



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

IQAC Document

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Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagar (Jagatpura) Jaipur-17

SKIT/OFFICE/2021/1172-A

Date: 04.01.2021

NOTICE

In pursuance to the requirement of National Assessment and Accreditation Council (NAAC), Internal Quality Assurance Cell (IQAC) is hereby constituted for performance evaluation, assessment and accreditation and quality up-gradation of our Institute. The cell will consist of the following members

Composition of IQAC

Sr. No.	Name	Designation	IQAC Role
1	Prof. (Dr.) S.L. Surana	Director (Academics)	Advisor
2	Prof.(Dr.) Ramesh Kumar Pachar	Principal	Chairman
3	Ms. Rachna Meel	Registrar	Management Representative
4	Prof.(Dr.) Anil Chaudhary	Head, Department of Information Technology	Coordinator
5	Prof. (Dr.) Praveen Kumar Jain	Dy. Head, Department of Electronics & Comm. Engineering	Co-Coordinator
6	Dr. Rishi Vyas	Associate Professor, Department of Physics	Co-Coordinator
7	Prof. (Dr.) R.K. Jain	I/C Examination Cell, Department of Physics	Member
8	Prof.(Dr.) Mukesh Kumar Gupta	Head, Department of Computer Science & Engineering	Member
9	Prof.(Dr.) Mukesh Arora	Head, Department of Electronics & Communication Engineering	Member
10	Prof.(Dr.) Dheeraj Joshi	Head, Department of Mechanical Engineering	Member
11	Dr. D. R. Chitara	Associate Professor & Head Department of Electrical Engineering	Member
12	Ms. Pooja Jain	Assistant Professor & Dy. Head, Department of Civil Engineering	Member
13	Prof.(Dr.) Rohit Mukherjee	I/C B.Tech I Year, Department of Mathematics	Member
14	Prof. (Dr.) Amber Srivastava	Head, Department of Mathematics , T&P Cell	Member

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Sr. No.	Name	Designation	IQAC Role
15	Dr. Atul Gupta	Associate Professor, Department of Management Studies	Member
16	Mr. KailashSoni	Assistant Professor, Department of Computer Science & Engineering	Member
17	Mr. Milind Sharma	Alumni	Member
18		Student	Member
19		Industry Person	Member
20		Parent	Member

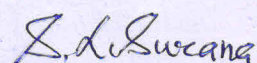
Objective of IQAC

The primary aim of IQAC is-

- To develop a system to improve the academic and administrative performance of the Institute.
- To promote measures towards quality enhancement through internalization of quality culture and promote best practices

Functions of IQAC

- Development of quality culture in the institution.
- Establishment of quality benchmarks/parameters for various academics and administrative activities of the institution.
- Creation of a learner centric environment conducive to quality education.
- Collection and analysis of feedback data and share the outcome with appropriate bodies for corrective action.
- Documentation of various activities and preparation of annual quality assurance report as per guidelines of NAAC for onward transmission to NAAC.


(Dr. S. L. Surana)
Director (Academics)

Copy to:

1. Director
2. Registrar
3. Principal
4. All the members of IQAC
5. File

SKIT/Office/2021/1279

Date: 20.10.2021

NOTICE

A meeting of Academic and Management Council has been scheduled on Saturday, October 23, 2021 at 12.30 p.m. in the office of the Director. All the members are cordially invited to attend. The agenda is as under

Agenda

- (1) To review odd semester teaching of B. Tech., M.Tech and MBA Programme.
- (2) To review progress regarding preparation of SSR for accreditation by NAAC
- (3) To discuss the status of recruitment of faculty and supporting technical staff in various departments.
- (4) Audio-video recording of lectures of odd semester courses.
- (5) To discuss action taken against feedback of different stakeholders for AY 2020-21.
- (6) To finalize the the list of IQAC members.
- (7) Any other item with the permission of the Chair.



Dr. Ramesh Kumar Pachar
Principal

Copy to:

1. Director
2. Director (Academics)
3. Registrar
4. Advisers
5. All HODs-EC, EE, CS, IT, ME, CE, MS, I/c B. Tech. I Year
6. IQAC Coordinator
7. NAAC Coordinator
8. File

SKIT/OFFICE/2021/ 1282

Date: 25.10.2021

**MINUTES OF THE MEETING OF ACADEMIC AND MANAGEMENT
COUNCIL HELD ON OCTOBER 23, 2021**

The meeting was held on Saturday, October 23, 2021 at 12:30 p.m. in the office of the Director

The following members were present

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|--|---|
| 1. Shri Jaipal Meel (Director) | 2. Mrs. Rachana Meel (Registrar) |
| 3. Prof. Ramesh Kumar Pachar (Principal) | 4. Prof. Anil Chaudhary (HOD-IT) |
| 5. Prof. Mukesh Kumar Gupta (HOD-CS) | 6. Prof. Mukesh Arora (HOD-EC) |
| 7. Dr. D. R. Chitara (HOD-EE) | 8. Dr. Dheeraj Joshi (HOD-ME) |
| 9. Dr. D.K. Sharma (HOD-CE) | 10. Prof. R. K. Jain (I/c Exam Cell) |
| 11. Ms. Savita Chaudhary | 12. Prof. Rohit Mukherjee (I/c B. Tech. I year) |

The following agenda items were discussed and decisions taken

Agenda Item 1: To review odd semester teaching of B. Tech., M.Tech and MBA Programme.

The Heads of the Departments expressed their satisfaction regarding on-line and offline teaching of theory subjects and lab courses. The attendance of final year students in practical classes which are run physically is poor. It was decided that HODs will motivate and encourage students to attend these practical classes regularly.

Agenda Item 2: To review progress regarding preparation of SSR for accreditation by NAAC

The NAAC Coordinator informed the members that major part of SSR is completed and is shared with all the HODs for final remarks. He also conveyed that NAAC SSR will be submitted after Diwali Break.

Agenda Item 3: To discuss the status of recruitment of faculty and supporting technical staff in various departments.

It was informed to all the HODs that the process of requirement of teaching / non-teaching staff have completed as per the need of respective departments.

Agenda Item 4: Audio-video recording of lectures of odd semester courses.

The HODs were requested to inform the faculty members to prepare audio-video recordings of their subject lectures for the benefit of the students.

Agenda Item 5: To discuss action taken against feedback of different stakeholders for AY 2020-21.

IQAC Coordinator informed the members about the action taken against the feedback submitted by students, faculty members, parents, alumni and employer and the same was approved by AMC for further communication.

Agenda Item 6: To finalize the the list of IQAC members

As per the recommendation of IQAC Coordinator the following members were included in IQAC for the AY-2021-22.

Industry Person: Mr. Ronak Singhavi, Auriga IT Consulting Pvt. Ltd.

Alumni: Mr. Ankit Dhir, (CSE, 2011 Batch); Founder & CEO Habilelabs Pvt. Ltd.

Parents: Mr. Puneet Bhardwag (F/O Ms. Divyanshi Bhardwag, 3rd Sem. CSE.

Agenda Item 7: Any other item with the permission of the Chair.

As there was no other item, the meeting was declared closed.



Dr. Ramesh Kumar Pachar
Principal

Copy to:

1. Director
2. Director (Academics)
3. Registrar
4. Advisers
5. IQAC Coordinator
6. NAAC Coordinator
7. HODs-EC, EE, CS, IT, ME, CE, Phy, Chem, Maths, English, MS.
8. All concerned
9. File