

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

SKIT/ IQAC/2022-23/10

February 23, 2023

NOTICE

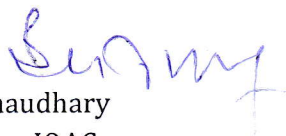
A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 3rd March 2023 at 11: 00 AM with following agenda items:

1. Review of previous meeting's action items
2. Preparation of OBE framework
3. Hybrid Teaching Learning process
4. Preparation of standard IQAC meeting template
5. Sharing the information submitted in the NIRF India Ranking 2023 and AISHE Survey 2021-22
6. Assessment of the quality and outcomes of the events concluded since the last IQAC meeting
7. Any Other item with the permission of Chairperson

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

Physical Location: Internal Quality Assurance Cell (Vikram Sarabhai Block).

Virtual Room: Webex Platform (link will be shared via mail)


Dr. Anil Chaudhary
Coordinator-IQAC

Copy to:

Director
Director (Academics)
Principal
Registrar
Dean
Head-OFA, Head-OSA
All HoD's
All the member of IQAC
IQAC File

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

SKIT/ IQAC/2022-23/11

March 06, 2023

Minutes of Meeting

With reference to SKIT/ IQAC/2022-23/10, A meeting of the Internal Quality Assurance Cell (IQAC) was held on 3rd March 2023 at 11:00 am in the Internal Quality Assurance Cell (Vikram Sarabhai Block).

The following IQAC members participated:

1. Prof.(Dr.) S. L. Surana, Director (Academics) *S. L. Surana*
2. Prof.(Dr.) Ramesh Kumar Pachar (Chairperson-IQAC) *RK Pachar*
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. Prof. (Dr.) Rishi Vyas
8. Prof.(Dr.) Mukesh Arora *Mukesh*
9. Prof.(Dr.) Amber Srivastava
10. Prof.(Dr.) Mukesh Kumar Gupta
11. Prof. (Dr.) Sangeeta Vyas *Sangeeta*
12. Prof.(Dr.) Dheeraj Joshi *Dheeraj*
13. Prof. (Dr.) D. K. Sharma *D. K. Sharma*
14. Prof.(Dr.) Rohit Mukherjee *Rohit*
15. Mr. Kailash Soni
16. Mr. Milind Sharma *Milind*
17. Mr. Ronak Singhavi *Ronak*
18. Mr. Jyoti Prakash Sharma

Members granted leave of absence:

1. Dr. Sarfaraz Nawaz
2. Dr. Atul Gupta
3. Mr. Sanket Sharma

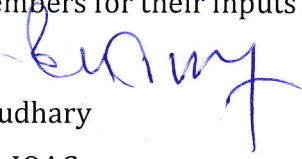
Rishabh *Ryan* *Pravin* *Sunmy* *Bul*
Sham *Jh* *Praveen* *Jyoti*

Minutes of meetings recorded by: Dr. Rishi Vyas

S. No.	Agenda Items	Highlights/ Observation/Discussion points
1	Review of previous meeting's action items	The action items of previous meetings were discussed and it was resolved to close all the action items at the earliest.
2.	Preparation of OBE framework	Prof. S.L. Surana presented the summary of NAAC and NBA compliances. It was decided to prepare a process manual for this. Prof. Anil Chaudhary is given responsibility to form a subcommittee for this purpose (copy enclosed: Annexure-1).
4.	Hybrid Teaching Learning process	To digitize and strengthen our teaching learning process it was decided to emphasize more relevant MOOCs courses towards enabling our students to crack on line placement portals. Head OSA, Prof. Sangeeta Vyas was informed to increase awareness of MOOCs through Batch Counselors.
5	Preparation of standard IQAC meeting template	In line with the requirement of compliance of NAAC and NBA, it was decided that IQAC should design a standard meeting template so that later on the same can be pushed to NAAC and NBA portals on demand.
6	Sharing the information submitted in the NIRF India Ranking 2023 and AISHE Survey 2021-22	Prof. Rishi Vyas shared the information submitted for the NIRF Ranking 2023 and AISHE survey 2021-22.
7.	Assessment of the quality and outcomes of the events concluded since the last IQAC meeting	Head OFA, Prof. Mukesh Arora briefed the members about the quality of the events concluded in the Institute since the last meeting.
8.	Any Other item with the permission of Chairperson	<p>INFY TQ's progress was reviewed and resolved to continue it on account of improvement in quality placement.</p> <p>Prof S.L. Surana, advisor IQAC, asked to work on impact analysis of various teaching learning processes, he also reviewed and shared challenges and outcome of NPTEL activities.</p> <p>Infosys springboard learning analytics was shared to the house and decided to increase student registration, courses consumption and students certification.</p>


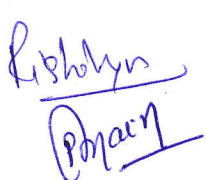

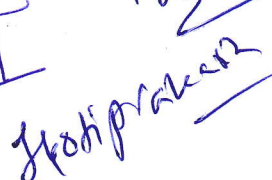
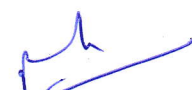

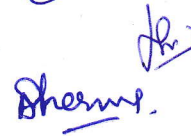


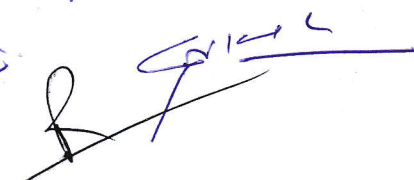
S.K. Suman
Rishyap
Shamsh.
P.R.
G.P.
Bul
Phanay
Mukesh
Surya
Ragam
F. de-
Arya

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

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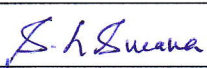


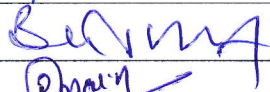
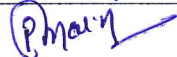
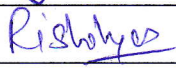
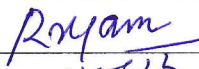
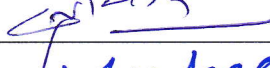


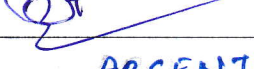

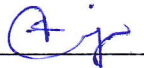
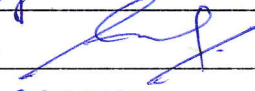

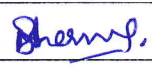


Director
Director (Academics)
Principal
Registrar
Dean, Head-OFA, Head-OSA
All HoD's
All the member of IQAC
IQAC File
Website I/c

Swami Keshvanand Institute of Technology, Management & Gramothan

Internal Quality Assurance Cell

Attendance: IQAC Meeting held on 03.03.2023

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	
Prof. (Dr.) Rishi Vyas	
Prof.(Dr.) R. K. Jain	
Prof.(Dr.) Mukesh Kumar Gupta	
Prof.(Dr.) Mukesh Arora	
Prof. (Dr.) Sangeeta Vyas	
Prof.(Dr.) Dheeraj Joshi	
Dr. Sarfaraz Nawaz	ABSENT
Prof. (Dr.) D.K. Sharma	
Prof.(Dr.) Rohit Mukherjee	
Prof.(Dr.) Amber Srivastava	
Dr. Atul Gupta	ABSENT
Mr. Kailash Soni	
Mr. Milind Sharma	
Mr. Sanket Sharma	ABSENT
Mr. Ronak Singhavi	
Mr. Jyoti Prakash Sharma	


Dr. Anil Chaudhary
Coordinator-IQAC

Annexure-1

A committee of following IQAC members is formed to review the below mentioned points and provide a detailed report for the revision in the process.

- | | |
|---------------------------|------------------------|
| 1. Dr. Anil Chaudhary | 5. Dr. Sarfaraz Nawaz |
| 2. Dr. Mukesh Kumar Gupta | 6. Dr. D. K. Sharma |
| 3. Dr. Dheeraj Joshi | 7. Dr. Rohit Mukherjee |
| 4. Dr. Mukesh Arora | 8. Dr. Atul Gupta |

- ❖ To Review the redefining process and to design the standard template for the process of Vision and Mission statements of the department.
- ❖ To review the course outcome statements, program specific outcomes statements and mapping of COs with POs/PSOs.
- ❖ To Review the process of measurement of course outcomes and program outcomes and to design the standard template for the process
- ❖ To review and finalize the tools used for indirect assessment of program outcomes.
- ❖ To review the process of measurement of impact of Industrial training/ Tour.
- ❖ To review the process of setting target values of COs and POs attainment.
- ❖ To review the quality of assignments.
- ❖ To review the internal examination pattern (Theory and Laboratory courses) for the effective measurement of the attainment of COs.
- ❖ Innovative practices and Effective learning in the OBE approach
- ❖ To identify and finalize the application modalities of various indirect and direct assessment tools under OBE.
- ❖ To design the impact analysis of various co-curricular and extra-curricular activities administered for students such as conferences, workshops, industrial tours, visits and training etc.

The Committee is responsible for the development of strategy outcome based education at institute level. It is expected to submit a draft to Chairman IQAC within one month.