

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

SKIT/ IQAC/2023-24/22

Oct 10, 2023

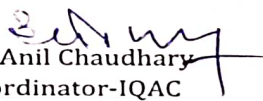
**NOTICE**

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on Oct 16, 2023 at 11:00 AM with following agenda items:

1. To review the action items of previous meeting.
2. To discuss the ways to improve research and consultancy output of the Institute.
3. To review the existing methods for enhancing the Teaching & Learning Process
4. To review the status of AQAR preparation for submission to NAAC office.
5. To review the progress of submission of SAR for accreditation of B.Tech.(CE) & MBA programme.
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/2023-24/23

Oct 19, 2023

**Minutes of Meeting**

With reference to SKIT/IQAC/2023-24/22, A meeting of the Internal Quality Assurance Cell (IQAC) was held on Oct 16, 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. Dr. Atul Gupta
16. Mr. Kailash Soni
17. Mr. Milind Sharma
18. Mr. Sanket Sharma
19. Mr. Ronak Singhavi

Members granted leave of absence:

1. Prof. (Dr.) Rohit Mukherjee
2. Mr. Jyoti Prakash Sharma

Minutes of meetings recorded by: Dr. Rishi Vyas

*(Handwritten signatures and initials of the meeting participants, including Dr. Rishi Vyas, Dr. S. L. Surana, Prof. Ramesh Kumar Pachar, Mrs. Rachna Meel, Prof. R. K. Jain, Prof. Anil Choudhary, Prof. Praveen Kumar Jain, Prof. Rishi Vyas, Prof. Mukesh Arora, Prof. Amber Srivastava, Prof. Mukesh Kumar Gupta, Prof. Sangeeta Vyas, Prof. Dheeraj Joshi, Dr. Sarfaraz Nawaz, Prof. D. K. Sharma, Dr. Atul Gupta, Mr. Kailash Soni, Mr. Milind Sharma, Mr. Sanket Sharma, and Mr. Ronak Singhavi.)*

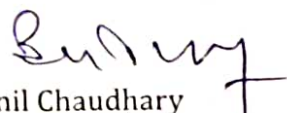
SAR submission 08.11.2023

S. No.	Agenda Items	Highlights/ Observation/Discussion points
1	To review the action items of previous meeting.	The action items of previous meeting were reviewed and approved.
2	To discuss the ways to improve research and consultancy output of the Institute	With this agenda in mind and following the discussions, It was resolved to propose establishment of a dedicated committee aimed at enhancing research endeavors.
3	To review the existing methods for enhancing the Teaching & Learning Process	The house assess the current strategies and considered their efficacy in achieving our educational objectives. Upon thorough examination, the committee suggested comprehensive insights and recommendations to further optimize the teaching and learning experience.
4	To review the status of AQAR preparation for submission to NAAC office.	The AQAR's status was reviewed based on specific criteria, and significant suggestions were offered to the AQAR team members. Moreover, all coordinators were advised to thoroughly review their respective criteria before the final submission of AQAR (2022-23).
5	To review the progress of submission of SAR for accreditation of B.Tech.(CE) & MBA programme.	The preparations for National Board of Accreditation (NBA) accreditation for the Civil Engineering department were thoroughly deliberated upon during the meeting, where a wide array of considerations and strategies were discussed to ensure a comprehensive and effective preparation process. Subsequently, a series of crucial suggestions were offered to facilitate the smooth implementation of the

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                                Jordan      W.H.      H.W.      H.W.      H.W.

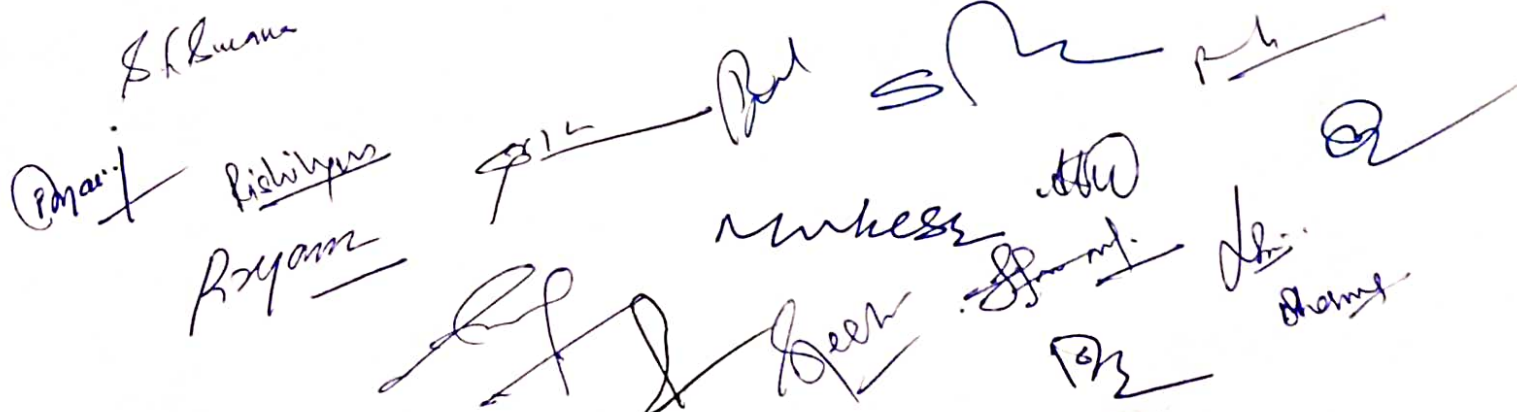
		<p>identified actions and initiatives, aiming to align the department's practices and standards with the accreditation requirements and expectations set forth by the NBA.</p> <p>The Self-Assessment Report (SAR) for MBA(DMS) Courses is advancing smoothly, with faculty members diligently organizing the necessary supporting documents in accordance with NBA requirements.</p>
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  
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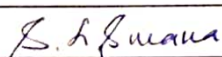
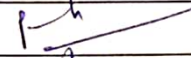


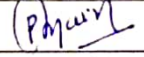
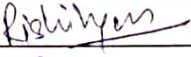
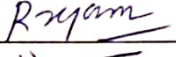
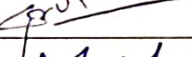
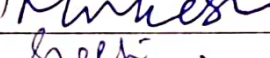
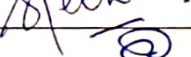


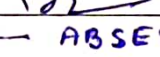
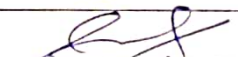
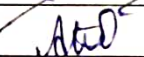

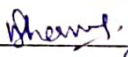

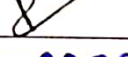


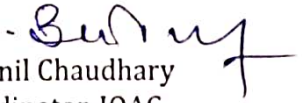


# Swami Keshvanand Institute of Technology, Management & Gramothan

## Internal Quality Assurance Cell

Attendance: IQAC Meeting held on 16.10.2023

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)	
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Prof. (Dr.) Sangeeta Vyas	
Prof.(Dr.) Dheeraj Joshi	
Dr. Sarfaraz Nawaz	
Prof. (Dr.) D.K. Sharma	
Prof.(Dr.) Rohit Mukherjee	← ABSENT →
Prof.(Dr.) Amber Srivastava	
Dr. Atul Gupta	
Mr. Kailash Soni	
Mr. Milind Sharma	
Mr. Sanket Sharma	
Mr. Ronak Singhavi	
Mr. Jyoti Prakash Sharma	← ABSENT →

  
Dr. Anil Chaudhary  
Coordinator-IQAC