



Ref. No. : SSIT/IQAC/MOM/12

Date: 05/06/2024

The meeting has organized in conference room at 11.00 am on 05/06/2024 in presence of following members:-

1. Mr. Sarang Raut
2. Dr. Debabrata Dey
3. Mr. Ankush Hatwar
4. Mr. Rohit Deshmukh
5. Mrs. Ankita Rekkawar
6. Mr. Nakul Shenode
7. Mr. Abhijeet Nair
8. Mr. Dhammapal Ukey
9. Mrs. Shyamla Khobragade
10. Mr. Pratik Chamat
11. Miss. Minal Raut
12. Miss. Geeta Rathod
13. Mr. Shrihari Dhore

Agenda of the meeting:

1. Approval of previous meeting.
2. Appointment of new teaching and non-teaching staff.
3. To review & allotment of centralized portfolio and reconstitution of various committees.
4. Commencement of odd semester & implementation of various revised format.
5. To review on institutional Strategic/Perspective plan.
6. To review on institutional policies.
7. To organize industrial visit, guest lecture and value added course in next session for students
8. To organize Workshop/Training program for staff.
9. To make proper plan for conduction of training and placement activity.
10. Any other points with the permission of the chair.



Minutes of Meeting

1. Approval of Previous Meeting Minutes

- **Discussion:** The minutes of the previous meeting were reviewed.
- **Decision:** The minutes were approved without any amendments.

2. Appointment of New Teaching and Non-Teaching Staff

- **Discussion:** The need for appointing new teaching and non-teaching staff to meet the academic and administrative requirements was discussed.
- **Decision:** Mr. Abhijit Nair will oversee the recruitment process and ensure that the new appointments are made before the commencement of the odd semester.

3. Review & Allotment of Centralized Portfolio and Reconstitution of Various Committees

- **Discussion:** The current centralized portfolios and committees were reviewed to assess their effectiveness. Suggestions for reconstitution and reallocation were considered.
- **Decision:** The portfolios and committees will be reconstituted. Dr. Debabrata Dey will prepare the new structure and present it in the next meeting for approval.

4. Commencement of Odd Semester & Implementation of Various Revised Formats

- **Discussion:** Preparations for the commencement of the odd semester were discussed, including the implementation of various revised formats for academic and administrative processes.
- **Decision:** The odd semester will commence on 18/06/2024. Mr. Ankush Hatwar will ensure the revised formats are implemented effectively.

5. Review on Institutional Strategic/Perspective Plan

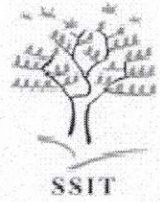
- **Discussion:** The current institutional strategic/perspective plan was reviewed to ensure alignment with the institution's goals and objectives.
- **Decision:** Mr. Ankush Hatwar will update the strategic plan based on the feedback received and present it in the next meeting for further review.

6. Review on Institutional Policies

- **Discussion:** The institution's policies were reviewed to identify areas for improvement and ensure compliance with regulatory standards.
- **Decision:** Mr. Ankush Hatwar will draft the necessary updates to the policies and submit them for approval.

7. Organize Industrial Visit, Guest Lecture, and Value-Added Course in Next Session for Students

- **Discussion:** Proposals for organizing industrial visits, guest lectures, and value-added courses were discussed to enhance students' practical knowledge and skills.
- **Decision:** All Heads instructed to plan and organize these activities for the next session.

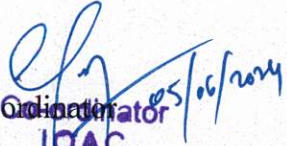


8. Organize Workshop/Training Program for Staff

- **Discussion:** The need for training programs for non-teaching staff was discussed to enhance their skills.
- **Decision:** Mr. Ankush Hatwar will organize these programs and ensure participation from all non-teaching staff members.


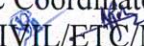
9. Make Proper Plan for Conduction of Training and Placement Activity

- **Discussion:** Strategies to improve training and placement activities were discussed to increase students' employability.
- **Decision:** Mrs. Swati Deshmukh will develop a comprehensive plan for training and placement activities and present it in the next meeting.


IQAC Coordinator
IQAC
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar, Nagpur


Principal
Swaminarayan Siddhanta Institute,
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Dist-Nagpur-441501.

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- 3) Academic Coordinator 
- 4) HODs (CIVIL/ETC/ME/CE/FY/MBA) 
- 5) Concerned Members



Ref. No. : SSIT/IQAC/MOM/11

Date: 29/02/2024

The meeting has organized in conference room at 11.00 am on 29/02/2024 in presence of following members:-

1. Dr. Pratik Hajare
2. Mr. Sarang Raut
3. Mr. Vivek Gawali
4. Dr. Debabrata Dey
5. Mr. Ankush Hatwar
6. Miss. Prachi Bhure
7. Mr. Rohit Deshmukh
8. Mrs. Ankita Rekkawar
9. Mr. Nakul Shenode
10. Mr. Abhijeet Nair
11. Mr. Dhammapal Ukey
12. Mrs. Shyamla Khobragade
13. Mr. Pratik Chamat
14. Miss. Minal Raut
15. Miss. Geeta Rathod
16. Mr. Shrihari Dhore

Agenda of the meeting:

1. Approval of previous meeting.
2. To conduct Technical Event "TECHKNOWLEDGE 2K24".
3. To Revise NAAC criterion Incharges.
4. Preparation of Annual Quality Assurance Report for AY 2023-24.
5. With the Chair's permission, any additional points.

Minutes of Meeting

1. Approval of Previous Meeting Minutes

- **Discussion:** The minutes of the previous meeting were reviewed.
- **Decision:** The minutes were approved without any amendments.

2. To Conduct Technical Event "TECHKNOWLEDGE 2K24"

- **Discussion:** The proposal for organizing the technical event "TECHKNOWLEDGE 2K24" was discussed. The event aims to provide a platform for students to showcase their technical skills and innovations.
- **Decision:** "TECHKNOWLEDGE 2K24" will be scheduled for 2 days. Ms. Shraddha Gawalkar will lead the organizing committee and coordinate the event details, including sponsorships, guest speakers, and participant registration.

3. To Revise NAAC Criterion Incharges

- **Discussion:** The current NAAC criterion Incharges were reviewed, and it was discussed whether any revisions or reassignments were necessary to improve the efficiency and effectiveness of the accreditation process.
- **Decision:** The NAAC criterion Incharges will be revised. Mr. Ankush Hatwar will prepare a list of the new Incharges and present it at the next meeting for approval.



4. Preparation of Annual Quality Assurance Report for AY 2023-24

- **Discussion:** The preparation of the Annual Quality Assurance Report (AQAR) for the academic year 2023-24 was discussed. The report is essential for maintaining the institution's quality standards and accreditation status.
- **Decision:** Mr. Ankush Hatwar informed all Criterion Incharges to accumulate data from each department. The all criterion wise data will be reviewed in the next meeting.


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- 5) Concerned Members

Ref. No. : SSIT/IQAC/MOM/10

Date: 11/12/2023

The meeting has organized in conference room at 10.30 am on 11/12/2023 in presence of following members:-

1. Dr. Pratik Hajare
2. Mr. Sarang Raut *Sarang*
3. Mr. Vivek Gawali *Vivek*
4. Dr. Debabrata Dey *Deb*
5. Mr. Ankush Hatwar *Ch*
6. Miss. Prachi Bhure
7. Mr. Rohit Deshmukh *Rohit*
8. Mrs. Ankita Rekkawar *Ankita*
9. Mr. Nakul Shenode *Nakul*
10. Mr. Abhijeet Nair *Abhijeet*
11. Mr. Dhammapal Ukey *Dhammapal*
12. Mrs. Shyamla Khobragade *Shyamla*
13. Mr. Pratik Chamat *Pratik*
14. Miss. Minal Raut *Minal*
15. Miss. Geeta Rathod
16. Mr. Shrihari Dhore

Agenda of the meeting:

1. Approval of previous meeting.
2. To conduct academic audit.
3. Commencement of even semester.
4. To organize industrial visit, guest lecture and value added course in next session for students.
5. To focus on Training & placement activities.
6. To focus on extension and outreach activities.
7. To conduct annual gathering "Swarang 2k24"
8. With the Chair's permission, any additional points.

Minutes of Meeting

1. Approval of Previous Meeting Minutes

- **Discussion:** The minutes of the previous meeting were reviewed.
- **Decision:** The minutes were approved without any amendments.

2. To Conduct Academic Audit

- **Discussion:** The need for conducting an academic audit was emphasized to ensure the quality of education and adherence to standards.
- **Decision:** An academic audit will be scheduled. Mr. Rajesh Ingole will coordinate the audit process and prepare the necessary documentation.

3. Commencement of Even Semester

- **Discussion:** Preparations for the commencement of the even semester were discussed, including the academic calendar, faculty readiness, and student registration processes.
- **Decision:** The even semester will commence on 20/12/2023 for third and final year students.

4. To Organize Industrial Visit, Guest Lecture, and Value Added Course in Next Session for Students

- **Discussion:** Proposals for organizing industrial visits, guest lectures, and value-added courses were discussed. These activities were deemed essential for providing practical exposure and enhancing the skills of students.
- **Decision:** All Heads were instructed to plan and organize these activities for the next session, ensuring a diverse range of industries and experts are involved.

5. To Focus on Training & Placement Activities

- **Discussion:** The importance of enhancing training and placement activities was discussed to improve students' employability. Strategies such as internship programs, resume-building workshops, and interview preparation sessions were proposed.
- **Decision:** Mrs. Swati Deshmukh will develop a comprehensive plan to boost training and placement initiatives and present it in the next meeting for approval.

6. To Focus on Extension and Outreach Activities

- **Discussion:** The need for engaging in extension and outreach activities was discussed to benefit the community and enhance the institution's reputation. Potential activities included community service projects, collaboration with NGOs, and awareness campaigns.
- **Decision:** Mr. Nakul Shenode will draft a plan for upcoming extension and outreach activities and submit it for review.

Sarvasiddhanta Education Society's

Swaminarayan Siddhanta Institute of Technology

Nagpur-Katol Highway Road, Khapri (Kothe),

Tal: Kalmeshwar, Nagpur, Maharashtra-441501

INTERNAL QUALITY ASSURANCE CELL (IQAC)




7. To Conduct Annual Gathering "Swarang 2k24"

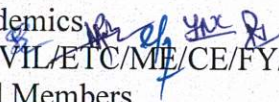
- **Discussion:** The annual gathering "Swarang 2k24" was discussed, focusing on its organization, theme, and potential activities. The importance of early planning and student involvement was highlighted.
- **Decision:** "Swarang 2k24" will be held on. Mrs. Swati Deshmukh will lead the organizing committee, and a detailed plan will be presented in the next meeting.

Mr. Vivek Gawali, IQAC Coordinator, proposed the vote of thanks to all IQAC members.


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- 5) Concerned Members



Ref. No. : SSIT/IQAC/MOM/9

Date: 09/10/2023

The meeting has organized in conference room at 10.30 am on 09/10/2023 in presence of following members:-

1. Dr. Pratik Hajare
2. Mr. Sarang Raut *Sarang*
3. Mr. Vivek Gawali
4. Dr. Debabrata Dey *DD*
5. Mr. Ankush Hatwar *AH*
6. Miss. Prachi Bhure
7. Mr. Rohit Deshmukh *RD*
8. Mrs. Ankita Rekkawar *AR*
9. Mr. Nakul Shenode *NS*
10. Mr. Abhijeet Nair *AN*
11. Mr. Dhammapal Ukey *DU*
12. Mrs. Shyamla Khobragade *SK*
13. Mr. Pratik Chamat *PC*
14. Miss. Minal Raut *MR*
15. Miss. Geeta Rathod
16. Mr. Shrihari Dhore

Agenda of the meeting:

1. Approval of previous meeting.
2. Review on NAAC PEER team visit.
3. Updating and effective use of ERP Software.
4. Review on University Result of final year students.
5. With the Chair's permission, any additional points.

Minutes of Meeting

1. Approval of Previous Meeting

- **Discussion:** The minutes of the previous meeting held on 10/07/2023 were reviewed.
- **Decision:** The minutes were approved unanimously without any amendments.

2. Review on NAAC PEER Team Visit

- **Discussion:** The feedback and observations from the NAAC PEER team visit were discussed.
- **Decision:** Actions to address any areas of improvement highlighted by the PEER team were agreed upon.


3. Updating and Effective Use of ERP Software

- **Discussion:** The current status of the ERP software and the need for updates and more effective usage were discussed.
- **Decision:** It was decided to update the ERP software and implement training sessions for staff to ensure effective usage.

4. Review on University Results of Final Year Students

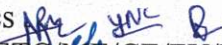
- **Discussion:** The university results of the final year students were reviewed and analyzed.
- **Decision:** Strategies to improve student performance in future exams were discussed and agreed upon.

Mr. Vivek Gawali, IQAC Coordinator, proposed the vote of thanks to all IQAC members.


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- 5) Concerned Members



Ref. No. : SSIT/IQAC/MOM/8

Date: 10/07/2023

The meeting has organized in conference room at 10.30 am on 10/07/2023 in presence of following members:-

1. Dr. Pratik Hajare
2. Mr. Sarang Raut
3. Mr. Vivek Gawali
4. Dr. Debabrata Dey
5. Mr. Ankush Hatwar
6. Miss. Prachi Bhure
7. Mr. Rohit Deshmukh
8. Mrs. Ankita Rekkawar
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11. Mr. Dhammapal Ukey
12. Mrs. Shyamla Khobragade
13. Mr. Pratik Chamat
14. Miss. Minal Raut
15. Miss. Geeta Rathod
16. Mr. Shrihari Dhore

Agenda of the meeting:

1. Approval of Previous Meeting
2. Reconstitution of Committee
3. Affiliation with DBATU
4. Review of Preparation for NAAC PEER Team Visit
5. Execution of ERP Software "Teachmint"
6. Organization of Seminars, Expert Talks, Workshops, and Personality Development Programs in Current Session
7. Any Additional Points (With the Chair's Permission)

Minutes of Meeting

1. Approval of Previous Meeting

- **Discussion:** The minutes of the previous meeting held on 04/02/2023 were reviewed.
- **Decision:** The minutes were approved unanimously without any amendments.

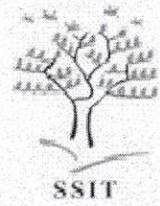
2. Reconstitution of Committee

- **Discussion:** The need to reconstitute the committee was discussed.
- **Decision:** It was agreed to reconstitute the committee as per following table.

Sr. No	Name	Designation	Affiliation	IQAC Designation
1	Dr. Pratik Hajare	Principal	SSIT, Nagpur	Chairman
2	Mr. Sarang Raut	Secretary	Sarvasiddhant Education society	Member Of Management
3	Mr. Vivek Gawali	Assistant Professor	SSIT, Nagpur	IQAC Coordinator
4	Dr. Debabrata Dey	Assistant Professor	SSIT, Nagpur	Member
5	Mr. Ankush Hatwar	Assistant Professor	SSIT, Nagpur	Member
6	Miss. Prachi Bhure	Assistant Professor	SSIT, Nagpur	Member
7	Mr. Rohit Deshmukh	Assistant Professor	SSIT, Nagpur	Member
8	Mrs. Ankita Rekkawar	Assistant Professor	SSIT, Nagpur	Member
9	Mr. Nakul Shenode	Assistant Professor	SSIT, Nagpur	Member
10	Mr. Abhijeet Nair	Administrative Officer	SSIT, Nagpur	Office Representative
11	Mr. Dhammapal Ukey	NGO	Dnyanadhamma Bahuudeshiya Vikas Sanstha, Nagpur	Member
12	Mrs. Shyamla Khobragade	Industry	Shatam Technologies	Member
13	Mr. Pratik Chamat	Ex-Student	NCET, Nagpur	Member
14	Miss. Minal Raut	Ex-Student	NCET, Nagpur	Member
15	Miss. Geeta Rathod	Student (CE)	SSIT, Nagpur	Member
16	Mr. Shrihari Dhore	Student (CE)	SSIT, Nagpur	Member

3. Affiliation with DBATU

- **Discussion:** The process and benefits of affiliating with Dr. Babasaheb Ambedkar Technological University (DBATU) were discussed.
- **Decision:** The committee decided to proceed with the affiliation process.



4. Review of Preparation for NAAC PEER Team Visit

- **Discussion:** The current status of preparations for the NAAC PEER team visit was reviewed.
- **Decision:** In this meeting, NAAC Coordinator Mr. Vivek Gawali, given proper guideline for preparation of NAAC PEER TEAM visit


5. Execution of ERP Software "Teachmint"


- **Discussion:** The implementation of the ERP software "Teachmint" was discussed.
- **Decision:** In this meeting, Mr. Abhijeeth Nair is given proper guideline to all members for execution of ERP software "Teachmint".

6. Organization of Seminars, Expert Talks, Workshops, and Personality Development Programs in Current Session



- **Discussion:** Various programs for students were discussed to enhance their knowledge and skills.
- **Decision:** The committee decided to organize at least 3 expert talks and 1 workshop from each department per semester.

Mr. Vivek Gawali, IQAC Coordinator, proposed the vote of thanks to all IQAC members.


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- 5) Registrar
- 6) Concerned Members