

Minutes of Meeting & Action Taken Report

Date: 07/10/ 2025

Sr. No.	Agenda Points (Discussion)	Action Taken
1	To confirm the minutes and action taken report of the previous meeting.	The minutes and Action Taken Report of the previous meeting were reviewed, discussed, and approved by all members.
2	Review of curriculum delivery and syllabus coverage status.	Syllabus coverage reports from all departments were reviewed and faculty members were instructed to ensure timely completion of the curriculum.
3	Planning and scheduling of Faculty Development Programs (FDPs).	Department-wise FDPs, workshops, and training programs were planned and a schedule was prepared for the academic year.
4	Review of e-books, e-journals usage and digital learning platforms.	Usage of digital learning resources was reviewed and faculty members were encouraged to promote e-resources among students.
5	Planning of Add-on and value-added courses.	Suitable add-on and value-added courses were identified and departments were directed to prepare implementation plans.
6	Evaluation of Research & Development activities and publications.	Research activities, publications, and project work were reviewed and faculty members were encouraged to increase research output.
7	Review of student support systems and mentoring activities.	Student mentoring records were reviewed and mentors were advised to conduct regular counselling and guidance sessions.
8	Governance and leadership planning for academic excellence.	Strategies for improving academic quality and institutional governance were discussed and responsibilities were assigned to concerned committees.
9	Review of guest lectures, workshops, and industry interactions.	Departments were instructed to organize guest lectures, workshops, and industry interaction programs during the semester.
10	Review of Green Campus initiatives and sustainability practices.	Ongoing green campus activities were reviewed and additional measures for environmental sustainability were planned.
11	Status review of AQAR preparation and documentation.	AQAR documentation status was reviewed and coordinators were instructed to complete pending data collection and verification.
12	Review and planning of Training & Placement activities.	Placement activities were reviewed and plans were finalized for aptitude training, skill development programs, and campus recruitment drives.

Principal

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Copy to:

1. The Principal
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