# Swami Keshvanand Institute
## of Technology, Management & Gramothan
(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)
(Accredited by NAAC with A++ Grade & UG Engineering Programs by NBA)

SKIT/IQAC/2024-25/12                                      Date: 28.05.2025

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled as per following details:
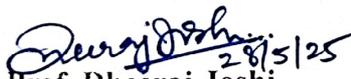
**Date & Day:** 03.06.2025 (Tuesday)
**Time:** 01:30 PM onwards
**Venue:** Birma Board Room (Vikram Sarabhai Block)

**Agenda:**

1. To review the action items of the previous meeting held on 10.03.2025.
2. To discuss the status of NBA-SAR report of Mechanical Engineering Department.
3. To discuss the minor degree related planning of CSE and ME department.
4. To discuss the planning by various departments for improving quality of capstone projects and efforts made for intensifying R & D and consultancy activities.
5. To discuss about transforming current system of allocation of credits based on LTP to new system based on LTP+ self-learning hours.
6. To discuss the status of AQAR-2024-25 data updation by different criterion coordinators.
7. Any other item with permission of Chair.

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

Prof. Dheeraj Joshi
Coordinator-IQAC

**Copy to:**

*Director, Director (Academics), Principal, Registrar, Dean, Head-OFA, Head-OSA, All HoD's
IQAC members, IQAC File*

**Internal Quality Assurance Cell**

SKIT/ IQAC/2024-25/13                                           Date: 06.06.2025

**Minutes of Meeting**

With reference to SKIT/IQAC/2024-25/12, a meeting of the Internal Quality Assurance Cell (IQAC) was held on June 3rd, 2024 at 01:30 PM in the Birma Board Room, Vikram Sarabhai Block.

The following IQAC members participated in the meeting:

1. Prof. Ramesh Kumar Pachar (Chairman-IQAC)
2. Mrs. Rachna Meel (Management Representative)
3. Prof. R. K. Jain (Member-IQAC)
4. Prof. Dheeraj Joshi (Coordinator-IQAC)
5. Prof. Praveen Kumar Jain (Co-Coordinator-IQAC)
6. Prof. Rishi Vyas (Co-Coordinator-IQAC)
7. Prof. Anil Choudhary (Member-IQAC)
8. Prof. Mehul Mahrishi (Member-IQAC)
9. Prof. Mukesh Arora (Member-IQAC)
10. Prof. Sangeeta Vyas (Member-IQAC)
11. Prof. Sarfaraz Nawaz (Member-IQAC)
12. Prof. D.K.Sharma (Member-IQAC)
13. Prof. Rohit Mukherjee (Member-IQAC)
14. Prof. Ona Ladiwal (Member-IQAC)
15. Prof. Amber Srivastava (Member-IQAC)
16. Prof. Dilip Sharma (External Peer Team Member)
17. Mr. Ronak Singhavi (Industry Person)
18. Mr. Milind Sharma (Student)
19. Mr. Sanket Sharma (Alumni)
20. Mr. Jyoti Prakash Sharma (Parent)

Following member was granted leave of absence:

1. Dr. K.R.Soni (External Peer Team Member)

Minutes of meetings are as follows:

| S. No. | Agenda Items | Highlights/ Observations/Discussion Outcome |
|---|---|---|
| 1. | To review the action items of the previous meeting. | The action items of the previous meeting held on 10<sup>th</sup> March, 2024 were reviewed and approved. |
| 2. | To discuss the status of NBA-SAR report of Mechanical Engineering Department. | • Prof. Dheeraj Joshi informed the house that NBA-SAR report in the prescribed format has been submitted on NBA portal on 30.05.2025.<br>• He informed that due to the revised structure and new format of SAR, there was a need for updating course articulation, assessment methods, and mapping of all curriculum components effectively with the revised 11 POs and SDGs.<br>• He thanked the stakeholders for support extended in timely preparation and quality enhancement of the SAR. |
| 3. | To discuss the minor degree related planning of CSE and ME department. | • Both the Head of the Departments (CSE & ME) informed the house that the course structure, faculty members and laboratory resources have been finalized as per the minor degree stipulations and submitted to the Dean office.<br>• The members opined that introduction of minor degree concept will enhance the employability skills and impart deep knowledge in emerging areas (of other engineering domain) which are usually not being covered in Undergraduate Degree credit framework of a particular branch. |
| 4. | To discuss the planning by various departments for improving quality of capstone projects and efforts made for intensifying R & D and consultancy activities. | • Heads of various engineering departments shared their systematic planning to enhance the academic rigor, industry relevance, and outcome orientation of capstone (major) projects.<br>• Monitoring and assessment mechanisms for problem identification, literature review, design, implementation, testing, and final validation were revisited for improvements.<br>• They narrated that students will be encouraged for conversion of capstone projects into journal papers, conference publications, or patents. Plagiarism checks originality in design and implementation will also be done.<br>• Prof. Dheeraj Joshi, HOD-ME, highlighted the current consultancy work being carried out by ME department faculty that include testing of specimen for tensile, hardness test on computerised UTM, |

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| | | |
|---|---|---|
| | | MIG automatic set-up, computerised 4-stroke engine etc. and helping PhD scholars from other institutes including MNIT, Jaipur. |
| | | • The various heads surmised their consultancy plans and potentials to the house. It was felt that industrial and field exposure of faculty/students should be enhanced through outreach activities, project exhibitions, STTP participations to have improved results in this area. |
| 5. | To discuss about transforming current system of allocation of credits based on LTP to new system based on LTP+ self-learning hours. | • The agenda item regarding the transformation of the existing credit allocation system was taken up for discussion. The members deliberated on the current practice of assigning credits based only on Lecture–Tutorial–Practical (LTP) hours and the need to align the system with NBA guidelines, which emphasize inclusion of self-learning hours in credit calculation.<br>• The members discussed possible implications on curriculum structure, teaching–learning processes, assessment methods, and documentation required for NBA accreditation.<br>• It was resolved that the department shall constitute a small working group to study NBA norms in detail and propose a revised credit allocation framework incorporating LTP and self-learning hours to their respective DPAQICs/IQAC. |
| 6. | To discuss the status of AQAR-2024-25 data updation by different criterion coordinators. | • Prof. Rishi Vyas, NAAC coordinator informed the house that most of the data related to session 2024-25 has been received and under review.<br>• The progress in Criteria 5 is quite satisfactory. Verification of records from the examination and training & placement sections was highlighted as essential.<br>• He further narrated that the policy-related documents, governance records, best practices, and institutional distinctiveness narratives were under preparation, with supporting evidence being compiled.<br>• Prof. Ramesh Kumar Pachar, Chairman IQAC instructed that timely completion of the AQAR-2024-25 should be ensured by all stakeholders. |
| 7. | Any other item with permission of the chair | As there were no other agenda to discuss, the meeting ended with thanks to the Chair. |

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

**Prof. Dheeraj Joshi**
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*

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## Internal Quality Assurance Cell

## Attendance: IQAC Meeting held on 03.06.2025

| S. No. | Name (Designation /Role) | Signature |
|---|---|---|
| 1. | Prof. Ramesh Kumar Pachar (Principal & Chairman-IQAC) | |
| 2. | Ms. Rachna Meel (Registrar & Management Representative) | |
| 3. | Prof. R. K. Jain (Dean & Member-IQAC) | |
| 4. | Prof. Dheeraj Joshi (HOD-ME & Coordinator-IQAC) | |
| 5. | Prof. Praveen Kumar Jain (Co-Coordinator-IQAC) | |
| 6. | Prof. Rishi Vyas (Co-Coordinator-IQAC) | |
| 7. | Prof. Anil Chaudhary (HOD-IT & Member-IQAC) | |
| 8. | Prof. Mehul Mahrishi (HOD-CSE & Member-IQAC) | |
| 9. | Prof. Mukesh Arora (Head, OFA, & Member-IQAC) | |
| 10. | Prof. Sangeeta Vyas (Head, OSA & Member-IQAC) | |
| 11. | Prof. Sarfaraz Nawaz (HOD-EE & Member-IQAC) | |
| 12. | Prof. D.K. Sharma (HOD-CE & Member-IQAC) | 03.06.2025 |
| 13. | Prof. Rohit Mukherjee (Incharge-I Yr. & Member-IQAC) | |
| 14. | Prof. Ona Ladiwal (HOD-DMS & Member-IQAC) | |
| 15. | Prof. Amber Srivastava (Head, T & P Cell & Member-IQAC) | |
| 16. | Dr. K.R.Soni (Professor (Retd.), Deptt. of Physics, MNIT, External Peer team Member) | NOT AVAILABLE |
| 17. | Prof. Dilip Sharma (Professor, Mech. Engg. Deptt., MNIT, External Peer team Member) | |
| 18. | Mr. Milind Sharma (Student) | |
| 19. | Mr. Sanket Sharma (Alumni) | |
| 20. | Mr. Ronak Singhavi (Industry person) | |
| 21. | Mr. Jyoti Prakash Sharma (Parent) | |

**Prof. Dheeraj Joshi**

Coordinator-IQAC