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/2025-26/07 Date: 02.12.2025

NOTICE

The 20th meeting of the Internal Quality Assurance Cell (IQAC) has been scheduled as per following details:

Date & Day: 06.12.2025 (Saturday)
Time: 01:30 PM onwards
Venue: Thakasaran Board Room (Dhanwantari Block)

Agenda:

1. To review the action items of the last IQAC meeting.

2. To discuss on the number of Internal Practical Examinations to be conducted from the coming semester.

3. To review the duration of In-semester Examinations.

4. To discuss on policy regarding conduct of Third In-semester Examination.

5. To propose shifting of core courses in B. Tech 1st year in respective branch of engineering.

6. To explore possibilities of administering nature of assignments through Project-Based Learning (PBL)/ MOOCs etc. in some courses.

7. To discuss the feedback analysis submitted by OSA Head to IQAC.

8. To discuss on schedule and budget of forthcoming Board of Studies (BoS) Meetings.

9. To discuss about the implementation of Sustainable Development Goals (SDG) Policy of Institute.

10. To review the perspective plan of the institute.

11. 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 02/12/2025
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/2025-26/08   **Date: 10.12.2025**

Minutes of 20th Meeting held on 06th Dec., 2025

With reference to notice SKIT/IQAC/2025-26/07, dated 02.12.2025, 20th meeting of the Internal Quality Assurance Cell (IQAC) was held on 06th December, 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. Mehul Mahrishi (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. Virendra Swaroop Sangtani (Head-OFA) (Member-IQAC)
13. Dr. Neha Purohit (Head, OSA) (Member-IQAC)
14. Dr. Savita Choudhary (Head-DMS) (Member-IQAC)
15. Dr. Amber Srivastava (Head, T & P Cell) (Member-IQAC)
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. Dilip Sharma (Prof-HAG, ME Deptt, MNIT) (External Peer Member)
2. Mr. Abhishek Puri (CBO, Thrillophilla, Jaipur) (Alumnus)

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

S. No.	Agenda Items	Discussions & Outcome
1.	To review the action items of the previous meeting.	• The action items of the previous meeting held on 20.09.2025 were reviewed and approved.
2.	To discuss on the number of Internal Practical Examinations to be conducted from the coming semester.	• The HODs and other members firmly raised the issue that number of weeks/hours available to conduct laboratory classes are insufficient. During internal practical, routine classes suffers which hampers the active learning of students. Further, there is no reasonable gap in the conduction of II Internal practical and End Term Practical Examination. • After due deliberation, it was proposed from members that only one Internal Practical Examination shall be conducted from the coming Even semesters, 2025-26.
3.	To review the duration of In-semester Examinations.	• It was discussed in the meeting that current practice of conducting In-semester theory examinations of 2 hours duration (for autonomous batch) has not proved beneficial. Most of the students are able to complete their examination in 1.5 hours. • The members proposed and agreed that duration of In-semester theory examinations should be 1.5 hours. This will facilitate more number of learning hours available in a semester to conduct classes effectively.
4.	To discuss on policy regarding conduct of Third In-semester Examination.	• In the previous policy, III In-semester theory examination was conducted for willing students having 80% of above aggregate attendance. However, it was informed in house that number of such students is very less. In fact, in some courses no such applicants have been observed. It was reported that some students were found to be 'less serious' in writing regular in-semester exams due to availability of III In-semester exams. • It was, therefore, resolved that Third In-semester Examination shall not be conducted from Even semester-2025-26. However, as a special provision for the current First Semester, the Third In-semester Examination shall be open to all students without any examination fee.

5.	To propose shifting of core courses in B. Tech 1st year in respective branch of engineering	• The HODs of core engineering branches (ME, EE, ECE, CE) shared in house that during their respective DPAQIC meetings, the department faculty have strongly opined that I year student of any particular branch should essentially study courses of his/her concerned branch to build early foundation and basics. • This will also help students to have firm interest and effective understanding of the subsequent courses of their concerned branch (II yr. onwards). The members after due discussions identified the two courses to be studied by a student corresponding to each branch of engineering. • The proposed matrix for further approval from Academic Council regarding re-distribution of courses is as follows:

Branch	Courses
CSE/CSE-DS/CSE-IoT	BEEE +BME
CSE-AI/IT	BME+BEEE
EE	BCE+BEEE
ECE	BEEE+BCE
CE	BME+BCE
ME	BCE+BME

6.	To explore possibilities of administering assignments through Project-Based Learning (PBL)/ MOOCs in some courses.	• As per new SAR format by NBA and NEP guidelines, it is expected that students should be sufficiently engaged in self-learning +term work (SL+TW) hours as well as in SDGs and project based learning (PBL). • Some members suggested that assignments administered to students can be mapped through MOOCs/NPTEL courses and mini-projects etc. related to SDGs and latest technologies. • It was decided that proper planning regarding assignments having mapping of selected courses along with evaluation and assessment guidelines should be prepared by respective departments and same should be approved from Director(Academics).
7.	To discuss on schedule and budget of forthcoming Board of Studies (BoS) Meetings.	• The progress regarding preparation of the drafts of syllabuses of III and IV year B.Tech courses was shared by respective HODs . It was informed that department should finalize them soon at departmental level so that approval can be taken in the forthcoming BOS meetings. • It was also discussed that a proper budget for the same should be planned and pre-approved from Principal/Dean office.

8.	To discuss the feedback analysis submitted by OSA Head to IQAC	• IQAC coordinator, Prof. Dheeraj Joshi presented in house the feedback analysis of Odd semester, 2025-26 as submitted by Dr. Neha Purohit, Head, OSA. • It was informed that in most of the points, the response submitted is quite encouraging (4 or 5 on a 5 point scale). • In some points related to common facilities, such as mess, games etc. students demanded further improvements. It was decided that relevant authorities/cells will be asked to devise proper action plan for incorporating suggestions and issues raised in feedback.

9.	To discuss about the implementation of Sustainable Development Goals (SDG) Policy of Institute.	• The draft of Sustainable Development Goals (SDG) Policy was presented in the house for necessary suggestions from the members.
		• The key objectives of the SDG are to align institutional policies with SDGs and also to integrate SDG principles into curriculum, pedagogy, assessment and research.
		• The members agreed that as per the current pedagogical practices and other ongoing initiatives in various clubs and professional chapters, institute can target following 10 SDGs as priority areas out of a total 17 SDGs:
		  o SDG 1-No Poverty
		  o SDG 2-Zero Hunger
		  o SDG 3-Good Health & Well Being
		  o SDG 4-Quality Education
		  o SDG 5-Gender Equality
		  o SDG 6-Clean Water and Sanitation
		  o SDG 7-Affordable and Clean Energy
		  o SDG 9- Industry, Innovation and Infrastructure
		  o SDG 13-Climate Action
		  o SDG 17-Partnership for the Goals
		• The mapping of institutional activities against each of the SDG mentioned above was also presented for suggestions of the IQAC members.
		• As an outcome, it was decided that institute SDG policy will be finalized and released soon.

10.	To review the perspective plan of the institute.	• The perspective plan of the institute was discussed and reviewed by members in the meeting. • First, the Short Term Plan was discussed and found that nearly all the milestones that were targeted till 2025 have been achieved including NBA certification of Civil Engg. Deptt and establishment of IDEA lab to carry out innovative projects. The Chairman congratulated the team and stakeholders for these exemplary achievements.

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		• The medium and long term future plans (till July 2028) were also discussed in sufficient length and it was found that Institute is progressing with a steady and firm pace in fulfillment of the same. • The department heads and other coordinators were requested to expedite the processes in their respective domain to ensure timely completion of targeted goals.
11.	Any other item with permission of Chair.	• The Chairman and other members expressed their deep sorrow and grief on the sad demise of one of the IQAC member Dr. K.R.Soni (Retd. Professor, Deptt. of Physics, MNIT, Jaipur). • The meeting ended with thanks to the Chair.

The meeting ended with the closing remarks of the Chairman. The above decisions will be presented in forthcoming Academic Council meeting for further suggestions, due modifications (if any) and necessary approval.

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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20th Meeting of the Internal Quality Assurance Cell (IQAC)

Date & Day: 06.12.2025 (Saturday)
Time: 01:30 PM onwards
Venue: Thakasaran Board Room (Dhanwantari Block)

ATTENDANCE SHEET

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

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S.No.	Name (Role/Designation)	Signature
17.	Mr. Abhishek Puri (CBO, Thrillophilla, Jaipur)	— NOT AVAILABLE —
18.	Ms. Avani Chaudhary (Student, II Yr. B.Tech-EE)	*Avani*
19.	Mr. Ronak Singhavi (Auriga IT Consulting Pvt. Ltd.)	*signature*
20.	Mr. Dharmendra Chaudhary (DNO, CMHO Office,Jaiour)	*signature*

Attendance: Page 2 of 2