Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-39   09/04/2022
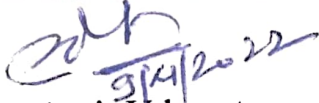
CIRCULAR

With reference to the external audit of NAAC SSR documentation scheduled on April 07, 2022 from 12:00pm onwards following documentation is required to be completed from Engineering and MBA departments.

1. Soft copy and Hard copy of all schemes and syllabus.
2. List of all courses year-wise.
3. List of slow and fast learners and document regarding improvement in slow learner.
4. Result analysis of all final year students.
5. All the Course files/Course plans of all subjects.
6. All MST Question papers
7. Curriculum designed for Add-on Certification courses (more than 30 hours).
8. List of practical proposed by the departments for courses.
9. Course content relevant to issues like Professional ethics, gender, and environment sustainability must be highlighted.
10. Online Students Satisfaction Survey student data (presently enrolled students 2018, 2019, 2020 admitted) in excel format with Online feedback conducted for presently enrolled students.

It is required to adhere to the above points and complete the documentation as per the IQAC Circular 35 dated 29/03/2022.

Dr. Amit Udawat
IQAC Head

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

SKITM/IQAC/CIRCULAR-38   08/04/2022
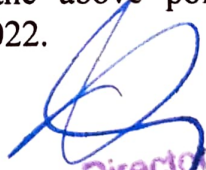
CIRCULAR

With reference to the external audit of NAAC SSR documentation scheduled on April 07, 2022 from 12:00pm onwards following recommendations have been proposed for compliance.

1. Before submission of IIQA, Certified list of all programs (year-wise) must be kept ready.
2. All the affiliation letters of RGPV and DAVV must be kept ready along with EOA of AICTE (year-wise) of last 5 years.
3. Data Templates (Excel files) need to be prepared for Extended Profile along with soft copy of all schemes and syllabus.
4. The hard copy of Data Templates needs to be filed.
5. All the schemes and Syllabus to be uploaded on institute website.
6. DTE guidelines for admissions and reservation rules (last 5 years) for Engineering and the same for DAVV for MBA need to be enclosed.
7. Document regarding improvement in slow learner need to be added.
8. Result analysis of all final year students must be attached.
9. Faculty data need to be compiled as per the data template.
10. Sanction letter of faculty post must be generated from management.
11. All the expenditure details provided must be supported with audited statement.
12. All the Course files/Course plans must be ready with institute and RGPV Academic Calendar.
13. Departments need to claim in 1.1.3 for Setting of Question papers for MST and Design and Development of Curriculum for Add-on Certification courses. The list of practical proposed by the departments for courses may also be claimed for Design and Development of Curriculum.
14. Letters issued by RGPV University regarding change of scheme form CBCS to grading along with University Ordinance must be attached.
15. In 1.3.1 the course content relevant to issues like Professional ethics, gender, and environment sustainability must be highlighted.
16. An offline feedback form needs to be designed and this can be included in Best Practice.

It is required for all the departments to adhere to the above points and complete the documentation as per the IQAC Circular 35 dated 29/03/2022.

Dr. Amit Udawat
IQAC Head

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Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-37   06/04/2022

CIRCULAR

An external audit of NAAC SSR documentation is scheduled on April 07, 2022 from 12:00pm onwards. In this regard all the Engineering departments (CSE, ECE, ME, CE) and MBA need to submit the certified hard copy of following documents to the office of undersigned today by 03:00pm.

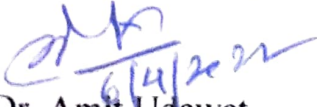| S. No	List of Documents
1	Schemes and syllabus of all semesters
2	Mapping of COs and POs of all semesters
3	Course Plan with Course files of all subjects prepared
4	MST Time Tables, Practical Examination Time Tables, Class Time Tables, Remedial Class Time Table
5	Internal Evaluation sheets with result analysis and Action Taken Report (ATR)
6	Add-on Certification Program Structure (more than 30 hour's duration) with students list and Certificate of every student
7	List of major/minor project with relevant portion that addressed issues like Professional Ethics, Gender, Human Values, Environment and Sustainability
8	Project completion certificate of every student
9	List of courses that include experiential learning through project work/field work/internship
10	Sample filled feedback form (05 for each category of stakeholders) with analysis and Action Taken Report (ATR) for all stakeholders
11	Road map of all departments
12	Load chart/subject allotment chart of departments
13	Course Completion Report (CCR) and attendance reports
14	List of expert lectures with attendance
15	List of MOOC/NPTEL Courses and students enrolled
16	List of online lectures conducted, webinars, seminars, workshops, expert lectures, industry visits and field excursions conducted for students

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

IQAC

6/4/2022

17	List of virtual lab experiments conducted during pandemic period	
18	Notices, geo-tagged pictures, list of students for programs on soft skills, cyber security, code of IT act, piracy, etc.	
19	Certified List of all the enrolled students	
20	Bills/stock register entry of laptop/ projector, etc.,	
21	Mentorship notice and list of allotment of mentor with Mentorship reports	
22	Record of Parents Teachers Meet (PTM), SMS alert and letter regarding student performance	
23	List of slow and advanced learners with remedial class time table (Point no. 4)	
24	Attendance of classes of language and communication skills for slow learners	
25	Attendance of classes of skill enhancement for advanced learners	
26	University question bank of all subjects	
27	List of students enrolled in professional societies, GD topics, technical quizzes to improve analytical and problem solving skills for students	
28	NSS activities participation notices for students	
29	Student list for Course era, AWS, Oracle, Redhat, etc.,	
30	Budget from all departments	
31	MST notices by Examination department	
32	All MST test papers with model solutions	
33	MST copies distribution with list of final marks displayed on Notice boards	
34	Lab assessment record of students	

One NAAC coordinator is required to be present along with HODs during the audit and document verification.

6/4/2022

Dr. Amit Udawat
IQAC Head

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

SKITM/IQAC/CIRCULAR-30

18/01/2022

CIRCULAR

A committee is hereby constituted to carry out the necessary data collection and documentation of NAAC.

S. No.	Name of the Faculty member	Work assigned/Data collection and documentation
1	Ms. Sneha Nagar (ECE)	Research publications, professional development /administrative training programs for teaching and non-teaching staff online/face-to-face FDP, Professional Development Programs, Orientation / Induction Programs, Refresher Course, Short Term Course etc., financial support to attend conferences/workshops
2	Ms. Radha Shinde (CSE)	Sports/cultural activities and students progression for higher studies and placements, number of awards/medals for outstanding performance by students in sports/cultural activities, Student progression data of qualifying and appearing in state/national/ international level examinations.
3	Mr.Umashankar Prajapati (ME)	Research project funding for vehicle design and remaining data for all Criteria
4	Mr. Piyush Soni (CE)	Installation of solar panel, Wheeling to the Grid, Sensor-based energy conservation, Use of LED bulbs/ power efficient equipment. Solid waste, Liquid waste, E-waste and waste recycling management of degradable and non-degradable waste. Water conservation facilities like Rain water harvesting, Borewell /Open well recharge, Construction of tanks and bunds, Waste water recycling and Maintenance of water bodies and distribution system in the campus must be maintained. Arrangement for Lift/ramps, Wheel Chair, washrooms for disabled-friendly, barrier free environment (geo-tagged photos required)
5	Mr. Vivek Shukla (ASH)	Extension activities for students (include 30-40 extension activities with geo-tagged photos)
6	Ms. Ruchi Jain (MBA)	Student's guidance for competitive examination, capacity building and skill enhancement initiatives.

All the committee members need to collect the data from various departments and fill in the Criteria templates with the link for supporting documents. All HOD's are requested to assign one laboratory technician to accomplish geo-tagging photography and ensure the availability of documents and support required.

Dr. Sanjay T. Purkar
Director

18.01.2022

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

IQAC

SKITM/IQAC/MoM-24   17/01/2022

MINUTES OF THE MEETING

A meeting to review NAAC progress was conducted on Jan 17, 2022 in Board room at 02:00 pm. It is chaired by Honorable advisor Dr. Piyush Trivedi.

The agenda of the meeting is to discuss the progress of NAAC Self Study Report and documentation.

Members present:

1. Dr. Nirmal Dagdee, Group Director
2. Dr. Sanjay T. Purkar, Director
3. Dr. Amit Udawat, IQAC Coordinator
4. Dr. Sumeet Khurana, Director, FMS
5. Dr. Vishal Mehta, Principal, CPS

1. It is suggested to check percentage of seats filled against reserved category.
2. The average percentage of full time teachers against sanctioned posts has to be verified.
3. The grant given to ME department for designing vehicle must be included in the metric 3.1.1.
4. It is required to incorporate the number of papers published per teacher from each department. A Notice from same has to be issued for retrieving the information. Conference publications should also be included.
5. The metric entry in 3.2.2 regarding number of books/chapters and papers published must be included for improvement in overall percentage.
6. It is suggested to include 30-40 extension activities with pictures carried out for students in the metric 3.3.3.
7. More MOUs need to be included in 3.4.2 under collaborations and linkages for faculty exchange.
8. It is required to increase smart classrooms with ICT enabled facilities in metric 4.1.3.
9. The annual expenditure for purchase of books has to be increased in metric 4.2.3
10. A maintenance cell has to be constituted to take care of maintaining and utilizing physical, academic and support facilities.
11. It is required to add amount of scholarship received from government and amount from institute in lieu of exemption in fee.
12. It is suggested to discuss capacity building and skill enhancement initiatives taken by institution.
13. Count of students in metric 5.1.4 benefited by guidance for competitive examinations and career counseling offered by the institution.
14. Average percentage of placement of outgoing students need to be improved in metric 5.2.1.
15. Student progression data of qualifying and appearing in state/national/ international level examinations during the last five years is required from various departments for metric 5.2.3.
16. Data regarding number of awards/medals for outstanding performance by students in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the last five years is required for metric 5.3.1.
17. Registration must be done for alumni association metric 5.4.1.

18. Data regarding number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years must be collected for metric 6.3.2.

19. It is mandatory to include the professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the last five years for metric 6.3.3.

20. It is required to install solar panel with provision of Wheeling to the Grid, Sensor-based energy conservation and Use of LED bulbs/ power efficient equipment to facilities alternate sources of energy and energy conservation measures.

21. It is necessary to have provision for the Solid waste, Liquid waste, E-waste and waste recycling management of degradable and non-degradable waste.

22. Necessary Water conservation facilities available in the institution like Rain water harvesting, Borewell /Open well recharge, Construction of tanks and bunds, Waste water recycling and Maintenance of water bodies and distribution system in the campus must be maintained.

23. It is suggested to improvise arrangement for Lift/ramps, Wheel Chair, washrooms for disabled-friendly, barrier free environment.

Dr. Amit Udawat
IQAC Coordinator

17/1/2022

Director
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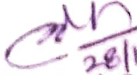Shivajirao Kadam Institute of Technology & Management – Technical Campus

28/12/2021

SKITM/IQAC/CIRCULAR-30

CIRCULAR

An external audit of NAAC is conducted today at 12:15pm. Dr. Pratosh Bansal from IET DAVV audited the NAAC documentation process. Following suggestions have been proposed regarding the preparation of SSR.

1. Number of Courses and programs stated in SSR must be revised.
2. Listing of diploma courses can be removed from the list of courses.
3. Record of Integrated MBA program can be separately provided.
4. Data of last 5 years starting from 2020-2021 to 2016-17 is required for all the quantitative matrices in SSR.
5. Calculation of all formulas and figures in Quantitative matrices must be completed for the Extended Profile in SSR. The figures in Quantitative matrices will act as denominator for calculation of formulas in SSR.
6. All the entries in the data templates along with supporting documents link must be prepared.
7. The institute website must be synchronized with the entries in SSR.
8. The details of name change of institute should be reflected on website.
9. The details of institute achievements which can be shared publically can be uploaded on institute website other-wise the details can be uploaded on server.
10. The latest NAAC manual must be shared and discussed with all the NAAC Criteria members.
11. All the supporting documents and necessary evidences must be arranged in chronological order from 2020-21 to 2016-17 with Table of Contents, page numbers and Cover page.
12. It is required to construct toilet for handicapped students on the ground floor.
13. Documents related to MOUs and Internships must be properly arranged.
14. The mail ids of all the students must be generated by the institute for conducting online students' survey.
15. One advocate/external agency to be hired for formation of Alumni association.
16. The first step for applying for NAAC is IIQA submission to check the institute eligibility for NAAC.

28/12/2021

Dr. Amit Udawat
IQAC Head

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

SKITM/IQAC/CIRCULAR-29

27/12/2021

CIRCULAR

An external audit of NAAC is scheduled tomorrow at 11:30am. All the departments need to keep the box files of Criteria 1 and 2 ready with all the necessary documents. Please refer IQAC circulars 25 and 26 for the documents. Following coordinators from each department must be prepared for the audit with the box files.

S. No	Name of the department	Name of Coordinator
1	ECE	Ms. Sneha Nagar
2	CSE	Mr. Sumit Jain
3	ME	Mr. Sachin Pare
4	CE	Mr. Piyush Soni
5	ASH	Mr. Vivek Shukla
6	MBA	Dr. Manish Joshi

All the HOD's are requested to ensure the readiness of files and documents for the audit.

27/12/2021

Dr. Amit Udawat
IQAC Head

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Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-28   17/12/2021

CIRCULAR

In view of NAAC SSR submission all the departments are required to fill-in the details as per the templates attached on NAAC whats-groups. All the Heads and NAAC coordinators need to ensure the availability of respective documents and the necessary evidences for the data entered in the templates.

The deadline for submission of templates on mail (amitudawat@skitm.in) is 03:00pm Dec 21, 2021. All the Heads, department in-charges and NAAC Criteria coordinators are required to strictly follow the guidelines issued earlier and complete the documentation and entry in templates before the deadline.

The compliance of above is mandatory requirement for documentation of NAAC SSR submission.

Dr. Amit Udawat
IQAC Head

Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-27

13/12/2021

CIRCULAR

In view of NAAC SSR submission following will be the schedule for IQAC 3rd audit of Criteria 1 (Curricular Aspects) and Criteria 2 (Teaching Learning and Evaluation) files containing the stamped and signed documents listed in **IQAC Circular 25** and **IQAC circular 26** dated Dec 08 2021.

S. No.	Date and Time of Audit	Department	Concerned Faculty Incharge
1.	Dec. 14, 2021, 02:00pm	ECE	Ms. Sneha Nagar
2.	Dec. 14, 2021, 03:00pm	CSE	Mr. Sumit Jain
3.	Dec. 15, 2021, 02:00pm	ME	Mr. Sachin Pare
4.	Dec. 15, 2021, 03:00pm	CE	Mr. Shakti Pandey
5.	Dec. 16, 2021, 02:00pm	MBA	Dr. Manish Joshi
6.	Dec. 16, 2021, 03:00pm	ASH	Mr. Vivek Shukla

1. All the departments need to arrange separate box file of Criteria 1 and 2 as per the sequence of documents listed in **IQAC Circular 25** and **IQAC circular 26**. Arrange all the documents in chronological order starting from latest to last i.e., from 2021-22 to 2016-17.
2. After the audit of all the hard copy documents in the Criteria 1 and 2 file, the soft copies uploaded in the drive will be checked. Ensure the availability of soft copies of documents in the folders like 1 containing subfolder 1.1 containing further subfolders 1.1.1, 1.1.2, and so-on.
3. All the departments need to mail the scanned soft copies to the official mail id (**amitudawat@skitm.in**) of undersigned by Dec. 14, 2021.
4. All the Heads, department incharges and NAAC Criteria coordinators are required to strictly follow the guidelines issued and complete the docmentation before the above schedule.

The compliance of above is mandatory for the 3rd audit.

13/12/2021

Dr. Amit Udawat
IQAC Head

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

Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-26

08/12/2021

CIRCULAR

All the departments need to send the signed, stamped, scanned supporting documents of NAAC Criteria 2 to the official SKITM mail id of undersigned by 01:00pm, Dec 10, 2021. It is mandatory to prepare the hard copy files of Criteria 1 and 2. Please refer the following list. The sample documents for the present academic year (2021-22), last completed academic year (2020-21) and previous years (any one of 2019-20, 2018-19, 2017-18) may be scanned.

1. List of admitted students with Enrolment No signed by Director with sanction of intake
2. Record of category admitted students signed by Director.
3. Mentorship data (Mentees information form and attendance record)
4. Class coordinator record (Notice for Extra/remedial Classes, Students evaluation record)
5. MST and Internal evaluation record, Record of MST answer book evaluation and marks displayed to students
6. List of slow and advanced learners, remedial classes notices and time table
7. Soft skill and training programs certification details
8. Record of Lectures conducted in offline and online mode
9. List of expert lectures conducted
10. List of expert lectures conducted, List of NPTEL MOOC for the students along with notices and circulars
11. List of major-minor projects with guides and students
12. Details of IT facilities, ICT tools
13. Record of Online MST and assignment, Record of the electronic resource for learning like DELNET, NPTEL, SPOKEN TUTORIAL and Digital Library,
14. List of COs for all courses and Notices for displaying COs in department, laboratories with journals, websites
15. Result analysis, list of Programmes and number of students passed and appeared in the final year examination.

08/12/2021

Dr. Amit Udawat
IQAC Head

IQAC
Shivajirao Kadam Institute of Tech. & MGMT. INDORE

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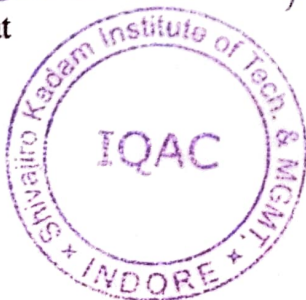& MGMT- Technical Campus
INDORE (M.P.)

SKITM/IQAC/CIRCULAR-25

08/12/2021

CIRCULAR

All the departments need to send the signed, stamped, scanned supporting documents of NAAC Criteria 1 to the official SKITM mail id of undersigned by 01:00pm tomorrow. Please refer the following list. The sample documents for the present academic year (2021-22), last completed academic year (2020-21) and previous years (any one of 2019-20, 2018-19, 2017-18) may be scanned.

1. Department Road-map, action plan
2. Faculty Load distribution, time table
3. Minutes of meeting conducted in department regarding academic activities.
4. Class Time Table
5. Course plan
6. List of Lab journals, assignments, tutorials
7. CCR and attendance reports
8. MST Notices, Time Table, MST attendance and Conduction record
9. Notices and Record of Choice filling of Elective subjects, List of elective Courses
10. Sample question papers and question bank
11. Scheme of Evaluation, details of internal assessment
12. Scheme and Syllabus of the courses
13. Practical Exam Time Table, Internal assessment schedule
14. Mentorship data (Mentees information form and attendance record)
15. Class coordinator record (Notice for Extra/remedial Classes, Students evaluation record)
16. List of teachers appointed as external for practical examination and answer book valuation
17. Duty Certificates of practical examination, bills, emails/notifications regarding valuation at Nodal center
18. List of students with details of Add-on Certification programs, Notices, reports, photographs, students' attendance and certificate of students.
19. List of Courses relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum, Notices and details (reports, students' attendance and photographs) of events conducted to address the above issues.
20. List of major-minor projects with guides and students
21. Reports of trainings and workshops conducted for students.
22. Internship record of students
23. Feedback record of students, parents, faculty, employer and Alumni

Dr. Amit Udawat
IQAC Head

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

Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/MoM-23

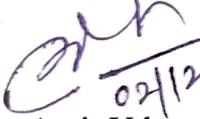02/12/2021

MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell (IQAC) members was conducted on Nov. 29, 2021 in Board room at 02:00 pm. It is chaired by Dr. Nirmal Dagdee, Director Academics.

The agenda of the meeting is to discuss the NAAC Criteria 1 audit reports of various departments, documentation process of NAAC Criteria files and uploading of documents on institute portal

Members present:

1. Dr. Amit Udawat, IQAC Coordinator
2. Dr. Rashmi Yadav, HOD CSE
3. Mr. Shakti Pandey, CE
4. Mr. Brajesh Chaturvedi, HOD ASH

5. Dr. Manish Joshi
6. Mr. Sumit Jain, CSE
7. Mr. Vivek Shukla, ASH

1. The documentation of NAAC Criteria 1 (**Curricular Aspects**) must be compiled and supporting documents must be ready in hard copy as per the key indicators and details provided in SSR.
2. The samples of each document must be scanned and uploaded in respective folders and subfolders as specified in File Management Directory.
3. Each department need to showcase and elaborate the overall process of effective curriculum delivery by arranging the documents in hard and soft copy in a manner so as to facilitate the auditor by understanding the overall process.
4. Departments need to avoid too many repetitions and keep the focus on the Criteria aspect.
5. Departments need to refer the list of documents as attached and complete the NAAC Criteria 1 documentation by Friday Dec. 03, 2021.

02/12/2021

Dr. Amit Udawat
IQAC Coordinator

Director
Shivajirao Kadam Inst. of Tech.
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INDORE (M.P.)

Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-24   29/11/2021

CIRCULAR

In view of NAAC, a meeting of all HODs and NAAC Criteria coordinators is scheduled today in board room at 02:00pm.

The agenda of the meeting is to discuss the NAAC Criteria 1 audit reports of various departments, documentation process of NAAC Criteria files and uploading of documents on institute portal

29/11/2021

Dr. Amit Udawat
IQAC Head

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

Department : ECE

Date of Audit: 14/12/2021

Name and Designation of Audit Member-1: Dr. Amit Udawat

Name and Designation of Audit Member-2:

2	Teaching- Learning and Evaluation (350)	Department Input	Grades	Remarks
2.1	**Student Enrolment and Profile (40)**			
2.1.1	Average Enrolment percentage (Average of last five years)	Available	B+	The notices related
2.1.2	Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years(exclusive of supernumerary seats)	Data required for template	B−	to slow learners need to be prepared with schedule of remedial classes.
2.2	**Catering to Student Diversity (50)**			
2.2.1	The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Data to be prepared	B	The notices & records
2.2.2	Student- Full time teacher ratio (Data for the latest completed academic year)	Required	B+	related to NPTEL MOOC courses must
2.3	**Teaching- Learning Process (50)**			be kept ready.
2.3.1	Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences	Records available	B++	
2.3.2	Teachers use ICT enabled tools for effective teaching-learning process.	ISO Data rqd.	B+	Record from ISO to be arranged.
2.3.3	Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)	Required	B−	
2.4	**Teacher Profile and Quality (60)**			
2.4.1	Average percentage of full-time teachers against sanctioned posts during the last five years	Latest data to be procured	B+	
2.4.2	Average percentage of full-time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)	Data rqd.	B+	
2.4.3	Average teaching experience of full-time teachers in the same institution (Data for the latest completed academic year in number of years)	Data required	B−	
2.5	**Evaluation Process and Reforms (30)**			
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Data rqd.	B−	Result analysis to be kept ready
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient	Notices rqd.	B−	
2.6	**Student Performance and Learning Outcome (60)**			
2.6.1	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution	Data rqd.	B+	
2.6.2	Attainment of Programme outcomes and course outcomes are evaluated by the institution	Data rqd.	B+	
2.6.3	Average pass percentage of Students during last five years			
2.7	**Student Satisfaction Survey (60)**			
2.7.1	Online student satisfaction survey regarding teaching learning process of about 20% students (online survey to be conducted)	Data rqd.	B−	

Strength

Weakness

Signature 14/12/2021

Director
Shivajirao Kadam Inst. of Tech.
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INDORE (M.P.)

IQAC

Shivajirao Kadam Institute of Technology & Management – Technical Campus

CIRCULAR

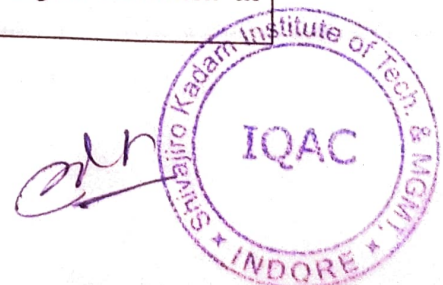It is proposed to prepare files (1-43) with following documents for NAAC and online submission of SSR.

S. No.	Name of Document
1	Record of Subject Distribution
2	Faculty load in Theory, Tutorial, Practical
3	Time-Table
4	Academic Calendar (RGPV and Institute)
5	University scheme and syllabus
6	Affiliating University letter stating implementation of CBCS
7	List of programs in which CBCS/Elective course system implemented in the last completed academic year certified by the Registrar of the affiliating university.
8	Summary of submission of Course File
9	List of experiments, manuals with bench mark results
10	Student-wise assessment record of Laboratory
11	List of faculty members Certified list of full time teachers along with the departmental affiliation in the latest completed academic year. (2.2.2) • List of full time teachers appointed along with their departmental affiliation. (2.4.1) List of faculties having Ph. D. / D.M. / M.Ch. / D.N.B Super-speciality / D.Sc. / D.Litt certificate should be provide as per academic session wise along with particulars of degree awarding university, subject and the year of award and upload the relevant documents in the same order. (2.4.2) • Doctorate Degrees awarded by UGC recognized universities only to be considered. (2.4.2) List of faculties along with particulars of the date of Appointment in the HEI and years of his experience. (2.4.3)
12	List showing the number of students across all year in each of the programs in the latest completed academic year. (2.2.2)
13	Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts). (2.4.1)
14	Notices/Circulars from Director and other departments
15	RGPV, AICTE Circulars
16	Examination Notices
17	IQAC Circulars and Audit reports, ERP Notices Proceedings of meetings of IQAC, Feedback analysis and action taken report. (6.5.3) • Activities conducted under Collaborative quality initiatives with other institutions. Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal). (6.5.3) • ISO certificate / NBA certificate or quality certificate from any recognized state/national / international agencies for the assessment period. (6.5.3) • Supporting document to be provided as per the options selected. (6.5.3)
18	List of MOUs Copies of collaboration/related documents indicating the nature of collaboration and

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

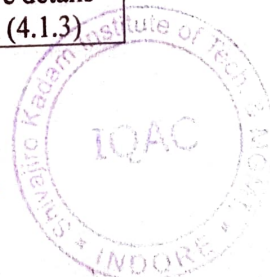|	
	activities year-wise. (3.4.1) List of activities conducted under each MoU along with dates of starting and completion year-wise as endorsed by both parties • E-copy of the letters showing MOUs with other institutions. (3.4.2)
19	Circulars of Departmental meetings, Minutes of Meetings
20	Copy of institute Brochure, Website print-outs
21	List of admitted students with Enrolment No., %HSC marks in PCM and Contact details
21.1	Document related to Sanction of intake from affiliating University/Government/ statutory body. • Approved admission list year-wise/ program-wise from the affiliating university. (2.1.1) Copy of letter issued by state govt. or Central Government indicating the reserved categories to be considered as per the state rule (Translated copy in English to be provided as applicable)
22	Final admission list indicating the category as published by the HEI and signed by the principal. • Admission extract submitted to the state OBC, SC and ST cell every year. • Number of seats year marked for the reserved categories (2.1.2)
23	Elective-wise list of students
24	Student's Placement record, package, duties, help and performance in competitive examinations List of students placed along with placement details such as name of the company, compensation, etc year wise. (5.2.1)
25	List of Alumni students Annual audited statements of accounts of HEI highlighting Alumni contribution duly certified by Chartered Accountant (5.4.2) • List of alumnus/alumni with the amount contributed year wise. (5.4.2)
26	Student's Feedback
27	Stakeholder feedback analysis report signed by the Principal to be provided. • Department wise Action taken Report on feedback signed by the competent authority (1.4.2) • Document showing the communication with the Affiliating University for the Feedback provided. (1.4.2) • Action taken by the affiliating university on the feedback. (1.4.2)
28	Student's Project Record Document showing the experimental learning through project work/field work/internship as prescribed by the affiliating university / affiliating university curriculum (1.3.2)
29	Industrial Training - Record of Industrial Training, List of students undertaking the field projects / internship program-wise in the last completed academic year along with the details of title, place of work etc. (1.3.3) • Internship completion certificate / project work completion certificate from the organization where internship / project was completed along with the duration (1.3.3) • Report of the field visit / sample photographs of the field visit / permission letter only for field visit from the competent authority will be considered (1.3.3)
30	Record of scholarship details Upload sanction letter Of scholarship/freeships. (5.1.1) • Year-wise list of students benefitted in each scheme.
31	Record of student progression (students admitted for higher studies like M.Tech., M.B.A., M.E., M.S. through GATE, CAT, GRE must be prepared by all the departments. Details and supporting data for students who have joined for higher education in prescribed format for all the years in the assessment period. (5.2.2)

	List of students year- wise under each head (5.2.3) • Qualifying Certificates of the students taking the examination year wise under each category (5.2.3)
32	Record of training programs conducted in departments, Name of the certification program, duration, list of students enrolled (with signature of students), curriculum, assessment procedures year-wise (1.2.2) • Summary report of each program year-wise along with their outcome. (1.2.2) Year-wise List of the students enrolled in the Program as defined in (1.2.2) • Attendance sheet of student participating with signature should be provided (1.2.3)
33	PTM Record, Mentoring record
34	Class coordinator record, reports on poor-performing students, untoward incidences, attendance summary, Attendance record of extra classes etc. Slow and Advanced Learner documents.
35	Record of publications by faculty members The HEI should provide the link landing to the paper/article. • The HEI should provide the link to the journal website. (3.2.1) • The HEI should provide screenshots of research articles clearly showing the title of the article, affiliation, name of the journal, year and authors name if the links and DOI number are not available. (3.2.1) • The HEI should indicate in the data template against each paper about the presence of the paper in the UGC CARE list/Scopus/Web of Science/other clearly. (3.2.1) Cover page, content page and first page of the publication • Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication (3.2.2) E-copy of the award letters (3.3.2)
36	List of Expert Lectures, Guest Lectures, Seminar, Conference, FDP, Magazine and News-letters Detailed report for each program. • Brochure/Photograph with date and captions; title of the workshops / seminars conducted. (3.1.3) • Details of resource persons. (3.1.3)
37	List of projects sponsored, patents filed List of grants for research projects received during the last five years along with the nature of award, the awarding agency and the amount. • E-copies of the letters of award for research projects sponsored by Government and non- government sources (3.1.1) List of teachers along with the department affiliation, title of the funded project, the amount and the funding agency during the last five years. (3.1.2)
38	Practical exam Time-Table
39	Result analysis Result sheet published by the affiliating university attested by the principal. • Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program- wise / year-wise. (2.6.3) • Annual report of COE highlighting the pass percentage of students (2.6.3)
40	Tabulated sheet consisting of external, internal, absentees details, Collection of practical marks and their record
41	MST Time Table, Attendance sheets & Marks record, subject-wise award of marks
42	Details of class rooms, tutorial rooms, Laboratories, faculty rooms etc., Furniture details Geo-tagged photographs of ICT enabled class rooms/seminar halls with caption (4.1.3)

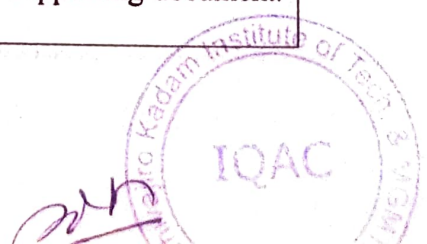|	
43	Indenting books to library, Managing department library, listing project reports, listing industrial training reports in department library E-copy of the letter of subscription /member ship in the name of HEI. (4.2.2) • Screenshots of the facilities claimed with the name of HEI. • Specific details in respect of e-resources selected.
44	Details of consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Head of the Institution and Charted Accountant. (4.2.3) • Audited Income/Expenditure statement highlighting the expenditure for purchase of books and journals. (4.2.3) Certified E-copy of the ledger for footfalls for any 5 working days. (4.2.4) • Certified screenshots of the data for the same 5 working days of online access. (4.2.4)
45	IT facilities, ICT tools Number of Computers available for student use only will be considered. (4.3.2) • Bills for the purchase of computers. • Highlight the entries of computers purchased in the stock registers. Bills for any one month/one quarter maximum three months old of the latest completed academic year indicating internet connection plan, speed and bandwidth and the HEI's name. E-copy of document of agreement with the service provider. (4.3.3)
46	List of laboratory assets, requisition from stores, , Stock registers
47	Copy of bills, Maintenance and calibration record
48	Allocation and Indenting budget, calling quotations, recommending for purchase, PO
49	Details of the consolidated fund allocation towards infrastructure augmentation facilities duly certified by Principal and Charted Accountant (4.1.4) • Highlight the relevant items in the audited income and expenditure statement Provide audited income and expenditure statement highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities duly certified by Head of the Institution and CA. (4.4.1) Institutional expenditure statements for the heads of E- governance implementation reflected in the audited statement. (6.2.3) • ERP Document (6.2.3) • Screen shots of user interfaces of each module reflecting the name of the HEI. (6.2.3) • Annual e-governance report approved by Governing Council. (6.2.3) • Policy document on e- governance. (6.2.3)
50	Details of Student Chapter activity, List of students achievements with Certificates, Sports and Cultural achivements Report of the events/along with photographs appropriately dated and captioned year wise. (5.3.3) • Copy of circular/brochure indicating such kind of activities. (5.3.3) • List of students participated in different events year-wise. (5.3.3)
51	Details of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) Geo tagged Photographs and any other supporting document of relevance should have proper captions and dates. (3.3.3) • Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency (3.3.3, 3.3.4)
52	Copy of circular/brochure/report of guidance for competitive examinations and career

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IQAC

	counselling programs details with photographs having caption of these source persons. (5.1.4) • Year-wise list of students attending each of these schemes signed by Competent authority (5.1.4)
53	Faculty application forms, appointment letter, charge hand-over, acceptance of resignation, Charge taken, reasons to exit, No-Dues form, Faculty appraisal
54	Faculty applications for various concerns (All leaves CL, DL, AL, ML)
55	The letters from the affiliating university inviting the faculty for Assessment /evaluation (1.1.3)
56	Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. (5.1.5) • Circular/web-link/committee report justifying the objective of the metric (5.1.5) • Proof of constitution of Internal Complaints Committee/ Grievances Redressal Committee formation/Anti Ragging Committee as per UGC regulations. (5.1.5)
57	Policy document on providing financial support to teachers. (6.3.2) • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. (6.3.2) Audited statement of account highlighting the financial support to teachers to attend conferences/works hop s and towards membership fee for Professional bodies. (6.3.2)
58	List of professional development/administrative training programs organized by the institution (6.3.3) • Brochures and Reports year-wise (6.3.3) • List of participants in each programme (6.3.3) • Photographs with date and caption. (6.3.3) • Annual reports of the programme conducted at institution level (6.3.3)
59	Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period, as participated by teachers year wise. (6.3.4) • E-copy of the certificates of the program attended by teachers. (6.3.4) • List of participating teachers as per the prescribed format year- wise during the last five years. (6.3.4) • Annual reports highlighting the programs undertaken by the teaching faculties. (6.3.4)
60	Annual audited statements of accounts highlighting the grants received. (6.4.2) • Copy of letter indicating the grants/funds received from respective agency as stated in metric (6.4.2)
61	Online student satisfaction survey regarding teaching learning process of about 20% students (online survey to be conducted)
62	Geo tagged photographs with captions of the facilities for alternate sources of energy and energy conservation measures (7.1.1) • Bills for the purchase of equipments for the facilities created under this metric. (7.1.1) • Any other relevant proof for the selected options. (7.1.1) • Permission document for connecting to the grid from the Government/ Electricity authority. (7.1.1)
63	Geo tagged photographs with captions of the Water conservation facilities. (7.1.4) • Bills for the purchase of equipments for the facilities created under this metric. (7.1.4) • Any other relevant evidences for the selected options. (7.1.4) • Green audit reports on water conservation by recognized bodies
64	Policy document on the green campus initiatives. (7.1.5) • Geo tagged photographs/videos of the facilities. (7.1.5) • Circulars for the implementation of the initiatives and any other supporting document. (7.1.5)

65	Policy document on environment and energy usage (7.1.6) • Certificate from the auditing agency. (7.1.6) • Certificates of the awards received from the recognized agency (if any). (7.1.6) • Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption and date. (7.1.6) • Any other supporting document for the claims made. (7.1.6)
66	Policy document and information brochure for disabled-friendly, barrier free environment. (7.1.7) • Link to Geo tagged photos and videos with date and caption. (7.1.7) • Bills and invoice/purchase order/AMC in support of facility. (7.1.7) • A rest room should include specific requirements of Divyangjan for their use of the Toilet (rest room) and other facilities. (7.1.7) • Brief report on facilities provided for enquiry and information. (7.1.7) • Bills for the software procured for providing the assistance. (7.1.7)
67	Policy document on code of ethics. (7.1.10) • Constitution and proceedings of the monitoring committee. (7.1.10) • Circulars and geo tagged photographs of the activities organized under the metric for teachers, students, administrators and other staffs. (7.1.10) • Document showing Code of Conduct for students, teachers, governing body and administration as approved by the competent authority. (7.1.10) • Handbooks, manuals and brochures on human values and professional ethics (7.1.10) • Report on the student attributes facilitated by the Institution (7.1.10) • Web-Link to the relevant documents on the HEI website. (7.1.10)

8/11/2021

Dr. Amit Udawat
IQAC Head

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

IQAC
Shivajirao Kadam Institute of Tech & MGMT
INDORE

Department : MBA

Date of Audit: 27/11/2021

Name and Designation of Audit Member-1: Dr. Anil Udawat

Name and Designation of Audit Member-2: —

1	Curricular Aspects (100)	Department Input	Grades	Remarks
1.1	**Curricular Planning and Implementation (20)**			
1.1.1	The Institution ensures effective curriculum delivery through a well-planned and documented process	Time Table Dep Acad.Cd.	B⁻	
1.1.2	The institution adheres to the academic calendar including for the conduct of CIE	—	C	Evaluation reports missing
1.1.3	Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years	—	C⁻	No data available.
1.2	**Academic Flexibility (30)**			
1.2.1	Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	—	NA	—
1.2.2	Number of Add on /Certificate programs offered during the last five years	—	C⁻	Certificates missing
1.2.3	Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years	—	C⁻	No data available
1.3	**Curriculum Enrichment (30)**			
1.3.1	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	—	C⁻	Need to produce list of courses
1.3.2	Average percentage of courses that include experiential learning through project work/field work/internship during last five years	—	C⁻	List of projects, internships required.
1.3.3	Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	—	C⁻	No data available
1.4	**Feedback System (20)**			
1.4.1	Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni	Feedback available without outcomes (Action taken)	B⁻	Response sheet required for feedback
1.4.2	Feedback process of the Institution may be classified as follows:	—	—	—

Strength —

Weakness Course files not prepared. Need to prepare policies related to academic & activities. Faculty work load chart is not available.

Signature

29/11/2021

Department : Computer Science and Engineering
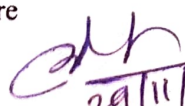
Date of Audit: 25/11/2021

Name and Designation of Audit Member-1: Dr Nirmal Dagdee

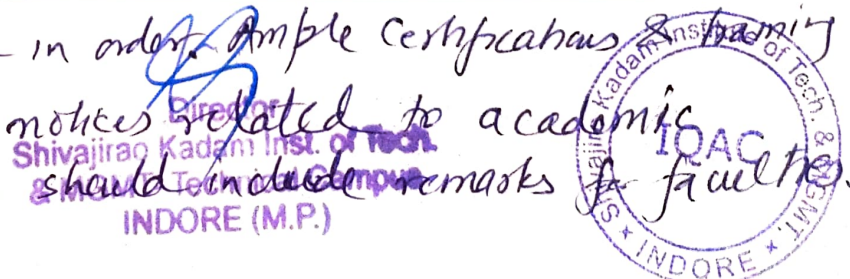Name and Designation of Audit Member-2: Dr. Amit Udawat

1	Curricular Aspects (100)	Department Input	Grades	Remarks
1.1	**Curricular Planning and Implementation (20)**			
1.1.1	The Institution ensures effective curriculum delivery through a well-planned and documented process	Time Tables, Faculty load	A⁻	Need to keep Notices related to academic activities listed in academic calendars
1.1.2	The institution adheres to the academic calendar including for the conduct of CIE	Evaluation sheet NST results	B⁺	
1.1.3	Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years	—	B⁻	Need to find invitation letter for external
1.2	**Academic Flexibility (30)**			
1.2.1	Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	Data available including CBCS Elective courses	A⁻	—
1.2.2	Number of Add on /Certificate programs offered during the last five years	List available with certificates	A⁻	—
1.2.3	Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years	—	—	—
1.3	**Curriculum Enrichment (30)**			
1.3.1	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	Data available in tabular form	A⁻	
1.3.2	Average percentage of courses that include experiential learning through project work/field work/internship during last five years	List available	A⁻	
1.3.3	Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	—	—	—
1.4	**Feedback System (20)**			
1.4.1	Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni	Feedback forms available with Questionnaire	B⁺	Response sheet reqd
1.4.2	Feedback process of the Institution may be classified as follows:	—	—	—

Strength   Documents arranged in order. Ample certifications & training programs conducted.

Weakness   Need to include notices related to academic activities. Feedback should include remarks for faculty.

Signature

29/11/2021

Shivajirao Kadam Inst. of Tech.
Director
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Department: *Applied Science & Humanities*

Date of Audit: 25/11/2021

Name and Designation of Audit Member-1: *Dr. Nirmal Dagdee*

Name and Designation of Audit Member-2: *Dr. Amit Udawat*

1	Curricular Aspects (100)	Department Input	Grades	Remarks
1.1	**Curricular Planning and Implementation (20)**			*required*
1.1.1	The Institution ensures effective curriculum delivery through a well-planned and documented process	Academic Cal, Time Table	A⁻	Notices related to academic
1.1.2	The institution adheres to the academic calendar including for the conduct of CIE	Evaluation sheets available	B+	activities scheduled in academic cal.
1.1.3	Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years	Invitation letters available	B+	
1.2	**Academic Flexibility (30)**			
1.2.1	Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	NA	—	—
1.2.2	Number of Add on /Certificate programs offered during the last five years	List of students available	B⁻	
1.2.3	Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years	—	—	—
1.3	**Curriculum Enrichment (30)**			
1.3.1	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	Tabulated data available for various courses	A	—
1.3.2	Average percentage of courses that include experiential learning through project work/field work/internship during last five years	Industrial visit data available with reports	B+	—
1.3.3	Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	—	—	—
1.4	**Feedback System (20)**			
1.4.1	Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni	Feedback reports available	B⁻	Need to include remarks in feedback
1.4.2	Feedback process of the Institution may be classified as follows:		—	—

Strength *Documentation is nicely performed*

Weakness —

Signature

Department : *Electronics & Communication Engineering*

Date of Audit: *25/11/2021*

Name and Designation of Audit Member-1: *Dr. Nirmal Dagdee*

Name and Designation of Audit Member-2: *Dr. Amit Udawat*

1	Curricular Aspects (100)	Department Input	Grades	Remarks
1.1	**Curricular Planning and Implementation (20)**			
1.1.1	The Institution ensures effective curriculum delivery through a well-planned and documented process	Time Table, Acad. Cal,	B⁻	Notices related to Academic activities are required
1.1.2	The institution adheres to the academic calendar including for the conduct of CIE	Assessment sheets of students available	B⁺	
1.1.3	Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years	Invitation letters available	B⁻	Course file summary required
1.2	**Academic Flexibility (30)**			
1.2.1	Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	List attached	B⁻	
1.2.2	Number of Add on /Certificate programs offered during the last five years	List attached	B⁻	
1.2.3	Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years	—	B⁻	
1.3	**Curriculum Enrichment (30)**			
1.3.1	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	Tabular data available	A⁻	
1.3.2	Average percentage of courses that include experiential learning through project work/field work/internship during last five years	List of projects available	B⁻	
1.3.3	Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	—	—	
1.4	**Feedback System (20)**			
1.4.1	Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers3) Employers4)Alumni	feedback available with action taken report	B⁻	Sample questions regd
1.4.2	Feedback process of the Institution may be classified as follows:	—	—	—

Strength   —

Weakness   *Documents to be arranged in order*

Signature

29/11/2021

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

IQAC

SKITM-Technical Campus
IQAC Audit Report

Department: Civil Engineering

Date of Audit: 26/11/2021

Name and Designation of Audit Member-1: Dr. Amit Udawat

Name and Designation of Audit Member-2:

1	Curricular Aspects (100)	Department Input	Grades	Remarks
1.1	**Curricular Planning and Implementation (20)**			Need to include schedule of assessment & notices relate to academic activities
1.1.1	The Institution ensures effective curriculum delivery through a well-planned and documented process	Time Table, Academic Cal available	B+	
1.1.2	The institution adheres to the academic calendar including for the conduct of CIE	Evaluation sheets available	B+	
1.1.3	Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years	Invitation letters not available for external exam	C⁻	
1.2	**Academic Flexibility (30)**			
1.2.1	Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	List of CBCS/ Elective course available	A⁻	
1.2.2	Number of Add on /Certificate programs offered during the last five years	—	C⁻	No data available
1.2.3	Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years	—	—	—
1.3	**Curriculum Enrichment (30)**			
1.3.1	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	—	B⁻	Tabulated sheets required
1.3.2	Average percentage of courses that include experiential learning through project work/field work/internship during last five years	—	C⁻	Reports of visits missing
1.3.3	Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	—		
1.4	**Feedback System (20)**			
1.4.1	Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni	feedback questionnaire required	B⁻	feedback analysis required
1.4.2	Feedback process of the Institution may be classified as follows:			—

Strength Documentation is up to the mark.

Weakness Faculties who left the data is missing records all years not available.

Signature

Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-23   23/11/2021
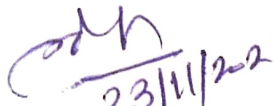
CIRCULAR

In view of NAAC SSR submission, following will be the schedule for IQAC 2nd audit of Criteria 1 (Curricular Aspects) file containing the stamped and signed documents listed in *File_Management_with_description_list of document nos._for SSR* and *IQAC Circular-21 dated Nov 08 2021 mod* (List of documents).

S. No.	Date and Time of Audit	Department	Concerned Faculty Incharge
1.	Nov. 25, 2021, 02:00pm	ECE	Ms. Sneha Nagar
2.	Nov. 25, 2021, 03:00pm	CSE	Mr. Sumit Jain
3.	Nov. 26, 2021, 02:00pm	ME	Mr. Sachin Pare
4.	Nov. 26, 2021, 03:00pm	CE	Mr. Shakti Pandey
5.	Nov. 27, 2021, 02:00pm	MBA	Dr. Manish Joshi
6.	Nov. 27, 2021, 03:00pm	ASH	Mr. Vivek Shukla

1. All the departments need to arrange the box file of Criteria 1 as per the sequence of documents listed in *File_Management_with_description_list of document nos._for SSR*. Arrange all the documents in chronological order starting from latest to last i.e., from 2021-22 to 2016-17.
2. After the audit of all the hard copy documents in the Criteria 1 file, the soft copies uploaded in the drive will be checked. Ensure the availability of soft copies of documents in the folders like 1 containing subfolder 1.1 containing further subfolders 1.1.1, 1.1.2, and so-on.
3. All the Heads, department incharges and NAAC Criteria coordinators are required to strictly follow the guidelines issued and complete the documentation before the above schedule.

The compliance of above is mandatory for the 2nd audit.

23/11/2021

Dr. Amit Udawat
IQAC Head

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

Shivajirao Kadam Institute of Technology & Management, Indore
Office Order

Date: 19/11/2021

Following modification is done in the various committees constituted for NAAC accreditation. The list of NAAC work reframed committees is as follows.

Criteria -1: Curricular Aspects
1. Dr. Amit Udawat – (HOD ECE, Head IQAC)
2. Mr. Brajesh Chaturvedi (HOD, ASH)
3. Mr. Sumit Jain (CSE)
4. Ms. Sneha Nagar (ECE)
5. Mr. Shakti Pandey (CE)
6. Mr. Ankush Katheria (ME)
7. Mr. Vikash Tiwari (ME)
8. Ms. Rashmi Yadav – (HOD CSE)
9. Ms. Nidhi Joshi (CSE)
10. Mr. Vivek Shukla (ASH)
11. Dr. Manish Joshi (MBA)

Criteria -2: Teaching- Learning and Evaluation
1. Dr. Amit Udawat (HOD ECE, Head IQAC)
2. Mr. Prasad Muley (Director CDC)
3. Mr. Brajesh Chaturvedi (HOD ASH)
4. Mr. Jayesh Umre (CSE)
5. Ms. Rashmi Yadav (HOD CSE)
6. Mr. Shakti Pandey (CE)
7. Mr. Ritesh Rathore (ME)
8. Mr. Vikash Tiwari (ME)
9. Mr. Abhishek Rawat (ECE)
10. Mr. Vivek Shukla (ASH)
11. Ms. Deepa Vyas (CSE)
12. Mr. Rajneesh Ajmani (MBA)
13. Dr. Manish Joshi (MBA)

Criteria -3: Research, Innovations and Extension
1. Ms. Rashmi Yadav (HOD CSE)
2. Dr. Vaibhav Joshi (MBA)
3. Mr. Ankush Katheria (ME)
4. Mr. Vikash Tiwari (ME)
5. Ms. Sneha Nagar (ECE)
6. Ms. Swapnil Waghela (CSE)
7. Mr. Piyush Soni (CE)
8. Dr. Manish Joshi (MBA)

Criteria -4: Infrastructure and Learning Resources
1. Mr. Shakti Pandey (CE)
2. AVM Praveen Kumar (Dean Students Welfare & CAO)
3. Mr. Sumeet Jain (CSE)
4. Mr. Abhishek Rawat (ECE)
5. Ms. Ruchi Jain (MBA)

Director
Shivajirao Kadam Inst. of Tech.
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6. Ms. Jagrati Parsai (Librarian)
7. Dr. Manish Joshi (MBA)
8. Ms. Nidhi Joshi (CSE)

Criteria -5: **Student Support and Progression**
1. Mr. Prasad Muley (Director CDC)
2. Mr. Susheel Pagare (CDC)
3. AVM Praveen Kumar (Dean Students Welfare & CAO)
4. Dr. Shilpi Mehta (MBA)
5. Ms. Shivali Dighe (MBA)
6. Ms. Megha Motta (ECE)
7. Mr. Abhishek Rawat (ECE)
8. Mr. Swapnil Waghela (CSE)
9. Ms. Radha Shinde (CSE)
10. Mr. Ritesh Rathore (ME)
11. Mr. Shakti Pandey(CE)
12. Dr. Manish Joshi (MBA)
13. Ms. Surabhi Kushwaha (CSE)

Criteria -6: **Governance, Leadership and Management**
1. Dr. Amit Udawat (HOD EC, Head IQAC)
2. Dr. Vishal Mehta (Principal CPS-ATC)
3. Ms. Sneha Nagar (ECE)
4. Ms. Mitushi Soni (CSE)
5. Ms. Nidhi Joshi (CSE)
6. Mr. Shakti Pandey(CE)
7. Mr. Vikash Tiwari (ME)
8. Ms. Trapti Tawar (MBA)
9. Dr. Manish Joshi (MBA)

Criteria -7: **Institutional Values and Best Practices**
1. Dr. Manish Joshi (MBA)
2. Ms. Molluy Kundu (MBA)
3. Mr. Deepak Chauhan (CSE)
4. Mr. Vikash Tiwari (ME)
5. Mr. Shakti Pandey (CE)
6. Ms. Sneha Nagar (ECE)
7. Mr. Vivek Shukla (ASH)
8. Mr. Kunal Batra (CSE)

Dr. Sanjay T. Purkar
Director

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

Copy to:
1. All HoD's
2. Vice Chairman
3. CAO
4. All Members and Office

SKITM/IQAC/CIRCULAR-22   18/11/2021

CIRCULAR

In view of NAAC SSR online submission the two documents have been posted on NAAC groups, one is *File_Management_with_description_list of document nos._for SSR* and other is *IQAC Circular-21 dated Nov 08 2021 mod* (List of documents). It is required to adhere to following guidelines for NAAC SSR online submission.

1. All the departments need to prepare seven box files as per the Criteria 1 to 7. Arrange all the documents in chronological order as mentioned in *File_Management_with_description_list of document nos._for SSR* starting from latest to last i.e., from 2020-21 to 2016-17.
2. Refer *File_Management_with_description_list of document nos._for SSR*, the documents to be arranged must be as per the Criteria no. and key indicators like 1.1 and 1.1.1. Refer the documents to be attached (as listed in *IQAC Circular-21 dated Nov 08 2021 mod*) mentioned in 3rd column of *File_Management_with_description_list of document nos._for SSR*. All the documents must be signed and sealed by the respective HODs and coordinators.
3. The document will come from the files (1-43) already prepared in the departments and mentioned in 4th column of *File_Management_with_description_list of document nos._for SSR*.
4. After arranging all the documents in the seven box files, proceed for scanning and uploading. Create gmail mail ids for each Criteria and make folders like 1 containing subfolder 1.1 containing further subfolders 1.1.1, 1.1.2, and so-on.
5. Start scanning using low resolution camera and insert documents in the respective subfolders as listed in point no. 4.
6. The deadline for preparing, arranging documents in seven box files and uploading is Nov. 30, 2021.
7. All the Heads, department incharges and NAAC Criteria coordinators are therefore required to follow the guidelines and complete the docmentation before the deadline.

The compliance of above is mandatory before the audit, which is likely to be conducted in the 1st week of December.

18/11/2021
Dr. Amit Udawat
IQAC Head

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

Shivajirao Kadam Institute of Technology & Management – Technical Campus

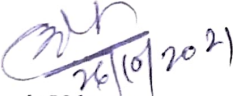## MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell (IQAC) coordinator, Dr. Nirmal Dagdee (Group Director Academics) and Dr. Sanjay T. Purkar (Director) chaired by Hon. Advisor was conducted on October 26, 2021 on Zoom platform at 11:00 am.

The agenda is to discuss the review process of NAAC documentation.

1. All the files required for NAAC must be completed Criteria-wise before external audit. List of documents to be prepared against files (1-43).
2. For every NAAC Criterion, mapping of documents is required before uploading on NAAC portal.
3. The Alumni association registration must be done on top priority basis.
4. The details of research projects funded by the institute in various departments must be included.
5. For consultancy various IITs like IIT Indore and institute like SGSITS, IET DAVV along with RRCAT Indore must be communicated to avail the facilities and sharing of resources.

Dr. Amit Udawat
IQAC Coordinator
Copy to
1. IQAC members

Director
Shivajirao Kadam Inst. of Tech.
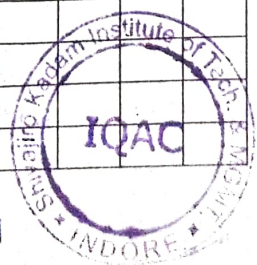& MGMT. Technical Campus
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IQAC Audit Report of File Management Directory (CSE Department) — First Audit 08/19/2021

File Number	Name and Description of file	Contents	2020-21	2019-20	2018-19	2017-18	2016-17
1	Time Table - Time-Table, Academic Calendar and load of faculty	Subject Distribution, Academic Calendar, Time-Table, load of teachers in Th, Tu, Labwork etc	✓	✓	✓	✓	✓
2 (A/B)	Notice - Notices from (a) Director (b) Others	Circulation of Notices/Circulars, management of notice boards		✓	✓		
3	Student's Record	List of admitted students with Enrolment No, Intake quality (Merit no %HSC marks in PCM), Contact details (self/parents)					✓
4	Communication with Parents / Guardian	List containing name and Mob no of parents indicating date and nature of communication		✓	✓	✓	
5	End Semester Practical Examination	Practical exam Time-Table, Tabulated sheet consisting of external, internal, absents etc, collection of marks and keeping their record		✓	✓	✓	✓
6	Academic Performance - End Sem result analysis, interpretation and action	Student Academic record/status (studentwise/semesterwise) Classwise, subject wise result analysis					
7	First year BE faculty, information and assessment						
8	Curriculum - Scheme and Syllabus, decimation of course-planning	University syllabus, Semesterwise course planning also posted on portal, Course File	✓	✓	✓	✓	✓
9	MST Conduction and Internal Marks Compilation	Attendance sheets & Marks, semesterwise, class wise, studentwise, subjectwise award of marks			✓		
10	Record of Infrastructure and maintenance	Details of class rooms, tutorial rooms, Labs, faculty rooms etc.					
11	Student Chapter Activity of clubs and societies						
12 (A/B)	(a) Industrial Visit and (b) Tie up with industries	(a) Approvals, List of participants, (b) MOU					
13	Meeting - Minutes of departmental meetings and action taken		✓	✓	✓	✓	
14	Communication with RGPV/Nodal center/AICTE	Circulars of RGPV, AICTE etc., elective wise list of students	✓	✓	✓	✓	
15	Budget - Allocation, utilization, capital purchases	Indenting budget, allocation, calling quotations, recommending for purchase, PO					
16 (A/B)	Faculty Information - (a) Information about Faculty and Supporting Staff and (b) Exit interview	application form, appointment letter, charge handover, acceptance of resignaltion, Charge taken, reasons to exit, Deptt No-Dues form		✓	✓		✓
17	Mentor Coordination					✓	✓
18	Co-curricular Activities - Workshop, Technical training conducted for students	Record/notices of activities, outcome of activity, feedback of activity by students			✓	✓	✓
19	Library file - Central Library, Department Library, Industrial training reports and project reports	Indenting books to library, Managing department library, listing project reports, listing industrial training reports in department library	✓	✓	✓	✓	
20	FDP related activities - FDP, W/S, Training, Conference etc. organized for faculties	Schedule, Attendance, test, feedback				✓	
21	Consumable store - Maintaining the stock of consumeable items to run labs, getting the items from stores to maintain						
22	Placement - Placement & Performance in Competitive exams, CDC activities	Company wise placement record, package, duties, help and performance in competitive examinations, Eye on training activities by CDC	✓	✓			✓
23	Alumini and their activities	uptodate records of Alumni, correspondance, their activities, credentials, mutual help		✓	✓	✓	✓
24	Feed back of Student	Feedback about teacher, lab-work, projects, facilities of college	✓	✓	✓		
25	Expert Lectures - Guest Lecture, Seminar, Conference organized for students and their theme to bridge the gap in academics	Identification of gap, choosing of guest lecturer, approvals, attendance sheet, achievement			✓	✓	
26	Furniture & Computing - Maintenance and record of facilities like Computing, Communication, photocopying, Teaching aids	List of availability and location, maintenance				H	H
27	Student Projects record	Groupwise list of students with guide, title, outcome of project pertaining to skill development, design .	✓	✓	✓	✓	
28	Faculty Applications	Faculty applications for various concerns (All leaves CL, DL, AL, ML)	✓	✓	✓	✓	
29	Record of submission of Course file					✓	✓
30	Record of Lab-work	Subject wise List of experiments, experimet manuals, Monthly report, student wise assessment record, bench mark results					
31 (A/B)	NAAC Record - (a) SSR (b) Vision, Mission, PEO, PO, CO with Maintenance of records						
32	Research & Development - Publications, Workshops, FDP, Awards, Consultancy, IPR etc. of faculties	Information sheet, List of publications, IPR, certificates, consultancy report approved by Director etc.					
33	Maintenance - Record of Equipment Maintenance and Calibration	Copy of approvals, bills			✓	✓	✓
34	Class Coordinator	Class coordinator sheet, reports on poor-performing students, untoward incidences, attendance summary, Attendance record of extra classes etc.					
35	Departmental Asset	Room/Laboratory wise record of assets					
36	Student Achievement & Participation	Certificates					
37	Student Discipline Record / Anti ragging	Summary of un toward incidances batchwise				✓	✓
38	Industrial Training - Record of Industrial Training	Studentwise list, Industrywise list, copy of certificates					
39	ERP Data and related record	Notices related to ERP, Misc reports					
40	Magzine and News letter	Copy of Magzine and News letter					
41	Extra curricular activities - Sports, Annual Function etc. organized for students	Notices & other details related to activities,					
42	Organization, Governance, Transparency (Departmental and College)						
43	Safety Norms and their checks, hygiene, ambience, first aid, Medical care						

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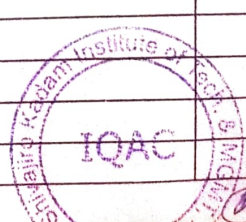INDORE (M.P.)

IQAC

8/19/2021

SKITM-Technical Campus

IQAC Audit Report of File Management Directory (CE Department First Audit 11/10/2021)

File Number	Name and Description of file	Contents	2020-21	2019-20	2018-19	2017-18	2016-17
1	Time Table - Time-Table, Academic Calendar and load of faculty	Subject Distribution, Academic Calendar, Time-Table, load of teachers in Th, Tu, Labwork etc.	✓	✓	✓	✓	✓
(A/B)	Notice - Notices from (a) Director (b) Others	Circulation of Notices/Circulars, management of notice boards	✓	✓	✓		
3	Student's Record	List of admitted students with Enrolment No., Intake quality (Merit no. %HSC marks in PCM), Contact details (self/parents)	✓	✓	✓		
4	Communication with Parents / Guardian	List containing name and Mob no of parents indicating date and nature of communication					
5	End Semester Practical Examination	Practical exam Time-Table, Tabulated sheet consisting of external, internal, absents etc., collection of marks and keeping their record	✓				
6	Academic Perfomance - End Sem result analysis, interpretation and action	Student Academic record/status (studentwise/semesterwise) Classwise, subject wise result analysis	✓	✓	✓	✓	✓
7	First year BE faculty, information and assessment						
8	Curriculum - Scheme and Syllabus, decimation of course-planning	University syllabus, Semesterwise course planning also posted on portal, Course File	✓	✓	✓	✓	
9	MST Conduction and Internal Marks Compilation	Attendance sheets & Marks, semesterwise, class wise, studentwise, subjectwise award of marks	✓	✓	✓		
10	Record of Infrastructure and maintenance	Details of class rooms, tutorial rooms, Labs, faculty rooms etc.	✓	✓	✓		✓
11	Student Chapter Activity of clubs and societies						
12 (A/B)	(a) Industrial Visit and (b) Tie up with industries	(a) Approvals, List of participants, (b) MOU				✓	
13	Meeting - Minutes of departmental meetings and action taken						
14	Communication with RGPV/Nodal center/AICTE	Circulars of RGPV, AICTE etc., elective wise list of students					
15	Budget - Allocation, utilization, capital purchases	Indenting budget, allocation, calling quotations, recommending for purchase, PO	✓	✓			✓
16 (A/B)	Faculty Information - (a) Information about Faculty and Supporting Staff and (b) Exit interview	application form, appointment letter, charge handover, acceptance of resignaltion, Charge taken, reasons to exit, Deptt No-Dues form					
17	Mentor Coordination						
18	Co-curricular Activities - Workshop, Technical training conducted for students	Record/notices of activities, outcome of activity, feedback of activity by students					
19	Library file - Central Library, Department Library, Industrial training reports and project reports	Indenting books to library, Managing department library, listing project reports, listing industrial training reports in department library	✓	✓	✓	✓	✓
20	FDP related activities - FDP, W/S, Training, Conference etc. organized for faculties	Schedule, Attendance, test, feedback				✓	✓
21	Consumeable store - Maintaining the stock of consumeable items to run labs, getting the items from stores to maintain						
22	Placement - Placement & Performance in Competitive exams, CDC activities	Company wise placement record, package, duties, help and performance in competitive examinations, Eye on training activities by CDC.				✓	✓
23	Alumini and their activities	uptodate records of Alumni, correspondance, their activities, credentials, mutual help					
24	Feed back of Student	Feedback about teacher, lab-work, projects, facilities of college					
25	Expert Lectures - Guest Lecture, Seminar, Conference organized for students and their theme to bridge the gap in academics	Identification of gap, choosing of guest lecturer, approvals, attendance sheet, achievement					
26	Furniture & Computing - Maintenance and record of facilities like Computing, Communication, photocopying, Teaching aids	List of availability and location, maintenance					
27	Student Projects record	Groupwise list of students with guide, title, outcome of project pertaining to skill development, design .	✓	✓	✓	✓	✓
28	Faculty Applications	Faculty applications for various concerns (All leaves CL, DL, AL, ML)				✓	✓
29	Record of submission of Course file		✓	✓	✓	✓	✓
30	Record of Lab-work	Subject wise List of experiments, experimet manuals, Monthly report, student wise assessment record, bench mark results	✓	✓	✓	✓	✓
31 (A/B)	NAAC Record - (a) SSR (b) Vision, Mission, PEO, PO, CO with Maintenance of records						
32	Research & Development - Publications, Workshops, FDP, Awards, Consultancy, IPR etc. of faculties	Information sheet, List of publications, IPR, certificates, consultancy report approved by Director etc.					
33	Maintenance - Record of Equipment Maintenance and Calibration	Copy of approvals, bills	✓	✓	✓	✓	✓
34	Class Coordinator	Class coordinator sheet, reports on poor-performing students, untoward incidences, attendance summary, Attendance record of extra classes etc.	✓	✓	✓	✓	
35	Departmental Asset	Room/Laboratory wise record of assets	✓	✓			
36	Student Achievement & Participation	Certificates			✓	✓	✓
37	Student Discipline Record / Anti ragging	Summary of un toward incidances batchwise				✓	✓
38	Industrial Training - Record of Industrial Training	Studentwise list, Industrywise list, copy of certificates					
39	ERP Data and related record	Notices related to ERP, Misc reports					
40	Magzine and News letter	Copy of Magzine and News letter					
41	Extra curricular activities - Sports, Annual Function etc. organized for students	Notices & other details related to activities,					
42	Organization, Governance, Transparency (Departmental and College)						
43	Safety Norms and their checks, hygiene, ambience, first aid, Medical care						

SKITM/IQAC/CIRCULAR-20   21/10/2021

CIRCULAR

With reference to NAAC documentation first audit, the department of ECE, CSE, CE and ASH have been audited and following observations were pointed out.

1. All the departments need to arrange the documents in chronological order starting from latest to last i.e., from 2020-21 to 2016-17.
2. All the documents must be signed and sealed by the respective HODs and coordinators.
3. Necessary proofs, reports, photographs along with attendance must be arranged for the events conducted in the departments.
4. The outcome of result analysis and feedback must be attached in the respective files.
5. The files must contain the sticky notes for proper identification.
6. A content page must be prepared for each file to enlist the details of documents.

The compliance of above is mandatory before second audit, which is likely to be conducted as per the schedule already communicated.

Dr. Amit Udawat
IQAC Coordinator

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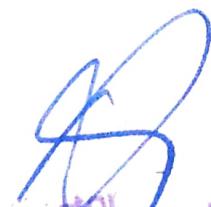& MGMT- Technical Campus
INDORE (M.P.)

CIRCULAR

An internal audit of NAAC File Directory (1-43) documentation will be conducted by IQAC as per the following schedule.

S. No.	Department	Date and Time of Audit	Concerned Faculty Incharge
1.	ECE	September 30, 2021, 02:00pm onwards	Ms. Sneha Nagar
2.	CSE	October 08, 2021, 02:00pm onwards	Mr. Sumit Jain
3.	ME	October 09, 2021, 02:00pm onwards	Mr. Sachin Pare
4.	CE	October 11, 2021, 02:00pm onwards	Mr. Shakti Pandey
5.	MBA	October 12, 2021, 02:00pm onwards	Dr. Manish Joshi
6.	ASH	October 13, 2021, 02:00pm onwards	Mr. Vivek Shukla

All the respective faculty incharges need to keep all the documents ready for the same. The audit will be carried out in the respective departments.

Dr. Amit Udawat
IQAC Coordinator

Shivajirao Kadam Institute of Technology & Management – Technical Campus

28/09/2021

MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell (IQAC) coordinator and Dr. Nirmal Dagdee, Group Director Academics was conducted on September 27, 2021 in room no. 114 at 02:35 pm.

The agenda is to discuss the documentation of NAAC Criteria 5.

1. The documents regarding scholarships and freeships must be procured. The benefits given in the form of fee concession during pandemic should be collected.
2. The documents regarding benefits for the students in fee during counselling along with AFRC document must be collected. Fee relaxation policy document must be procured.
3. Documents regarding Capacity building and skills enhancement initiatives should be framed in the form of communication (Notesheet) by all departments for proposal of Communication skills, aptitude training etc., to the CDC department along with Time Table including CDC lectures.
4. All the departmants must arrange documents regarding special training programs, webinars, expert lectures conducted at department level or institute level.
5. List of student's progression for higher studies and placed in companies with proofs must be arranged by all the departments.

28/9/2021

Dr. Amit Udawat
IQAC Coordinator
Copy to
1. IQAC members

Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/MoM-19

22/09/2021

MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell (IQAC) members and HODs was conducted on September 21, 2021 in board room at 12:45 pm. It is chaired by Dr. Nirmal Dagdee, Group Director Academics.

The agenda is to discuss the online/offline mode of classes for the students.

Members present:
1. Dr. Rizwaan Khan, Principal, SKIPER
2. Dr. Vishal Mehta, Principal, CPS
3. Dr. Amit Udawat, IQAC Coordinator
4. Dr. Rashmi Yadav, HOD CSE
5. Mr. Brajesh Chaturvedi, HOD ASH
6. Mr. Sachin Pare, HOD ME
7. Mr. Shakti Pandey, Incharge CE
8. AVM Praveen Kumar

1. The offline mode classes of students will commence from September 27, 2021 as per the guidelines mentioned in RGPV Circular 3940 dated September 20, 2021.
2. Students and parents must be asked to fill the consent form for attending the classes in offline/online mode. The consent form along with Vaccination Certificate must be submitted by students prior attending the classes in offline mode.
3. All the faculty members must submit the Vaccination Certificate in their respective departments.
4. Students are required to furnish the details of their bus stops for availing the bus facility. A google form is to be designed and circulated to students of respective departments which will contain the details of their bus stops, Vaccination certificate, and consent form.
5. Lunch time should be separately mentioned in the time table of Engineering, MBA, Pharmacy and students of professional studies.
6. The timings for the offline mode classes should be from 11:00am to 04:40pm.

Dr. Amit Udawat
IQAC Coordinator
Copy to
1. IQAC members

14/09/2021

SKITM/IQAC/MoM-18

MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell (IQAC) members and HODs was conducted on September 14, 2021 in room no. 114A at 04:00 pm. It is chaired by Dr. Nirmal Dagdee, Director Academics.

The agenda is to discuss the teaching load of faculty members and online schedule for the students.

Members present:

1. Dr. Amit Udawat, IQAC Coordinator
2. Dr. Rashmi Yadav, HOD CSE
3. Mr. Brajesh Chaturvedi, HOD ASH

4. Mr. Sachin Pare, HOD ME
5. Mr. Shakti Pandey, Incharge CE

1. The lecture load per faculty per subject should not be more than 4 hours in a week including tutorials. Also there should not be more than 1 hour of laboratory per week per subject.
2. Saturdays should include co-curricular activities, seminars, webinars; training and competitions for students to seek their interest and to provide them exposure for their overall development.
3. Faculties must be assigned mentorship for a group of students where they will call students and their parents once in 15 days to discuss their achievements and problems. The same should be counted in the load of faculty members. This activity can be performed on Saturdays.
4. Faculties must perform documentation for NAAC during their schedule from 03:40pm to 05:00pm on daily basis as well as on Saturdays. Time table should be revised accordingly.
5. All the faculty members must submit the lecture-wise notes of Unit 2 along with Course file which is to be evaluated by HODs and report is to be submitted to the office of undersigned by September 21, 2021.

14/9/2021

Dr. Amit Udawat
IQAC Coordinator
Copy to
1. IQAC members

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

IQAC

Shivajirao Kadam Institute of Technology and Management-Technical Campus

Note
September 04 2021

It is proposed to form and register for Alumni association to promote the general welfare of SKITM.

Following will be the Objectives of Alumni association.

1. To communicate on regular basis with the members of the Alumni and the institute regrding the developments of the Alumni as well as the institute.
2. To foster extended relationships between present students and faculty members associated with the institute.
3. To organize, social, educational and networking events locally at the institute level.
4. To encourage Alumni to act as institute ambassadors and support in the further development of the members & the institute.
5. Generate funds for the development and betterment of the institute and also for the promotion of the objectives of the Alumni association.
6. To provide continuing education enrichment experience for alumni and present students of the institute.
7. To provide for the Alumni platform to connect to institute and to assist recent graduates and current students in shaping their career.
8. To hold periodical alumni meetings at Local, Regional, National and International levels and at institute level and publish the activities periodically.

Composition of Alumni Association: List of members of SKITM Alumni Association.

S. No.	Name of the Post of SKITM Alumni Association
1.	President
2.	Secretary
3.	Treasurer
4.	Vice President
5.	Joint Secretary
6.	Member
7.	Member
8.	Member
9.	Member
10.	Alumni Faculty Coordinator as Ex-Official Member

It is requested that permission may please be granted for forming Alumni association by appointing the members as per above list and registering the same.

4/09/2021
Dr. Amit Udawat
IQAC, Head

Approved
prof. Brajesh chaturvedi may
and prof. Abhishek Rawat take responsibility of Alumni
co-ordinator and Ex-official member
respectively.
10.09.2021

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

Shivaj rao Kadam Institute of Technology & Management – Technical Campus

CIRCULAR

An internal audit of NAAC Criteria 2 documentation will be conducted by IQAC members as per the following schedule.

S. No.	Name of Department	Date and Time
1.	ECE	August 28, 2021 at 03:00pm
2.	CE	August 28, 2021 at 04:00pm
3.	CSE	August 30, 2021 at 03:30pm
4.	ME	August 30, 2021 at 03:00pm
5.	MBA	August 30, 2021 at 04:00pm

All the respective NAAC Criteria 2 coordinators need to keep all the documents ready for the same. The audit will be carried out at IQAC Cabin.

27/8/2021

Dr. Amit Udawat
IQAC Coordinator

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

Copy to
1. IQAC members

IQAC
Shivajirao Kadam Institute of Tech. & MGMT.
INDORE

SKITM/IQAC/MoM-16

19/08/2021

MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell (IQAC) members was conducted on August 19, 2021 in Board room at 12:15 pm. It is chaired by Dr. Nirmal Dagdee, Director Academics. The agenda is to discuss the policies for refining the overall teaching learning process.

Members present:
1. Dr. Sanjay T. Purkar, Director
2. Dr. Amit Udawat, IQAC Coordinator
3. Dr. Rashmi Yadav, HOD CSE
4. Mr. Brajesh Chaturvedi, HOD ASH
5. Mr. Piyush Soni, CE
6. Mr. Sachin Pare, ME

1. The academic session for 3rd semester will commence from August 25, 2021 as per the RGPV academic calender.
2. Duration of each theory and laboratory lecture will be of 50 minutes. There will be 4 lectures and 1 laboratory session for 3rd and 5th semester, 3 lectures and 1 laboratory session will be for 7th semester.
3. Each faculty must keep the Course file ready and prepare hand-written notes along with power-point presentations. Course file should be based on hand-written lecture notes.
4. Following unit-wise deadline is decided for completion of the notes.

Unit No.	Date of Completion
Unit 1	Sep. 06, 2021
Unit 2	Sep. 21, 2021
Unit 3	Oct. 06, 2021
Unit 4	Oct. 29, 2021
Unit 5	Nov. 23, 2021

5. Mr. Brajesh Chaturvedi will prepare the Format of lectures notes.
6. All the faculty members must prepare at least two demonstrations based on the theory and practicals subjects. Following deadline is decided for the same.

Demonstration No.	Date of Completion
Demonstration 1	Oct. 18, 2021
Demonstration 2	Nov. 18, 2021

7. For conducting laboratory sessions the faculty will demonstrate the conceptual theoritical portion using different tools like Virtual lab platform (if required) followed by student's performance and their evaluation for the same.

Dr. Amit Udawat
IQAC Coordinator

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

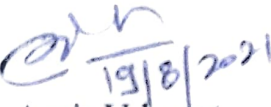**Shivajirao Kadam Institute of Technology & Management – Technical Campus**

SKITM/IQAC/CIRCULAR-16

19/08/2021

CIRCULAR

A meeting of Internal Quality Assurance Cell (IQAC) members will be conducted on August 19, 2021 in Board room at 12:15 pm.

The agenda is to discuss the improvement in teaching learning process.

19/8/2021

Dr. Amit Udawat
IQAC Coordinator

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

Copy to
1. IQAC members

SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT, INDORE

ATC/IQAC/CIRCULAR-16   12/08/2021

<u>CIRCULAR</u>

The institute has reconstituted the Internal Quality Assurance Cell (IQAC) which will work towards quality enhancement and sustenance. The reconstituted 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. Mohammad Rizwan Khan	Principal-SKIPER	Member
5	Dr. Sumeet Khurana	Director-FMS	Member
6	Dr. Manish Joshi	Professor-MBA	Member
7	Dr. Rashmi Yadav	HOD-CSE	Member
8	Mr. Brajesh Chaturvedi	HOD-ASH	Member
9	Mr. Keyur Modi	Alumni Representative	Member
10	Mr. Lokesh Bagora	Student Representative	Member
11	Mr. Rupesh Bhavsar	Industry Representative	Member
12	Ms. Jagriti Parsai	Librarian	Member
13	Mr. Shailendra Jain	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

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

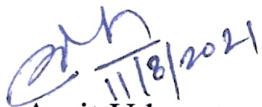# Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-15   11/08/2021

CIRCULAR

A meeting of Internal Quality Assurance Cell (IQAC) members will be conducted on August 11, 2021 in Board room at 01:30 pm.

The agenda is to discuss the date of registration of admitted students, academic calendar, beginning of new academic session July-Dec 2021, faculty workload and time table.

Dr. Amit Udawat
IQAC Coordinator

Copy to
    1. IQAC members

SKITM/IQAC/MoM-14   06/08/2021

MINUTES OF THE MEETING

An internal audit of NAAC Criteria 1 documentation is carried out on August 02, 03 and 04, 2021 for the departments ECE, CSE, ME, CE and MBA. Following observations have been proposed by IQAC members to rectify the shortcomings regarding the documentation process.

Members present:
1. Dr. Amit Udawat, IQAC Coordinator
2. Dr. Manish Joshi, MBA
3. Dr. Chaitanya Singh, CSE
4. Mr. Deepak Chouhan, CSE
5. Mr. Shakti Pandey, CE
6. Mr. Vikhas Tiwari, ME
7. Ms. Sneha Nagar, ECE

1. The duty certificates have to be arranged for participation of teachers in activities related to curriculum development and assessment of the affiliating University during the last five years.
2. It is required to arrange and prepare the file containing documents regarding sessional/internal evaluation of students for their performance in Mid-term test, Assignments, Quizzes, viva-voce in laboratory.
3. One faculty incharge for Academic Calender must be assigned with letter of authority.
4. Department–wise Faculty coordinators must be appointed for record keeping of project work with details as per NAAC Criteria.
5. All the departments must submit soft and hard copies of NAAC Criteria Templates with separate files of each Criterion.
6. All the documents must be attested, signed with department stamps and need to be scanned for online uploading on drive with appropraite link.
7. All the faculty members must prepare their personal file.
8. Availability of Major project files of last five years must be checked/ensured in the library by all the departments.
9. Record of feedback conducted from stakeholders must be analyzed. The action taken should be mentioned.
10. It is proposed to conduct workshop on all the NAAC Criteria so as to brief the documentation process for accreditation.

6/8/2021

Dr. Amit Udawat
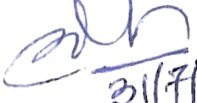IQAC Coordinator

Copy to
1. IQAC members

CIRCULAR

An internal audit of NAAC Criteria 1 documentation will be conducted by IQAC members as per the following schedule.

S. No.	Name of Department	Date and Time
1.	ECE	August 02, 2021 at 03:00pm
2.	CE	August 02, 2021 at 04:00pm
3.	CSE	August 03, 2021 at 03:30pm
4.	ME	August 04, 2021 at 03:00pm
5.	MBA	August 04, 2021 at 04:00pm

All the respective NAAC Criteria 1 coordinators need to keep all the documents ready for the same. The audit will be carried out at IQAC Cabin.

31/7/2021

Dr. Amit Udawat
IQAC Coordinator

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

Copy to
1. IQAC members

Shivajirao Kadam Institute of Technology and Management-Technical Campus

<div align="center">Note</div>

Aug. 4, 2021

With reference to the Note dated July 9, 2021, following items are still required to be arranged to carry out the smooth functioning of IQAC office.

S. No.	Name of the Item	Quantity
1.	Printer	01
2.	Extension Telephone	01
3.	White Notice board	01
4.	Pin-up display Notice board	01
5.	A4 size pages RIM	01
6.	Calender	01
7.	Dustbin	01
8.	Stapler	01
9.	Punch Machine	01
10.	White board Marker (Red, black, blue)	01 each
11.	Highlighters	01
12.	Pencils, Sharpeners and Erasers	01 each
13.	Rubber bands and paper clips	1 packet
14.	External Storage – HDD, USB	01 each
15.	White Envelopes	1 packet
16.	Glue, Tape and Scissors	01 each
17.	Sticky Notes	01 set
18.	Curtains	01 set

Mr. Deepak Chouhan sir
11/08/21

Store Deptt

It is requested that necessary directives may please be issued to the concerned person to arrange the above items on urgent basis.

4/8/2021

Dr. Amit Udawat
IQAC, Head

05.08.2021

11-8-21

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

Shivajirao Kadam Institute of Technology & Management – Technical Campus

15/07/2021

MINUTES OF THE MEETING

A meeting of IQAC members was conducted on July 15, 2021 in IQAC Office at 04:00 pm. The agenda is to discuss the policies and guidelines for slow and fast learners.
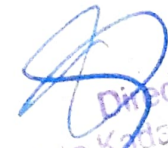
Members present:

1. Dr. Sanjay T. Purkar, Director
2. Dr. Amit Udawat, IQAC Coordinator
3. Dr. Rashmi Yadav, HOD CSE
4. Dr. Manish Joshi, MBA
5. Dr. Chaitanya Singh, CSE

6. Mr. Prasad Muley, CDC
7. Mr. Shakti Pandey, CE
8. Mr. Ankush Katheria, ME
9. Ms. Sneha Nagar, ECE

1. The purpose of assessment of the learning levels of the students must be done on the basis of their previous examination results, Interaction and Observation of subject teacher and their performance in Class test, Midterm test, Assignments, Quizzes, viva-voce in laboratory.
2. Policy Guidelines for Slow learners will include conduction of extra classes/remedial classes for shortcomings and improvements.
3. Mentoring process need to be refined for assessing students during regular meetings for guidance and support.
4. Special attention to be given to the slow learners in the tutorial classes, to improve their problem solving ability. They need to be specially advised and personally counselled by mentors.
5. Corrective measures to be taken to improve the results of class tests with training on communication skills, personality development, and time management through motivational sessions.
6. Policy Guidelines for Advanced learners will include motivation to undertake higher studies, encouragement to make research contributions, publications in journals and National and International Conferences.
7. Support for better profession planning and growth through offering special coaching for higher level competitive examinations for advanced learners.
8. Sponsorship to participate in National and International Conferences, Workshops, symposiums and technical events.
9. Conduction of certification programs, skill development programs, advanced courses, industrial visits, internships for advanced learners.

Dr. Amit Udawat
IQAC Coordinator

Copy to
1. IQAC members

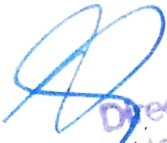SKITM/IQAC/CIRCULAR-13   14/07/2021

CIRCULAR

A meeting of Internal Quality Assurance Cell (IQAC) members and policy discussion on slow and fast learners will be conducted on July 15, 2021 in IQAC Office at 04:00 pm.

Dr. Amit Udawat
IQAC Coordinator

Copy to
    1. IQAC members