



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 Raut*
3. Mr. Vivek Gawali
4. Dr. Debabrata Dey *Debabrata Dey*
5. Mr. Ankush Hatwar *Ankush Hatwar*
6. Miss. Prachi Bhure
7. Mr. Rohit Deshmukh *Rohit Deshmukh*
8. Mrs. Ankita Rekkawar *Ankita Rekkawar*
9. Mr. Nakul Shenode *Nakul Shenode*
10. Mr. Abhijeet Nair *Abhijeet Nair*
11. Mr. Dhammapal Ukey *Dhammapal Ukey*
12. Mrs. Shyamla Khobragade *Shyamla Khobragade*
13. Mr. Pratik Chamat
14. Miss. Minal Raut *Minal Raut*
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.

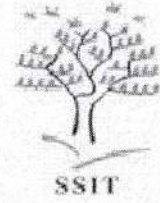
Sarvasiddhanta Education Society's

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.


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


Principal
Swaminarayan Siddhanta Institute,
of Technology, Kalmeshwar.
Dist-Nagpur-441501.

Copy to-

- 1) Principal office file
- 2) IQAC file
- 3) Dean Academics 
- 4) HODs (CIVIL/ETC/ME/CE/FY/MBA)
- 5) Concerned Members




ACTION TAKEN REPORT

Academic Year 2023-2024

The actions taken by the institute on the discussions/resolution made in the meetings of IQAC committee members are given herewith 11/12/2023

Sr. No	Resolution in IQAC Meeting	Action Taken
1	2. To conduct internal academic audit for odd semester.	Mr. Rajesh Ingole was assigned the responsibility to conduct the academic audit and submit the report. A committee was constituted to conduct the academic audit under the supervision of IQAC.
2	3. Commencement of even semester.	Preparation level for the commencement of even semester like teaching plan, subject files etc. was reviewed.
3	4. To organize industrial visit, guest lecture and value-added course in next session for students.	In order to enhance practical exposure all HODs and Training & Placement Officer were instructed to compulsorily carryout guest lectures, value added course for the students
4	5. To focus on Training & placement activities.	Training & Placement officer was assigned the responsibility to prepare a comprehensive plan to carry out the activities. It was informed to T&P officer to carry out more session on personality development of the students as maximum number of students are coming from rural areas.
5	To focus on extension and outreach activities.	Mr. Nakul Shenode was assigned the responsibility to prepare a plan for the upcoming session so that more numbers of extension and outreach activities can be conducted.
6	7. To conduct annual gathering "Swarang 2k24"	Mrs. Swati Deshmukh was assigned the responsibility to plan and conduct the annual gathering known as "SWARANG"


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