



"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 03)

Meeting attended by:	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. Vijay Gadicha, HOD, CSE, Deptt., Prof. Rahul D. Ghongade, HOD, EXTC, Deptt. Prof. Prashant Thombare, T & P Officer, Prof. P. R. Wadnerkar, 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
Date:	04/07/2016
Time:	12.00 Noon
Agenda Topic #1:	To confirm the minutes of last meeting.
Notes & Action Items:	<ul style="list-style-type: none">The minutes of last meeting held on dated 07/12/2015 were confirmed in this meeting.
Agenda Topic #2:	Preparation of Academic Calendar
Notes & Action Items:	<ul style="list-style-type: none">H'ble Chairman asked to all HOD members to prepare academic calendar for the session 2015-16. Several academic and Extra-curricular activities are planned to be accommodate in academic calendar.
Agenda Topic #3:	First year Induction/Orientation program
Notes & Action Items:	<ul style="list-style-type: none">The First year coordinator was directed to plan First year Induction/Orientation program. The tentative date was decided in the second week of July.
Agenda Topic #4:	Preparation of LEC visit to College Campus
Notes & Action Items:	<ul style="list-style-type: none">The ongoing LEC visit is informed by H'ble Chairman to members present. The required preparation is discussed with all HODs.
Agenda Topic #5:	IEDC projects allocation and review
Notes & Action Items:	<ul style="list-style-type: none">Prof. G. D. Nagose, Coordinator of IEDC Cell presented forthcoming project proposal received from various departments. The project proposals are reviewed in the meeting. With the consent of H'ble chairman, IEDC Cell projects are allocated to the departments.
Agenda Topic #6:	Review of student training and placement strategy
Notes & Action Items:	<ul style="list-style-type: none">Prof. Thombre, TPO provides student training at various organization. The forthcoming placement strategy is discussed in the meeting. H'ble chairman reviewed the process to be carry out to groom our eligible students in soft skill development, technical training and Aptitude etc. The action plan is devised and informed to various department Heads.
Agenda Topic #7:	Review of NAAC documentation
Notes & Action Items:	<ul style="list-style-type: none">Prof. R. D. Ghongde, Coordinator, NAAC presented the status of NAAC related documentation.

H'ble Chairman and committee members discussed and reviewed NAAC documentation and further action plan to implement.

Agenda Topic #8: Planning of FDP based on NAAC/NBA/ Quality of Teaching

Notes & Action Items:

- H'ble Chairman proposed to plan a Faculty Development Program (FDP) based on NAAC/NBA/Quality of Teaching in the month December-January. Proposals are invited from Heads of department. Prof. A. A. Ghute is nominated as a coordinator of this FDP.


Agenda Topic #9: Any other item with the permission of Chair

Notes & Action Items:

- Heads of Department proposed to review campus discipline and dress code to students and staff.
- 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.


Meeting was ended with the reconfirmation of all above Notes & Action items.


Dated: 04-07-2016



(Dr. S. B. Warkad)
Coordinator, IQAC

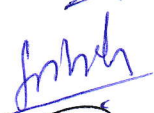
Copy to:

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



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



(R.D. Ghongade, ExTc)


(Dr. S. S. Fale, Mech. Engrg.)


(C.S.R. Shah)



(P.R.W.)


V.S. Gardiche


(C.A. Dhawale)

K.B. Deshpande 

R. L. Rajas 

Shrikant Bask 

M. Venk 