

### 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.






**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  
Principal  
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