

# SAT KABIR INSTITUTE OF TECHNOLOGY AND MANAGEMENT

VPO.-LADRAWAN,BAHADURGARH, Distt. JHAJJAR (HR)124507

Approved By AICTE and Affiliated to MDU, Rohtak

Email [sd-satkabircollege@gmail.com](mailto:sd-satkabircollege@gmail.com)

Mob. No. 09991187052

website-www.skitm.edu.in

**Date- 15.12.2024**

## Notice

As per AICTE notified regulation for prevention and prohibition of ragging in AICTE Approved Technical Institutions Vide No.37-3 /Legal/ AICTE/ 2009 dated -01-07-2009).

### 1. Constituted ANTI RAGGING COMMITTEE as under:-

S.N.	Name of Staff Member	Designation		Contact No
1.	Dr.Dheeraj	Principal	Nodal Officer	9499191907
2.	Sh. Tarun Pawaria	SDM,Bahadurgarh	Member	01276-297306
3.	PSI ORP Insp Manoj kumar	SHO PS Sadar Bahadurgarh	Member	01276-230200
4.	Ravinder Rathee	Hari Bhoomi, News Paper Reporter	Member	
5.		NGO	Member	
6.	Ms.Sumiran Daiya	Female faculty (Nodal officer)	Member	9896783752
7.	Mr. Devender	Parent Rep.	Member	8053403108
8.	Mr. Amit	Non Teaching Staff Member	Member	9813151638
9.	Mr. Ashish Rana	Senior Student	Member	9599235397
10.	Ms. Sonam	Junior Student	Member	9812793927

### 2. Constituted ANTI RAGGING SQUAD as under:-

S.N.	Name of Staff Member	Designation	Contact No
1.	Mr. Manoj Kumar	Assistant Professor, ECE	85291-64578
2.	Mr. Mohit Mudgal	Assistant Professor, Civil Engg.	74041-00134
3.	Ms. Sweety	Librarian	86839-90534

### 3. Anti-Ragging Cell –

S.N.	Name of Staff Member	Designation		Contact No
1.	Dr. Rajeev Goyal	Associate Professor	Nodal Officer	7015374544
2.	Ms.Meenakshi Arora	Assistant Professor	Member	8053348267

### 4. Installed CCTV Cameras

### 5. Workshops, Counsling, Interaction frequently done.

### 6. National Anti Ragging Help Line-18001805522(24x7) Toll free

### 7. Warning, Consequences & Penalty given.

Email – [satkabircollege@gmail.com](mailto:satkabircollege@gmail.com)

Helpline No-09991187052

**Principal**

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**Date-01.12.2024**

## **Prevention & Prohibition of Ragging**

**It is certified that the Institute has implemented AICTE notified regulation for prevention and prohibition of ragging in AICTE Approved Technical Institutions Vide No.37-3 /Legal/AICTE/ 2009 dated -01-07-2009).**

**Notices, Awareness flex and detailed provision of consequences are displayed. Toll Free Number, Helpline Number are given for immediate action.**

**Flying squad and Anti Ragging Committee are constituted for prevention and Prohibition of Ragging In Institution, Hostel and in campus.**

**Principal**

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**Date-03.12.2024**

## Notice

### INTERNAL COMPLAINT COMMITTEE (ICC) DETAILS

It is certified that the Institute has constituted an ICC For Sexual Harassment of women, students and employees and redressal of Grievances as under:-

#### 1. Committee :-

S.N.	Name of Staff Member	Designation	Contact No
1.	Dr. Dheeraj	Director	9873938888
2	Dr.Navita Chhikara	Presiding Officer, Assoc. Prof.	7082065657
3.	Ms. Meenakshi	Female Faculty member	8053348267
4.	Ms. Khushi	Students Rep.	8708465649
5.	Ms. Devika	Girl Rep. final Year Student	9599235397
6.	Ms. Sonam	Girl Rep. 1 <sup>st</sup> Year Student	9812793927
7.	Mr. Gourav	Boys Rep. final Year Student	8395976568
8.	Ms. Renu	Assistant Prof. Female Rep.	9817665289

**Principal**

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**Date-16.12.2024**

## Notice

### INTERNAL QUALITY ASSURANCE CELL

it is certified that internal quality assurance cell is constituted as under:-

S.N.	Name of Staff Member	Designation	Contact No
1.	Dr.Dheeraj	Principal	9873938888
2	Sh. Naveen Khatri	Vice- Principal	9416985774
3.	Mr. Lalit Dalal	HOD, EE	9813604550
4.	Mr. Sumit Dalal	HOD, ECE	9105000123
5.	Mr. Shiv Rohilla	HOD, Civil Engg.	9953403233
6.	Mr. Bhupender	HOD,ME Engg	9017928830
7.	Ms. Renu	AP, CSE	9416016661

**Principal**

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**Date-16.12.2024**

## Notice

### Establishment of Committee for SC/ST

It is certified that a committee for SC/ST is constituted for all cases as under:-

S.N.	Name of Staff Member	Designation	Contact No
1.	Dr.Dheeraj	Director	9873938888
2	Mr. Tarun	SC Representative	8709981661
3.	Ms. Minakshi Arora	OBC Representative	9416016661
4.	Mr. Sumit Dalal	HOD,ECE	9105000123
5.	Mr.Mukesh	SC Representative	9050472552

**Principal**

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**Date-05.12.2023**

## Notice

### STUDENT COUNSELLOR DETAILS

It is certified that the Following Ph.D Psychology is appointed Students  
Counselor as per AICTE norms:-

S.N.	Name of Staff Member	Designation	Contact No
1.	Dr. Shashi Bhardwaj	Counsellor	85291 64578

**Principal**

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## Student Grievance Redressal Committee

It is certified that the following SGR constituted to settle online and offline grievances:-

S.N.	Name of Staff Member	Designation	Contact No
1.	Dr. Dheeraj	Chairperson	9873938888
2.	Ms. Mukesh	Lec., OBC Representative	7988914656
3.	Dr. Navita	Associate Prof.	9873938888
4.	Ms. Sumiran	Lecturer Ladies Rep.	9953403233
5.	Ms. Deepanjali Jain	Students Rep.(Special Invite	9599235397

**Principal**

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**Date-04.12.2024**

## **Online Grievance Redressal Mechanism**

**As per vide- F.No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 the institute has developed an online Grievance Redressal Mechanism as per Appendix 6.3.2 for students and faculty.**

### **Students Grievance Redressal Committee (SGRC)**

- **Complaint from an aggrieved student be addressed to the Chairperson, SGRC.**
- **Principal/ Director of the College is Chairperson.**
- **The SGRC Shall follow principals of natural justice.**
- **SGRC to send report and recommendation with in 15days to institution and student.**
- **Student aggrieved by the decision may appeal to the OMBUDS person (University) within 15 days.**
- **Institution has furnished SGRC on its website.**

**Principal**



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**Date-05.11.2024**

## Notice

### INSTITUTION-INDUSTRY CELL DETAILS

It is certified that Institute has constitute IIC as per AICTE norms as under for Tie Up-

S.N.	Name of Staff Member	Designation	Contact No
1.	Dr.Rajiv Goyal	TPO	7015374544
2.	Mr. Sumit Dalal	HOD,ECE	91050 00123
3.	Mr. Heera Lal	HOD, Civil Engg.	99534 03233
4.	Mr. Pardeep Rana	HOD, EE	98136 04550
5.	Mr. Bhupender Sharma	HOD, ME	90179 28830
6.	Mrs. Meenakshi Arora	HOD,CSE	94160 16661

**Principal**

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Date- 26.12.2024

## Notice Online Grievances Redressal Mechanism

The Institute has evolved a mechanism for Resressal of Grievances of Faculty/ Staff as per the AICTE Regulation, 2019 Vide F. No.1-101/PGRC/AICTE/ Regulation/ 2019, dated-07.11.2019 constituted the Grievance Redresal Cell as under:-

### 1. For Staff and Students Grievance Redresal Cell(GRC & SGRC)

S.N.	Name of Staff Member	Designation	Contact No
1.	Dr.Dheeraj	Director, Chairperson	9873938888
2.	Dr. Naveen Khatri	Vice Principal, Member	9813151638
3.	Mr. Mukesh	AP, OBC Representative	7015374544
4.	Dr. Navita Chhikara	Asso. Prof., Female Staff Rep.	7082065657
5.	Mr. Sumit Dalal	HOD,ECE, Staff Rep.	7988193746
6.	Ms. Deepanjali Jain	MBA Student, Students Rep.	9599235397

### 2. OMBUDSMAN by University:-

In case not satisfied the Appeal may be done to OMBUDSMAN for redressal of Grievances of students with in a period of 15 days of the decision of SGRC.

Principal

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**Date-05.12.2024**

## **Food Safety & Standard Act, 2006**

**Mr. Devender, Ms. Sumiran Daiya** are appointed as Incharges for Food Safety & Standard as per Act, 2006 to monitor the Food articles and other packed articles in the Canteen. Their expiry date, quality of Oil, Ghee and other raw materials used and their hygienic measures regularly.

**There is No Hotel presently. The Institute has got registration at District Jhajjar and follow all norms.**

**Principal**

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**Date-05.03.2024**

## **Digital Payment/ Transactions**

It is certified that the Institute has followed Digital payment system the Institute promote and prefer Digital Payments and have given the transaction option through Google Pay, Phone Pay, Paytm, Internet Banking/NEFT. Mobile Banking system to the students. The College A/c no, Mobile Nos. given through whatsapp message in daily routine. Salary is paid through Bank. All students have given QR Code/UPI. All the payment are through Digital payment/UPI/NEFT.

**Principal**

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**Date-12.12.2024**

## **Display of Information on Website**

It is certified that the Institute has got developed College website, i.e. [www.skitm.edu.in](http://www.skitm.edu.in) and updated all the mandatory Disclosures, Board of Governor, All Important Schedules/Information's/Notice/ Exam on college College website Results are updated by Ms.Meenakshi and Mr. Amit Tehlan. Ms. Meenakshi is the Nodal Incharge of Website for regular updation etc.

**Principal**

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**Date-05.12.2024**

## **Facility to watch MOOCS through SWAYAM**

It is certified that the Institute has developed a mechanism in Conference Hall and Seminar Hall to Display. Mr. Naveen Khatri, Vice Principal is nodal Incharge. Through one Computer Lab Ms. Renu , Assistant Incharge is Providing Facilities of all Online Courses of **SWAYAM & SWAYAM PRABHA** and all online Meeting, webinars etc.

Principal

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**Date-05.12.2024**

## **Implementation of Exam Reforms**

It is certified that the Institute has implemented exam reforms. Dr. Rajeev Goyal in nodal incharge and Ms. Ritu Dagar Assists. Dr. Naveen Khatri is the Coordinator. The College deputed Dr. Rajiv Goyal, Examination Incharge to attend training regarding Exam. Reforms in 2019 in DCRUST University, Murthal to make him as resource person. Thereafter, all faculty members are guided how to prepare technical questions for Exams to Judge the students. How to Conduct Online/Offline objective type/Therortical Exams successfully through Google Meet, Zoom App, how to make recording of online Exams and to train students how to appear in online exams.

Further it is pertinent to mention that the Institute conduct all sessional Exam and practicals with questions to test syllabus outcomes, topic objectives, Analysis, synthesis, Application etc.

Principal

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**Date-03.11.2024**

## **Safety Security Measures in College Campus**

It is certified that the Institute is implementing all safety and Security measures Mr.Sumit Dalal, HOD, ECE as appointed Nodal Incharge & Mr. Heera Lal Assistant Prof. Co- Incharge look after Safety and Security Measures in the College Campus.

1. Fire Safety Fitting of Pipes & Apparatus fitted as per norms.
2. Fire extinguishers are fitted at all important Places/Labs/Library
3. CCTV Cameras Installed
4. Two stair cases for proper evacuation plan
5. 24\*7 Guards are appointed.
6. Flexed Fixed for Proper Guidance, Telephone Nos.- Police, Fire Ambulance , Women Helpline given.
7. Mr.Mohit Mudgal , Mr. Manoj and Mr. Tarun Ahuja are appointed as Incharges to look after and monitoring
8. Proper Boundary Wall and fencing for safety and security.

Principal



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**Date-05.12.2024**

## **Internship Policy For Students**

**It is certified that the institution is adopting internship policy for students for B.Tech & M.Tech and all other courses. All Hods of CE,ME,EE,ECE and CSE namely Mr.Heera Lal, Mr. Bhupender, Mr.Naveen , Mr. Sumit Dalal and Ms. Ritu Dagar and Dr. Navita In Management , Dr. Manju in Computer Application are appointed Head of Internship Policy for their respective Branch's students. They will further appoint faculty Guides for proper guidance and monitoring and to keep complete records during Internship periods.**

**Principal**

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**Date-05.12.2024**

## **Teacher Training Policy**

It is certified that the Institute is adopting and promoting the Teachers Training Policy. Faculty members are provided opportunity for online/Offline training like FDP, Skill Development, Induction Program, NPTL Courses, Examination Reforms NTTTR Programs etc. in such a manner so that all faculty members may update latest Pedagogical Method, Innovations, Teaching Skill etc. in their career.

Even, the Institute has permitted Mr. Hemant Narayan, Ms. Shalini Dev, Ms. Priyanka Hooda for full time Ph. D.

Principal

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**Date-04.12.2024**

## **Establishment of 24x7 women helpline number and a security system in the campus for providing safety to students and female faculty and non-teaching faculty.**

Ms.Sumiran, Assistant Professor,ECE Department is nodal Incharge of Security System in the Campus for safety to students and female Staff.

Helpline Number- 112 & 1091

Dr. H.K.Chhillar- 9991187052

**Principal**

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**Date-04.12.2024**

## Green & Ecofriendly Campus

The Institute has taken keen initiatives to make Green & Eco Friendly Campus.

- a. Herbal Garden with about 100+ Herbal Plants is developed.
- b. Hundreds of Neem and Bargad Trees are Planted for shadow & O2 Generation.
- c. Flowers Plant, Fruits giving and other Plants are planted.
- d. Some Pits made for generating green manure.

**Principal**

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**Date-04.12.2024**

## **Rain Water Harvesting System**

It is certified that the Institute has evolved Rainwater Harvesting System by Civil Department at Killa No. 6//21 corner where total rainwater is drained in that boring. It has raised that under ground water level and quality of water is improved.

**Principal**

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**Date-01.12.2024**

## Establishment of Institution's Innovation Council (IIC)

The Institute has constituted IIC to create an enabling eco system for Innovation & Entrepreneurship in our Campus as Incubation Centre in Room No. 11. We have registered IIC in IIC Portal as per AICTE instructions. Prof. A.S. Maan, Dean, DCDC, MDU,Rohtak Inaugurated on 26<sup>th</sup> March,2024.

### Committee Detail of IIC-

S.N	Name	Designation	Responsibility	Mob.. No
1.	Dr. Dheeraj	Director	Nodal Incharge	9873938888
2.	Mrs. Ritu Dagar	A.P., CSE	Coordinator	9813151638
3.	Dr. Rajeev Goyal	TPO	Co-ordinator	7015311134
4.	Mr. Sumit Dalal	HOD,ECE	Member	9000510000
5.	Mr.Shiv	HOD, Civil	Member	9813151638
6	Ms. Meenakshi	HOD, CSE	Member	9845465421
7.	Mr.Naveen Khatri	Vice- Principal, EE	Member	9845124512

**Principal**