

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

SKIT/ IQAC/2021-22/01

July 05, 2021

Minutes of Meeting

With reference to SKIT/ IQAC/2020-21/08, An online meeting of the Internal Quality Assurance Cell (IQAC) was held on July 02, 2021 at 1:00 PM through webex platform.

The following IQAC members participated:

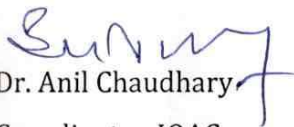
1. Prof.(Dr.) S. L. Surana, Director (Academics)
2. Prof.(Dr.) Ramesh Kumar Pachar (Chairperson-IQAC)
3. Ms. Rachna Meel (Registrar)
4. Prof.(Dr.) Anil Chaudhary (Coordinator-IQAC)
5. Prof.(Dr.) Praveen Kumar Jain
6. Dr. Rishi Vyas
7. Prof.(Dr.) R. K. Jain
8. Prof.(Dr.) Mukesh Kumar Gupta
9. Prof.(Dr.)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

Handwritten signatures and initials:
S. L. Surana, Ramesh Pachar, Anil Chaudhary, Praveen Kumar Jain, Rishi Vyas, R. K. Jain, Mukesh Kumar Gupta, Mukesh Arora, Dheeraj Joshi, D. R. Chitara, Pooja Jain, Rohit Mukherjee, Amber Srivastava, Atul Gupta, Kailash Soni, Milind Sharma, Rachna Meel, and other initials.

Minutes of meetings recorded by: Dr. Rishi Vyas

1. The meeting began with a welcome address by IQAC Chairperson, Prof. Ramesh Kumar Pachar.
2. The need of a centralized digital document repository system was felt and therefore it was decided to create a digital framework. The essential components have been identified for development of this repository system. This document repository would be part of SKIT's intranet network and later in the second phase (Jan 2022-July 2022) this repository can be integrated with the institute's web portal.
3. All the HODs were asked to prepare the calendar of events for the academic year 2021-2022 in the trust areas and to establish collaborations.
4. Prof. (Dr.) R.K. Jain discussed the status of preparation of NAAC SSR. It was decided to submit the SSR by Dec. 31, 2021.
5. The reports of FDPs/Workshops/Conferences organized by the institute during the last three months were presented. The IQAC members were satisfied with the quality of all these academic events.
6. It was resolved to nominate Alumni, Industry Person and Parents to complete the composition IQAC.

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
All HoDs
All the member of IQAC
IQAC File












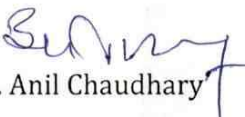




**Swami Keshvanand Institute of Technology,
Management & Gramothan
Internal Quality Assurance Cell**

Attendance: IQAC Meeting held on 02.07.2021

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	
Dr. Rishi Vyas	
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Mr. Milind Sharma	


Dr. Anil Chaudhary
Coordinator-IQAC