



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

Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra)  
0721-2530342, 44, 2530089 Fax No.: 0721- 2530341 Email: prpotepatilcollege@gmail.com, website: www.prpatilcollege.org  
(Recognized by AICTE, New Delhi & Affiliated to SGBAU, Amravati)

Ref.: PRPCOEM/

Date:

### IQAC Cell

#### Minutes of Meeting Summary (MoM No 01)

<b>Meeting attended by:</b>	Dr. Mrs. S. D. Wakde, Principal, Dr. Mahendra Dhore, Management Representative, Dr. D. G. Wakde, Director, Shri Shrikant Borole, Alumni Representative, Shri Sanjay Jadhao, Jadhao Group of Industries, Prof. Mohammad. Zuhair, Vice, Principal & HOD, CE, Deptt., Dr. Sandeep. G. Fale, HOD, ME Deptt., Prof. Mayur Burange, Incharge HOD, CSE, Deptt., Prof. Rahul D. Ghongade, HOD, EXTC, Deptt. Prof. A. A. Ghute, HOD, EE Deptt., Prof. Prashant Thombare, T & P Officer, Dr. A. D. Bhojar, Coordinator, First Year, Prof. S. R. Shah, HOD, MBA Deptt., Dr. Chitra. A. Dhawale, HOD, MCA Deptt., Mr. Rajiv Rajas, P.A to the Principal, Mr. Kishore Deshmukh, Administrative officer, Mr. Niraj P. Bherde, Accountant
<b>Date:</b>	09/07/2015
<b>Time:</b>	12.00 Noon
<b>Agenda Topic #1:</b>	Introduction and welcome of Members of IQAC
<b>Notes &amp; Action Items:</b>	H'ble Chairman, IQAC welcome all newly elected members. Each member present gave a self-introduction to other members.
<b>Agenda Topic #2:</b>	The Role of IQAC & NAAC
<b>Notes &amp; Action Items:</b>	The Chairman IQAC gave a brief presentation on the guidelines of the IQAC and its role in an Institute. Chairman clarified that the Cell was formed as per the UGC regulation and as also prescribed by the NAAC. She also gave background of the formation of the Cell, its functioning and other aspects. She reiterated that major aim of the Cell is to channelize all efforts and measures of the institution towards promoting its holistic academic excellence in a healthy environment. She proposed that Prof. A. A. Ghute is nominated as Coordinator of IQAC and requested him to carry on with the rest of the proceedings.
<b>Agenda Topic #3:</b>	Conduction of the IQAC meeting twice in an academic year
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>In order to streamline the quality policy in the Institution as a continuous process, H'ble Chairman proposed to conduct IQAC meeting at least twice in a year. All members agreed over it.</li></ul>
<b>Agenda Topic #4:</b>	Formation of NAAC Steering Committee
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>In order to fresh start NAAC work, H'ble Chairman proposed Steering Committee to work and monitor NAAC related documentation.</li></ul>
<b>Agenda Topic #5:</b>	Preparation Of NAAC SSR and related Documents
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>H'ble chairman demonstrated and discussed the NAAC SSR contents and also enlisted the requirement documents. Respective Departments and facility centers are requested to work over the said documentation.</li></ul>
<b>Agenda Topic #6:</b>	Review of ISO implementation at Institute
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>H'ble Principal proposed to review ISO implementation status at each department and facility centre.</li></ul>
<b>Agenda Topic #7:</b>	Promotion of Faculty for Research work
<b>Notes &amp; Action Items:</b>	

- Under the faculty enrichment programme, members proposed to promote faculties for their Ph.D. research work. Prof. A. S. Gawade, Mechanical Engg Deptt were asked to submit application.

**Agenda Topic #8:** Any other item with the permission of Chair

**Notes & Action Items:**

- No other point discussed in the meeting. The meeting was ended with the reconfirmation of all above notes & Action items. At the end Coordinator, IQAC proposed a vote of thanks to the chair and the participants.

Dated: 09-07-2015

(Prof. A. A. Ghute), Coordinator, IQAC

**Copy to:**

- All Members (External & Internal) of IQAC PRPCOEM for information and necessary action please.

*Outside*

Chairman, IQAC  
P.R. Pote (Patil) C.O.E & M  
Amravati

*B* (M.S. Burange, CSE)

*R.D.* (R.D. Ghongade, EXTC)

*S.S.* (Dr. S. S. Fale, Mech. Engg)

*AA* (A.A. Ghute, Elec. Engg)

*AD* (Dr. A.D. Bhojra, FE)

*SR* (S.R. Shah)

*CA* (C.A. Dhawale)

*KB* (K.B. Deshmukh)

*LR* (L.R. Rajas  
Shrikanth Borkar Shinde)

*MS* (M.S. ...)