaj Dadheech
Designation	Convener R&D Cell
Signature	

**Following agenda items were discussed:**

S.No.	Agenda Items	Highlights/Observation/Discussion Notes
1.	Introduction and welcome	<ul style="list-style-type: none"> <li>The session commenced with [Facilitator's Name] welcoming all the faculty members and emphasizing the importance of collaboration in research initiatives within the institution.</li> </ul>
2.	Discussion on best practices for research project development	<ul style="list-style-type: none"> <li>Dr. Basant Agarwal shared insights on how to effectively identify research gaps and formulate research questions.</li> <li>Emphasis was placed on aligning research projects with industry needs and societal challenges.</li> <li>Collaborative research, both within and outside the department, was encouraged to leverage diverse expertise.</li> </ul>
3.	Insights on writing and publishing impactful research papers	<ul style="list-style-type: none"> <li>Dr. Basant Agarwal provided detailed guidance on structuring research papers for high-impact journals.</li> <li>Tips on identifying suitable journals, following ethical research guidelines, and the importance of peer review were shared.</li> <li>Discussions also covered how to avoid common pitfalls in academic writing and the significance of citations.</li> </ul>
4.	Exploring interdisciplinary research opportunities	<ul style="list-style-type: none"> <li>Faculty members were encouraged to collaborate across departments for broader, interdisciplinary research.</li> <li>Collaboration Examples were discussed as potential models for future research initiatives.</li> <li>An open invitation was extended for faculty to propose joint research projects.</li> </ul>
5.	Funding opportunities for research	<ul style="list-style-type: none"> <li>Information on available research grants, both internal and external, was presented by Dr. Basant Agarwal.</li> <li>A discussion ensued on strategies for writing competitive grant proposals.</li> <li>Faculty were informed about institutional resources available to assist in grant application processes.</li> </ul>
6.	Q&A and open discussion	<ul style="list-style-type: none"> <li>The session concluded with an interactive Q&amp;A where faculty members raised questions related to specific research challenges they faced.</li> <li>Topics included journal selection, collaborative project management, and research resource limitations.</li> <li>Suggestions were made to hold periodic follow-up sessions to address ongoing research needs.</li> </ul>

**List of Attendees:**

1. Dr. Saroj Agrawal, Associate Professor (IT)
2. Mr. Harpreet Singh Gill, Associate Professor (CSE)
3. Dr. Suman Sharma, Associate Professor (ECE)
4. Dr. Sarabjeet Singh, Associate Professor (CSE)
5. Ms. Priyanka Sharma, Associate Professor (CSE)
6. Dr. Kajal Mathur, Associate Professor (CSE)
7. Dr. Monika Mathur, Professor (ECE)
8. Dr. Praveen Kumar Jain, Professor (ECE)
9. Dr. S. R. Dogiwal, Associate Professor (IT)
10. Dr. Pankaj Dadheech, Professor (CSE)
11. Dr. Shalini Shekhawat, Associate Professor (Mathematics)
12. Ms. Shalini Singhal, Assistant Professor (IT)
13. Dr. Sunita Gupta, Associate Professor (IT)
14. Dr. Arpita Sharma, Assistant Professor (CSE)
15. Ms. Suniti Chouhan, Assistant Professor (CSE)
16. Dr. Archika Jain, Assistant Professor (CSE)
17. Dr. Manoj Kumar Sain, Associate Professor (ME)
18. Mr. Naveen Jain, Associate Professor (IT)
19. Dr. Achin Srivastav, Associate Professor (ME)
20. Ms. Barkha Jain, Assistant Professor (CSE)
21. Ms. Kiran Ahuja, Assistant Professor (CSE)
22. Ms. Shanu Tripathi, Assistant Professor (CSE)

**Conclusion:**

The session ended with a consensus on the need for continuous collaboration and knowledge sharing among faculty members to foster a strong research culture.



Date: 29.11.2023

**NOTICE**

Subject: Meeting of Consultancy Cell

This is to inform you that a meeting of the Consultancy Cell has been scheduled to discuss the working/formation of policies for the cell as per of minutes of the Academic and Management Council (Appendix-II) and plan for future activities.

Date: [01.12.2023]

Time: [10:00 am]

Venue: [Office, Dr. Ashish Nayyar]

Agenda:

1. Review and discuss of Minutes from the AMC about consultancy cell
2. Discussion on Key Decisions and Action Items from AMC
3. Evaluation of Past Consultancy Projects
4. Planning for Future Consultancy Activities
5. Any Other issue

Please come prepared with your insights and suggestions to ensure a productive discussion. Your active participation is crucial for the success of our consultancy endeavours.

If you have any additional agenda items to propose, please forward them to undersigned at ashishnayyar@skit.ac.in by 30.11.2023.

Your cooperation and punctuality are highly appreciated.

Thank you, and looking forward to a fruitful meeting.

Best regards,

Dr. Ashish Nayyar  
Convenor-Consultancy Cell

Copy to: Office-Director (Academics), office-Registrar

**Consultancy Cell**

Date: 12/12/2023

**Minutes of Meeting**

The meeting of the Consultancy Cell was held on Dec 12, 2023 Friday at 10:00 am. The following members were present:

1. Prof. Ashish Nayyar (Convenor - Consultancy Cell)
2. Prof. Amber Srivastava (Member, Head - T & P)
3. Mr. Anirudh Mathur (Member)

The following agenda items were discussed:

1. The minutes of the AMC meeting regarding the Consultancy Cell were reviewed and discussed.
2. A proposal was made to establish an email address for the Consultancy Cell (consultancy@skit.ac.in), and all correspondence related to consultancy work should be conducted through it.
3. It was proposed that the recipient for all consultancy work requests be designated as "The Principal/The Director (Academics)" to maintain uniform documentation.
4. After approval of consultancy by the Principal/Director (Academics), the approval letter may be routed through the consultancy cell to the chief investigator.
5. A proposal was made to review the disbursement of funds received from consultancy assignments. The Consultancy Cell suggests the following distribution system:  
30% (Institute + Principal + HOD) and 70% (Investigation Team)



Prof. Ashish Nayyar

Convenor - Consultancy Cell

Copy to:

- Members, Consultancy Cell
- Office of Director (Academics)
- Office of Registrar

Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur

Consultancy Cell

Date: 09/03/2024

### NOTICE

Referring to the minutes of the Academic and Management Council (Skit/Office/2023/96) and the Consultancy Cell meeting held on November 29, 2023, it was resolved that all consultancy-related documents would be archived by the Consultancy Cell for record-keeping purposes.

All Heads of Departments are urged to submit all pertinent documents and consultancy assignments (from the academic year 2022-23 onwards) of their respective departments to the Consultancy Cell. Hard copies should be sent, along with scanned copies emailed to [consultancy@skit.ac.in](mailto:consultancy@skit.ac.in), no later than March 28, 2024.

  
Prof. Ashish Nayyar  
Convener – Consultancy Cell

Director (academics)

Copy to:

- Office: Director (Academics)
- Dean, Head of Department (CE, CSE, EE, ECE, ME, IT, BSH, MBA)
- Members (Consultancy Cell)