



**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: 28-02-2021

IQAC Cell

Minutes of Meeting Summary

Meeting attended by:	Dr. A.V. Kale, Principal, Dr. S. B. Warkad, IQAC Coordinator, Dr. R. D. Ghongade, NAAC Coordinator, Dr. P. R. Wadnerkar, Mech. Engg., Department, Dr. Sachin Saraf, Civil Engg., Department, Prof. D. A. Shahakar, HOD, EE Engg., Department, Dr. Ajay Gadhicha, HOD, CSE Department, Dr. Amol Bhojar, HOD, First Yr. Engg., Department, Dr. N. R. Thakre, HOD, First Yr. Engg., Department, Prof. S. R. Shah, HOD, MBA Department
Date:	28/02/2021
Time:	11.00 A.M.
Agenda Topic #1:	NAAC SSR and documentation preparation for 2 nd Cycle and Action Plan
Notes & Action Items:	<ul style="list-style-type: none">• Minutes of last meeting is presented by the IQAC Coordinator.• IQAC Coordinator, presented status of NAAC cycle-1 and requirements for NAAC cycle-2. i.e., preparation of IIQA, and preparation of SSR.• IQAC Coordinator presented gist of NAAC manual which includes NAAC requirements, qualitative and quantitative metrics for assessment, assessment processes and summary of all seven criteria of SSR in the meeting.• NAAC Coordinator has reviewed the supporting documentation status of AQAR submitted till date.• H'ble Principal has directed to complete and submit criteria wise supporting documentation of AQAR till March 15, 2021.• IQAC Coordinator and NAAC Coordinator have asked to each criteria owner to refer list of documents and AQAR reports while submitting supporting documents.• It was decided in the meeting that regular meeting with all the criteria owners will be conducted either offline or online to aware new SSR and its requirements. A tentative schedule will be prepared by IQAC Coordinator w.e.f. 02/03/2021 to discuss the NAAC SSR.• H'ble Principal has suggested to systematically study new SSR and its requirements, suggestions for improvements and timely completion of assigned task to achieve higher grade in NAAC 2nd Cycle.
Agenda Topic #3:	Any other item with the permission of Chair
Notes & Action Items:	<ul style="list-style-type: none">• No other point was 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.