

**Swami Keshvanand Institute of Technology,  
Management & Gramothan  
Internal Quality Assurance Cell**

SKIT/ IQAC/2023-24/18

Aug 14, 2023

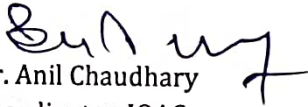
**NOTICE**

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on Aug 19, 2023 at 11:00 AM with following agenda items:

1. To review the previous meeting's action items.
2. To review and discuss the evaluator's visit reports received from the National Board of Accreditation (NBA) regarding the accreditation of B.Tech. programme in Electrical Engineering (EE) and Computer Science and Engineering (CSE).
3. To finalize the orientation programme for newly joined faculty members.
4. To review the status of AQAR preparation for submission to NAAC office.
5. To review the preparedness of the Civil Engineering and Management Studies Department for NBA accreditation.
6. Any other item with permission of the chair.

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

Venue: Internal Quality Assurance Cell (Vikram Sarabhai Block).

  
Dr. Anil Chaudhary  
Coordinator-IQAC

**Copy to:**

Director  
Director (Academics)  
Principal  
Registrar  
Dean  
Head-OFA, Head-OSA  
All HoD's  
All the member of IQAC  
IQAC File

**Swami Keshvanand Institute of Technology,  
Management & Gramothan  
Internal Quality Assurance Cell**

SKIT/ IQAC/2023-24/19

Aug 23, 2023

**Minutes of Meeting**

With reference to SKIT/IQAC/2023-24/18, A meeting of the Internal Quality Assurance Cell (IQAC) was held on Aug 19, 2023 at 11: 00 AM in the Internal Quality Assurance Cell (Vikram Sarabhai Block).

The following IQAC members participated:

1. Prof. (Dr.) S. L. Surana, Director (Academics)
2. Prof. (Dr.) Ramesh Kumar Pachar (Chairperson-IQAC)
3. Mrs. Rachna Meel (Registrar)
4. Prof. (Dr.) R. K. Jain, Dean
5. Prof. (Dr.) Anil Choudhary (Coordinator-IQAC)
6. Prof. (Dr.) Praveen Kumar Jain
7. Prof. (Dr.) Rishi Vyas
8. Prof. (Dr.) Mukesh Arora
9. Prof. (Dr.) Amber Srivastava
10. Prof. (Dr.) Mukesh Kumar Gupta
11. Prof. (Dr.) Sangeeta Vyas
12. Prof. (Dr.) Dheeraj Joshi
13. Dr. Sarfaraz Nawaz
14. Prof. (Dr.) D. K. Sharma
15. Prof. (Dr.) Rohit Mukherjee
16. Dr. Atul Gupta
17. Mr. Kailash Soni
18. Mr. Milind Sharma
19. Mr. Jyoti Prakash Sharma ,

Members granted leave of absence:

1. Mr. Sanket Sharma
2. Mr. Ronak Singhavi

*(Handwritten signatures and initials)*  
S. L. Surana, Ramesh Pachar, Rachna Meel, R. K. Jain, Anil Choudhary, Praveen Jain, Rishi Vyas, Mukesh Arora, Amber Srivastava, Mukesh Gupta, Sangeeta Vyas, Dheeraj Joshi, Sarfaraz Nawaz, D. K. Sharma, Rohit Mukherjee, Atul Gupta, Kailash Soni, Milind Sharma, Jyoti Prakash Sharma, Sanket Sharma, Ronak Singhavi, Rishi Vyas, Mukesh Arora, etc.

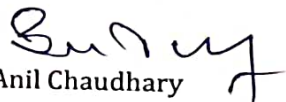
Minutes of meetings recorded by: Dr. Rishi Vyas

S. No.	Agenda Items	Highlights/ Observation/Discussion points
1	To review the previous meeting's action items.	The action items of the previous meeting were reviewed and approved.
2	To review and discuss the evaluator's visit reports received from the National Board of Accreditation (NBA) regarding the accreditation of B.Tech. programme in Electrical Engineering (EE) and Computer Science and Engineering (CSE).	<p>The Director (Academics) apprised the members of the accreditation approval for two B.Tech. programmes of Electrical Engineering (EE) and Computer Science and Engineering (CSE), spanning a three-year period commencing from July 2023 to June 2026. Subsequently, the observations noted by the chairman and experts in the report were presented and deliberated upon.</p> <p>The strengths and areas requiring improvement were thoroughly discussed, and both departmental Heads of Department (HODs) were advised to take immediate steps to address the identified weaknesses.</p>
3	To finalize the orientation programme for newly joined faculty members.	The members discussed and finalized a structured set of activities, sessions, workshops, and presentations aimed at introducing newly joined faculty members to the institution, its culture, policies, procedures, resources, and expectations. The program is designed to facilitate the smooth transition of new faculty into their roles and responsibilities within the organization. Prof. Anil Chaudhary was given responsibility to oversee the smooth conduction of this activity.

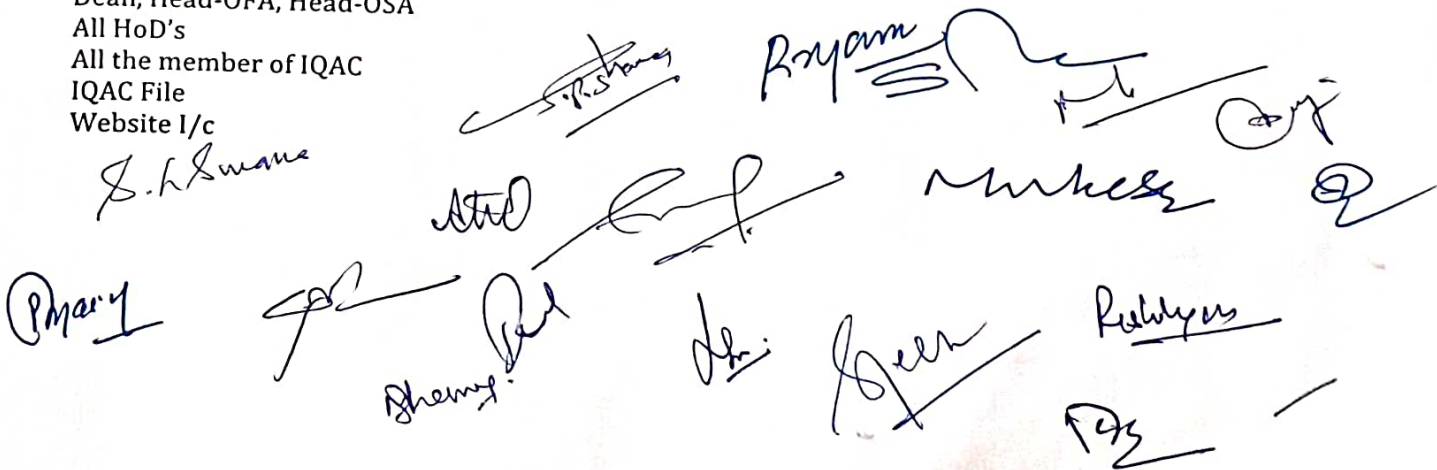
*S. K. Sharma*  
*Rajaram*  
*Rishu*  
*Sherry*  
*Dr. Anil Chaudhary*  
*Dr. Rishi Vyas*  
*Dr. Anil Chaudhary*  
*Dr. Rishi Vyas*  
*Dr. Anil Chaudhary*  
*Dr. Rishi Vyas*  
*Dr. Anil Chaudhary*  
*Dr. Rishi Vyas*  
*Dr. Anil Chaudhary*

4	To review the status of AQAR preparation for submission to NAAC office.	The status of the AQAR was discussed criteria-wise, and important suggestions were provided to the AQAR team members. It was resolved to submit the AQAR by October, 2023.
5	To review the preparedness of the Civil Engineering and Management Studies Department for NBA accreditation.	The compliances of the NBA accreditation were reviewed for the accreditation of B.Tech. programme of Department of Civil Engineering and MBA programme of Department of Management Studies. The status of SAR preparation was discussed, and necessary suggestions were provided for implementation.
6	Any other item with permission of the chair.	As there was no other item for discussion, the meeting ended with a vote of thanks to the chair.

The meeting ended with the closing remarks of the Chairperson. He extended his gratitude to all the members for their inputs and support.

  
 Dr. Anil Chaudhary  
 Coordinator-IQAC

**Copy to:**  
 Director  
 Director (Academics)  
 Principal  
 Registrar  
 Dean, Head-OFA, Head-OSA  
 All HoD's  
 All the member of IQAC  
 IQAC File  
 Website I/c

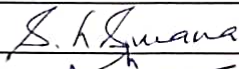
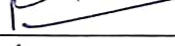

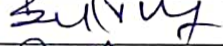
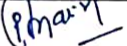
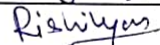
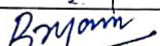

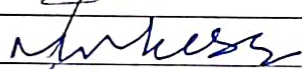

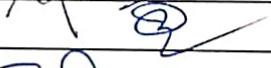

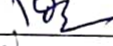




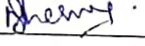
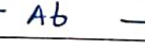
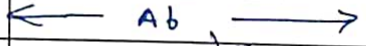
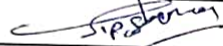
  
 S. R. Sharma, Royam, Anil, Mary, Sherry, J. P., Rakesh, Rakesh, P. S.

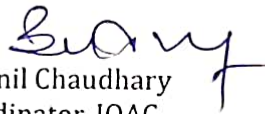


**Swami Keshvanand Institute of Technology,  
Management & Gramothan**

**Internal Quality Assurance Cell**

**Attendance: IQAC Meeting held on 19.08.2023**

Name	Signature
Prof. (Dr.) S. L. Surana, Director (Academics)	
Prof. (Dr.) Ramesh Kumar Pachar (Chairperson-IQAC)	
Mrs. Rachna Meel (Registrar)	
Prof. (Dr.) Anil Chaudhary (Coordinator-IQAC)	
Prof. (Dr.) Praveen Kumar Jain	
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Dr. Anil Chaudhary  
Coordinator-IQAC