# Swami Keshvanand Institute of Technology, Management & Gramothan

## Internal Quality Assurance Cell

SKIT/ IQAC/2021-22/ⅠⅠ                                           February 27, 2022

## Minutes of Meeting

With reference to SKIT/ IQAC/2021-22/10, An online meeting of the Internal Quality Assurance Cell (IQAC) was held on February 25, 2022 at 11:00 am.
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. Dr. Rishi Vyas
8. Prof.(Dr.) Mukesh Kumar Gupta
9. Prof.(Dr.) Mukesh Arora
10. Prof.(Dr.) Dheeraj Joshi
11. Dr. D. R. Chitara
12. Prof.(Dr.) Rohit Mukherjee
13. Prof.(Dr.) Amber Srivastava
14. Dr. Atul Gupta
15. Mr. Kailash Soni
16. Mr. Milind Sharma
17. Mr. Ankit Dhir
18. Mr. Puneet Bhardwaj

Members granted leave of absence:
1. Ms. Pooja Jain
2. Mr. Ronak Singhavi
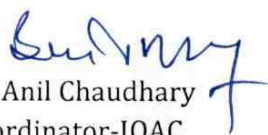
Minutes of meetings recorded by: Dr. Rishi Vyas

| S. No. | Agenda Items | Highlights/ Observation/Discussion points |
|---|---|---|
| 1 | Review of previous meeting's action items | Previous meetings' action items were discussed and it was resolved to close all the action items at the earliest. Chairperson-IQAC welcomed new members to the IQAC and narrated their role in IQAC. |
| 2 | Progress of DRS roll-out activities | <ul><li>The members were updated about the creation of the NBA baseline. The IT department's baseline is populated with all the IT NBA documents and other departments are working towards completion.</li><li>Prof. Praveen Kumar Jain and Prof. Rishi Vyas has been given responsibility to finalize the baselines of NAAC.</li><li>DRS WhatsApp group is created for effective rollout and messaging activities related to this rollout.</li><li>Old DRS server will be replaced by a new machine and migration of data will be completed by 12/03/2022.</li><li>In parallel to internal DRS rollout it was updated to the house, that DRS team is working on moving to cloud based repository on Microsoft's SharePoint server (https://www.microsoft.com/en-in/microsoft-365/sharepoint/sharepoint-server).</li></ul> |
| 3 | Recording of AMCs meetings for NAAC and NBA activities as part of IQAC. | <ul><li>Minutes were recorded from AMC minutes related to IQAC activities.</li><li>The committee was updated about the submission of SAR of the IT Department.</li><li>Following five sets of visit dates have been communicated to NBA:<br>1. 15/04/2022<br>2. 22/04/2022<br>3. 29/04/2022<br>4. 20/05/2022<br>5. 10/06/2022</li></ul> |

| 4 | Proposal for establishment of Centre of Excellence of RTU Kota in ECE, EE and ME Departments | The committee members discussed the viability of submission of proposal for establishment of CoE of RTU Kota in ECE, EE and ME Departments |
|---|---|---|
| 5 | Sharing of information submitted for NIRF Ranking 2022. | Dr. Rishi Vyas shared the information submitted against each parameter of NIRF Ranking 2022. The information was uploaded on Feb. 18, 2022. |
| 6 | To apply for a new UG program-B.Tech. in Computer Science & Engineering with specialization in Internet of Things (IoT). | The chairperson, IQAC proposed the institute's application for a new B.Tech. program in Computer Science & Engineering with specialization in Internet of Things (IoT). The IQAC recommended the application and discussed the requirements for running this course with an initial intake of 60 students. |
| 7 | Review of the quality of academic events | The reports of FDPs/Workshops/Conferences organized by the institute during the last three months were discussed and the quality of all events were found satisfactory. The committee member appreciated the outcomes of the workshop for Non-Teaching Staff on Basics of Cyber Security, MS office 365 & Work Etiquettes organized during Dec 20-24, 2021. |
| 8 | Other points | • Director Academics, Dr. S. L. Surana shared his views on the ways to improve the teaching learning process through IQAC while bridging the gap between targeted and attained achievements of various parameters of Outcome Based Education (OBE) model. <br> • Prof. Mukesh Arora is requested to identify the gaps of OBE parameters through the audit process and may be communicated to the IQAC cell. <br> • It was decided that the frequency of IQAC meetings will be quarterly. |

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
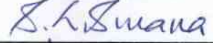Dean, Head-OFA, Head-OSA
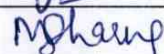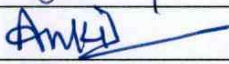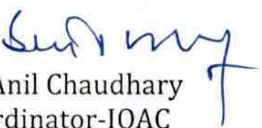All HoDs
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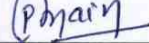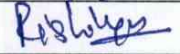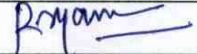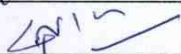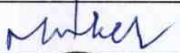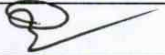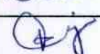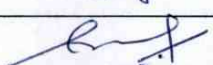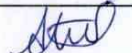
# Swami Keshvanand Institute of Technology, Management & Gramothan

## Internal Quality Assurance Cell

### Attendance: IQAC Meeting held on 25.02.2022

| Name | Signature |
|------|-----------|
| Prof.(Dr.) S. L. Surana, Director (Academics) | S.L.Surana |
| Prof.(Dr.) Ramesh Kumar Pachar (Chairperson-IQAC) | *(signature)* |
| Mrs. Rachna Meel (Registrar) | *(signature)* |
| Prof.(Dr.) Anil Chaudhary (Coordinator-IQAC) | *(signature)* |
| Prof.(Dr.) Praveen Kumar Jain | *(signature)* |
| Dr. Rishi Vyas | *(signature)* |
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| Prof.(Dr.) Mukesh Arora | *(signature)* |
| Prof.(Dr.) Dheeraj Joshi | *(signature)* |
| Dr. D. R. Chitara | *(signature)* |
| Ms. Pooja Jain | ABSENT |
| Prof.(Dr.) Rohit Mukherjee | *(signature)* |
| Prof.(Dr.) Amber Srivastava | *(signature)* |
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| Mr. Kailash Soni | *(signature)* |
| Mr. Milind Sharma | *(signature)* |
| Mr. Ankit Dhir | *(signature)* |
| Mr. Ronak Singhavi | ABSENT |
| Mr. Puneet Bhardwaj | Puneet |

*(signature)*

Dr. Anil Chaudhary
Coordinator-IQAC