



**P. R. Pote Patil Edu. & Welf. Trust's, Group of Institutions,
College of Engineering & Management, Amravati**

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(Recognized by AICTE, New Delhi & Affiliated to SGBAU, Amravati)

Ref.: PRPCOEM/


Date:

Dated: 25-02-2021

IQAC Cell

Minutes of Meeting Summary (MoM No 26)

Meeting attended by:	Dr. S. A. Ladke, Director, Dr. A.V. Kale, Principal, Dr. S. B. Warkad, IQAC Coordinator, Dr. R. D. Ghongade, NAAC Coordinator
Date:	25/02/2021
Time:	4.00 P.M.
Agenda Topic #1: Review of NAAC Cycle -2 and action plan	
Notes & Action Items:	
<ul style="list-style-type: none">• Dr. S. B. Warkad, presented status of NAAC cycle-1 and requirements for NAAC cycle-2. Preparation of IQA, functional of IQAC and Preparation of SSR were discussed.	
Agenda Topic #2: Review of NAAC Manual for Cycle-2	
Notes & Action Items:	
<ul style="list-style-type: none">• IQAC Coordinator presented gist of NAAC manual for cycle-2 which includes NAAC requirements, qualitative and quantitative metrics for assessment, fees and processes. All seven criteria of NAAC SAR are presented before members present in the meeting.• H'ble Director suggested to collect processes common to both NAAC and NBA.• H'ble Director sir also asked to confirm processes that need to be implemented based on NAAC and NBA requirements.• IQAC Coordinator suggested to implement R&D policy to promote research culture in the Institution, Library remote access to e-resources, Bridge and value added courses in the relevant areas need to be planned and implement, issues related to gender equality promotion programme, environmental consciousness and sustainability, inclusiveness and professional ethics to be practiced. Academic and Administrative audits need to be conducted on regular basis.• H'ble Director sir suggested to discuss NAAC criteria in detail with concerned Head of departments and criteria owners to understand need and requirements of NAAC and NBA. This will help to prepare effective documentation for accreditation.• H'ble Principal also agreed with H'ble Director sir's opinion and suggestions.	
Agenda Topic #3: Any other item with the permission of Chair	
Notes & Action Items:	
<ul style="list-style-type: none">• No other point were discussed in the meeting. The meeting is ended with the reconfirmation of all above notes & Action items. At the end NAAC Coordinator, and IQAC Coordinator proposed a vote of thanks to the chair and the members.	


(Dr. S. B. Warkad)
IQAC Coordinator

Copy to:

- All Members for information and necessary action please.