

Minutes of Meeting & Action Taken Report
Date: 30/03/2026

Sr. No.	Agenda Points (Discussion)	Action Taken
1	To confirm the minutes and action taken report of the meeting held on 17/12/2025.	The minutes and Action Taken Report of the previous meeting were reviewed, discussed, and approved by all members.
2	Review of major event (SWARANG, TECHKNOLEDGE, Workshops, FDPs).	Reports of major institutional events were reviewed and recommendations were made for improving participation and outcomes in future events.
3	Evaluation of Faculty Development Programs and training activities.	FDPs and training activities conducted during the academic year were evaluated, and additional programs were proposed to enhance faculty competencies.
4	Review of training ,placement, and internship activities	Training, placement, and internship activities were reviewed, and departments were instructed to strengthen industry linkages and student employability initiatives.
5	Review of Outcomes-Based Education and CO-PO attainment.	CO-PO attainment reports were reviewed and corrective measures were suggested to improve outcome achievement levels.
6	Planning and conduction of regular academic activities and internal examinations.	Academic activities and internal examination schedules were finalized and communicated to all departments for implementation.
7	Review of student performance, progression, and result analysis	Student performance and result analysis were reviewed, and remedial measures were planned for academically weak students.
8	Verification of academic documentation	Academic records, course files, and departmental documentation were verified, and deficiencies were communicated for timely compliance.
9	Admission planning for academic session 2026-27	Admission strategies, outreach activities, and promotional plans were discussed and responsibilities were assigned to concerned committees.
10	Preparation roadmap for AQAR 2025-26.	AQAR preparation activities were planned and timelines were established for data collection, verification, and report compilation.
11	Identification of institutional strengths and improvements.	Institutional strengths, best practices, and areas requiring improvement were identified for quality enhancement initiatives.
12	Finalization of future action plan for the next academic session.	A comprehensive action plan for the next academic session was finalized and responsibilities were allocated to respective departments and committees.



Principal

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



**Co-ordinator
 IQAC**

Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar, Nagpur