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

SKIT/OFFICE/2023/30.   Dated: 10.08.2023

MINUTES OF THE MEETING OF ACADEMIC & MANAGEMENT COUNCIL HELD ON SATURDAY, AUGUST 05, 2023

The meeting of the Academic & Management Council was held on Saturday, August 05, 2023 at 10:30 a.m. in the Birma Board Room (Vikram Sarabhai Block).

The following members were present

1.	Mrs. Rachna Meel (Registrar)	2.	Prof. R. K. Jain (Dean)
3.	Prof. Anil Chaudhary (HOD-IT)	4.	Prof. Mukesh Kumar Gupta (HOD-CS)
5.	Prof. D. K. Sharma (HOD-CE)	6.	Prof. Amber Srivastava (HOD-Maths)
7.	Prof. Dheeraj Joshi (HOD-ME)	8.	Dr. Sarfaraz Nawaz (HOD-EE)
9.	Prof. Neha Purohit (HOD-English)	10.	Dr. Sharda Soni (HOD-Chem.)
11.	Prof. Rishi Vyas	12.	Prof. Mukesh Arora (HOD-EC)
13.	Prof. S. L. Surana (Director Academics)		

The following agenda items were discussed and decisions taken

Agenda Item 1: To present and discuss the Evaluator's Visit Reports received from NBA regarding accreditation of B.Tech. Courses in Electrical Engineering and Computer Science and Engineering.

The Director (Academics) informed the members about the accreditation of two B.Tech. courses namely Electrical Engineering and Computer Science and Engineering was granted for a period of three years i.e. from July, 2023 to June 2026 vide their file No. 32-2-2010-NBA dated 30.06.2023. The observations recorded by the Chairman and the Subject Experts in the report were presented and discussed. The marks awarded by the NBA team out of 1000 marks in the two programmes are as under-

B.Tech. (Electrical Engineering)   -   679/1000

B.Tech. (Computer Science and Engineering) -   638/1000

The strong points as well as the points where improvements are needed were discussed in detail and the HODs concerned of both the departments were advised to initiate steps with immediate effect to mitigate the week areas.

Agenda Item-2: To constitute a subcommittee under the coordinator IQAC to suggest the improvement in teaching and learning process to ......

A subcommittee consisting of the following members under Prof. Anil Choudhary, Coordinator IQAC is constituted to recommend appropriate steps to improve teaching and learning process.

1. Prof. Anil Choudahry	-	Coordinator
2. Dr. Vinay Kanungo	-	Member-CS
3. Dr. Pooja Jain	-	Member-EE
4. Dr. Pooja Jain	-	Member-CE
5. Ms. Mamta Jain	-	Member-EC
6. Dr. Manoj Kumar Sain	-	Member-ME
7. Dr. Komal Sharma	-	Member-HS

The committee will investigate thoroughly the problems as stated in the agenda and submit its report by August 19, 2023. The report will be placed in the meeting of AMC.

Agenda Item-3: To fix date to organize orientation programme for newly appointed faculty by IQAC coordinator.

Prof. Anil Choudhary, IQAC Coordinator will organize orientation programme for the newly appointed faculty before the new academic session begins. The date of commencement of the programme will be communicated by the IQAC, Coordinator.

Agenda Item-4: To discuss about how to increase research activities and publications of quality research papers by the faculty and the students.

The members felt that in order to figure in the list of NIRF ranking greater focus on publication of quality research papers is required. It was decided that the faculty members who fail to score the minimum required points under 'Research Activities' of PASS should be issued warning on first instance and on subsequent failure, the increment should be made to freeze till required points are scored by the faculty. In order to give boost to research, the departments should form small groups of faculty who have common research interests.

Agenda Item-5: To report by the Heads of the Departments regarding the maintenance and repair work undertaken during the summer vacation.

The heads of CE, ME, CS, IT, Chemistry, English stated that most of the repair and maintenance work has been completed and some equipment are undergoing repair. The work will be completed before the vacation ends. The repair work in the Electric Drives Lab of EE department is still pending due to delay in the arrival of the external repairing agency. The Head, EE has been requested to expedite the work by reminding the agency concerned.

Agenda Item-6: To report regarding the progress in the preparation of SARs for accreditation of B.Tech. Courses in Civil Engineering and Management.

The SARs of both the departments are in the final stage. Most of the criteria have been completed except where information regarding results and new admission are pending due to non-availability of information. The supporting documents as reported by the Heads are under preparation.

Agenda Item-7: To report by the Dean regarding progress in the submission of application to UGC for autonomy.

Dr. R.K. Jain, Dean informed the house that the report is nearly complete and its uploading work on the web portal of UGC will be over by August 12, 2023.

Agenda Item-8: To take decision regarding sending B.Tech. final year students for internship during the academic session

Prof. Amber Srivastava, Placement Head informed the members that the placement scenario country wide is bleak and software companies which normally recruit students in large number are not coming forward. Also students already selected during last session by these companies have not yet received their appointment letters. Looking to this it is important to focus on smaller companies for placement of students. These companies want students to take up internship in their companies immediately after their selection. Hence the students who are selected by such companies may be required to be sent for internship during the academic session. Also efforts will be made so that the rest of the students attend the classes regularly. These students will also be given additional inputs which will help them to get placed in reputed companies during their final year.

Agenda Item-9: To fix dates for starting 15 days summer training for B.Tech. II semester students.

It was unanimously decided that the summer training of fifteen days for students of all branches after B.Tech. II semester be commenced from August 16, 2023. A notice in this regard has already been circulated.

Agenda Item-10: To discuss about introduction of external academic audit.

Both NBA and Autonomous status for the Institute require conduction of external academic audit. Hence it was decided to get the external audit done after autonomous status to the institute is granted.

Agenda Item-11: To discuss about appointment of visiting/Adjunct faculty in each department

It was resolved that Visiting/Adjunct faculty will be appointed in each department.

Agenda Item-12: Any other item with the permission of the Chair.

The following items were taken up, discussed and decisions taken-

(i) As per decisions taken by RTU the following changes in the course curriculum of B.Tech. EC and IT Branches have been incorporated with effect from the academic session 2023-24.

Branch	Semester	Existing Subject/Lab	New Elective Subject/Lab
EC	B.Tech. VI	Information Technology and Coding	5G Communication Teaching
EC	B.Tech. VII	Advance Communication Lab	5G Communication Lab
IT	B.Tech. VI	E-Commerce and ERP	5G Communication Technology
IT	B.Tech. VI	-	5G Communication Lab

(ii) Nominations of Coordinators/Members of various activities for the session 2023-24.

List of coordinators/members for various curricular/extra-curricular and other activities has already been circulated to all the member in advance. The list with the following changes was approved.

S.No.	Activity	Member Listed	Revised Name
1	Incubation Cell	Mr. Vishnu Jangid (ME)	Dr. Amit Jhalani (ME)
2	Incubation Cell	-	Dr. Pooja Gupta (CE)
3	Incubation Cell	-	Ms. Richa Rawal (IT)
4	Alumni Cell	Dr. Atul Gupta (MS)	Dr. MAneesha Kaushik (MS)
5	PG Coordinator	Dr. Kishan Lal Jain (CE)	Mr. Nishant Sachdeva (CE)

(iii) Video recording of subject lectures by the faculty.

It was resolved that all the newly appointed faculty and the existing faculty who have been assigned new course should make video recording of their lectures for the benefit of the students.

(iv) Focus on the improvement in the lab performance.

The matter was discussed and it was decided to focus on the following points.

➢ Enlarge and elaborate objectives of the lab experiments.

➢ Introduce design type experiments

➢ Faculty must ask every student questions related to the experiment during the lab sessions so as to enhance their practical knowledge

➢ Heads of the Departments and the lab incharges must visit laboratory and check whether the experiments are conducted properly and also develop new experiments to strengthen concepts learnt in theory classes.

S. L Surana

Dr. S. L Surana
Director (Academics)

Copy to:

1. Director
2. Registrar
3. Principal
4. Dean
5. All HODs-EC, EE, CS, IT, ME, CE, MS, I/c B.Tech. I Year, Phy., Chem., Maths, English
6. File