



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