

## MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell (IQAC) members was conducted on April 03, 2019 at IQAC, Board Room at 02:00 pm.

**Members present:**

1. Dr. Sanjay T. Purkar, Director
2. Dr. Amit Udawat, IQAC Coordinator
3. Dr. Sumeet Khurana, Director FMS
4. Mr. Prashant Lakkadwala, HOD CSE
5. Dr. Mahesh Pophaley, HOD ME
6. Mr. Sandeep Nighojkar, HOD CE
7. Dr. Rashmi Yadav, HOD ASH

Following are proposed for Smooth Conduction of Practical Examination.

1. Practical Time table **must be displayed** on department Notice boards and **students must be intimated** about the same in advance.
2. In case of **change of External Examiner** due to any reason, prior approval must be taken from the Nodal Center.
3. External Examiner **must be reminded** a day before the examination about the timing etc.
4. Students who have not completed **registration formalities** must be instructed to report to Principal for permission to appear in practical examination.
5. **College ID and Smart card** of each student should be checked during the practical exam.
6. Report about **arrival and departure timings** of External Examiner with signatures in the exam control room.
7. At least two teachers should be there in the hall where written test is conducted and let the students be in hall for the entire duration of test. Ensure the **presence of CCTV camera**.
8. All the practical A/Bs must be **signed by both internal and external examiner** and marks must be awarded on it.
9. Not more than **three students** at a time should be allowed for viva voce. Ensure the presence of CCTV camera.
10. **Signature of students** on attendance sheet should be taken while he/she enters for viva-voce.
1. Ask the students to be in the class room and keep only the students of next batch outside the room where viva-voce is conducted. **Ensure discipline in the corridors.**

Director  
Shivajirao Kadam Inst. of Tech.  
& MGMT- Technical Campus  
INDORE (M.P.)



**ACROPOLIS TECHNICAL CAMPUS, INDORE**

ATC/IQAC/CIRCULAR-02


02/04/2019

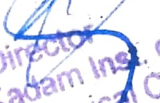
**CIRCULAR**

A meeting of Internal Quality Assurance Cell (IQAC) members will be conducted on April 03, 2019 at IQAC, Board Room at 02:00 pm.

Agenda:

1. Smooth Conduction of Practical Examination
2. Any other matter with the permission of chair.

  
Dr. Sanjay T. Purkar  
Director

  
Director  
Shivajirao Kadam Inst. of Tech.  
& MGMT- Technical Campus  
INDORE (M.P.)

Copy to

1. IQAC members



MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell (IQAC) members was conducted on Dec. 04, 2018 at IQAC, Board Room at 02:00 pm.

**Members present:**

1. Dr. Sanjay T. Purkar, Director
2. Dr. Amit Udawat, IQAC Coordinator
3. Dr. Sumeet Khurana, Director FMS
4. Mr. Prashant Lakkadwala, HOD CSE
5. Dr. Mahesh Pophaley, HOD ME
6. Mr. Sandeep Nighojkar, HOD CE
7. Dr. Rashmi Yadav, HOD ASH
8. Mr. Sarvesh Dubey, CDC
9. Ms. Jagriti Parsai, Librarian

Following best practices are proposed for effective Teaching-learning and Evaluation.

1. RGPV university calendar will be followed for teaching and academic work; the institute also prepares its own academic calendar in line with university calendar.
2. All the faculties must prepare the Course plan and deliver lectures in classes. Study material like hand-outs, assignments, tutorials and notes will be provided to all the students.
3. RGPV university curriculum follows academic flexibility by offering departmental and open elective courses, which students can opt as per their interest.
4. Faculties must adopt different teaching strategies in the classroom to cater the diverse needs of the learners. Tutorials must be organized to solve their curiosity and other problems. Bilingual medium of instruction must be adopted in the classroom.
5. Use of ICT tools must be encouraged to incorporate quality in teaching, learning and evaluation through improvements in cognition, pedagogies, convergence, culture, and data.
6. Mentors must be assigned for students to handle the problems on individual basis. The culture of conducting parents teachers meet must be adopted, where communication regarding attendance, overall performance of students can be held.

  
Director  
Shivajirao Kadam Inst. of Tech.  
& MGMT- Technical Campus  
INDORE (M.P.)



ACROPOLIS TECHNICAL CAMPUS, INDORE

ATC/IQAC/CIRCULAR-01


26/11/2018


CIRCULAR

A meeting of Internal Quality Assurance Cell (IQAC) members will be conducted on Dec. 04, 2018 at IQAC, Board Room at 02:00 pm.

Agenda:

1. Review and Assessment of all academic and other activities during last Academic Year
2. New initiatives: Planning
3. Any other matter with the permission of chair.

  
Dr. Sanjay T. Purkar  
Director

  
Director  
Shiyajirao Kadam Inst of Tech  
& MGMT Technical Campus  
INDORE (M.P.)

Copy to

1. IQAC members



ACROPOLIS TECHNICAL CAMPUS, INDORE

OFFICE ORDER

Date: 30/10/2018

The institute has constituted the Internal Quality Assurance Cell (IQAC) which will work towards quality enhancement and sustenance. The IQAC will have following members as listed.

S. No.	Name of Member	Particular	Designation
1	Dr. Sanjay T. Purkar	Director	Chairman
2	Dr. Urmila Patil	Prof.(E&TC),Dean Academics, Dr. D.Y. patil Institute of Technology, Pune	External Expert
3	Dr. Amit Udawat	HOD, ECE	Coordinator
4	Dr. Sumeet Khurana	Director, FMS	Member
5	Mr. Prashant Lakkadwala	HOD, CSE	Member
6	Dr. Mahesh Pophaley	HOD, ME	Member
7	Mr. Sandeep Nighojkar	HOD, CE	Member
8	Dr. Rashmi Yadav	HOD, ASH	Member
9	Mr. Shyam Tiwari	Management Representative	Member
10	Mr. Keyur Modi	Alumni Representative	Member
11	Mr. Lokesh Bagora	Student Representative	Member
12	Mr. Rupesh Bhavsar	Industry Representative	Member
13	Ms. Jagriti Parsai	Librarian	Member
14	Mr. Sarvesh Dubey	Training and Placement Cell	Member

All the members will shoulder the responsibilities of generating and promoting awareness in the institution and devote time for working out the procedural details.

Dr. Sanjay T. Purkar  
Director

Director  
Shivajirao Kadam Inst. of Tech.  
& MGMT- Technical Campus  
INDORE (M.P.)



Copy to

1. Chairman BOG
2. Chairman
3. Secretary
4. Vice Chairman
5. CAO
6. All Members
7. Central Office

Shivajirao Kadam Institute of Technology and Management – Technical  
Campus, Indore

October 07, 2020

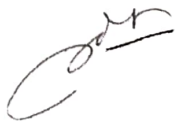
Examination Department

NOTICE

Subject: Conduction of B.Tech Online Mid Semester Test (MST) during **October 12-16, 2020**

As per the RGPV Academic Calender, 1<sup>st</sup> Mid Semester Test (MST) and Quiz of 2<sup>nd</sup> year, 3<sup>rd</sup> year and 4<sup>th</sup> year students need to be conducted during **October 12-16, 2020** as per the following guidelines.

1. MST (20 marks) and Quiz (10 marks) will be conducted online during **11:00am – 01:00pm** (1 subject daily).
2. The time table must be prepared and sent to the students well in advance. Please send the duly signed time table to undersigned by October 8, 2020 on official SKITM mail ID.
3. The MST and Quiz question paper must be sent on the whatsapp group of students or on Microsoft teams 5 minutes before the commencement of the exam.
4. Question paper of MST must contain **07 questions out of which 05 questions must be attempted**. All questions should carry equal marks (4 marks each).
5. Quiz paper should contain **10 questions** (1 mark each) and must be conducted on Microsoft form during the last 15 minutes of examination.
6. **Students must switch on the Camera** to show the answer book and their face for the entire duration of MST conduction. This is to keep vigilance during MST.
7. For evaluation faculties must prepare the **Microsoft forms** with three fields **Roll. No., Name and Answer book upload in PDF only**. Link must be sent to the students so that they can **upload the answer book within 10 minutes** from the end of examination.
8. Students must be asked to **scan and upload the answer sheets using A4 size paper** on this Microsoft form.
9. The format for record keeping of evaluation of MST and Quiz is attached herewith. Columns may be extended for more theory subjects if required.
10. All the necessary correspondence must be done using official SKITM mail IDs.



Dr. Amit Udawat  
Center Superintendent



Director  
Shivajirao Kadam Inst. of Tech.  
& MGMT- Technical Campus  
INDORE (M.P.)

Copy to:

1. Principal
2. All HODs
3. Dean Academics


Office Order

September 03, 2020

It is hereby decided to constitute a committee of following faculty members for website maintenance & social media promotions.

1. Mr. Jayesh Umre (CSE)
2. Mr. Swapnil Waghela (CSE)
3. Mr. Dhceeraj Jain (ME)
4. Mr. Vivek Shukla (ASH)
5. Ms. Sneha Nagar (EC)
6. Ms. Shahnaz Khan (Pharmacy)
7. Ms. Utkarsha Soni (MBA)

All committee members' are reassured report to the Dean Academics and works under his guidance.

  
03-09-2020  
Dr. Sanjay T. Purkar  
(Director)

  
Director  
Shivajirao Kadam Inst. of Tech.  
& MGMT- Technical Campus  
INDORE (M.P.)

Copy to:	Deptt	Sign.	Name
• Vice-Chairman			
• Director – CDC	ME		
• Director – FMS	CS		
• Principal – Professional Studies	CE		
• Principal – IPER	EC		
• All HODs:(to circulate among all the faculty, Staff m	ASH		
• Dean (Student Affairs) & C.A.O.			
• Admin Officer	CDC		
• Section Officer			
• Dean Academics	Diploma		

Shivajirao Kadam Institute of Technology and Management Technical  
Campus, Indore


Office Order


September 04, 2020

It is hereby decided to constitute a committee of following faculty members for website maintenance & social media promotions

1. Mr. Jayesh Umre (CBE)
2. Mr. Swapnil Waghela (CBE)
3. Mr. Dheeraj Jain (ME)
4. Mr. Vivek Shukla (ASH)
5. Ms. Sneha Nagar (EC)
6. Ms. Shahnaz Khan (Pharmacy)
7. Ms. Utkarsha Soni (MBA)

All committee members' are reassured report to the Dean Academics and works under his guidance.

  
Dr. Sanjay T. Purkar  
(Director)  
03-09-2020

  
Director  
Shivajirao Kadam Inst. of Tech.  
& MGMT- Technical Campus  
INDORE (M.P.)

Copy to:	Deptt	Sign.	Name
• Vice-Chairman	ME		
• Director – CDC			
• Director – FMS	CS		
• Principal – Professional Studies	CE		
• Principal – IPER	EC		
• All HODs:(to circulate among all the faculty, Staff m			
• Dean (Student Affairs) & C.A.O.	ASH		
• Admin Officer	CDC		
• Section Officer			
• Dean Academics	Diploma		