

Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagar (Jagatpura) Jaipur-17

SKIT/OFFICE/2023/101A

Dated: 27.11.2023

**MINUTES OF THE MEETING OF ACADEMIC & MANAGEMENT COUNCIL HELD ON
FRIDAY, NOVEMBER 24, 2023**

The meeting of the Academic & Management Council was held on Friday, 24 November, 2023 at 10:30 a.m. in the Birma Board Room (Vikram Sarabhai Block).

The following members were present

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| 1. Mrs. Rachna Meel (Registrar) | 2. Prof. R. K. Jain (Dean) |
| 3. Prof. Ramesh Kumar Pachar, Principal | 4. Prof. Mukesh Kumar Gupta (HOD-CS) |
| 5. Prof. Anil Chaudhary (Coordinator, IQAC) | 6. Prof. Amber Srivastava (HOD-Maths) |
| 7. Prof. D. K. Sharma (HOD-CE) | 8. Prof. Dheeraj Joshi (HOD-ME) |
| 9. Dr. Sarfaraz Nawaz (HOD-EE) | 10. Prof. Ona Ladiwal, HOD, MS |
| 11. Prof. Neha Purohit (HOD-English) | 12. Dr. Sharda Soni (HOD-Chem.) |
| 13. Prof. Mukesh Arora (HOD-EC) | 14. Prof. Rishi Vyas (Co-coordinator, IQAC) |
| 15. Prof. Praveen Kumar Jain
(Co-coordinator, IQAC) | 16. Prof. S. L. Surana (Director Academics) |

The following agenda items were discussed and decisions taken

Agenda Item 1: To collectively review the NBA Report submitted by the Department of Civil Engineering and to assess the preparedness for the NBA visit.

The members were informed by the Director (Academics) that the SAR of the B.Tech. (Civil Engineering) course has been submitted to NBA in the first week of November and informed the department about the internal visit. It was also instructed to the Institute NBA Coordinator to constitute a committee for regular monitoring of the preparedness of Civil Engineering department.

Agenda Item 2: To review and discuss the feedback received from all stakeholders (Students, Faculty, employers, Alumni, and Parents) and action taken submitted by IQAC.

The Analysis was submitted by different offices to IQAC and IQAC prepared the action taken report based on feedback analysis. The report was presented by Coordinator IQAC, and was discussed. The action taken report is given in **Appendix I**.

Agenda Item 3: To review the information to be submitted in the Annual Quality Assurance Report (AQAR) for the academic session 2022-23 on the NAAC portal and to discuss the attainment of targets for the current academic year.

The members were informed by Dean that AQAR for academic session 2022-23 is drafted by IQAC Co-Coordinators and NAAC core team members. The final report will be submitted well before the due date.

Agenda Item 4: To discuss the Institute's academic calendar for the even semester.

Prof. Ramesh Kumar Pachar, Principal proposed Institute's academic calendar for the even semester. The suggested dates are tentative and align with the academic calendar of affiliating University. As soon as the university's academic calendar is finalized, the academic calendar of the institute will be notified.

Agenda Item 5: To review the Institute's readiness for Autonomous status in terms of curriculum development and examination.

Prof. R. K. Jain, Dean has reported the readiness for autonomous status. He also reviewed the examination policy along with the scheme of first year for all academic departments. The final examination scheme will be shared with all the stakeholders after incorporating suggestion of the AMC.

Agenda Item 6: To share the information of the commencement of construction of new buildings for the prospective requirements post grant of Autonomous status.

The members also informed by Prof. Ramesh Kumar Pachar, Principal about the new academic block to fulfill the infrastructure requirement as per autonomous status for planning and development of new courses.

Agenda Item 7: To review the model assignment, model laboratory experiment, and model project statement prepared by all academic departments.

Prof. S. L. Surana, Director (Academics) reviewed the progress of preparing model assignments, model laboratory experiment, and model project statement by all department heads. He suggested to do this work on a priority basis and also to discuss them in department meetings.

Agenda Item 8: Any other item with the permission of the Chair.

There was no other item to be discussed the meeting was declared closed.


Dr. S. L. Surana
Director (Academics)

Copy to:

1. Director
2. Registrar
3. Principal
4. Dean
5. Head, Faculty Affairs
6. Coordinator, IQAC
7. Prof. Praveen Kumar Jain (Co-coordinator, IQAC)
8. Prof. Rishi Vyas (Co-coordinator, IQAC)
9. All HODs-EC, EE, CS, IT, ME, CE, MS, I/c B.Tech. I Year, Phy., Chem., Maths, English
10. File

Action Taken on feedback received from different stakeholders.

Stakeholders		Number of Feedback received
Student Feedback	Odd Semester	3097
	Even Semester	3696
Faculty Feedback		209
Alumni Feedback		213
Employer Feedback		4
Parents Feedback		1499

Actions Taken on Student Feedback

- Students may be provided on-duty leave to encourage them to demonstrate their capabilities, and skills for establishing collaboration with the outside world.
- The mess in charge is instructed to improve the quality of food. The mess committee is instructed to visit the mess regularly and check food quality.

Actions Taken on Faculty Feedback

- To synchronize the learning with practical applications, the academic departments are advised to add some more important themes beyond the regular curriculum.
- The departments are advised to conduct activities regularly to develop the skills of students and faculty members.

Actions Taken on Alumni Feedback

- To improve the quality of assignments as per the industry's needs, new guidelines for assignments have already been framed and circulated. With this, the involvement of students is expected to be improved.
- The alumni cell is advised to plan a greater number of alumni interactions.

Actions Taken on Parent's Feedback

- Students will be motivated on a more rigorous basis to participate in extracurricular activities and technical/non-technical competitions.
- The concerned authorities are requested to take the necessary actions for further improvement of mess and bus facilities.

Actions Taken on Employer's Feedback

- To fill the gap between Industry and academics, expert lectures from Industry and academia persons will be planned for students at regular intervals.
- Departments are instructed to focus more on practical knowledge. In this reference, departments are advised to include more hands-on knowledge, and design experiments in the lab curriculum where applicable.
- Departments are advised to spread awareness about emerging technologies in their respective fields among students.

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- In view of recent hiring trends, more emphasis will now be given to competitive programming and coding challenges.
- Skill development cell (SDC) is suggested to plan at least two mock interview/GD sessions for each student to prepare them better for PI/GD rounds during campus placements.