



Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India
Recognized by UGC under Section 2(f) of the UGC Act, 1956
Affiliated to Rajasthan Technical University, Kota

IQAC/PAQIC/DSMC Document

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

SKIT/OFFICE/2021/1172-A

Date: 04.01.2021

NOTICE

In pursuance to the requirement of National Assessment and Accrediation 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



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

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.

Copy to:

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



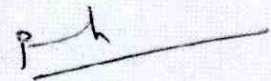
S. L. Surana
(Dr. S. L. Surana)
Director (Academics)

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

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.



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

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



Date: 11.07.2020

SKIT/OFFICE/2020/1126

NOTICE

This is to inform all concerned that Prof. Anil Chaudhary, Head IT Department is hereby appointed as Head PAQIC (IQAC) in place of Late Prof. N. K. Banthiya. This responsibility will be in addition to his duties as Head IT Department.

The nomenclature of this cell is slightly different in NBA and NAAC. In NBA the nomenclature is PAQIC (Programme Assessment and Quality Improvement Cell) whereas in NAAC it is IQAC (Internal Quality Assessment Cell). The purpose of both is same.

You are kindly requested to look into the various aspects of teaching learning process, the tools required to carry out the same and suggest appropriate ways to improve the quality of teaching. You are further requested to prepare monthly report and submit to the undersigned in the first week of every month.

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

Copy to:

1. Director
2. Principal
3. Registrar
4. Advisors
5. All HODs-CS, IT, ME, CE, EC, EE, I/c B. Tech. I year, Physics, Chem., Maths, English MS
6. Prof. Anil Chaudhary, Head PAQIC (IQAC)
7. Dy. Registrar, A.O., Library
8. File



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

SKIT/OFFICE/2017/761

Date: 23.8.2017

NOTICE

We at SKIT firmly believe in imparting quality education to our students. Our quality policy is very clear about it and is reproduced below.

We are committed to 'achievement of quality' as an integral part of our institutional policy by continuous self-evaluation and striving to improve ourselves.

Institute would pursue quality in:

- *All its endeavors like admissions, teaching-learning processes, examinations, extra and co-curricular activities, industry-institute interaction, research & development continuing education and consultancy.*
- *Functional areas like teaching departments, training and placement cell, library, administrative office, accounts office, accounts office, hostels, canteen, security services, transport, maintenance section and all other services.*

In order to strengthen further the implementation of the Policy we have created a special cell called "Programme Assessment and Quality Improvement Cell" (PAQIC) under the leadership of Prof. N. K. Banthiya. His new office is located on the ground floor of Vikram Sarabhai Academic Block.

All the HODs and the faculty members are expected to extend full support to him in order to make our Institute a "Temple of Quality Education".

Prof. Banthiya will carry out faculty and staff development programmes for the entire Institute, in order to improve teaching-learning process and also guide academic departments to obtain NBA/NAAC accreditation.

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



Copy to:

1. Director
2. Director (D&W)
3. Registrar
4. Principal
5. Advisers
6. Prof. N. K. Banthiya
7. OSD
8. All HODs-EC,EE,CS,IT,ME,CE,MS, I/c B. Tech. I year, Phy, Chem, Maths, English,
9. All faculty members
10. ERP Cell
11. File

SKIT/DSD/1/2012/617

May 03, 2012

From: Director (SD)

To: All Directors, Advisor, Principals, HODs, and Registrar

Subject: Management of Academic Departments

The Institute Systems Committee (ISC) vide Item No. 1.3 of its 1st meeting and Item Nos. 2.4 and 2.5 of its 2nd meeting, followed by further discussions in the subsequent meetings, has decided to make following provisions:

1. For effective and efficient management of its activities, Chemistry, English, Mathematics and Physics Departments are grouped into a single department named as **Sciences and Humanities (SH) Department**. Head, SH Department will be appointed for a period of one year (July to June) by rotation among the four disciplines. Various systems for operation, management, and development of the department will be formulated by DSMC.
2. Department Systems and Management Committee (DSMC) is to be constituted in each academic department for deciding all matters pertaining to operation, management and development of the department. It will comprising the following (maximum 10 members):
 - Head of Department as Convenor
 - All Professors
 - Readers in the ratio of 1:2 (or 3) for a period of one semester to be rotated as per seniority at SKIT.
 - Senior Lecturers/Lecturers in the ratio of 1:5 (or 7) for a period of one semester to be rotated as per seniority at SKIT.

DSMC will ensure that its decisions/recommendations take care of concerns of all faculty and staff of the department.

3. Secretariat support to all academic departments is to be provided by creating Department Offices managed by Office Assistants.


(Dileep K. Jain)


Office Assistant



Swami Keshvanand Institute of Technology, M & G,
Ramnagar, (Jagatpura), Jaipur-302017
(Department of Civil Engineering)

Ref.: SKIT/CE/2019-20/721

Date: 02/07/2019

OFFICE ORDER

Departmental Program Assessment and Quality Improvement Committee
(DPAQIC)

With immediate effect, the following members have been nominated for DPAQIC, Civil Engineering Department for the session 2019-20.

1. L.N. Datt, (Chairman)
2. Er. Pooja Jain, (Secretary)
3. Er. Amit Kumar, (Member)
4. Er. Priyanka Gupta, (Member)

L. N. Datt

Head

(Department of Civil Engineering)

Copy:-

1. Director
2. Director - Academics
3. Head - PAQIC, SKIT
4. All concerned
5. HOD office





Swami Keshvanand Institute of Technology, Management & Gramothan

Ramnagar, Jaipur-302017

(Department of Civil Engineering)

DATE: 03/05/2019

MINUTES OF THE MEETING

A meeting of DPAQIC was held on Friday, May 03, 2019 at 2:30 PM in the Geology Lab (Civil Department).

The following members were present:

1. Shri L.N. Datt
2. Dr. D.K. Sharma
3. Ms. Pooja Jain
4. Kishan Lal Jain
5. Ajay Kumar Gautam

Keeping in mind the new academic session for the year 2019-20 DPAQIC discussed the following agenda items and appropriate decisions were taken

Agenda Item 1: Academic calendar for the session 2019-20 was worked upon in conjugation with institute timetable and the same prepared. (Annexure - I)

Agenda Item 2: Work distribution for upcoming new session was discussed and finalized. (Annexure - II & III)

Agenda Item 3: Batch counselors were appointed for different batches of different semesters for the new session to be started tentatively from July 2019. (Annexure - IV, V)

Agenda Item 4: Faculty incharges and course coordinators were discussed and appointed after discussions with few of the senior faculty members of the department.

Agenda Item 5: Faculty guides for projects for final year students for the upcoming session were appointed as per their available slots. It was also decided to put across a notice elaborating the guidelines for projects and various formats keeping in mind the convenience of students Annexure - VI

Agenda Item 6: Result analysis for the concluding session of 2018-19 was examined and CO-PO attainment levels were debated upon. Annexure VII.

DKS

(Dr. D. K. Sharma)
Professor

Copy to:

1. Director (Academics)
2. HOD - Civil Engineering
3. All concerned
4. NBA File
5. Office File



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN

Department of Computer Science & Engineering

Session: 2019-20

OFFICE ORDER

Date: 01.07.2019

Sub: DPAQIC committee members for CSE Deptt in session 2019-20

The committee members of DPAQIC for the session 2019-20 will comprise of following faculty members:

- 1) Dr. C. M. Choudhary (Head, CSE. Deptt.) (Convener)
- 2) Dr. Neha Janu (Coordinator)
- 3) Dr. Mukesh Kumar Gupta (Member)
- 4) Dr. Pankaj Dadheech (Member)
- 5) Mr. Mahender Kumar Beniwal (Member)
- 6) Mr. Mehul Mahrishi (Member)
- 7) Mr. Sunil Dhankar (Member)
- 8) Mr. Girish Sharma (Member)
- 9) Ms. Deepa Modi (Member)



Dr. C. M. Choudhary
(Head, CSE. Deptt.)

Copy to:

- Director
- Director (Academics)
- Head-PAQIC
- Principal
- Registrar



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY MANAGEMENT & GRAMOTHAN

MINUTES OF MEETING

Department of CSE Document

Held on 01/07/2019

Subject: Departmental Meeting

Version 1.0

	Author/Owner	Reviewed By:	Approved By:
Name	Kajal Mathur	Dr.Neha Janu	Dr. C M Choudhary
Designation	Assistant Professor	Associate Professor DPAQIC Coordinator	Professor Head CSE



Followings were the discussion points:

S. No.	Agenda Items	Highlights/ Observation/Discussion Notes
1	Semester initiation	<ul style="list-style-type: none"> A warm welcome message was delivered to the house and new faculty members were welcomed.
2	Discussion and sharing of AMC MOM	<ul style="list-style-type: none"> Faculty related points of AMC were communicated to the meeting. New placement policy by AICTE was discussed and decided to strengthen in-house capability to conduct in house summer internship. It was also discussed that students will be motivated for SWAYAM portal courses to get honors and shared that fees of these certification may be refunded to top 20% students. Update on availing CL,AL, and Summer breaks were also communicated to the meeting.
3	Academics	<ul style="list-style-type: none"> New scheme and syllabus was discussed, and a committee (Dr. Mukesh Gupta (coordinator), Dr. Neha Janu, Mr. Pankaj Dadheech, Dr. Vinay Kanungo, Mr. Ganpat Singh) one External academic member, one of our industry partner (may be through virtual involvement) is being constituted to identify the gaps and the action plan to bridge the gaps, and requested to submit a report to the department by 27 July 2019. Hardware, software requirements were also discussed, need was felt to upgrade some of the labs and new requirement was raised for projectors in some labs. Due to the increased batch size, number of machines should be increased was also raised by the meeting. It was felt that project labs were not ready for this semester, and hence all project coordinators are required to get ready these labs at the earliest. Faculty members were reminded to update FHBs in all respects and get them signed by HODs. Lab manuals and course files should be updated. Towards digital learning transformations, it was decided that for all courses (theory and labs), digital content will be included and the details of proceeding of this should be included in delivery plan of FHB. Teaching Load Annexure I. Batch counselor list Annexure II Academic Calendar Annexure III Course Coordinator List Annexure IV



4.	Review of Project Model/Seminar Activities	<ul style="list-style-type: none"> We have decided to review our project model and a committee (Dr. Neha Janu Coordinator, Mr. Sunil Dhankar, Mr. Ankit Kumar, one external academic member, and one of our industry partner (may be through virtual involvement) is being constituted to review our project model and submit a report to the department by 27 July 2019, and this revised project model will be rolled out from next semester onward. In this regard all faculty members are required to develop at least 2 projects documents (i.e. Project kit, Faculty kit, and Student Kit). For seminar it was decided that for all semesters' Latex roll out will be as beyond university curricula component. To make seminar activity more innovative it was decided that student will read and present a research papers related to their project technologies. Project Allocation list with rubrics Annexure V.
5.	Industry Interfacing Activities	<ul style="list-style-type: none"> Infosys has changed its academic initiative roll out plan, and they are transformed on digital learning platform (InfyTQ: https://infytq.infosys.com/) as self-learning platform, and still there are many challenges in self-learning, hence we have decided to roll our these digital contents led by our faculty members as a regular course. Mr. Pankaj will plan for this from 5th semester onward. IBM academic activities will be continued in the form of through IBM on line programming contest i.e. IBM CFC(https://developer.ibm.com/callforcode/), http://hackfestindia.com/ Kanak Giri will coordinate IBM academic activities.
6.	Research	<ul style="list-style-type: none"> All research pillar coordinators are required to fix and freeze their research activities as mandated. Our annual research conference (http://www.icetce.in/2020/) was reviewed and discussed. And to enhance the review process of It, was decided that all assistant professor will give a review panel of 5 reviewers, associate professor will give panel of 10 reviewers and professor will arrange number of 15 reviewers to review of paper submitted to our conference. One more International conference is also planned on 9,10 Nov 2019 with RTU. AICTE sponsored FDP is also planned from 09th November to 20th November, 2019.
7.	Departmental Committee	<ul style="list-style-type: none"> Various departmental Committees are constituted and communicated to the meeting. (Annexure VI)



**Electronics and Communication Engineering
Department**

**DPAQIC
(2019-20)**



ECE Department

Notice

SKIT / ECE / 2019 / DPAQIC-01

Dated: 10 July 2019

Department Program Assessment and Quality Improvement Committee (DPAQIP) and other departmental committees have been revised for the new session 2019-20. This will be effective from 10 July 2019.

Dr. Monika Mathur will remain the Convener of DPAQIC. The other members of this Committee are:

S. NO.	Name of the faculty	Designation	S. NO.	Name of the faculty	Designation
1	Dr. Mukesh Arora	Professor & HOD	6	Mr. Vikas Pathak	Associate Prof.
2	Dr. S. K. Bhatnagar	Prof. and Director (Research)	7	Mr. Lalit Kumar Lata	Assistant Prof.
3	Dr. P. K. Jain	Dy. HOD	8	Ms. Namrata Joshi	Assistant Prof.
4	Dr. Rukhsar Zafar	Associate Prof.	9	Mr. Harshal Nigam	Assistant Prof.
5	Dr. Swati Arora	Associate Prof.	10	Mr. Sunil Lakhawat	Assistant Prof.

Departmental Responsibilities for assisting HOD:

S. No.	Departmental Committees	Members
1	Accreditation Coordinator	Dr. Mukesh Arora, Dr. P. K. Jain
2	Alumni Coordinator	Ms. Manju Chaudhary
3	Budget and Finance	Dr. S. K. Bhatnagar, Dr. Mukesh Arora, Dr. P. K. Jain
4	Equipment Maintenance	Mr. Ravi Jangir
5	Faculty and Staff Development Committee	Dr. S. K. Bhatnagar, Prof. S. N. Vijayvargiya
6	Performance Evaluation and Maintenance Ctte	Dr. S. K. Bhatnagar, Prof. S. N. Vijayvargiya
7	Exams Ctte	Mr. Pallav Rawal
8	Feedback and Student Welfare Ctte	Ms. Urvashi Shukla
9	Grievance Ctte	Dr. Swati Arora, Dr. Rukhsar Zafar.
10	Industry Interaction Ctte	Dr. Mukesh Arora
11	Placement, Career Counseling and CRT Ctte	Mr. Lalit Kumar Lata
12	Publications Ctte	Dr. P. K. Jain (SKIT Research Journal), Ms. Priyanka Sharma (SKIT Times)
13	Purchase Committee	Dr. P. K. Jain
14	Quality Monitoring Ctte	Dr. P. K. Jain, Dr. Mukesh Arora
15	Time Table Ctte.	Dr. Monika Mathur
16	Website Ctte	Dr. Rukhsar Zafar
17	ERP Coordinator	Mr. Rahul Pandey
18	On-Line Tutorial Coordinator	Ms. Priyanka Sharma
19	NPTEL Coordinator	Mr. Neeraj Jain
20	Employment Information Group	Ms. Richa Sharma, Ms. Urvashi Shukla
21	GATE Coordinator	Ms. Richa Sharma

Copy to:-

1. Director
2. Director (Academics)
3. Registrar / Principal
4. Head (PAQIC)
5. All Faculty Members of ECE Department (by e-mail and by circular)



HOD, ECE Department

SRIT | ECE / 2019 | DPAQIC - 02

ECE DEPARTMENT

Minutes of DPAQIC Meeting

Date: 25/ July/2019
Venue: HOD office
Time: 2:30-3.30PM

Attendees:

1. Dr. Monika Mathur
2. Dr. Mukesh Arora
3. Dr. P. K. Jain
4. Dr. Rukhsar Zafar
5. Dr. Swati Arora
6. Mr. Lalit Kr Lata
7. Mr. Sunil Lakhawat
8. Mr. Vikas Pathak
9. Mrs. Namrata Joshi
10. Mr. Harshal Nigam

The following points were discussed in the meeting:

NBA Work Updating:

1. Dr. Mukesh Arora, HOD ECE discussed the progress in the NBA related work and advised Dr. P K Jain, Dy. HOD ECE, to check the various files prepared by the faculty members for the allotted work to them .

Final Year Student Project:

In order to improve the final year student projects of the department following points was discussed and decided

1. The project allocation work should be carried out in V semester. A final List of allotted projects of the VIIth semester students and the guides is finalized.
2. Each faculty member has to submit two project proposals (in the format shared by HOD ECE) and also give a power point presentation of the same.
3. The responsibility to carry out faculty project presentation was shouldered to Mr. Pallav Rawal.

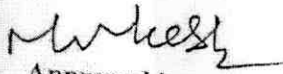


Internal Lab Audit:

Dr. Mukesh Arora, HOD ECE, advised Dr. P K Jain, Dy. HOD ECE, to conduct an internal lab audit and ensure the proper functioning of the various labs of the department. In Lab audit physical verification should be done.

Panel to conduct the lab audit:

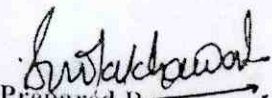
1. Dr. P. K. Jain
2. Dr. Rukhsar Zafar
3. Dr. Swati Arora



Approved by:

HOD ECE


DPAQIC Convener


Prepared By:

Sunil Lakhawat

Copy to:-

1. Director
2. Director (Academics)
3. Registrar / Principal
4. Head (PAQIC)
5. All Faculty Members of ECE Department (by e-mail and by circulation)





Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagar (Jagatpura) Jaipur-302017
Department of Electrical Engineering

Date: 01/07/2019

OFFICE ORDER

Sub: List of DPAQIC members for Electrical Engineering Department in session 2019-20

It is to inform that the DPAQIC for session 2019-20 will comprise of following members:

1. Dr. Akash Saxena (HOD-EE) (Chairman)
2. Dr. Sarfaraz Nawaz
3. Dr. Dhanraj Chitara
4. Mr. Ankush Tandon (Dy.HOD-EE) (Secretary)
5. Mr. Tarun Naruka

Dr. Akash Saxena
Head, Department of Electrical Engineering

Copy to:

1. Director
2. Director (Academics)
3. Head-PAQIC
4. Principal
5. Registrar
6. Advisor
7. All DPAQIC members





Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagar (Jagatpura) Jaipur-302017
Department of Electrical Engineering

July 05, 2019

MEETING NOTICE

A meeting of DPAQIC members is scheduled on 06 July, 2019 at 11:00 am in HOD office. The agenda of the meeting is as follows:

1. To review the department academic calendar for the session 2019-20.
2. To nominate the faculty coordinators for the various departmental activities.
3. To nominate the lab in-charges of the laboratories of the odd semester.
4. To finalize the list of batch counsellors submitted by chief batch counsellor.
5. To discuss the process for guide allotment and dissertation topic finalization for M.Tech. students.
6. Any other point with the permission of the chair.

Dr. Akash Saxena

Head, Department of Electrical Engineering

Copy to:

1. All DPAQIC members





July 11, 2019

MINUTES OF MEETING

A meeting of DPAQIC members was held on July 06, 2019 at 11:00 am at HOD office. Following members were present:

1. Dr. Akash Saxena (HOD-EE) (Chairman)
2. Dr. Sarfaraz Nawaz
3. Dr. Dhanraj Chitara
4. Mr. Ankush Tandon (Dy.HOD-EE) (Secretary)
5. Mr. Tarun Naruka
6. Mr. Ankit Vijayvargiya (M.Tech Coordinator)

Agenda no 1: To review the department academic calendar for the session 2019-20.

The department academic calendar for odd semester for session 2019-20 was finalized. (Annexure-I)

Agenda No 2: To nominate the faculty coordinators for the various departmental activities.

Different committees were formed to execute departmental academic and NBA related activities. (Annexure-II)

Agenda No 3: To nominate the lab incharges of the laboratories of the odd semester.

It was decided that the senior member amongst the faculty member who is teaching practical subject will be nominated as lab incharge of that particular course. (Annexure-III)

Agenda No 4: To finalize the list of batch counsellors submitted by chief batch counsellor.

The name of batch counsellors was discussed and the batch counsellors for all the semesters were finalized. (Annexure-IV)

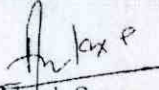
Agenda No 5: To discuss the process for guide allotment and dissertation topic finalization for M.Tech. students.

Mr. Ankit Vijayvargiya has presented a document which was comprises of process for guide allotment and dissertation topic finalization for M.Tech. students. The detailed process is attached herewith. (Annexure -V)

Agenda No 6: Any other point with the permission of the chair.

As there were no points, the meeting was declared closed.




Dr. Akash Saxena
Head, Department of Electrical Engineering
Chairman -DPAQIC

SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR

Department of Basic Sciences & Humanities
(Session 2019-20)

SKIT/B.Tech I Yr./2019-20/ DPAQIC-01


Date: 08.07.2019

OFFICE ORDER

Sub: Departmental Program Assessment and Quality Improvement Committee (DPAQIC) for the session 2019-20

The DPAQIC constituted for the session 2019-20 will consist of the following members:

1. Dr Rohit Mukherjee, Professor & Head, Department of Mathematics, and Incharge –B.Tech. I Year, (*Chairman, DPAQIC*)
2. Dr Amber Srivastava, Professor, Department of Mathematics and Head- T&P Cell
3. Dr R. K. Jain, Professor & Head, Department of Physics and Incharge Examinations
4. Dr Archana Saxena, Professor & Head, Department of Chemistry
5. Dr Neha Purohit, Head, Department of English, (*Secretary, DPAQIC*)
6. Dr Sangeeta Vyas, Professor, Department of Chemistry, and Chief Counselor
7. Dr Krishna Dayal Sharma, Professor, Department of English


Dr Rohit Mukherjee
Incharge, B. Tech. I Year

Copy to: Director, Director Academics, Principal, Registrar, Advisers, Head-PAQIC,
HoDs- English, Physics, Chemistry, All the members of *DPAQIC*, All the faculty members of
B.Tech. I Year



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR

Department of Basic Sciences & Humanities
(Session 2019-20)

SKIT/B.Tech 1 Yr./2019-20/ DPAQIC -02

Date: 08.07.2019

NOTICE

A meeting of the Departmental Program Assessment and Quality Improvement Committee (DPAQIC) will be held on 10.07.2019 (Wednesday) at 10.30 am in the office of the undersigned. All the members are kindly requested to attend the same. The agenda is as under:

Agenda

1. To discuss and plan Students Induction Program for the new entrants of the session 2019-20.
2. To appoint coordinators and form certain committees for smooth conduct of various activities during the forthcoming I semester.
3. To discuss and finalize departmental academic calendar.
4. To discuss (i) Distribution of teaching load, (ii) Academic audit (Checking of course files, Faculty hand book, lab manuals), (iii) Batch counselors for the forthcoming I semester
5. Any other item with the permission of the Chair


Dr Rohit Mukherjee
Incharge, B.Tech. 1 Year

Copy to: Director, Director Academics, Principal, Registrar, Advisers, Head-PAQIC, All the members of DPAQIC



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR

Department of Basic Sciences & Humanities
(Session 2019-20)

SKIT/B.Tech I.Yr. 2019-20/ DPAQIC-03

Date: 12.07.2019

MINUTES OF THE MEETING OF DEPARTMENTAL PROGRAM ASSESSMENT
AND QUALITY IMPROVEMENT COMMITTEE (DPAQIC) HELD ON 10.07.2019

The meeting was held on 10.07.2019 (Wednesday) at 10.30 am in the office of the undersigned.
The following members were present:

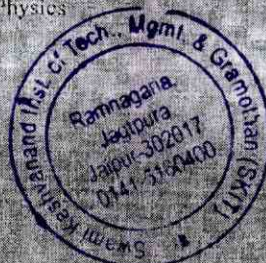
1. Dr Amber Srivastava, Professor, Department of Mathematics and Head- T&P Cell
2. Dr R. K. Jain, Professor & Head, Department of Physics and Incharge Examinations
3. Dr Archana Saxena, Professor & Head, Department of Chemistry
4. Dr Neha Purohit, Head, Department of English
5. Dr Sangeeta Vyas, Professor, Department of Chemistry, and Chief Counselor
6. Dr Krishna Dayal Sharma, Professor, Department of English
7. Dr Rohit Mukherjee, Professor & Head, Department of Mathematics, and
Incharge -B.Tech. 1 Year

The agenda items discussed and decisions taken are as under:

Agenda Item 1. To discuss and plan Students Induction Program for the new entrants of the session 2019-20

The members were informed that as per the directives of Director Academics, the Student Induction Program will be conducted during 1st – 15th August, 2019. Further, it was unanimously decided that the following organizing core committee will carry out the preparations of the event:

Dr Sangeeta Vyas, Professor, Department of Chemistry
Dr Neha Purohit, Head Department of English
Dr Braj Raj Sharma, Associate Professor, Department of Physics
Dr Rohit Mukherjee Incharge -B.Tech. 1 Year



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR

Department of Basic Sciences & Humanities
(Session 2019-20)

Agenda Item 2. To appoint coordinators and form certain committees for smooth conduct of various activities during the forthcoming 1 semester.

The coordinators appointed and the committees constituted are as under:

S.No.	Committee/Coordinators	Members
1	Examination Coordinators	Dr Poonam Ojha (Chemistry) Mr. Pawan Kumar Jain (Physics) Ms. Sheeba Anjum (English) Mr. C. P. Jain (Mathematics)
2	Discipline Committee	Dr. N.K. Jangid (Convener) Dr. Shalini Shekhawat (Mathematics) Mr. Rajiv Kumar (Physics) Mr. Ajay Kumar Sharma (Physics) Dr. Anurag Sharma (Chemistry) Dr. Poonam Ojha (Chemistry)
3	Time Table Committee	Dr. Sangeeta Gupta (Convener) Mr. Ajay Sharma (Physics)
4	Website Coordinator	Dr Rishi Vyas (Physics)
5	ERP Coordinator	Mr. Ajay Sharma (Physics)
6	Department Information Committee (information required for AICTE/RTU/NAAC)	Mr. Rajiv Maheshwari (Physics) Dr Anurag Sharma (Chemistry) Dr Anupriya Singh (English) Dr Vivek Vijay (Mathematics)



**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR**

**Department of Basic Sciences & Humanities
(Session 2019-20)**

Agenda Item 3. To discuss and finalize departmental academic calendar.

**Departmental Academic Calendar for B.Tech. I Semester (2019-2020)
(in Sync with the Institute Academic Calendar)**

Particulars	Semester I
Student Induction Program	01.08.2019-15.08.2019
Commencement of classes	16.08.2019
Assignment-1 release dates	14.09.2019
Assignment-1 submission dates	23.09.2019
Commencement of First Mid Term I (MT-I) Theory Exams	26.09.2019
Last date of showing answer sheets of MT-I to students	05.10.2019
Submission of Marks of MT-I to Exam cell	07.10.2019
Remedial Classes for weak students	09.10.2019-13.11.2019
Commencement of I-internal Practical exams	19.09.2019
Assignment-2 release dates	30.10.2019
Assignment-2 submission dates	09.11.2019
Commencement of Mid Term II (MT-II) Theory Exams	14.11.2019
Last date of showing answer sheets of MT-II to students	25.11.2019
Submission of Marks of MT-II to Exam cell	27.11.2019
Commencement of II-internal Practical exams	05.11.2019
Last working day	18.11.2019
Commencement of University practical Exam	19.11.2019
Commencement of End term (theory) exam	05.12.2019
Commencement of classes of the next II semester	02.01.2020



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR

Department of Basic Sciences & Humanities
(Session 2019-20)

Agenda Item 4. To discuss (i) Distribution of teaching load, (ii) Internal Academic audit (Checking of course files, Faculty hand book, lab manuals), (iii) Batch counselors for the forthcoming I semester.

- (i) The HODs - Physics, Chemistry, Mathematics and English informed the house that distribution of teaching load is in process and the same will be forwarded to the undersigned within a week.
- (ii) The HODs were requested to ensure that all the members of their respective Departments keep their Course Files ready (as per the directives issued earlier by Director Academics) well before the commencement of classes. Further, HODs were requested to carry out internal academic audit of their respective departments which will include checking of course files, faculty hand books pertaining to both theory and labs and report on the same be forwarded to the undersigned.
- (iii) The Chief counselor informed the house that the list of batch counselors will be forwarded to the undersigned within a week.

Agenda Item 5. Any other item with the permission of the Chair:

- (i) Towards facilitating the students with more practice sessions of Mathematics and Physics, it was decided that besides the prescribed number of lectures, one additional lecture/week of each of these subjects would be included in the regular Time Table.
- (ii) The Chief Counselor proposed that the Gate Passes may be issued to the students by the respective batch counselors also in addition to the HODs as in the prevailing system. The same was unanimously approved by the house.

Dr Rohit Mukherjee
InCharge, B.Tech. I Year

Copy to: Director, Director Academics, Principal, Registrar, Head-PAQC, All concerned





**SWAMI KESHVANAND INSTITUTE
OF TECHNOLOGY, MANAGEMENT & GRAMOTHAN
RAMNAGARIA, JAIPUR-302017**

SKIT/IT/NOTICE/2019-2020

Date: 24.06.2019

NOTICE

Department of Information Technology

Subject: DPAQIC: Session Initiation 2019-20

Dear Team,

Welcome back to the new session!!!

And now this is the time to re-instantiate ourselves to continue to engage our students actively and encourage them to think deeply and take actions in their learning process in the compliance of NBA.

In the 2018-19 session we had success stories in all sphere of academic delivery i.e. good results, excellent placement, research activities (conference, workshops, summer Intern-ship etc.), and eventually, IT was re-accredited. Congregation all the team members!

Hence, to roll out above success stories and to reflect that accreditation process in our academic delivery, we need to continue with more energetic approach in our delivery to maintain that spirit with more energy. And to do this some of the base guidelines are as follows for DPAQIC members for execution and monitoring:

1. DPAQIC members should monitor all faculty members' FHB in full scope as described in it.
2. FHB must be signed by HOD well in advance.
3. All faculty members give your subject choice of this session before 28/6/2019.
4. All faculty members create CO and CO-PO mapping of respective subject if they review/change.
5. DPAQIC members and research committee should plane for research activities (ICETCE-2019, conference, workshops, summer Intern-ship etc.) in advance.
6. Minor projects have been already allocated, the updated list must be provided to undersigned by 07/06/2019 by project coordinators.
7. List of seminar topics with scheduled date sheet should also be submitted by 07/06/2019 by the respective seminar coordinators with guideline.
8. Course files and Lab manuals must be updated in sync with RTU syllabus and standard template.
9. Ms. Sushila Vishnoi generate Batch Counselors list for this session.
10. Batch Counselors are required to send the complete details of their batches and follow up action plan by 07/13/2019.
11. Batch Counselors are must track student's attendance and prepare list of students identified for remedial classes based on the performance in first midterm examination.
12. All faculties are required to submit MCQ papers with 25 questions grouped in 3 units in the prescribed format for the purpose of the internal unit test by 08/17/2019.

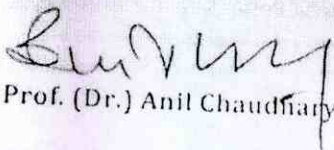




**SWAMI KESHVANAND INSTITUTE
OF TECHNOLOGY, MANAGEMENT & GRAMOTHAN
RAMNAGARIA, JAIPUR-302017**

13. Dr. S. R. Dogiwal (Coordinator) should plane industrial visit for practical explorer of VIth sem students.
14. And as we updated our project bank with reference to AICTE's Hackathone, hence all faculties are required to select one problem statement from given domains except for academics projects, as academic projects are not saleable, and now as we are strengthened to conceptual research, hence let us move towards consultancy and project development capabilities, and to do this AICTE's Hackathone problem statements are good, to begin with, hence all faculty members are required to take ownership of at least one project and required to prepare Project, Faculty, and Student Kits for these projects, which would be allocated as a major project for next semester, Mr. Mehul Mahrishi will compile and circulate the list of all these projects by 07/05/2019 in consultation with project coordinators.
15. And to get experience of digital learning all faculty members are required to select some video courses from AICTE's SWAYAM/Spoken Tutorials portals related to their courses, and will make sure students should get certified from these vendors. Here also faculty members are advised to get enrolled for these courses (especially for lab courses), and get certified, and these certifications may have some weight-age in, Dr. Sunita Gupta will compile this task and submit a report by 08/10/2019.
16. Vth/VIIth sem faculties are required to align cognizant's courses which are map-able to semester courses, and for non map able courses Mr. Mehul Mahrishi may be approach for this, and further Mr. Mehul will plan to groom the students in those non map able areas.
17. All research groups/pillars coordinators are required to submit their research calendar by 07/31/2019.
18. INFY TQ initiative must be an integrated component of our academic delivery. Mr. Naveen Jain will plan for it in discussion with departmental placement coordinators, we have started this program as an in-house summer internship for 4th sem students and will be continued for all 5th sem students as part of classroom delivery program.

Wish you all the best for the success of this session.


Prof. (Dr.) Anil Chaudhary

(HOD IT)

Copy to:

1. Director
2. Director (Academics)
3. Head-PAQIC
4. Principal
5. Advisor
6. Registrar
7. DPAQIC members
8. All Faculty Members through notice circulation





Swami Keshvanand Institute of
Technology, Management & Gramothan
Ramnagar, Jagatpura, Jaipur-302017

Department of Information Technology

SKIT/IT/NOTICE/2019-20

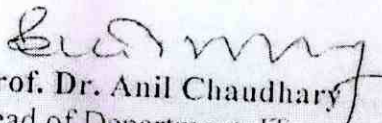
Date:- 29/06/2019

Notice

It is informed that the *Departmental Programme Assessment and Quality Improvement Committee (DPAQIC)* for the session 2019-20 will comprise of following faculty members.

S. No.	Name	Responsibility
1	Prof. Dr. Anil Chaudhary (HoD)	Convener
2	Mr. Mehul Mahrishi	Coordinator
3	Dr. S.R. Dogiwal	Member
4	Dr. Sunita Gupta	Member
5	Ms. Sushila Vishnoi	Member
6	Mr. Vipin Jain	Member

DPAQIC members will work in compliance with NBA, Departmental NAAC related work and will be responsible for all quality improvement related issues in the department like teaching learning process, departmental lab audits, industry academia interaction etc.


Prof. Dr. Anil Chaudhary
Head of Department, IT

Copy to:

1. Director
2. Director (Academics)
3. Principal
4. Head-PAQIC
5. Advisor
6. Registrar
7. All Faculty Members through notice circulation



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY MANAGEMENT & GRAMOTHAN

MINUTES OF MEETING

Department of IT
Document
Held on 01/07/2019
Subject: Departmental Regular Meeting

Version 1.0

	Author/Owner	Reviewed By:	Approved By:
Name	Vipin Jain	Mehul Mahrishi	 Dr. Anil Choudhary
Designation	Associate Professor	Associate Professor	Professor



Followings were the discussion points:

S. No.	Agenda Items	Highlights/ Observation/Discussion Notes
1.	Semester initiation	<ul style="list-style-type: none"> A warm welcome message was delivered to the house and new faculty members were welcomed.
2.	Discussion and sharing of AMC MOM	<ul style="list-style-type: none"> Faculty related points of AMC were communicated to the meeting. New placement policy by AICTE was discussed and decided to strengthen in-house capability to conduct in house summer internship. It was also discussed that students will be motivated for SWAYAM portal courses to get honors and shared that fees of these certification may be refunded to top 20% students. Update on availing CL,AL, and Summer breaks were also communicated to the meeting.
3.	Academics	<ul style="list-style-type: none"> New scheme and syllabus was discussed, and a committee (Mr. Vipin Jain (coordinator), Ms. Richa Rawal, Mr. Mehul Maharshi, Dr. Sunita Gupta, Ms. Sushila Vishnoi) one External academic member, one of our industry partner (may be through virtual involvement) is being constituted to identify the gaps and the action plan to bridge the gaps, and requested to submit a report to the department by 27 July 2019. Hardware, software requirements were also discussed, need was felt to upgrade some of the labs and new requirement was raised for projectors in some labs. Due to the increased batch size, number of machines should be increased was also raised by the meeting. It was felt that project labs were not ready for this semester, and hence all project coordinators are required to get ready these labs at the earliest. Faculty members were reminded to update FHBs in all respects and get them signed by HODs. Lab manuals and course files should be updated. Towards digital learning transformations, it was decided that for all courses (theory and labs), digital content will be included and the details of proceeding of this should be included in delivery plan of FHB. Teaching Load Annexure I, Batch counselor list Annexure II Academic Calendar Annexure III List of Course Coordinator



4.	Review of Project Model/Seminar Activities	<ul style="list-style-type: none"> We have decided to review our project model and a committee (Ms. Sushila Vishnoi Coordinator, Ms. Poonam varshney, Ms. Sanju Choudhary , one external academic member, and one of our industry partner (may be through virtual involvement) is being constituted to review our project model and submit a report to the department by 27 July 2019, and this revised project model will be rolled out from next semester onward. In this regard all faculty members are required to develop at least 2 projects documents (i.e. Project kit, Faculty kit, and Student Kit). For seminar it was decided that for all semesters' Latex roll out will be as beyond university curricula component. To make seminar activity more innovative it was decided that student will read and present a research papers related to their project technologies. Project Allocation list with rubrics Annexure IV.
5.	Industry Interfacing Activities	<ul style="list-style-type: none"> Infosys has changed its academic initiative roll out plan, and they are transformed on digital learning platform (InfyTQ: https://infyqa.infosys.com/) as self-learning platform, and still there are many challenges in self-learning, hence we have decided to roll our these digital contents led by our faculty members as a regular course. Mr. Naveen Jain will plan for this from 5th semester onward. IBM academic activities will be continued in the form of through IBM on line programming contest i.e. IBM CFC(https://developer.ibm.com/callforcode/), http://hackfestindia.com/ Dr Sunita Gupta will coordinate IBM academic activities.
6.	Research	<ul style="list-style-type: none"> All research pillar coordinators are required to fix and freeze their research activities as mandated. Our annual research conference (http://www.icetce.in/2020/) was reviewed and discussed. And to enhance the review process of It, was decided that all assistant professor will give a review panel of 5 reviewers, associate professor will give panel of 10 reviewers and professor will arrange number of 15 reviewers to review of paper submitted to our conference. One more International conference is also planned on 9,10 Nov 2019 with RTU. AICTE sponsored FDP is also planned from 09th November to 20th November, 2019.
7.	Departmental Committee	<ul style="list-style-type: none"> Various departmental Committees are constituted and communicated to the meeting. (Annexure V)



DPAQIC

(Department Program Assessment &
Quality Improvement Committee)



Session: 2019-20

Department of Mechanical Engineering

Swami Keshvanand Institute of Technology,
Management & Gramothan,
Jagatpura, Jaipur



2019-20 (1)

SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN

Department of Mechanical Engineering

Session: 2019-20

OFFICE ORDER

Date: 08.07.19

Sub: DPAQIC committee members for Mech. Engg. Deptt in session 2019-20

It is informed that the DPAQIC for session 2019-20 will comprise of following members:

- 1) Dr. N.C. Bhandari (Head, Mech. Engg. Deptt.) (Chairman)
- 2) Dr. (Prof.) N.K. Banthiya (Head, PAQIC)
- 3) Dr. Ashish Nayyar
- 4) Mr. Dheeraj Joshi
- 5) Dr. Manoj Kumar Sain (Secretary)
- 6) Mr. Praveen Saraswat

N.C. Bhandari

Dr. N.C. Bhandari
Head, Mech. Engg. Deptt

M. Sain

Dr. Manoj Kumar Sain
Dy. Head, Mech. Engg. Deptt

Copy to:

- Director
- Director (Academics)
- Head-PAQIC
- Principal
- Registrar
- Adviser



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN

Department of Mechanical Engineering

Sub: Minutes DPAQIC meeting held on 20th July, 2019

Date: 23.07.19

Meeting Agenda:

- Finalization of Academic Calendar of department
- Distribution of teaching loads to faculty and staff

Members present:

- 1) Dr. N.C. Bhandari (Head, Mech. Engg. Deptt.) (Chairman)
- 2) Dr. Ashish Nayyar
- 3) Mr. Dheeraj Joshi
- 4) Dr. Manoj Kumar Sain (Secretary)
- 5) Mr. Praveen Saraswat


Time Table Coordinator, Mr. Dinesh Kumar Sharma was also present to furnish the subject choice related data of faculty members.

1. Following documents were finalized in the meeting:

- (i.) Departmental Academic Calendar for the Odd semester, session-2019-20 (*Annexure-I*)
- (ii.) Teaching Loads to faculty (*Annexure-II*)

2. As per the details mentioned in *Annexure-I and II*, faculty members should plan their tutorials, assignments in their course.

3. All faculty members are requested to keep their course files, laboratory manuals updated as per their teaching loads for the academic audit by the DPAQIC which is to be announced soon.


Dr. Manoj Kumar Sain
Secretary, DPAQIC

Copy to:

- Director
- Director (Academics)
- Principal
- Registrar
- All ME faculty, Deptt. Notice file





Swami Keshvanand Institute of Technology,
Management & Gramothan

Department of Management Studies

14.07.2019


DPAQIC Activities List

The Department Program Assessment and Quality Improvement Committee (DPAQIC) will focus categorically in smooth functioning of the following departmental activities:

1. Review of department vision and mission
2. Finalization of departmental academic calendar
3. Nomination of faculty coordinators for various departmental functions
4. Distribution of teaching loads to faculty
5. Nomination of faculty as mentors for students
6. Conduction of departmental academic audit (Evaluation of course files, faculty handbook)
7. Approval of faculty guides for students projects
8. Finalization of departmental budget
9. Action taken report on CO-PO attainment
10. Action taken report on result analysis
11. Action taken report on student feedback
12. Action taken report on faculty feedback
13. Action taken report on parent feedback
14. Conduction of remedial classes for slow-learners

All the respective faculty coordinators related to above areas are requested to keep updating their data for the necessary needful by the DPAQIC.




Prof. S. K. Mathur
Head-DMS



Swami Keshvanand Institute of Technology,
Management & Gramothan

Department of Management Studies

Session 2019-2020

Office Order

10/08/2019

Sub: DPAQIC Revised committee members for MBA Department in session 2019-2020

It is informed that the DPAQIC for the session 2019-2020 has been revised and now will comprise of the following members:

- 1) Prof. S. K. mathur (Head, DMS) (Chairman)
- 2) Dr. Savita Choudhary (Secretary)
- 3) Dr. Ona Ladiwal
- 4) Dr. Atul Gupta

Prof. S. K. Mathur
HOD-DMS

Copy to:

- Director
- Director (Academics)
- Head-PAQIC
- Principal
- Registrar
- All DMS Faculty members by circulation





Swami Keshvanand Institute of Technology,
Management & Gramothan

Department of Management Studies

Minutes of the 1th DPAQIC Meeting of Academic Session-2019-20 was held on
16th July 2019

A meeting of DPAQIC was held on 16th July 2019, at 11.00 AM in conference room of
Department of Management Studies. Following members were present:

- | | |
|-------------------------|-----------------------------|
| 1. Prof. S. K. Mathur | 6. Dr. Ravish Pandey |
| 2. Dr. Savita Choudhary | 7. Ms. Priyanka Payal |
| 3. Dr. Ona Ladiwal | 8. Mr. Yogesh Sharma |
| 4. Dr. Maneesha Kaushik | 9. Mr. ShivPrasad Sharma |
| 5. Dr. Atul Gupta | 10. Mr. Dileep Singh Gurjar |

The following decisions were taken:


1. Allotment of committee coordinators (activity wise). Details are mentioned below:


S.No.	Committees	Coordinators
1	Admissions for 2020-21 Brochure(2020-21)	Dr. Savita Choudhary Dr. Ona Ladiwal
2	Placements, Summer Internship & Alumni Relations	Dr. Savita Choudhary Dr. Maneesha Kaushik
3	Administration, New Initiatives, QIV, RTU & AICTE	Dr. Savita Choudhary Dr. Ona Ladiwal
4	Academics & FCM	Ms. Priyanka Payal
5	Examinations	Dr. Atul Gupta
6	Mentor-Mentee Programme	Dr. Savita Choudhary



7	Library & Research	Dr. Ona Ladiwal
8	Student Engagement & Student Oriented Activities	Dr. Atul Gupta
9	Press & Media, Publicity & SKIT Times, Web Pages, Knowledge Management	Dr. Ravish Pandey
10	NPTEL Certification	Dr. Savita Choudhary
11	Proctor-Discipline	Dr. Ravish Pandey

2. Allotment of cabins to all the faculty members.
3. Allotment of subjects of 1st and 3rd semesters.
4. Faculty members were requested to submit at least 6 research papers in International (3) and National (3) UGC listed journal in the coming academic session.
5. All members were requested to give suggestions and themes to conduct an International Conference in the academic session: 2019-20.
6. All members were requested to propose relevant topics till next meeting to organize National level Conference/Seminar/Workshop in the academic session: 2019-20.
7. All members were requested to work on activities which would increase the QIV, of the academic session: 2019-20.


Dr. Savita Choudhary
Secretary-DPAQIC


Prof. S. K. Mathur
Chairman-DPAQIC



REPORT

Five-day Faculty Development Programme

On

“Outcome-Based Education: A Paradigm for Assessment & Accreditation

organized by

Department of Computer Science and Engineering
&
Department of Information Technology

Under the aegis of IQAC & PAQIC, SKIT, Jaipur

24th August, 2021 to 28th August, 2021



**Swami Keshvanand Institute of Technology,
Management & Gramothan, Jaipur**

APPROVAL LETTER



Dr. S.L. Surana <sls@skit.ac.in>

IOAC/PAQIC: FDP

1 message

Prof. Anil Chaudhary <hodit@skit.ac.in>

To: "S. Surana" <sls@skit.ac.in>

Cc: rachna.meel@rediffmail.com, meel.jaipal@gmail.com, ramesh pachar <rameshpachar@rediffmail.com>

Wed, Jul 28, 2021 at 4:09 PM

Dear Sir, enclosed is an abstract for conducting in-house fdp on account of IOAC/PAQIC for your perusal and approval. Abstract: The purpose of this workshop is to enhance the knowledge of Assessment and Attainment Tools for Outcome Based Education (OBE) among the faculty and peer groups. The implementation of such methods in the Teaching and Learning Process will provide continuous quality evaluation so that they can act as an important stakeholder in outcome-based teaching, assessment and evaluation.

Duration: 5 Days

Tentative Dates: 24 - 28 August 2021

Tentative Expenditure: 30,000/- (experts honorarium), Hence requested for approval, regards, anil

20,000/-

Recommended. Obtain financial sanction from the
Management
S. L. Surana
29/7/21



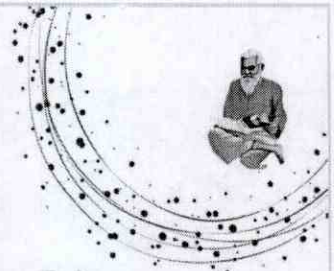
POSTER



Swami Keshvanand Institute of Technology,
Management & Gramothan
Jaipur, Rajasthan, India



Five-Day Faculty Development Programme
on



Outcome-Based Education: A Paradigm for Assessment & Accreditation

VIRTUAL MODE

ORGANIZED BY:

Department of Computer Science and Engineering (NBA Accredited) & Department of Information Technology (NBA Accredited)

Under the aegis of IQAC & PAQIC, SKIT, Jaipur

24 - 28 AUGUST, 2021

SPECIAL SESSIONS BY INDUSTRY EXPERTS FROM IBM AND INFOSYS

Registration Link : <https://forms.gle/sGBrSGao3Fx1Y6bM7>

E-CERTIFICATE ON SUCCESSFUL COMPLETION



No Registration Fee



Last Date of Registration
21 August, 2021



Contact : fdpcs@skit.ac.in



skitjaip



skitjaipurofficial


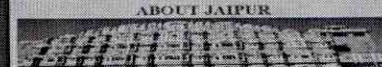




skit_jaipur

* Faculty Members from AICTE/UGC Approved Organizations/Institutes PAN India can participate.



BROCHURE

<p style="text-align: center;">PATRONS</p> <ul style="list-style-type: none"> • Shri Raja Ram Meel, Director • Sini Surja Ram Meel, Chairman, SKIT <p style="text-align: center;">ADVISORS</p> <ul style="list-style-type: none"> • Shri Jaipal Meel, Director • Prof. (Dr.) S. L. Surnia, Director (Academics) • Prof. (Dr.) Ramesh Kumar Pachar, Principal • Ms. Rachana Meel, Registrar • Prof. (Dr.) Anil Chaudhary, Coordinator IQAC & HOD-IT • Prof. (Dr.) Mukesh Kumar Gupta, HOD-CSE • Prof. (Dr.) Mukesh Kumar Arora, HOD-ECE • Prof. (Dr.) Dheeraj Joshi, HOD-ME • Prof. (Dr.) Dharam Chitara, HOD-EE • Prof. (Dr.) D. K. Sharma, HOD, CE • Prof. (Dr.) Amber Srivastava, Head-T&P Cell • Prof. (Dr.) Rohit Mukherjee, Incharge-I Year • Dr. Praveen Kumar Jain, Co-coordinator, IQAC • Dr. Rishi Vyas, Co-coordinator IQAC <p style="text-align: center;">CONVENERS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Dr. Pankaj Dadheech Associate Professor Dy. HOD-CSE</td> <td style="width: 50%;">Mr. Mehul Mahishi Associate Professor Dy. HOD-IT</td> </tr> </table> <p style="text-align: center;">COORDINATORS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Ms. Deepa Modi Assistant Professor CSE</td> <td style="width: 50%;">Ms. Shama Tripathi Assistant Professor CSE</td> </tr> </table> <p style="text-align: center;">ORGANIZING COMMITTEE</p> <ul style="list-style-type: none"> • Dr. S. R. Dogiwal, Associate Professor-IT • Dr. Neha Jain, Associate Professor-CSE • Mr. M. K. Beniwal, Associate Professor-CSE • Ms. Nidhi Srivastava, Associate Professor-CSE • Ms. Rashmi Dadheech, Assistant Professor-CSE • Ms. Nikhar Bhargava, Assistant Professor-IT • Ms. Priyanka Sharma, Assistant Professor-CSE • Mr. Naveen Jain, Assistant Professor-IT • Mr. Pankaj Jadhav, Assistant Professor-CSE <p style="text-align: center;">CONTACT US fdpes@skit.ac.in</p>	Dr. Pankaj Dadheech Associate Professor Dy. HOD-CSE	Mr. Mehul Mahishi Associate Professor Dy. HOD-IT	Ms. Deepa Modi Assistant Professor CSE	Ms. Shama Tripathi Assistant Professor CSE	<p style="text-align: center;">REGISTRATION FORM</p> <p>Registration link to join this FDP: https://forms.gle/sGBrSGao3FxiY6bM7</p> <p>Note:</p> <ul style="list-style-type: none"> • The FDP will be conducted through online platform. • Participants can be faculty members from AICTE/UGC approved organizations/institutes PAN India. • There is no registration fee. • Special sessions by industry experts from IBM and Infosys on CMMI Specifications. • The certificates will be issued to those participants who will attend the program with minimum 80% attendance and score overall 60% marks in the assessments/assignments conduct during the online FDP. • Last date of registration is 21st August 2021. <p style="text-align: center;">ABOUT THE PROGRAMME</p> <p>The purpose of this faculty development programme is to enhance the knowledge of Outcome Based Education (OBE) among the faculty and peer groups. The FDP will attract the speakers and policy makers in OBE and quality specifications from both industry and Academia. This FDP is meant for faculties of engineering, sciences, mathematics, and humanities courses in technical and diploma institutes.</p> <p style="text-align: center;">EXPERTS/SPEAKERS</p> <ul style="list-style-type: none"> • Col. B. Venkat, Director, Faculty Development Cell, AICTE, India • Prof. G. Varaprasad, CSE, B.M.S. College of Engineering, Bengaluru, Karnataka • Ms. Shubha Gupta, Digital & Mobile Client Services and Excellence (CSE) Leader (CIC India), IBM • Prof. M.K. Banerjee, Visiting Professor, Department of Metallurgical & Material Engineering MNIT, Jaipur • Dr. S. Das Mandal, Advanced Technology Development Centre, IIT Kharagpur • Ms. Kanajeet Kaur, Lead, Education, Training and Assessment, Infosys • Prof. Vineet Sabula, Professor-HAG, MNIT, Jaipur 	<p>A</p> <p>Five-Day Faculty Development Programme on</p> <p>“Outcome-Based Education: A Paradigm for Assessment & Accreditation”</p> <p>(24th-28th August 2021)</p> <p style="text-align: left;"><i>Organized by:</i></p> <p>Department of Computer Science & Engineering (NBA Accredited) & Department of Information Technology (NBA Accredited)</p> <p style="text-align: left;"><i>Under the aegis of IQAC & PAQIC, SKIT, Jaipur</i></p>  <p>Swami Keshvanand Institute of Technology, Management & Gramothan Ramnagaris, Jagatpura, Jaipur-302017 Email: fdpes@skit.ac.in Phone: +91-141-3500300 Website: www.skit.ac.in</p>
Dr. Pankaj Dadheech Associate Professor Dy. HOD-CSE	Mr. Mehul Mahishi Associate Professor Dy. HOD-IT					
Ms. Deepa Modi Assistant Professor CSE	Ms. Shama Tripathi Assistant Professor CSE					
<p style="text-align: center;">ABOUT JAIPUR</p>  <p>The world famous ‘PINK CITY’, the capital of the Rajasthan state founded in 1727 AD by Sawai Jai Singh II is one of the most popular tourist destinations. It has a rich culture heritage and many important historical places viz. Amber Fort, Jaigarh Fort, Nahargarh Fort, City Palace, Albert Hall Museum, Jantar-Mantar, Govind-Dev Ji Temple, and Birla Mandir. Jaipur is also famous for its handloom & handicraft, and proves a heaven for shopping and enjoyment. Jaipur is also a home of undergraduate and post-graduate education in Rajasthan with numerous eminent universities and institutes.</p> <p style="text-align: center;">ABOUT THE INSTITUTION</p>  <p>Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) is a selective comprehensive institution offering undergraduate and postgraduate programmes in Engineering and Management. The institute was established in the year 2000. During all the past years SKIT has emerged as a ‘Premier Centre’ of technical education not only in Rajasthan but also in northern India. The institute is ranked ‘No. 1 Engineering College in Rajasthan within Category-A’ for the last four consecutive academic years (i.e., 2017-18, 2018-19, 2019-20 & 2020-21) by Rajasthan Technical University, Kota. The institute is also accredited & re-accredited by NBA (Five Engineering Branches since 2010).</p>	<p style="text-align: center;">COMPUTER SCIENCE & ENGINEERING & INFORMATION TECHNOLOGY</p>  <p>The departments are NBA accredited and offers undergraduate programs in CSE & IT, postgraduate program in CSE and Ph.D. in CSE. The major areas of research are Big Data Analytics, Cloud Computing & Virtualization, Artificial Intelligence, Security, Compilers & Programming Languages, Computer Architecture, Bioinformatics and Theoretical Computer Science. Both departments have various research laboratories with the state-of-the-art computing facilities. The department is also recognized as a ‘Center of Excellence in IoT’ by Rajasthan Technical University, Kota.</p> <p style="text-align: center;">PROGRAMME OBJECTIVES</p> <ol style="list-style-type: none"> 1. Create awareness among the faculties and their peer groups about the concepts of Outcome Based Education (OBE) and its growing importance in present educational scenario. 2. Understand the implementation process of Outcome Based Education. 3. Educate the participants with the various contemporary academic delivery methods. 4. Develop measures that can be used to assess the quality of education provided through the OBE model with a special emphasis on technical education. 5. Understand the implementation of OBE in NBA/NAAC. 	<p style="text-align: center;">EXPECTED OUTCOMES</p> <ol style="list-style-type: none"> 1. The participants will understand the relevance of Outcome Based Education, its role in NBA/NAAC, usefulness of accreditation and various processes associated with accreditation. 2. The participants will understand the teaching pedagogy and effective implementation of every aspect of pedagogy. 3. The participants will learn to formulate vision, mission, PEOs, PSOs of the department and methods of attaining PEOs and PSOs. 4. The participants will also learn to design course outcomes. 5. The Participants of the FDP will become more familiar with assessment process using OBE. <p style="text-align: center;">TENTATIVE TOPICS TO BE COVERED</p> <ol style="list-style-type: none"> 1. Process of developing vision & mission of the Institute/Department. 2. Formulation of course outcomes with blooms taxonomy. 3. Writing PEOs and PSOs for UG programs. 4. Mapping of COs & POs, Importance, Rubrics/formats & examples for theory course, Laboratory course. 5. Best practices to continuously improve the quality of programs. 6. Teaching and Learning process 7. Contemporary Pedagogical tools for effective course delivery. 8. Process of curriculum development. 9. Methodology and benefits pre-qualifiers for the accreditation process. 10. File preparation and document management for Self-Assessment Report (SAR) and Self Study Report (SSR). 				



SCHEDULE OF THE FDP



**Swami Keshvanand Institute of Technology,
Management & Gramothan, Jaipur**
Department of Computer Science and Engineering (NBA Accredited)
&
Department of Information Technology (NBA Accredited)
Under the aegis of IQAC & PAQIC, SKIT, Jaipur
Organizes



Five-Day Faculty Development Programme

on
“Outcome-Based Education: A Paradigm for Assessment & Accreditation”
(24th-28th August 2021)

Tentative Schedule

DATE	TIME	SESSION
DAY 1		
24.08.2021	09:40 AM-10:00 AM	Inaugural Ceremony
24.08.2021	10:00 AM-11:00 AM	Keynote address by Col. B. Venkat , Director FDC, AICTE, New-Delhi, India WebEx link: https://skitjaipur.webex.com/skitjaipur/onstage/g.php?MTID=e47ca5d282bb4ca1dd04c8bd4794d919a Password: 1234 (if required)
24.08.2021	11:30 AM-01:30 PM	Ms. Shubha Gupta Digital & Mobile Client Services and Excellence (CSE) Leader (CIC India), IBM, India “QUALITY MANAGEMENT SYSTEMS IN IT INDUSTRY” WebEx link: https://skitjaipur.webex.com/skitjaipur/onstage/g.php?MTID=e47ca5d282bb4ca1dd04c8bd4794d919a Password: 1234 (if required)
DAY 2		
25.08.2021	10:00 AM-12:00 Noon	Dr. G. Varapasad Professor, Department of CSE, B.M.S. College of Engineering, Bangalore, India “ATTAINMENT PROCESS OF COURSE OUTCOMES & PROGRAM OUTCOMES/PROGRAM SPECIFIC OUTCOMES” WebEx link: https://skitjaipur.webex.com/skitjaipur/onstage/g.php?MTID=e2eb916e8fe0d05012c3cbf3ee130e13f Password: 1234 (if required)
25.08.2021	01:00 PM- 03:00 PM	
DAY 3		
26.08.2021	10:00 AM-12:00 Noon	Prof. Vineet Sahula Professor-HAG Department of Electronics & Communication Engineering, MNIT, Jaipur “FORMULATION OF VISION, MISSION AND COURSE OUTCOMES” WebEx link: https://skitjaipur.webex.com/skitjaipur/onstage/g.php?MTID=eb63cad2766bbf699e94eb889b3e9df24 Password: 1234 (if required)
26.08.2021	01:00 PM- 03:00 PM	Dr. Shyamal Kumar Das Mandal Assistant Professor, Centre for Educational Technology, IIT Kharagpur “OUTCOME BASED EDUCATION FOR ONLINE TEACHING” WebEx link: https://skitjaipur.webex.com/skitjaipur/onstage/g.php?MTID=ed1751ecd8ebb0aa87a1eea419bc69a41 Password: 1234 (if required)



DAY 4		
27.08.2021	10:00 AM-12:00 Noon	Prof. M. K. Banerjee Ex-Professor, MNIT, Jaipur "TEACHERS' PERSPECTIVE ON OUTCOME BASED EDUCATION" WebEx link: https://skitjaipur.webex.com/skitjaipur/onstage/g.php?MTID=ef9bc5dfe9176e4ae1c858b220d787d72 Password: 1234 (if required)
27.08.2021	01:00 PM- 03:00 PM	
DAY 5		
28.08.2021	10:00 AM- 12:00 NOON	Ms. Sanjita Bohidar Principal - Quality Programs, Infosys Technologies "QUALITY AT INFOSYS" WebEx link: https://skitjaipur.webex.com/skitjaipur/onstage/g.php?MTID=ed1751ecd8ebb0aa87a1eea419bc69a41 Password: 1234 (if required)
28.08.2021	Just after the session	Valedictory Ceremony and Final Assessment WebEx link: https://skitjaipur.webex.com/skitjaipur/onstage/g.php?MTID=ed1751ecd8ebb0aa87a1eea419bc69a41 Password: 1234 (if required)



INAUGURAL CEREMONY



**Swami Keshvanand Institute of Technology,
Management & Gramothan, Jaipur**



Department of Computer Science and Engineering (NBA Accredited)

&

Department of Information Technology (NBA Accredited)

Under the aegis of IQAC & PAQIC, SKIT, Jaipur

Organizes

Five-Day Faculty Development Programme

on

“Outcome-Based Education: A Paradigm for Assessment & Accreditation”

INAUGURAL CEREMONY

(24th August 2021, 09:40 AM onwards)

Minute-to-Minute Program

Event Description	Duration
Program Initiation	09:40 AM-09:43 AM
Welcome Address Shri Jaipal Meel Director, SKIT	09:43 AM - 09:50 AM
About FDP Prof. Anil Chaudhary HOD-IT & Head (PAQIC), Coordinator (IQAC), SKIT	09:50 AM - 10:00 AM
Chief Guest & Keynote Talk Col. B. Venkat Director, FDC, AICTE, India	10:00 AM - 10:30 AM
Vote of Thanks Prof. Mukesh Kumar Gupta HOD-CSE, SKIT	10:30 AM - 10:35 AM
Group Photo	10:35 AM

Link for Inaugural Ceremony:

<https://skitjaipur.webex.com/skitjaipur/onstage/g.php?MTID=e47ca5d282bb4ca1dd04c8bd4794d919a>

Password: 1234



Ms. Shubha Gupta, Digital & Mobile Client Services and Excellence (CSE) Leader (CIC India), IBM, India
Digital & Mobile Client Services and Excellence (CSE) Leader (CIC India), IBM, India



Mobile No. 7045686975
Email ID: shubhagu@in.ibm.com

Ms. Shubha has total 22 years of work experience and she is associated with for 14 Years. She is currently working as Digital & Mobile CSE Leader for CIC India, Program Manager for Global Process, Methods n tools (Japan ,China and other CICs) and CMMI Process Consultant , Maybank IBM Malaysia. Prior to IBM she has worked with Aricent , HCL technologies as Process Consultant.

Dr. G. Varapasad, Professor, Department of CSE, B.M.S. College of Engineering, Bangalore, India



Mobile No. 9449612596
Email ID: varapasad.cse@bmsce.ac.in

Dr. G. Varapasad obtained B.Tech (CSE) from Sri Venkateswara University, Tirupati in 1999, M.Tech (CSE) from Visvesvaraya Technological University, Belguam in 2001 and then Ph.D (CSE) from Anna University, Chennai in 2004. In 2004, he joined PET Lab, Department of Electrical Communication Engineering, Indian Institute of Science, Bangalore as a Postdoctoral fellow under guidance of Dr.P.Venkataram. His Ph.D work supported by University Grants Commission, New Delhi. He worked as Junior Research Fellow at GCE, Anna University under Dr.RSD.Wahida Banu. Since 2005, he has been with the B.M.S.College of Engineering, Bangalore in Department of Computer Science & Engineering. In his credit, he has 65 journal papers, 54 conference papers, holds 23 patents/copyrights (and 5 applied), has authored 4 textbooks and 13 awards. He executed 9 external funded R&D projects, 3 consultancy projects worth 1.3 Crores. Currently, he has been executing 1 consultancy project. He has been actively involved as an expert member in various committees such as AICTE, NBA, DRDO, ADA, UPSC, DST, TCS.

Prof. Vineet Sahula, Professor-HAG, Department of Electronics & Communication Engineering, MNIT, Jaipur



Mobile No. :0141-2713336
Email ID: vsahula.ece @ mnit.ac.in

Qualifications:

Ph.D.(EE VLSI, IIT Delhi 2001) from IIT Delhi, 2001
M.Tech.(Int. EC & Ckts, IEC IITD 1989) from IIT Delhi, 1989
B.E.(Electronics, MNIT 1987) from MNIT Jaipur, 1987

Research Interests

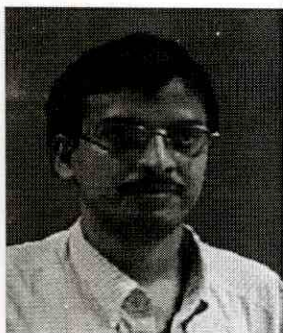
Resilience, Trust & Security in Hardware, EDA for VLSI/Embedded-Systems, Cognitive Architectures.

Brief Research Profile

- Working with group of research-scholars/faculty members on various aspects of Trust & Security in Chips & Embedded Systems; Modeling of Cognition, cognitive algorithms/architectures;
- Member of faculty group who visited Canadian Universities- Saskatchewan, Toronto Calgary University, for academic & research collaboration, 14th -21st Sept. 2013
- Member of faculty group who visited North Dakota State University, Fargo for academic & research collaboration, 23rd -27th March 2009
- Visiting faculty, Microelectronics programme at Asian Institute of Technology Thailand, Autumn 2004



Dr. Shyamal Kumar Das Mandal, Assistant Professor, Centre for Educational Technology, IIT Kharagpur



Mobile No. 9432091556
Email ID: sdasmandal@cet.iitkgp.ac.in

Educational Qualification

Ph. D. in Engineering, March 2007 Department: Electronics and Telecommunication Engineering, Jadavpur University
BE (Hon's) in Electronics and Telecommunication Engineering, Jadavpur University, 1998

Awards & Honors

- National award of Young IT Professional in 2003, Awarded by Computer Society of India (CSI)
- National award of "TI DSP Challenge" in 1997, Awarded by Texas Instruments (TI), India
- Fellow of Japan Society for the Promotion of Science(2010)

Research Areas

Outcome based Curriculum development with 21st century pedagogy
Speech based technology development for e-learning
Accent Conversion

Prof. M. K. Banerjee, Ex-Professor, MNIT, Jaipur



Mobile No. 9549654564
Email ID: mkbanerjee@hotmail.com

Prof. M.K. Banerjee graduated from University of Calcutta and did his masters and PhD from the same university. He has more than 40 years of teaching experience in many reputed institutions. He served in industries for six years. Prof. Banerjee worked as professor and Head of Metallurgical and Materials Engineering till 2000. He was the Secretary of Science and Technology, Government of west Bengal from 2000-2004. Prof. Banerjee acted as Directors of National Institute of Secondary Steel Technology, National Institute Foundry and Forge Technology, Birla Institute of Technology Director. He had been the Ministry of Steel Chair Professor at MNIT Jaipur from 2012 till 2019. Nominated by AICTE he is acting a 'Margdarshak of various Institutes in India.

He has more than 170 research publications in reputed journals. He authored a number of book chapters and Reference modules tasked by Elsevier Inc. He is a regular reviewer of a number of reputed International Journals published by Elsevier, Springer ASM etc. He has collaboration with number foreign universities from Taiwan, China, Bangladesh, Australia, Portugal, Austria, USA and UK. He delivered a large number of invited talks in various international conferences held in various countries. Prof. Banerjee's research interest are energy material, computational materials engineering, advanced materials design.

Prof. Banerjee has supervised fourteen PhD students and seven PhD students are working with him. He acted as Chief Investigator of more than 25 sponsored research project and in all has handled more than 40 research projects in various areas of technology and materials development. He holds a couple of patents. He has been the Guest Editor of reputed ASM journal. His expertise in technical education is very well known.



Ms. Sanjita Bohidar, Principal - Quality Programs, Infosys Technologies



Mobile No. 9739987157
Email ID:sanjita_b@infosys.com

She has 24 years of experience at Infosys. She has expertise in Delivery Management of all aspects of software projects in the Global Delivery Model for Clients in the US & Europe. She has worked onsite in London, Paris and Boston for Clients in Banking & Financial Services, Retail, Hi-Tech & Manufacturing verticals. She has effectively managed large change initiatives in the organization for adoption of Agile methodologies. She also successfully led an org initiative to create Agile Certification for multiple Delivery roles. Her interest areas are Integration Testing, CMMI, and Agile Methodologies.



LIST OF PARTICIPANTS

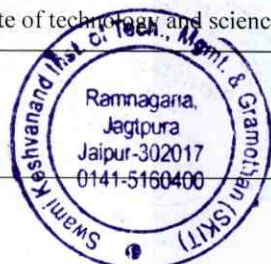
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26	Mr.ASHWANI KUMAR KAUSHIK	GLOBAL RESEARCH INSTITUTE OF MANAGEMENT & TECHNOLOGY	ashwani.kaushik1978@grimtradaur.ac.in



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45	Mr.DHAYANITHI A	Sri Sairam Engineering College	dhayanidhi.tap@sairam.edu.in
46	Mr.DINESH KUMAR KHUNTETA	ENGINEERING COLLEGE AJMER	dkkhunteta@ecajmer.ac.in
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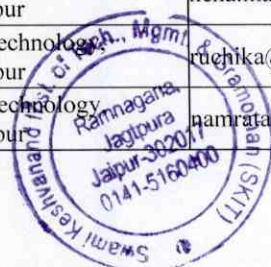
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INAUGURAL CEREMONY

The Inaugural ceremony of the Five-day Faculty Development Programme on “Outcome-Based Education: A Paradigm for Assessment & Accreditation organized by Department of Computer Science and Engineering & Department of Information Technology, under the aegis of IQAC & PAQIC, SKIT, Jaipur was started on 24th August, 2021 at 10:00 AM.

The event was initiated by Ms. Tanya Khandelwal, Anchor FDP. She invited Mr. Jaipal Meel, Director SKIT for the formal welcome of the Chief Guest Col. B. Venkat, Director Faculty Development Cell, AICTE, New Delhi and Ms. Shubha Gupta, Digital & Mobile Client Services and Excellence (CSE) Leader (CIC India), IBM, India. After that Prof Anil Chaudhary, HOD-IT has given the brief about the five-day event. Col B. Venkat in his talk emphasized on the NEP 2020 for young professionals and he also congratulated the institute for taking such initiatives. The vote of thanks was proposed by Prof. Mukesh Kumar Gupta, HOD-CSE.



SESSION DETAILS

Day 1:

Date: 24th August, 2021

Session 1: (11:30 AM -1:30 PM)

1. First session was taken by, **Ms. Shubha Gupta**, Digital & Mobile Client Services and Excellence (CSE) Leader (CIC India), IBM, India
2. The session was about “**QUALITY MANAGEMENT SYSTEMS IN IT INDUSTRY**”.
3. She started with basic introduction of QMS.
4. She discussed about the Iron triangle of Quality management (Cost, Scope, Time)
5. She discussed about Mural, Project, Contract and CMMI V2.0.S
6. She explained the Seven keys to success and she also talked about your responsibility for the project success.



Day 2:

Date: 25th August, 2021

Session 1 & 2: (10:00 AM-12:00 Noon) & (1:00 PM-3:00 PM)

1. First and second sessions were taken by **Dr. G. Varaprasad**, Professor, Department of CSE, B.M.S. College of Engineering, Bangalore, India
2. The session was about “**ATTAINMENT PROCESS OF COURSE OUTCOMES & PROGRAM OUTCOMES/PROGRAM SPECIFIC OUTCOMES**”
3. **PROGRAM OUTCOMES/PROGRAM SPECIFIC OUTCOMES**
4. He discussed about Program Outcomes & Program Specific Outcomes.
5. In the series of discussion he talked about how PO/PSO are measured for B.E./B.Tech program.
6. He explained the Assessment tools for PO/PSO and also gave many examples of Direct & Indirect Assessment.
7. He also explained the various approaches to POs/PSOs attainment i.e. Batch wise and Year wise
8. At the end a very healthy question answer session took place. Many questions were asked by the participants related to the attainment process.



Cisco Webex Events | Event Info | Hide Menu Bar

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Shanu Tripathi Me Nidhi Srivastava Host Deepa Modi Nikhar Bhatnagar Rashmi Dadhich S R Dogiwal

varaprasad.golla

Various Approaches to Measure PO/PSO

- PO/PSO attainment is done 2 methods-Batch & Year wise
- PO/PSO attainment is done -Batch wise
- Ex: Batch 2016-20 Ex: Batch 2015-19 Ex: Batch 2014-18
- 2016-17 → 1st year 2015-16 → 1st year 2014-15 → 1st year
- 2017-18 → 2nd year 2016-17 → 2nd year 2015-16 → 2nd year
- 2018-19 → 3rd year 2017-18 → 3rd year 2016-17 → 3rd year
- 2019-20 → 4th year 2018-19 → 4th year 2017-18 → 4th year
- CAYm1: 2019-20 CAYm2: 2018-19 CAYm3: 2017-18

Unmute Start video

Participants Chat

13:31 25-08-2021

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Shanu Tripathi Me Nidhi Srivastava Host Deepa Modi Nikhar Bhatnagar

varaprasad.golla

List of Indirect Assessment Tools for PO/PSO

- Indirect Assessment Tool
- 1. Program exit survey (More samples)
- 2. Alumni survey
- 3. Placement & higher studies
- 4. Employer survey
- 5. Parent survey
- 6. Faculty feedback
- 7. NCC and NSS activities
- 8. Co-curricular activities,
- 9. Extra-curricular activities
- 10. Faculty feedback

Participants (165)

Search

Panelist: 7

- ST Shanu Tripathi Me
- NS Nidhi Sriv... Host
- VG varaprasad.golla
- DM Deepa Modi
- NB Nikhar Bhatnagar
- RD Rashmi Dadhich
- SD S R Dogiwal

Attendee: 158 (0 displayed)

View all attendees...

Unmute Start video

Participants Chat

13:41 25-08-2021

Day 3:

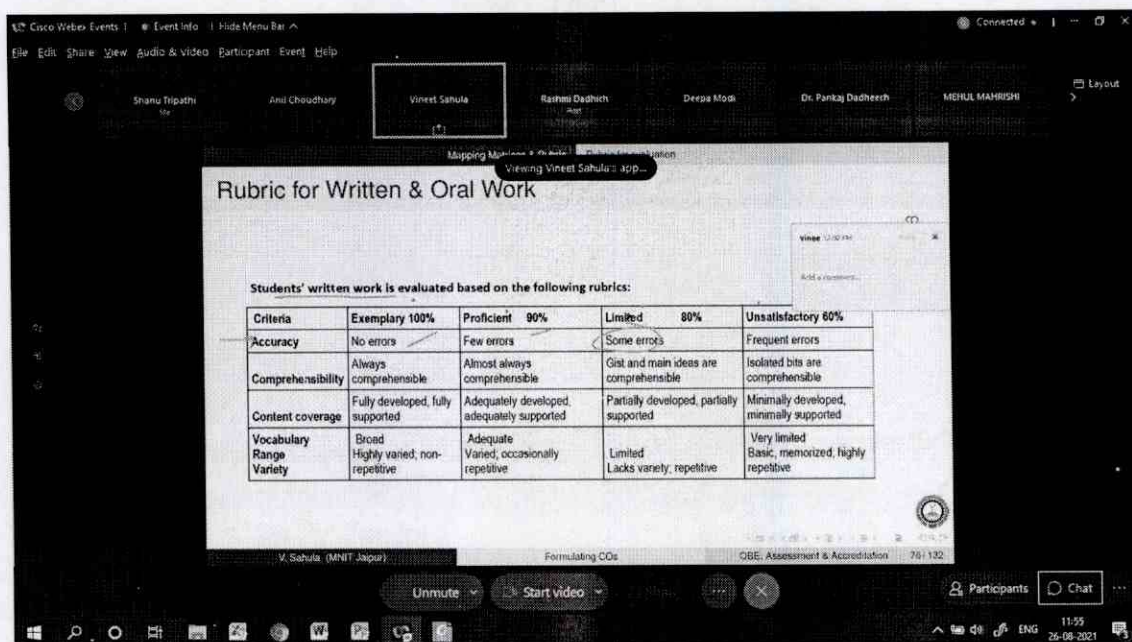
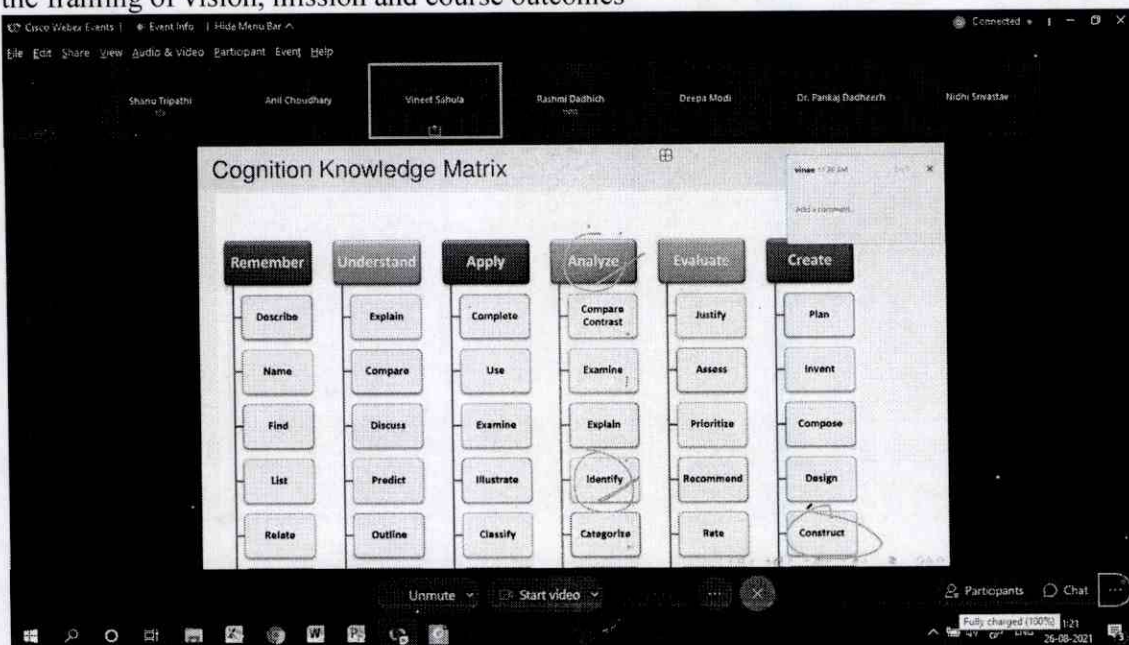
Date: 26th August, 2021

Session 1: (10:00 AM-12:00 Noon)

1. First session was taken by **Prof. Vineet Sahula**, Professor-HAG, Department of Electronics & Communication Engineering, MNIT, Jaipur
2. The topic of his talk was **“FORMULATION OF VISION, MISSION AND COURSE OUTCOMES”**
3. In his session he discussed about Outcome based Education (Objective, Methodology and benefits)
4. He also explained how to develop Vision, Mission and Course Outcomes.
5. He discussed about Bloom Taxonomy, Mapping Matrices and Rubrics.



- He explained in detail about the knowledge levels.
- At the end a very healthy question answer session took place. Participants asked their queries related to the framing of vision, mission and course outcomes

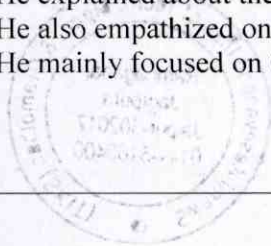


Day 3:

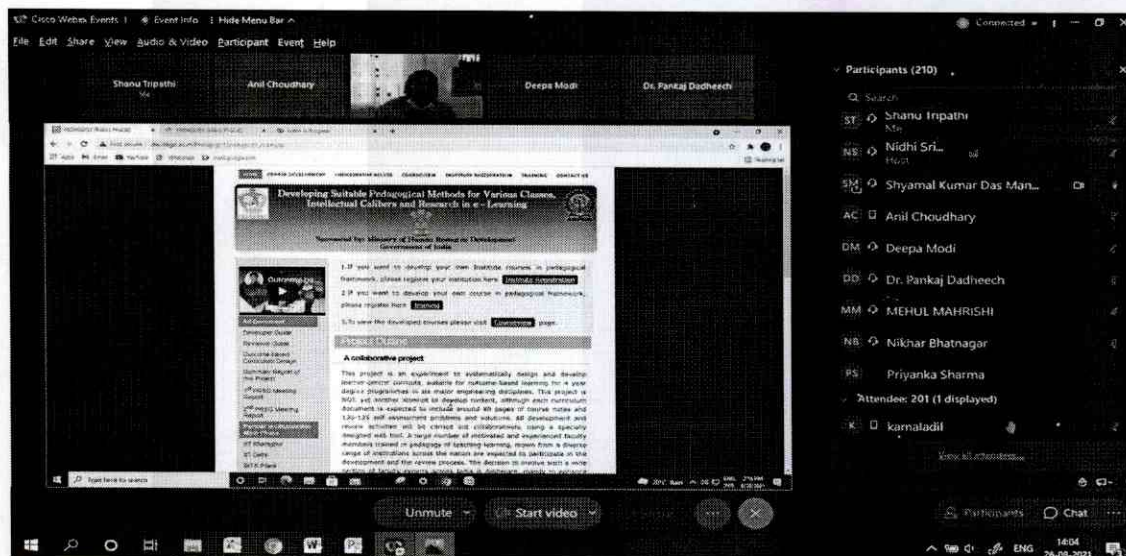
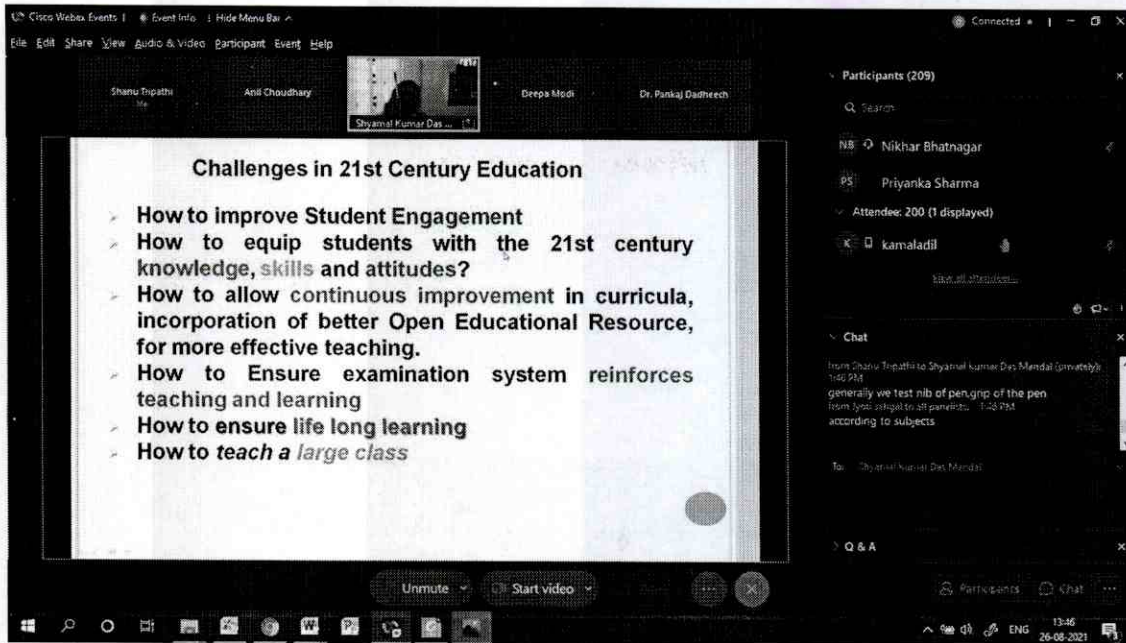
Date: 26th August, 2021

Session 2: (1:00 PM-3:00 PM)

- The second session of the day was taken by **Dr. Shyamal Kumar Das Mandal**, Assistant Professor, Centre for Educational Technology Indian Institute of Technology, Kharagpur
- The topic of his talk was **“OUTCOME BASED EDUCATION FOR ONLINE TEACHING”**
- He explained about the purpose of examination, challenges in 21st century.
- He also empathized on the need of Accreditation
- He mainly focused on Outcome-Based Education and the role of teacher



6. At the end a very healthy question answer session was took place. Many questions were asked by the participants related to the design of course module.

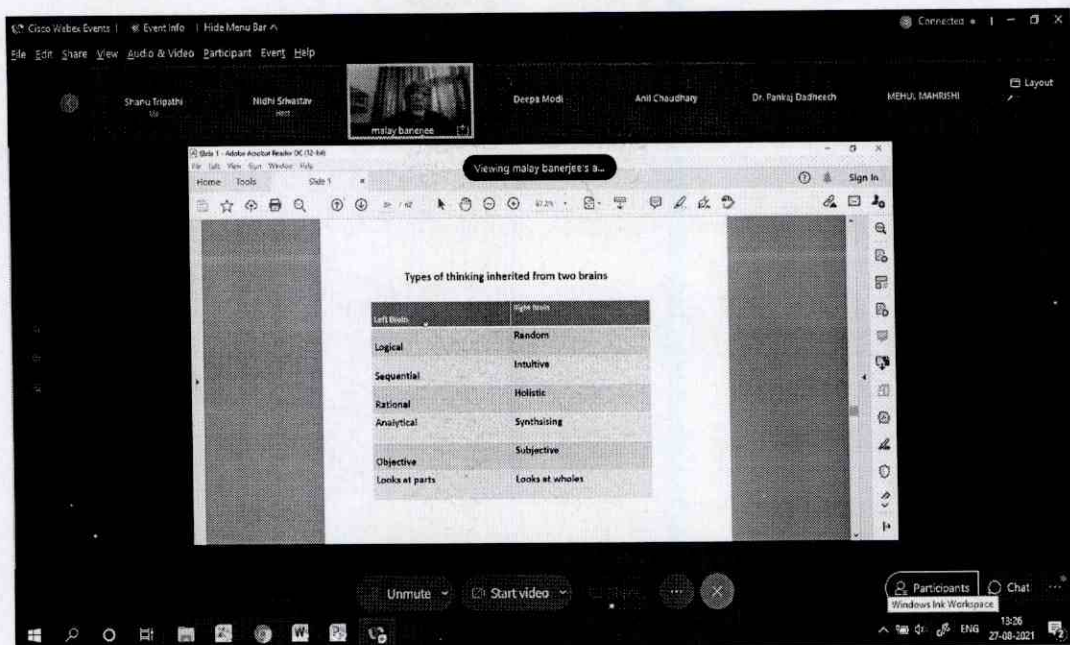
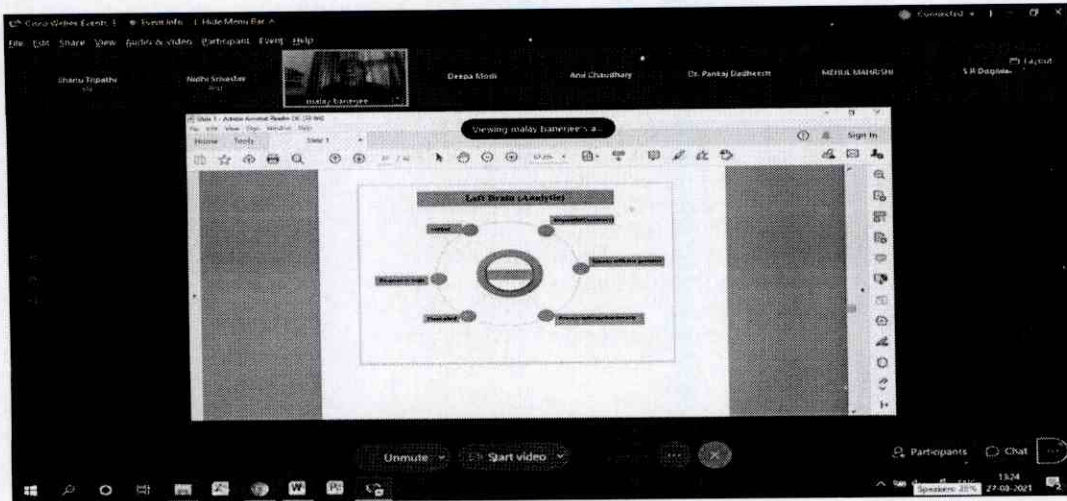


Day 4:
Date: 27th August, 2021
Session 1 & 2: (10:00 AM-12:00 Noon) & (1:00 PM-3:00 PM)

1. This session was taken by **Prof. M. K. Banerjee**, Ex-Professor, MNIT, Jaipur
2. The topic of his talk was **“TEACHERS' PERSPECTIVE ON OUTCOME BASED EDUCATION”**.
3. He discussed a model hierarchy for the outcome based education.
4. He explained how to state vision and mission, PO and PSO.
5. He covered the requirement of OBE and curriculum design



6. He also discussed about importance of learning outcomes and relevance with blooms taxonomy.

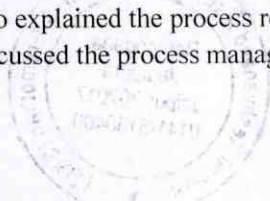


Day 5:

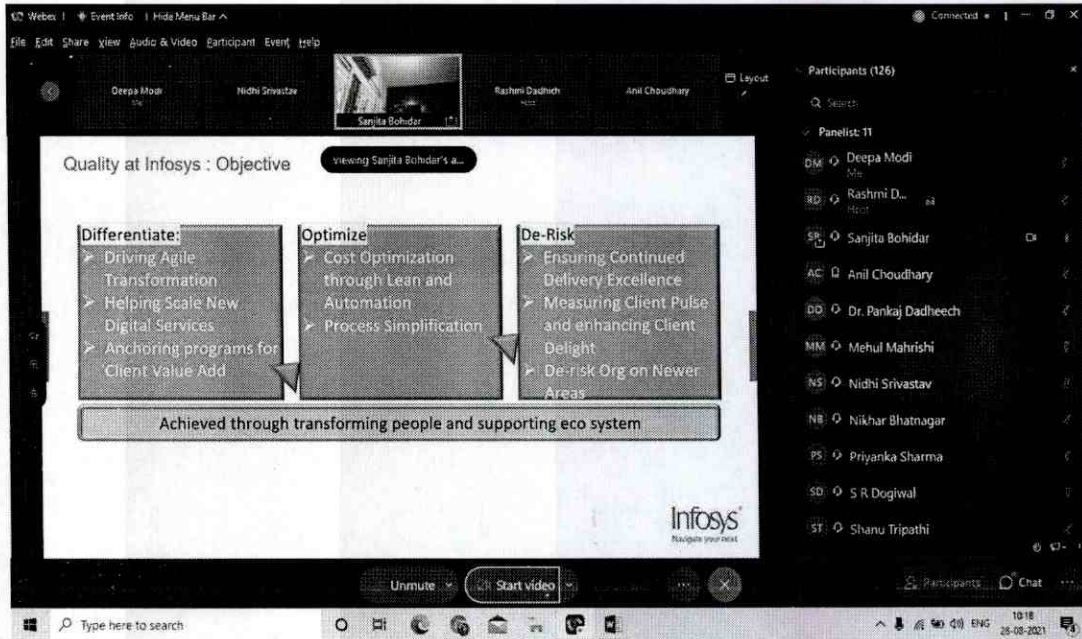
Date: 28th August, 2021

Session 1: (10:00 AM-12:00 Noon)

1. First session was taken Ms. Sanjita Bohidar, Principal - Quality Programs, Infosys Technologies.
2. The session was about "Quality at Infosys".
3. She covered quality culture at Infosys.
4. She discussed the quality approaches like productized processes, best-in-class methodology, performance predictability and continuous capability development.
5. She also explained the process repository.
6. She discussed the process management, process release & agile framework.



- 7. She also talked about the various training programs offered by Infosys for students like classroom training, collaborative platform teams, certificate programs and workshops etc.
- 8. She emphasized that the feedback and continuous improvement is necessary for learning.



VALEDICTORY CEREMONY

Valedictory ceremony of the FDP was held on 28-08-2021 in online mode. The function started with the welcome address by Ms. Sneha Sharma, Anchor (FDP). Then Prof. Anil Chaudhary, HOD-IT & Coordinator IQAC has given the closing note of the FDP. After that Ms. Shanu Tripathi, Coordinator FDP presented the event report and Ms. Deepa Modi, Coordinator FDP proposed the vote of thanks. During valedictory, feedback from the participants was also taken and after that an online assessment was conducted.



COMPLETION REPORT

Five-day faculty Development Programme (FDP) on “**Outcome-Based Education: A Paradigm for Assessment & Accreditation**” was successfully organized by Department of Computer Science and Engineering & Department of Information Technology, Under the aegis of IQAC & PAQIC at the Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur from 24th August, 2021 to 28th August, 2021. The programme had the primary objective to enhance the knowledge of Outcome Based Education (OBE) among the faculty and peer groups. The FDP will attract the speakers and policy makers in OBE and quality specifications from both Industry and Academia. This FDP is meant for faculties of engineering, sciences, mathematics, and humanities courses in technical and diploma institutes. Some other specific objectives which were targeted in this FDP are:

- ✓ Create awareness among the faculties and their peer groups about the concepts of Outcome Based Education (OBE) and its growing importance in present educational scenario.
- ✓ Understand the implementation process of Outcome Based Education.
- ✓ Educate the participants with the various contemporary academic delivery methods.
- ✓ Develop measures that can be used to assess the quality of education provided through the OBE model with a special emphasis on technical education.
- ✓ Understand the implementation of OBE in NBA/NAAC.

The Outcomes of this FDP are as follows:

- ✓ The participants understood the relevance of Outcome Based Education, its role in NBA/NAAC, usefulness of accreditation and various processes associated with accreditation.
- ✓ The participants understood the teaching pedagogy and effective implementation of every aspect of pedagogy.



- ✓ The participants learned to formulate vision, mission, PEOs, PSOs of the department and methods of attaining PEOs and PSOs.
- ✓ The participants learned to design course outcomes.
- ✓ The Participants of the FDP become more familiar with assessment process using OBE.

Programme Highlights

- ✓ **Number of participants:** In all 269 participants attended the FDP Programme. There were participants from all parts of the country.
- ✓ **Resource Persons:** The various sessions of faculty development programme were taken by academicians and industry experts.

Sr. No.	Expert/ Resource Person	Designation/ Profile
1	Ms. Shubha Gupta	Digital & Mobile Client Services and Excellence (CSE) Leader (CIC India), IBM, India
2	Dr. G. Varaprasad	Professor, Department of CSE, B.M.S. College of Engineering, Bangalore, India
3	Prof. Vineet Sahula	Professor-HAG, Department of Electronics & Communication Engineering, MNIT, Jaipur
4	Dr. Shyamal Kumar Das Mandal	Assistant Professor, Centre for Educational Technology, IIT Kharagpur
5	Prof. M. K. Banerjee	Ex-Professor, MNIT, Jaipur
6	Ms. Sanjita Bohidar	Principal - Quality Programs, Infosys Technologies



SAMPLE FEEDBACK FORM

Five-Day Faculty Development Programme on "Outcome-Based Education: A Paradigm for Assessment & Accreditation" during 24th–28th August 2021:Day 1 Feedback

Thank you for attending today's session of FDP organised by the Department of Computer Science & Engineering and Information Technology, SKIT, Jaipur, Rajasthan.

E-mail *

piyush.pant@kiet.edu

Name *

Piyush Pant

Designation *

Assistant Professor

Organization *

KIET GROUP OF INSTITUTIONS Delhi-NCR Ghaziabad

State *

Uttar Pradesh

Contact Number *

7503238908



Quality of the session and expertise of the Resource Person: Ms. Shubha Gupta *

FAIR 1 2 3 EXCELLENT

How helpful was the session provided? *

Slightly Helpful 1 2 3 4 5 Extremely Helpful

The relevance of the topic *

FAIR 1 2 3 EXCELLENT

Your overall experience *

FAIR 1 2 3 EXCELLENT

Any additional comments or suggestions?

This form was created inside of Swami Keshvanand Institute of Technology.

Google Forms



Five-Day Faculty Development Programme on "Outcome-Based Education: A Paradigm for Assessment & Accreditation" during 24th–28th August 2021: Day 2 Feedback(Session I & II)

Thank you for attending today's session of FDP organised by the Department of Computer Science & Engineering and Information Technology, SKIT, Jaipur, Rajasthan.

E-mail *

kaushal.gupta@abesit.in

Name *

Kaushal Gupta

Organization *

ABES Institute of Technology, Ghaziabad

Contact Number *

8826080934

Quality of the session and expertise of the Resource Person: Dr. G. Varaprasad *

1 2 3

FAIR EXCELLENT



How helpful was the session provided? *

Slightly Helpful 1 2 3 4 5 Extremely Helpful

The relevance of the topic *

FAIR 1 2 3 EXCELLENT

Your overall experience *

FAIR 1 2 3 EXCELLENT

Any additional comments or suggestions?

NA

This form was created inside of Swami Keshvanand Institute of Technology.

Google Forms



Five-Day Faculty Development Programme on "Outcome-Based Education: A Paradigm for Assessment & Accreditation" during 24th-28th August 2021: Feedback Day 3(Session I)

Thank you for attending today's session of FDP organised by the Department of Computer Science & Engineering and Information Technology, SKIT, Jaipur, Rajasthan.

E-mail *

rajesh.rajaan@gitjaipur.com

Name *

RAJESH RAJAAN

Organization *

GLOBAL INSTITUTE OF TECHNOLOGY, JAIPUR

Contact Number *

9887507364

Quality of the session and expertise of the Resource Person: Prof. Vineet Sahula *

FAIR 1 2 3 EXCELLENT



How helpful was the session provided? *

Slightly Helpful 1 2 3 4 5 Extremely Helpful

The relevance of the topic *

FAIR 1 2 3 EXCELLENT

Your overall experience *

FAIR 1 2 3 EXCELLENT

Any additional comments or suggestions?

None

This form was created inside of Swami Keshvanand Institute of Technology.

Google Forms



Five-Day Faculty Development Programme on "Outcome-Based Education: A Paradigm for Assessment & Accreditation" during 24th–28th August 2021: Feedback Day 3(Session II)

Thank you for attending today's session of FDP organised by the Department of Computer Science & Engineering and Information Technology, SKIT, Jaipur, Rajasthan.

E-mail *

nandakumarrb_cse@mitmysore.in

Name *

Nanda Kumar R B

Organization *

MIT Mysore

Contact Number *

9620220179

Quality of the session and expertise of the Resource Person: Prof. Dr. Shyamal Kumar Das Mandal *

1 2 3

FAIR EXCELLENT



How helpful was the session provided? *

	1	2	3	4	5	
Slightly Helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Extremely Helpful

The relevance of the topic *

	1	2	3	
FAIR	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	EXCELLENT

Your overall experience *

	1	2	3	
FAIR	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	EXCELLENT

Any additional comments or suggestions?

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Google Forms



Five-Day Faculty Development Programme on "Outcome-Based Education: A Paradigm for Assessment & Accreditation" during 24th–28th August 2021: Day 4 Feedback(Session I & II)

Thank you for attending today's session of FDP organised by the Department of Computer Science & Engineering and Information Technology, SKIT, Jaipur, Rajasthan.

E-mail *

vtamildhasan1@gmail.com

Name *

Dr V KANNAN PhD

Organization *

Government Arts College, Dharmapuri, Tamil Nadu, India

Contact Number *

8072975844

Quality of the session and expertise of the Resource Person: Prof. M.K.Banerjee *

FAIR 1 2 3 EXCELLENT



How helpful was the session provided? *

	1	2	3	4	5	
Slightly Helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Extremely Helpful

The relevance of the topic *

	1	2	3	
FAIR	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	EXCELLENT

Your overall experience *

	1	2	3	
FAIR	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	EXCELLENT

Any additional comments or suggestions?

Excellent session keep it up

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Google Forms



Five-Day Faculty Development Programme on "Outcome-Based Education: A Paradigm for Assessment & Accreditation" during 24th–28th August 2021: Day 5 Feedback

Thank you for attending today's session of FDP organised by the Department of Computer Science & Engineering and Information Technology, SKIT, Jaipur, Rajasthan.

E-mail *

ashutoshrao7@gmail.com

Name *

Ashutosh Kumar Rao

Organization *

Institute of Technology and Management Gida Gorakhpur

Contact Number *

07906686559

Quality of the session and expertise of the Resource Person: Ms. Sanjita Bohidar *

FAIR 1 2 3 EXCELLENT



How helpful was the session provided? *

Slightly Helpful 1 2 3 4 5 Extremely Helpful

The relevance of the topic *

FAIR 1 2 3 EXCELLENT

Your overall experience *

FAIR 1 2 3 EXCELLENT

Any additional comments or suggestions?

no

This form was created inside of Swami Keshvanand Institute of Technology.



SAMPLE CERTIFICATES

Five-Day Faculty Development Programme
on
Outcome-Based Education:
A Paradigm for Assessment & Accreditation

ORGANIZED BY:
Department of Computer Science and Engineering (NBA Accredited) & Department of Information Technology (NBA Accredited)
Under the aegis of IQAC & PAQIC
Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur, Rajasthan

CERTIFICATE OF PARTICIPATION

This is to certify that **Mr. Shailesh Kumar Gupta**
of
Raj Kumar Goel Institute of Technology Ghaziabad
has participated in the Five-Day Faculty Development Programme on "**Outcome-Based Education: A Paradigm for Assessment & Accreditation**" held from **24/08/2021 to 28/08/2021** at **Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur.**


Dr. Mukesh K. Gupta
HOD-CSE, Member IQAC,
SKIT


Dr. Anil Chaudhary
HOD-IT, Coordinator IQAC,
SKIT


Dr. Ramesh K. Pachar
Principal, Chairman IQAC,
SKIT

Five-Day Faculty Development Programme
on
Outcome-Based Education:
A Paradigm for Assessment & Accreditation

ORGANIZED BY:
Department of Computer Science and Engineering (NBA Accredited) & Department of Information Technology (NBA Accredited)
Under the aegis of IQAC & PAQIC
Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur, Rajasthan

CERTIFICATE OF PARTICIPATION

This is to certify that **Mrs. A Nivetha**
of
Muthayammal engineering college (Autonomous), Rasipuram
has participated in the Five-Day Faculty Development Programme on "**Outcome-Based Education: A Paradigm for Assessment & Accreditation**" held from **24/08/2021 to 28/08/2021** at **Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur.**


Dr. Mukesh K. Gupta
HOD-CSE, Member IQAC,
SKIT


Dr. Anil Chaudhary
HOD-IT, Coordinator IQAC,
SKIT


Dr. Ramesh K. Pachar
Principal, Chairman IQAC,
SKIT





Five-Day Faculty Development Programme
on
Outcome-Based Education:
A Paradigm for Assessment & Accreditation



ORGANIZED BY:

Department of Computer Science and Engineering (NBA Accredited) & Department of Information Technology (NBA Accredited)

Under the aegis of IQAC & PAQIC

Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur, Rajasthan

CERTIFICATE OF PARTICIPATION

This is to certify that **Mrs. B.Renukadevi**

of

Sri Sai Ram Engineering College

has participated in the Five-Day Faculty Development Programme on "**Outcome-Based Education: A Paradigm for Assessment & Accreditation**" held from **24/08/2021** to **28/08/2021** at **Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur.**

Dr. Mukesh K. Gupta
HOD-CSE, Member IQAC,
SKIT

Dr. Anil Chaudhary
HOD-IT, Coordinator IQAC,
SKIT

Dr. Ramesh K. Pachar
Principal, Chairman IQAC,
SKIT



Five-Day Faculty Development Programme
on
Outcome-Based Education:
A Paradigm for Assessment & Accreditation



ORGANIZED BY:

Department of Computer Science and Engineering (NBA Accredited) & Department of Information Technology (NBA Accredited)

Under the aegis of IQAC & PAQIC

Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur, Rajasthan

CERTIFICATE OF PARTICIPATION

This is to certify that **Dr. G.UMA MAHESWARI**

of

Siva Sivani Institute of Management

has participated in the Five-Day Faculty Development Programme on "**Outcome-Based Education: A Paradigm for Assessment & Accreditation**" held from **24/08/2021** to **28/08/2021** at **Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur.**

Dr. Mukesh K. Gupta
HOD-CSE, Member IQAC,
SKIT

Dr. Anil Chaudhary
HOD-IT, Coordinator IQAC,
SKIT

Dr. Ramesh K. Pachar
Principal, Chairman IQAC,
SKIT



TOKEN OF GRATITUDE

Swami Keshvanand Institute of Technology, Management & Gramothan

Jaipur, Rajasthan

Token of Gratitude



Col. B. Venkat

Many thanks for your presence as a Chief Guest & Keynote Speaker
in
*Five-Day Faculty Development Programme on
Outcome-Based Education: A Paradigm for Assessment & Accreditation*

24th - 28th AUGUST, 2021

Swami Keshvanand Institute of Technology, Management & Gramothan

Jaipur, Rajasthan

Token of Gratitude



Ms. Shubha Gupta

Many thanks for your presence as a guest & expert talk on
"Quality Management System in IT Industry"
in
*Five-Day Faculty Development Programme on
Outcome-Based Education: A Paradigm for Assessment & Accreditation*

24th - 28th AUGUST, 2021



Swami Keshvanand Institute of Technology, Management & Gramothan

Jaipur, Rajasthan

Token of Gratitude



Dr. G. Varaprasad

Many thanks for your presence as a guest & expert talk on
"Attainment Process of Course Outcome & Program Outcomes/Program Specific Outcomes "

in

*Five-Day Faculty Development Programme on
Outcome-Based Education: A Paradigm for Assessment & Accreditation*

24th - 28th AUGUST, 2021

Swami Keshvanand Institute of Technology, Management & Gramothan

Jaipur, Rajasthan

Token of Gratitude



Dr. Vineet Sahula

Many thanks for your presence as a guest & expert talk on
"Formulation of Vision, Mission & Course Outcomes "

in

*Five-Day Faculty Development Programme on
Outcome-Based Education: A Paradigm for Assessment & Accreditation*

24th - 28th AUGUST, 2021



Swami Keshvanand Institute of Technology, Management & Gramothan
Jaipur, Rajasthan

Token of Gratitude



Dr. Shyamal Kumar Das Mandal

Many thanks for your presence as a guest & expert talk on
"Outcome Based Education for Online Teaching "

in

*Five-Day Faculty Development Programme on
Outcome-Based Education: A Paradigm for Assessment & Accreditation*

24th - 28th AUGUST, 2021

Swami Keshvanand Institute of Technology, Management & Gramothan
Jaipur, Rajasthan

Token of Gratitude



Prof. M.K. Banerjee

Many thanks for your presence as a guest & expert talk on
"Teacher's Perspective on Outcome Based Education "

in

*Five-Day Faculty Development Programme on
Outcome-Based Education: A Paradigm for Assessment & Accreditation*

24th - 28th AUGUST, 2021



Swami Keshvanand Institute of Technology, Management & Gramothan
Jaipur, Rajasthan

Token of Gratitude



Ms. Sanjita Bohidar

Many thanks for your presence as a guest & expert talk on
"Quality at Infosys"

in

Five-Day Faculty Development Programme on
Outcome-Based Education: A Paradigm for Assessment & Accreditation

24th - 28th AUGUST, 2021



NEWS IN MEDIA

आउटकम बेस्ड एजुकेशन पर चर्चा

डेली न्यूज, mix रिपोर्टर, जयपुर। स्वामी केशवानंद इंस्टीट्यूट ऑफ टेक्नोलॉजी में मंगलवार को कंप्यूटर साइंस एंड इनफॉर्मेशन टेक्नोलॉजी डिपार्टमेंट की ओर से 'आउटकम बेस्ड एजुकेशन: ए पैराडीगम फॉर असेसमेंट एंड एक्रिडिशन' विषय पर 5 दिवसीय फैकल्टी डेवलपमेंट प्रोग्राम के तहत विभिन्न सेशन आयोजित किए गए।

प्रोग्राम में एफडीसी एआईसीटीई डायरेक्टर कर्नल बी वेंकट ने एफडीपी के बारे में जानकारी देते हुए आउटकम बेस्ड एजुकेशन का महत्व समझाया। डिजिटल एंड मोबाइल क्लाइट सर्विसेज आईबीएम इंडिया की ओर से शुभा गुप्ता ने आउटकम बेस्ड एजुकेशन के महत्व को आईटी डिपार्टमेंट से जोड़ा। इस अवसर पर संस्था डायरेक्टर जयपाल मील, रजिस्ट्रार रचना मील, प्राचार्य डॉ. रमेश कुमार पचार, आईटी

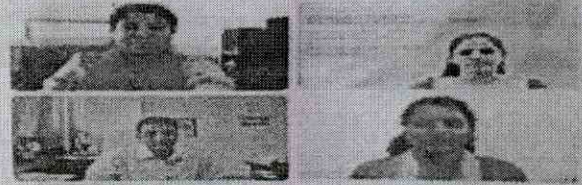
डिपार्टमेंट हेड डाण अनिल चौधरी, सीएस डिपार्टमेंट हेड डॉ. मुकेश कुमार गुप्ता और



कन्वीनर मेहुल महर्षि ने भी एफडीपी के विभिन्न सत्रों को संबोधित किया।

विभिन्न सेशंस में एक्सपर्ट्स ने रखे विचार आउटकम बेस्ड एजुकेशन पर चर्चा

जयपुर @ पत्रिका. स्वामी केशवानंद इंस्टीट्यूट ऑफ टेक्नोलॉजी में कंप्यूटर साइंस एंड इनफॉर्मेशन टेक्नोलॉजी डिपार्टमेंट की ओर से 'आउटकम बेस्ड एजुकेशन - ए पैराडीगम फॉर असेसमेंट एंड एक्रिडिशन' पर फैकल्टी डेवलपमेंट प्रोग्राम का आयोजन किया गया। इसमें एफडीसी एआईसीटीई डायरेक्टर कर्नल बी. वेंकट ने एफडीपी के बारे में जानकारी देते हुए आउटकम बेस्ड एजुकेशन का महत्व समझाया। डिजिटल एंड मोबाइल क्लाइट सर्विसेज



आईबीएम इंडिया की ओर से शुभा गुप्ता ने आईटी के बदलते स्वरूप पर चर्चा की। डायरेक्टर जयपाल मील, रजिस्ट्रार रचना मील, प्राचार्य डॉ. रमेश पचार, आईटी डिपार्टमेंट हेड अनिल चौधरी, सीएस डिपार्टमेंट हेड मुकेश गुप्ता और कन्वीनर मेहुल महर्षि ने भी संबोधित किया।



FDP on Outcome-Based Education

CITY FIRST

An online Five-Day faculty development programme on Outcome-Based Education: A Paradigm for Assessment & Accreditation commenced today at Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT), Jaipur. Institute Director, Jaipal Meel welcomed the chief guest Col. B Venkat, Director, Faculty Development Cell, AICTE, New Delhi and Shubha Gupta, IBM, India.

Col. B.Venkat in his address congratulated the Institute for taking such initiatives and he emphasised the importance of NEP 2020 for young professionals. He also emphasised outcome-based education and



its implementation. More than 700 participants from 26 different states of India were taking part in this five-day online FDP. The program was coordinated by the faculties Deepa Modi, Shanu Tripathi, Rashmi Dadhech and Nidhi Srivastava.

-THANK YOU-



NOTICE

It has been decided to hold an inhouse faculty development programme by Prof. (Dr.) N.K. Banthiya, Head PAQIC from April 29, 2019 to May 4, 2019. Based upon observations during his visits to classes undertaken by various faculty members he will discuss ways and means to improve class room delivery. He will also discuss about other techniques to improve teaching learning process.

The faculty members whose classroom deliveries have been audited by Dr. Banthiya and the faculty members who have not attended any FDP before in SKIT should attend this programme. Other faculty members who are free may also attend this FDP.

The HODs are kindly requested to see to it that faculty from their departments attend the programme. Irregular faculty members will not be awarded certificates.

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

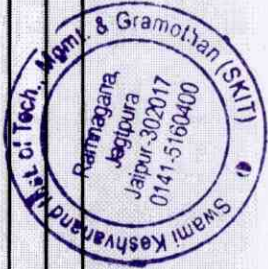
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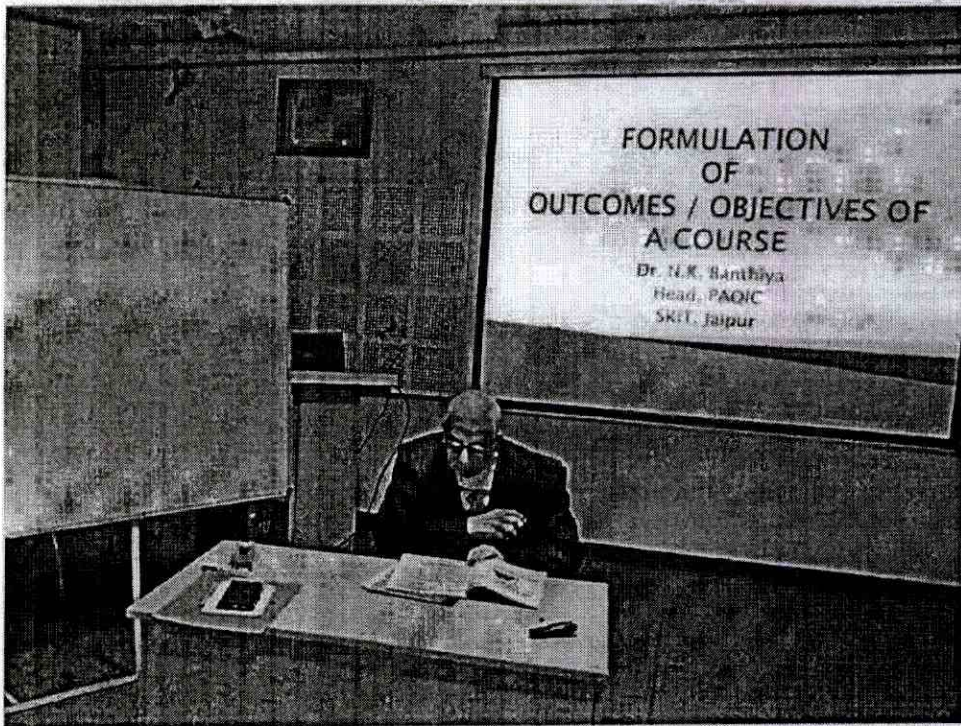
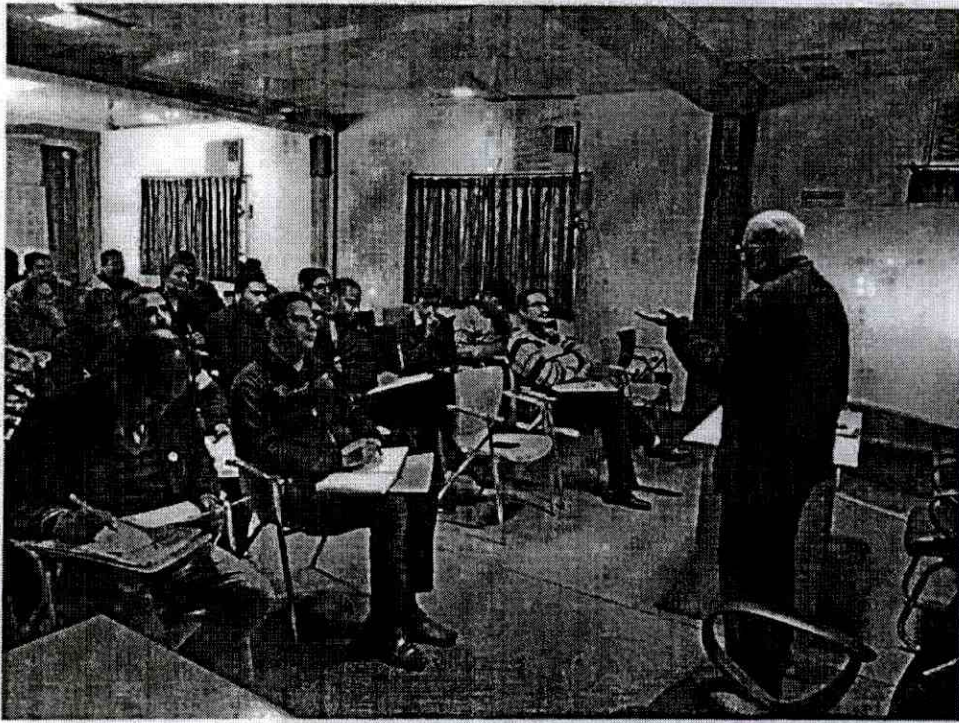
1. *The Director*
2. *The Principal*
3. *The Registrar*
4. *The Adviser*
5. *Prof. (Dr.) N.K. Banthiya, Head PAQIC*
6. *All HODs-EC,EE,CSE,IT,ME,CE,MS,Phy.,Chem.,Maths,English*
7. *File*



FDP Attendance sheet

Sr. No.	Name	Designation	Dept.	29-04-2019	30-04-2019	01-05-2019	02-05-2019	03-05-2019	04-05-2019	07-05-2019	Remarks
1	AKASH JOHARI	ASSISTANT PROF. 1	CE	P	AB	P	P	P	P	P	AL on April 30, 2019
2	POOJA JAIN	ASSISTANT PROF. 2	CE	P	P	P	P	P	P	P	
3	PRIYANKA GUPTA	ASSISTANT PROF. 2	CE	P	P	P	P	P	P	P	
4	Bhawna Choudhary	Asst. Prof.	CSE	P	P	P	P	P	P	AB	
5	Dr. Sunita Gupta	ASSOCIATE PROF. 1	CSE	P	AB	P	P	P	AB	P	
6	NIKETA SHARMA	ASSO. PROF.	CSE	AB	P	P	P	P	P	P	Ajmer for General Election
7	Rajat Goel	Assoc. Prof.	CSE	P	P	P	AB	P	P	AB	
8	Rashmi Dadhich		CSE	AB	AB	P	P	P	P	AB	
9	Shanu Tripathi	Asst. Prof.	CSE	P	P	P	P	P	P	P	
10	SUSHANT KUMAR	Asst. Prof.	CSE	P	P	P	P	P	P	AB	
11	YOGENDRA KUMAR GUPTA	ASST. PROF.	CSE	AB	P	P	P	P	AB	P	NEET exam duty AL
12	GLORIA JOSEPH	ASSISTANT PROF. 1	ECE	P	P	P	P	P	P	P	
13	HARSHAL NIGAM	ASSISTANT PROF. 1	ECE	AB	P	P	P	P	P	AB	
14	JAYPRAKASH VIJAY	ASSOCIATE PROF. 1	ECE	P	P	P	P	P	P	AB	
15	URVASHI PRAKASH SHUKLA	ASST. PROF.	ECE	P	P	P	P	P	P	AB	
16	VIKAS PATHAK	ASSOCIATE PROF. 1	ECE	AB	P	P	P	P	P	AB	
17	GARVIT KUMAR GUPTA	ASSISTANT PROF. 1	EE	P	P	P	P	P	P	AB	
18	GAURAV KANSAL	ASSISTANT PROF. 2	EE	P	P	AB	P	P	P	P	Busy in Internal Practical Exam of BEE(II)
19	RAMESH PRAKASH	ASSISTANT PROF. 1	EE	P	P	P	P	P	P	P	
20	TARUN KUMAR CHHEEPA	ASSISTANT PROF. 2	EE	P	P	P	P	P	P	AB	
21	TARUN NARUKA	ASSOCIATE PROF. 1	EE	AB	P	P	P	P	P	P	Ajmer for General Election
22	VIKRAM SINGH	ASSISTANT PROF. 1	EE	P	P	P	P	P	P	AB	University Practical Exam
23	C.P. JAIN	ASSISTANT PROF. 2	MATHS	P	P	P	P	P	P	P	
24	DR. NAWAL KISHOR JANGID	ASSOCIATE PROF. 1	MATHS	P	P	P	P	P	P	P	
25	DR. VIVEK VIJAY	ASSISTANT PROF. 2	MATHS	P	P	P	P	P	P	P	
26	SUMIT GUPTA	ASSISTANT PROF. 1	MATHS	P	AB	AB	AB	AB	AB	AB	
27	UDAI KUMAR SHARMA	ASSOCIATE PROF. 1	MATHS	P	P	P	P		P	P	





FORMULATION
OF
OUTCOMES / OBJECTIVES OF
A COURSE

Dr. N.K. Banthiya
Head, PAOIC
SKIT, Jaipur



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

SKIT/OFFICE/2017/763

Date: 25.8.2017

NOTICE
Faculty Development Programmes

Faculty Development Programmes are scheduled as follows:-

1. Induction Programme

This programme will be for new faculty members / those faculty members who have not attended such programme earlier / other interested faculty members

Dates: 1st September to 7th September, 2017

Venue: Room No. 201, Vikram Sarabhai Academic Block (Old building)

Time: 12.30 to 3.00 P.M.

2. Training for Development and Implementation of Course Outcomes

This programme will be for all the faculty members who are interested in developing and using Course Outcomes for their courses. All the faculty members attending Induction Programme will also attend this programme.

Dates: 4th September, 2017 to 5th September, 2017

Venue: Room No. 201, Vikram Sarabhai Academic Block (Old Building)

Time: 12.30 to 3.00 P.M.

All Heads of Departments and Sections are required to send the names of faculty members who will be attending the programmes to Dr. N.K. Banthiya in Programme Assessment & Quality Improvement Cell (PAQIC) in his office AC101 in the Vikram Sarabhai Academic Block (Old Building).

All Heads of Departments and Sections are also required to send the names of faculty members who would like to volunteer in assisting Dr. N.K. Banthiya in conducting the programmes.

Lists must be sent by 29th August, 2017. Some minor modifications may be made in the time tables so that concerned faculty members are able to attend the programmes.

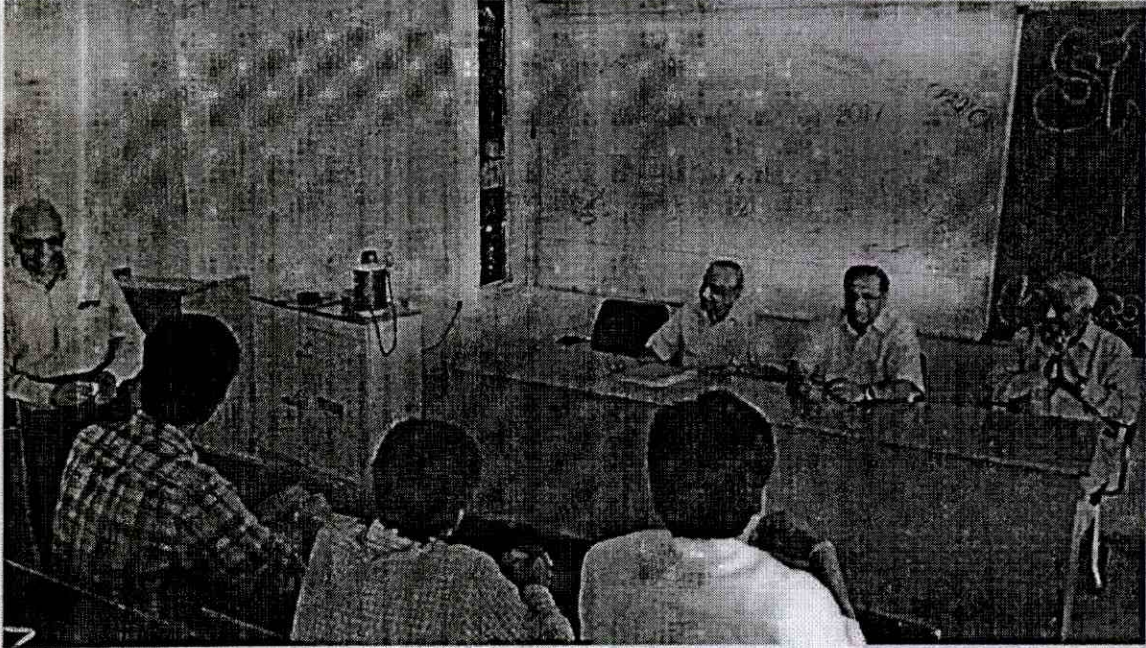
S. L. Surana
(Dr. S.L. Surana)
Director (Academics)

Copy to:

1. Director
2. Director (D&W)
3. Registrar
4. Principal
5. Advisers
6. Prof. N. K. Banthiya
7. All HODs-EC, EE, CS, IT, ME, CE, MS, I/c B. Tech. 1 year, Phy, Chem, Maths, English.
8. All faculty members
9. File



Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur
Programme Assessment & Quality Improvement Cell
Faculty Development Programme (FDP)



Swami Keshvanand Institute of Technology, Management & Gramothan Jaipur

Program Assessment & Quality Improvement Cell (PAQIC)

Report of Faculty Development Program (Induction Program)

(1st September to 7th September, 2017)

1. Introduction

A Faculty Development Program (Induction Program) was scheduled from 1.09.2017 to 7.09.2017 for new faculty members / those faculty members who had not attended similar program earlier or other interested faculty members. Simultaneously, a program for 'Training for Development and Implementation of Course Outcomes' was also organized on 4th and 5th September, 2017. This report concerns the first program i.e. Induction Program.

Departments / Sections were requested to forward names of faculty members who would be attending the program.

List of faculty members who were recommended for attending the program with their attendance is given in Appendix I.

2. Faculty Development Program Outcomes

After attending the program, participating in planned activities and doing assignments, participants will

1. Appreciate and use rules, regulations and policies of the Institute and follow the rules and regulations.

1.1 Explain and follow rules and regulations of the Institute.

1.2 State relevant policies of the Institute.

2. Appreciate worth of 'Quality Policy of the Institute'.

2.1 Strive to maintain quality in all their endeavors.



3. Apply various aspects related to 'Classroom Communication' during their communication in classrooms and laboratories.

3.1 State purposes of communication.

3.2 Explain Berlo's S-M-C-R model of communication.

3.3 Explain and use various 'Channels of Communication'.

3.4 Explain various 'Communication Barriers' and get over the barriers.

3.5 Explain and use various types of communication effectively: Verbal (spoken and written) and Non-verbal (body movement, gestures and mannerisms).

3.6 Use effective communication by properly using A.V. aids, active learning and stimulus variation.

4. Develop 'Course Files' for their courses.

4.1 Sequence content for the course being taught.

4.2 Explain necessity of contents of a 'Course File'.

4.3 Develop 'Course Planning Table' for the course.

4.4 Prepare 'Course File' of the course.

5. Perform effective teaching-learning in classrooms.

5.1 Use chalk board, white board, OHP transparencies, PPTs effectively.

5.2 Use Gagne's Events of Instruction and other important points related to teaching-learning in the classroom.

6. Use concepts: PEOs, POs, PSOs and COs.

6.1 Explain concepts: PEOs, POs, PSOs and COs and their relationship.

6.2 Explain how POs as specified by NBA can be achieved for a program.

6.3 Formulate PSOs for the program for which they are working.



7. Formulate COs for the course(s) they are teaching.

7.1 Identify COs or otherwise from a list of statements.

7.2 Differentiate between 'General' and 'Specific' outcomes.

7.3 Explain three domains of learning as Cognitive, Affective and Psychomotor.

7.4 Write COs in all the three domains of learning.

7.5 State meaning of 'taxonomy'.

7.6. Explain taxonomy in three domains of learning; Bloom's Taxonomy for Cognitive Domain as Knowledge, Comprehension, Application, Analysis, Synthesis and Evaluation ; Dave's Taxonomy in Psychomotor Domain as Imitation, Manipulation, Precision, Articulation and Naturalization; and Kraithwohl's taxonomy in Affective Domain as Receiving, Responding, Valuing, Organizing and Characterizing.

7.7 Write Cognitive Domain COs at all taxonomy levels for the course.

8. Understand and use CO-PO mapping and specification table.

8.1 Develop CO-PO mapping of the course being taught.

8.2 Develop Specification Table for a Mid-term test.

3. Program Delivery

Program was planned for Induction of new faculty members; thus it was attended mainly by new faculty members whose names were received from the departments.

In the program following delivery methods / aids/ strategies were used:

- 1. Use of white board and chalk board**
- 2. Use of PPTs**
- 3. Demonstration of use of Overhead projector**



4. During beginning and end every day, revision of material learnt by participants previous day / that day by interaction with the participants

5. Question-answer technique during the presentation

6. Class oral assignments / demonstration

7. Presentations by participants, feedback by peers, feedback by program faculty and camera recording of presentations

8. Supply of Course Material by email to the participants daily

4. Program Time Table

Program Time Table is given as Appendix II.

It can be seen that main focus was on classroom teaching and a brief awareness of terms related to Accreditation.

Due to shortage of time, important topics related to Laboratory and Sessional Work and Evaluation were not discussed.

5. Program Feedback

Although no formal feedback was taken, informal feedback did show that participants were happy that whatever they had learnt and practiced in a free and fair atmosphere, would result in all round improvement in them, in addition to improvement in their class-room teaching.

Participants, in general, were happy about other arrangements like photography during their presentations, feedback on their presentations and same day receipt of whatever was discussed on a day by email.

Participants, in general were also happy about Mr. Chandan Kumar and Mr. Dinesh Sharma, Assistant Professors, Department of Mechanical Engineering for their assistance throughout the program.



6. General Remarks

It is my pleasure to put on record my sincere thanks to Dr. S.L. Surana, Director (Academics) for providing all support for organizing the program and discussing with the participants Rules, Regulations and Policies of the institute. I also thank Dr. S.K. Calla, Director (D&W) and Dr. S.K. Bhatnagar, HOD (EC) for being present at the beginning of the program and giving brief inputs to the participants.

I also sincerely thank all HODs / Deputy HODs for nominating faculty members for the program, and making necessary arrangements in the departments so that these faculty members could attend the program.

Thanks are also due to HOD, EC and Mr. Jagdish Choudhary for providing Class Room 201 and the facilities therein for conducting the program.

Mr. Chandan Kumar and Mr. Dinesh Sharma, Assistant Professors and Mr. Roop Singh, Technical Assistant of the Department of Mechanical Engineering were present most of the time to support me during the program; my sincere thanks to them and Mr. Dheeraj Joshi, Deputy HOD of Mech. Engg, for sparing their services. Thanks are also due to Mr. Manoj Kumar Sain and Mr. Dheeraj Joshi for assisting me in providing feedback to participants during their presentations.

Dr. N.K. Banthiya

Program Assessment and Quality Improvement Cell



Appendix II

Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur

Program Assessment & Quality Improvement Cell

Staff Development Program

Time: 1.40 to 3.20 P.M. Venue: Room No. 201, Vikram Sarabhai Academic Block

Dates: 27.09.17, 04.10.17, 11.10.17

Time Table

Date	Day	Program
27.09.17	Wednesday	<ul style="list-style-type: none">* Introduction to the Program (NKB)* Quality Policy of the Institute (NKB)* Discussion on Linkages of technicians with others (NKB)* Input-cum-discussion on Classroom Communication (NKB)* Input-cum-discussion on Channels of Communication (NKB)* Input-cum-discussion on Domains of Learning (NKB)* Revision of inputs during the session (NKB)
04.10.17	Wednesday	<ul style="list-style-type: none">* Revision of inputs during the last session (NKB)* Discussion on Roles, Responsibilities and Duties of Technicians(NKB)* Laboratory Maintenance (VSM)* Basic Tools in Laboratory Maintenance (VSM)* Revision of inputs during the session (NKB)
11.10.17	Wednesday	<ul style="list-style-type: none">* Revision of inputs during the last session (NKB)* Importance of Laboratory Maintenance, Maintenance of Electronic Equipment (SKB)* Maintenance of Computers (AK)* Revision of inputs during the program (NKB)* Certificate distribution (CK)

Resource Persons: NKB- Dr. N.K. Banthiya, SKB- Dr. S.K. Bhatnagar, VSM- Mr. Vinay Singh Marwal, AK- Mr.Ashwini Kumar, CK- Mr. Chandan Kumar



Appendix- I: Attendance in the Staff Development Program

**Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur
Programme Assessment & Quality Improvement Cell
Staff Development Program (SDP)
Attendance Sheet**

S. No.	Name of Staff	Deptt.	27/9/2017	04/10/2017	11/10/2017	Remarks
1	MR. LOKESH SAINI	ME	1	2	3	Certificate Issued
2	MR. DINESH LAL GUPTA	ME	1	2	AB	Certificate Issued
3	MR. MOHAN BAGARIA	ME	AB	1	2	Certificate Issued
4	MR. SHIV KUMAR SAINI	ME	1	2	3	Certificate Issued
5	MR. SHIVRAJ PANCHAL	ME	1	2	3	Certificate Issued
6	MR. HEMANT KUMAR	ME	1	2	3	Certificate Issued
7	MR. SANVARO PANCHAL	ME	1	AB	2	Certificate Issued
8	MR. PUSHPENDRA CHOUHAN	CS/IT	1	2	AB	Certificate Issued
9	MR. ROOP SINGH	ME	AB	1	2	Certificate Issued
10	MR. KEDAR SHARMA	ME	1	2	3	Certificate Issued
11	MR. SUNIL KUMAR	ME	1	2	3	Certificate Issued
12	MR. LOKESH KUMAR DARHEE	ME	1	2	3	Certificate Issued
13	MR. RAVINDRA SINGH CHOUDHARY	ME	1	2	3	Certificate Issued
14	MR. SHANKAR LAL GURJAR	ME	1	2	3	Certificate Issued
15	MR. ARJUN RAM PRAJAPAT	ME	1	2	3	Certificate Issued
16	MR. BHOORI SINGH SAINI	PHY.	1	2	3	Certificate Issued
17	MR. MANOJ KUMAR GUPTA	PHY.	1	2	3	Certificate Issued
18	MR. ASHOK KUMAR	PHY.	1	2	3	Certificate Issued
19	MR. GOVERDHAN LAL CHAWLA	CHEM.	1	2	3	Certificate Issued
20	MR. HANSRAJ MEENA	CHEM.	1	2	3	Certificate Issued
21	MR. DINESH S. CHOUDHARY	CS/IT	1	2	3	Certificate Issued
22	MR. PAWAN KUMAR JANGIR	CS/IT	1	AB	2	Certificate Issued
23	MR. RAMESH KUMAR	CS/IT	1	2	3	Certificate Issued
24	MR. BALVENDRA MANGAVA	CS/IT	1	2	3	Certificate Issued
25	MR. SHYAM LAL BAIRWA	CS/IT	1	2	3	Certificate Issued
26	MR. PRASHANT ACHARYA	CS/IT	1	AB	2	Certificate Issued
27	MR. FATEH SINGH GURJAR	CS/IT	1	2	3	Certificate Issued
28	MR. LAKSHMAN SINGH DHAKED	CS/IT	1	2	AB	Certificate Issued
29	MR. ROHIT KHINCHI	CS/IT	1	2	3	Certificate Issued
30	MR. RAVIKANT HARSHWAL	CS/IT	1	2	3	Certificate Issued
31	MS. TANU GARG	CS/IT	1	2	3	Certificate Issued
32	MS. SHALINI GUPTA	CS/IT	1	2	3	Certificate Issued
33	MR. ASHISH KUMAR	CS/IT	1	2	3	Certificate Issued
34	MS. CHANDAN SINGH DHAKED	CS/IT	1	2	3	Certificate Issued



35	MR. SHIVRAJ REGAR	CS/IT	1	2	3	Certificate Issued
36	MR. VIMAL KANT DIMRI	CS/IT	1	2	3	Certificate Issued
37	MS. NEHA KASWAN	CS/IT	1	2	AB	Certificate Issued
38	MR. RAJESH KUMAR	CS/IT	1	2	3	Certificate Issued
39	MR. ANIL KUMAR VERMA	ECE	1	2	3	Certificate Issued
40	MR. RICHPAL SINGH OLA	ECE	1	2	3	Certificate Issued
41	MRS. SUSHMA POONIA	ECE	AB	1	2	Certificate Issued
42	MR. SUNIL KUMAR ACHARYA	ECE	1	2	3	Certificate Issued
43	MR. PREMA RAM	ECE	1	2	3	Certificate Issued
44	MS. SEEMA BHATI	ECE	1	2	3	Certificate Issued
45	MS. KUMARI RENU	ECE	AB	1	2	Certificate Issued
46	MR. DEENDAYAL SINGH	ECE	1	2	3	Certificate Issued
47	MR. DHURENDRA SINGH	ECE	AB	1	2	Certificate Issued
48	MS. MEENU PRADHAN	ECE	1	AB	2	Certificate Issued
49	MS. RUCHI MAHAWAR	ECE	AB	AB	1	
50	MR. MAHESH KUMAR RATHODIYA	EE	1	2	3	Certificate Issued
51	MR. SATYAVEER SINGH	EE	1	2	3	Certificate Issued



Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur

Program Assessment & Quality Improvement Cell (PAQIC)

Report of Staff Development Program

(27th September, 4th October & 11th October, 2017)

I. Introduction

A three-day Staff Development Program was scheduled on three Wednesdays, beginning 27.09.2017. The program was planned for laboratory & workshop staff (laboratory assistants, technicians, technical assistants & foremen). Also laboratory incharges were invited to attend the program. The main purpose of the program was to bring together all laboratory and workshop staff so that they are able to see their importance in the functioning of the departments and the institute as well as teaching-learning processes.

Although various departments / sections have been running staff development and training - retraining programs for their own staff, this was the first attempt to have a common program for staff from all the departments.

It is heartening that all the departments cooperated whole heartedly and sent almost all the staff from their departments to attend the program. A few faculty members were also sent.

List of staff and faculty members who attended the program with their attendance is given in Appendix I.

II. Target Group

As stated above, target group was all laboratory & workshop staff. Though this group is homogeneous functionally because it is having similar roles and responsibilities; it is not homogeneous in their language and communication skills. Due to this, in program delivery this aspect was considered an important factor and taken into consideration during presentations and discussions. Another non-homogeneity is the position of participants in SKIT; there was mix of senior and junior staff and also their years of service in the institute. This non-homogeneity provided a good opportunity for learning for all from interaction with each other.

III. Staff Development Program Outcomes

The homogeneity and non-homogeneity of the target group as stated were taken into consideration while deciding the Program Outcomes and later during Program Delivery. Program Outcomes are stated below.



After attending the program and participating in planned activities, participants will

1. Understand technician's linkages with others.

1.1 Derive linkages with various persons and authorities (e.g. students, laboratory incharge, HOD/Deputy HOD, Purchase Officer, Parents/guardians of students etc.).

1.2 Classify linkages as very important and important.

2. Understand 'Quality Policy of the Institute'.

2.1 Given the 'Quality Policy of the Institute', explain it in their own words.

2.2 Explain their own importance in successfully implementing Quality Policy.

3. Know communication, channels of communication and domains of learning and their importance for the functioning of technicians.

3.1 State purposes of communication.

3.2 State various 'Channels of Communication' as eyes (seeing), ear (hearing), hand (touching), nose (smelling) and mouth (tasting).

3.3 State approximate amount of learning by various channels of communication.

3.4. State three domains of learning as three Hs or Cognitive (Head), Affective (Heart) and Psychomotor (Hand).

3.5 State how a technician plays an important role in learning by students in affective and psychomotor domains of learning.

4. Appreciate various roles, responsibilities and duties of laboratory / workshop personnel.

4.1 State various roles, responsibilities and duties.

4.2 Classify various roles as student-related, laboratory-related and others.

4.3 State how one can be more effective in performing a role.

5. Appreciate various aspects of laboratory maintenance.

5.1 State the meaning of 'maintenance'.

5.2 State various types of maintenance as breakdown, preventive, schedule and predictive.



5.3 State 5S Principle of Maintenance as Sorting, Systematic Maintenance, Cleaning, Standardization & Self-discipline.

5.4 Explain how 5S Principle is/can be applied in their laboratories.

6. Know various tools used in laboratory maintenance.

6.1 Identify various tools required in their laboratories.

6.2 Identify availability of a tool or facility in laboratories of their own department or other departments.

7. Know maintenance of electronic equipment, including computers.

7.1 State requirements of doing maintenance as skills and knowledge.

7.2 State the safety precautions to be used when undertaking maintenance of electronic equipment.

7.3 State the process of soldering and de-soldering.

IV. Program Delivery

In the program following delivery methods / aids/ strategies were used:

1. Use of English and Hindi during explanations, discussions and class exercises (Quality Policy was translated in Hindi and explained.)

2. Use of PPTs and white board

3. Exercises on linkages; roles, responsibilities and duties done with the assistance of participants

4. During beginning and end of a session, revision of material learnt by participants during previous session / that day done by interaction with the participants

5. Question-answer technique during the presentation

6. Supply of handouts containing photocopies of PPTs used to participants

V. Program Time Table

Program Time Table is given as Appendix II.

Main focus was on making technicians realize that they are extremely important in the teaching-learning process and maintenance of quality in the department and teaching-learning.



Also another message was to see how technicians of various departments can cooperate with each other and share resources.

Due to shortage of time, important topics related to dealing with stores and first aid could not be included.

VI. Program Feedback

Although no formal feedback was taken, informal feedback did show that participants were happy that such a program was conceived and organized for them, and importance was given to their contribution in the institute. They also felt that such programs be organized for them on a regular basis. Also a need for skill development in computer usage was felt by some participants. Departments may plan such programs for their technicians or / and all technicians who may be interested in specific skill development.

Another need expressed was providing short training to those staff who get involved during admissions so that uniform and correct information is conveyed to parents and guardians who visit the Institute during admission time. Some of the technicians felt that they remain with parents and guardians for a fairly long period, and they are asked questions of all types. A training program can be arranged in the beginning of admission session for this purpose. Also if a list of usual questions asked by parents and guardians is prepared and their answers written down and given to those involved with the admission process, it would be a good training investment.

Participants, in general were also happy about Mr. Chandan Kumar and Mr. Dinesh Sharma, Assistant Professors, Department of Mechanical Engineering for their assistance throughout the program.

VII. General Remarks

It is my pleasure to put on record my sincere thanks to Dr. S.L. Surana, Director (Academics) for showing interest in organizing such a program and providing all support for organizing the program.

I also thank Dr. S.K. Bhatnagar, HOD (EC), Mr. Vinay Singh Marwal, Associate Professor, Department of Mech. Engg. and Mr. Ashwini Kumar, Department . of CS/IT, for assisting me as faculty in the program; their inputs and interactions with the participants have been very useful.

I also sincerely thank all HODs / Deputy HODs for nominating staff members and faculty members for attending the program.



Mr. Chandan Kumar and Mr. Dinesh Sharma, Assistant Professors, Department of Mechanical Engineering were present most of the time to support me during the program; my sincere thanks to them

Dr. N.K. Banthiya

Head, Program Assessment and Quality Improvement Cell



NOTICE

This is to inform all the faculty members that a three day workshop on 'How to set question papers and proper evaluation of answer books' will be organized from June 26 to June 28, 2018. Prof. (Dr.) N. K. Banthiya Head PAQIC will hold this workshop.

Venue- Room No. 201 (Vikram Sarabhai Block)

Time- 1:00 p.m. to 3:00 p.m.

All the faculty members who are not engaged in admission work are required to attend the workshop. The HODs are kindly requested to see to it that faculty from their departments attend the workshop.

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

Copy (by e-mail) to:

1. Director *SKIT*
2. Director (D&W)
3. Registrar *SKIT*
4. Principal
5. Head-PAQIC *SKIT*
6. All HODs-EC, EE, CS, IT, ME, CE, MS, I/c B. Tech. 1 year, Phy, Chem, Maths, English
7. All faculty members
8. File



NOTICE

It has been decided to hold an inhouse faculty development programme by Prof. (Dr.) N.K. Banthiya, Head PAQIC from April 29, 2019 to May 2019. Based upon observations during his visits to classes undertaken by various faculty members he will discuss ways and means to improve classroom delivery. He will also discuss about other techniques to improve teaching learning process.

The faculty members whose classroom deliveries have been audited by Dr. Banthiya and the faculty members who have not attended any FDP before in SKIT should attend this programme. Other faculty members who are free may also attend this FDP.

The HODs are kindly requested to see to it that faculty from their departments attend the programme. Irregular faculty members will not be awarded certificates.

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

Copy to:

1. The Director
2. The Principal
3. The Registrar
4. The Adviser
5. Prof. (Dr.) N.K. Banthiya, Head PAQIC
6. All HODs-EC, EE, CSE, IT, ME, CE, MS, Phy., Chem., Maths, English
7. File



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

Date: 22.06.2019

SKIT/OFFICE/2019/1009

NOTICE

It has been decided to hold **Staff Development Programme** for **technical staff** of the Institute from **June 25 to July 1, 2019**. It will take place from 12.00 p.m. to 2.30 p.m. in the seminar hall in the Vikaram Sarabhai Block and hands on training will be organized in some of the laboratories. The STTP will be headed by **Dr. N.K. Banthiya, Head PAQIC**.

All the Heads of the Departments/Incharges during the vacation period are requested to spare as many S.T.A./T.A./workshop staff for this STTP. Care should be taken to retain some staff members which are needed for admission purpose. The list of the staff members who will be attending this programme should be forwarded directly to Prof. N. K. Banthiya by **2.30 p.m. on 22.06.2019**. A copy of the programme is enclosed herewith.

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

Copy to:

1. Director
2. Principal-Engg.
3. Registrar
4. Head- PAQIC
5. All HODs- EC,EE,CS,IT,ME,CE, MS, I/c B. Tech I year, Chem, Maths, Physics, English
6. Mr. Brij Mohan Sharma (Mech. Engg.)
7. Mr. V.S. Marwal (Mech. Engg.)
8. Mr. Anil Verma, Mr. Ramavtar, Mr. Roop Singh
9. File

Note: Faculty and Staff from S. No. 6 to 9 are requested to get in touch with Prof. N.K. Banthiya at 12.30 p.m. on 22.06.2019.

