

Minutes of Meeting & Action Taken Report
Date: 17/12/2025

Sr. No.	Agenda Points (Discussion)	Action Taken
1	To confirm the minutes and action taken report of the meeting held on 07/10/2024.	The minutes and Action Taken Report of the previous meeting were reviewed, discussed, and approved by all members.
2	Review of Mid-semester academic performance and internal assessment results.	Department-wise academic performance and internal assessment results were reviewed, and corrective measures were suggested for improving student performance.
3	Evaluation of CO-PO attainment and outcome analysis.	CO-PO attainment reports were reviewed and departments were instructed to implement measures for improving outcome achievement.
4	Proposal and review of AQAR 2024-25 submission.	AQAR preparation status was reviewed and concerned coordinators were assigned responsibilities for timely submission.
5	Review of institutional flagship activities (SWARANG, TECHKNOWLEDGE)	The execution and outcomes of SWARANG and TECHKNOWLEDGE activities were reviewed, and recommendations were made for further enhancement.
6	Evaluation of committee and cell activities status.	Reports submitted by various committees and cells were reviewed, and members were instructed to complete pending activities and maintain proper documentation.
7	Review of initiatives by Institutional Innovation Council (IIC).	IIC activities were reviewed and additional innovation, entrepreneurship, and startup-related programs were planned.
8	Review of collaborative activities and MoUs.	Existing MoUs and collaborative activities were reviewed, and departments were encouraged to strengthen industry and academic collaborations.
9	Feedback analysis of Odd Semester (students & faculty).	Feedback from students and faculty was analyzed, and suitable corrective actions were recommended to address identified concerns.
10	Audit and verification of course files and academic records.	Course files and academic records were verified, and faculty members were instructed to update and maintain all documents as per institutional requirements.
11	Planning of Even Semester Academic Activities (2025-26).	The academic activity schedule for the Even Semester was finalized and responsibilities were assigned to concerned departments and committees.

Principal

Principal

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

2. Academics Coordinator

3. Heads (ETC, ME, Civil, CE, FY, TP, MBA)

4. Registrar

5. All concerned Member

Co-ordinator

IQAC Co-ordinator
 Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar, Nagpur