P. R. Pote (Patil) College of Engineering & Management, Amravati

IQAC Cell

MOM-NAAC Review Meeting

Date & Time of Meeting: Friday, 30th April, 2021 at 2:30 PM on Google Meet.

Meeting Attended by:

- Dr. R. D. Ghongade, HOD, EXTC Deptt.
- Dr. Sachin Saraf, HOD, Civil Deptt.
- Prof. D. A. Shahakar, HOD, EE Deptt.
- Dr. Ajay Ghadicha, HOD, CSE Deptt.
- Dr. G. D. Dalvi, Dean (Academics)
- Prof. Aparna Bhande, HOD, MCA Deptt.

Meeting Agenda: Review of NAAC-SSR Standard Operating Procedure (SOP) For Data Validation and Verification Criteria wise

Following points were discussed:

- IQAC Coordinator presented NAAC-SSR Standard Operating Procedure (SOP) for data validation and verification.
- The data and information requirements for preparation of NAAC -SSR are reviewed. The guidelines given by NAAC about which documentation is acceptable and which one is not acceptable are discussed.
- IQAC coordinator further asked to all HOD to forward the SOP information to all faculty members in their department and asked them to prepare documentation as per requirement of NAAC.
- It is decided that Criteria Owner will circulate common guidelines related to formats, required information and document authentication in all departments to prepare documentation in common format.
- The common formats related to Criteria will be prepared by Criteria Owner and will get approved with higher authority.
- HOD EE and EXTC suggested that physical documentation to be done after lockdown.
- IQAC coordinator asked to prepare AQAR related documentation as per recent SOP provided by the NAAC.
- No other point is discussed in the meeting. The meeting is ended with vote of thanks.

Dr. S. B. Warkad, IQAC Coordinator