

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.

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

  
Principal  
Swaminarayan Siddhanta Institute,  
of Technology, Kalmeshwar,  
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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 29/02/2024.

Sr. No	Resolution in IQAC Meeting	Action Taken
1	To conduct Technical Event "TECHKNOWLEDGE 2K24",	Ms. Shradha Gawalkar was assigned the responsibility to make proper plan to execute the annual technical event of the institute known as "TECHKNOWLEDGE"
2	To Revise NAAC criterion Incharges.	A revision was done to finalize the criterion incharges. Criteria 2 and 7 were given to Ms. Rucha Shastrakar and Mrs. Swati Deshmukh respectively.
3	Preparation of Annual Quality Assurance Report for AY 2023-24	All HODs are instructed to prepare files in view of AQAR for the session 2023-24.

  
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