

Minutes of Meeting & Action Taken Report
Date:30/07/2025

Sr. No.	Agenda Points (Discussion)	Action Taken
1	To confirm the minutes and action taken report of the previous IQAC meeting.	Minutes and Action Taken Report of the previous IQAC meeting were reviewed, discussed, and approved by all members.
2	Review and approval of the Academic Calendar 2025-26 as per university guidelines.	Academic Calendar 2025-26 was reviewed, finalized, and approved for implementation in all departments.
3	Formation/Reconstitution of Functional Development Committees and their academic responsibilities.	Functional Development Committees were reconstituted and responsibilities were assigned to the respective members.
4	Preparation and validation of departmental timetables.	Department-wise timetables were prepared, verified, and approved for smooth conduct of academic activities.
5	Implementation framework for Outcome-Based Education (OBE) and CO-PO Mapping.	Departments were instructed to implement OBE practices and prepare CO-PO Mapping as per university and NBA guidelines.
6	Planning of Student Mentorship Program and Counseling mechanism.	Mentors were allotted to students and a structured mentoring and counselling schedule was prepared.
7	Planning of Induction/Orientation Program for First Year students.	Orientation and induction program schedule was finalized and responsibilities were assigned to concerned faculty members.



Principal

Principal
 Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar
 Nagpur - 441501



Co-ordinator
IQAC

Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar, Nagpur

Copy to:

1. The Principal
2. Academics Coordinator
3. Heads (ETC, ME, Civil, CE, FY, TP, MBA)
4. Registrar
5. All concerned Member