



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)

2025-26

SKIT/IQAC/2025-26/03

Date: 17.09.2025

NOTICE

The 19th meeting of the Internal Quality Assurance Cell (IQAC) is scheduled as per following details:

Date & Day: 20.09.2025 (Saturday)

Time: 01:30 PM onwards

*** Venue:** Birma Board Room (Vikram Sarabhai Block)

*** Revised Venue:**

Thakasaran Board Room,

Dhanwantari Block

(due to Placement Interviews in Birma Board Room)

20.9.25

Agenda:

1. To review the action items of the previous meeting.
2. To review the status of CO-PO mappings of various departments for session 2025-26 in the light of new POs (11 in No.) as per Washington Accord Knowledge Profiles (WKs).
3. To ensure the compliance of rubric modification and recording of assignment marks (Written + Viva) by various departments.
4. To review the progress of transforming current system of allocation of credits based on LTP to new system based on LTP with TW (Term Work) + SL (Self-Learning hours).
5. To discuss the progress of upcoming NBA visit in Mechanical Engineering Department.
6. To discuss the status of AQAR-2024-25 to be submitted to NAAC.
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



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Internal Quality Assurance Cell

SKIT/IQAC/2025-26/04

Date: 23.09.2025

Minutes of Meeting

With reference to SKIT/IQAC/2025-26/03, a meeting of the Internal Quality Assurance Cell (IQAC) was held on 20th September, 2025 (Saturday) at 01:30 PM in the, Thakasaran Board Room, Dhanwantari Block.

The following IQAC members participated in the meeting (*Please refer Annexure-I*):

1. Dr. S.L.Surana (Director-Academics)
2. Dr. Ramesh Kumar Pachar (Principal) (Chairman-IQAC)
3. Mrs. Rachna Meel (Registrar) (Management Representative-IQAC)
4. Dr. R. K. Jain (Dean) (Member-IQAC)
5. Dr. Dheeraj Joshi (HOD-ME) (Coordinator-IQAC)
6. Dr. B.L.Sharma (HOD-CE) (Member-IQAC)
7. Dr. Niketa Sharma (on behalf of HOD-CSE)
8. Dr. Praveen Kumar Jain (HOD-ECE) (Member-IQAC)
9. Dr. Ankush Tandon (HOD-EE) (Member-IQAC)
10. Dr. Vipin Jain (HOD-IT) (Member-IQAC)
11. Dr. Sangeeta Gupta (I/C B.Tech I Yr) (Member-IQAC)
12. Dr. Neha Purohit (Head, OSA) (Member-IQAC)
13. Dr. Savita Choudhary (Head-DMS) (Member-IQAC)
14. Dr. Amber Srivastava (Head, T & P Cell) (Member-IQAC)
15. Dr. Dilip Sharma (Prof-HAG, ME Deptt, MNIT) (External Peer Member)
16. Ms. Avani Chaudhary (II Yr. B.Tech-EE) (Student)
17. Mr. Ronak Singhavi (Auriga IT Consulting Pvt. Ltd.) (Industry Person)
18. Mr. Dharmendra Chaudhary (DNO, CMHO Office, Jaipur) (Parent)

Following members were granted leave of absence:

1. Dr. Mehul Mahrishi (HOD-CSE)
2. Dr. Virendra Swaroop Sangtani (Head-OFA) (Member-IQAC)
3. Dr. K.R.Soni (Retd. Prof, Deptt of Physics, MNIT) (External Peer Member)
4. Mr. Abhishek Puri (CBO, Thrillophilla, Jaipur) (Alumnus)



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Minutes of meetings as per the discussions and deliberations between members are as follows:

| S. No. | Agenda Items | Highlights/ Observations/Discussion Outcome |
|--------|--|--|
| 1. | To review the action items of the previous meeting. | <ul style="list-style-type: none">The action items of the previous meeting held on 03.06.2025 were reviewed and approved by the IQAC members. |
| 2. | To review the status of CO-PO mappings of various departments for session 2025-26 in the light of new POs (11 in No.) as per Washington Accord Knowledge Profiles (WKs). | <ul style="list-style-type: none">IQAC coordinator, Prof. Dheeraj Joshi said that as per previous IQAC meeting Agenda-5, all departments were supposed to ensure transition from earlier PO frameworks to the revised 11 POs as prescribed by NBA, emphasizing alignment with WK-based competency domains. In addition, efforts should be identified for incorporation and fulfillment of SDGs in the TLPs.HODs shared their progress that draft of the mappings has been completed at department level and same has to be finalized by DPQAIC. The updated document will be submitted to IQAC and NBA coordinator soon for further review and suggestions. |
| 3. | To ensure the compliance of rubric modification and recording of assignment marks (Written + Viva) by various departments. | <ul style="list-style-type: none">Prof. S.L.Surana once again impressed that all HODs should ensure that faculty members are conducting proper viva-voce of assignments as an effective measure to prevent mass copying and to ensure the quality and authenticity of student learning. The viva process should focus on problem-solving approach, methodology, interpretation of results, and application of concepts, rather than rote answers.It was highlighted that 50% component of assignment marks should be allotted for content of the assignment and remaining 50% should be allotted for proper viva-voce taken with student(s).HODs shared that faculty members have already been notified about these guidelines and rubrics are available with respective course faculty. |
| 4. | To review the progress of transforming current system of allocation of credits based on LTP to new system based on LTP with TW (Term Work) + SL (Self-Learning hours). | <ul style="list-style-type: none">The progress of department was reviewed for transforming the existing system of credit allocation, which is presently based on LTP (Lecture-Tutorial-Practical), to the new NBA-compliant system based on LTP along with TW (Term Work) and SL (Self-Learning) hours.Departments shared the current status of redesigning course structures, including |



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| | | <p>identification of Term Work components such as assignments, tutorials, laboratory work, mini-projects, seminars, and viva voce.</p> <ul style="list-style-type: none"> • The inclusion of Self-Learning (SL) hours was discussed in detail, covering activities such as MOOCs, case studies, literature survey, problem-based learning, simulations, and independent study. • It was observed that some departments have initiated mapping of TW and SL activities with Course Outcomes, while others are in the process of finalizing suitable SL components. • The need for clear guidelines, templates, and examples for LTP+TW+SL based credit allocation was emphasized to ensure uniform implementation across departments. • It was concluded that while substantial progress has been made, departments should expedite the integration of TW and SL hours and ensure proper documentation and approval. |
| 5. | <p>To discuss the progress of upcoming NBA visit in the Mechanical Engineering Department.</p> | <ul style="list-style-type: none"> • Prof. P.K.Jain informed the house that exact visit dates by NBA experts has not been communicated from AICTE to the Institute. This delay is attributed to the fact that there have been substantial changes in the NBA-SAR format and evaluation guidelines. • Prof. Dheeraj Joshi, HOD-ME shared the progress and preparedness for the upcoming NBA visit of the Mechanical Engineering Department. He informed about the readiness and preparations of documents, laboratories, classrooms, departmental facilities, and other NBA-related stipulations. • It was proposed that a mock visit/ internal audit can be planned prior to NBA visit so that shortcoming or grey areas (if any) can be identified and gap analysis was emphasized to address deficiencies well in advance. |
| 6. | <p>To discuss the status of AQAR-2024-25 to be submitted to NAAC.</p> | <ul style="list-style-type: none"> • Prof. Rishi Vyas informed the house that 90% data related to AQAR-2024-25 has been received from departments. The criterion coordinators are reviewing the same and ensuring them in proper format as per NAAC stipulations. • He assured that remaining data will be taken soon and AQAR will be uploaded within the given time-frame. |



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| 7. | Any other item with permission of Chair. | <ul style="list-style-type: none">• Prof Dheeraj Joshi with due permission of Chairman shared the feedback analysis as submitted by OFA and OSA to IQAC in the meeting. It was highlighted that the feedback received in most of the points are 4 or 5 (on a 5 point scale). In some areas, where scores are comparatively low, respective coordinators/ departments will be asked to devise plan of improvements.• As there was no more point to discuss, the meeting ended with thanks to the Chair. |
|----|--|---|

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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19th Meeting of the Internal Quality Assurance Cell (IQAC)

Date & Day: 20.09.2025 (Saturday)

Time: 01:30 PM onwards

*Venue: Birma Board Room (Vikram Sarabhai Block)

*Revised venue: Thakaraan Board Room (Due to placement interviews in Birma Board Room).

ATTENDANCE SHEET

| S.No. | Name (Role/Designation) | Signature |
|-------|---|-------------------------|
| 1. | Dr. S. L. Surana, Director (Academics) | <i>S. L. Surana</i> |
| 2. | Dr. Ramesh Kumar Pachar (Chairman-IQAC) | <i>R. K. Pachar</i> |
| 3. | Ms. Rachna Meel (Registrar) | <i>Rachna</i> |
| 4. | Dr. R. K. Jain (Dean) | <i>R. K. Jain</i> |
| 5. | Dr. Dheeraj Joshi (Coordinator-IQAC & HOD-ME) | <i>Dheeraj Joshi</i> |
| 6. | Dr. B.L.Sharma (HOD-CE) | <i>B.L. Sharma</i> |
| 7. | Dr. Mehul Mahrishi (HOD-CSE) | <i>Mehul Mahrishi</i> |
| 8. | Dr. Praveen Kumar Jain (HOD-ECE) | <i>Praveen Jain</i> |
| 9. | Dr. Ankush Tandon (HOD-EE) | <i>Ankush Tandon</i> |
| 10. | Dr. Vipin Jain (HOD-IT) | <i>Vipin Jain</i> |
| 11. | Dr. Sangeeta Gupta (I/C B.Tech I Year) | <i>Sangeeta Gupta</i> |
| 12. | Dr. Neha Purohit (Head, OSA) | <i>Neha Purohit</i> |
| 13. | Dr. Virendra Swaroop Sangtani (Head, OFA) | Leave (NOT AVAILABLE) |
| 14. | Dr. Savita Choudhary (Head-DMS) | <i>Savita Choudhary</i> |
| 15. | Dr. Amber Srivastava (Head, T & P Cell) | <i>Amber Srivastava</i> |



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| S.No. | Name (Role/Designation) | Signature |
|-------|---|--------------------------|
| 16. | Dr. K.R.Soni (Prof. (Retd.), Deptt. of Physics, MNIT) | NOT AVAILABLE |
| 17. | Dr. Dilip Sharma (Prof-HAG, ME Deptt, MNIT, Jaipur) | <i>Dilip Sharma</i> |
| 18. | Mr. Abhishek Puri (CBO, Thrillophilla, Jaipur) | NOT AVAILABLE |
| 19. | Ms. Avani Chaudhary (Student, II Yr. B.Tech-EE) | <i>Avani</i> |
| 20. | Mr. Ronak Singhavi (Auriga IT Consulting Pvt. Ltd.) | <i>Ronak</i> |
| 21. | Mr. Dharmendra Chaudhary (DNO, CMHO Office, Jaipur) | <i>Dharmendra</i> |