



"Shri Gajanan Maharaj Prasanna"  
**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:

### IQAC Cell

#### Minutes of Meeting Summary (MoM No 04)

<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. Vijay Gadicha, HOD, CSE, Deptt., Prof. D. A. Shahakar, Electrical Engg 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
<b>Date:</b>	11/12/2016
<b>Time:</b>	12.00 Noon
<b>Agenda Topic #1:</b>	To confirm the minutes of last meeting
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>The minutes of last meeting held on dated 04/07/2016 were confirmed in this meeting.</li></ul>
<b>Agenda Topic #2:</b>	Review of LEC visit and compliance
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>LEC committee visits to all department and central facility were reviewed. The committee observations are shared in the meeting. The necessary compliances as suggested by LEC committee were discussed.</li></ul>
<b>Agenda Topic #3:</b>	Planning of Internal Inspection/Audit
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>In view of NAAC preparation, H'ble Chairman suggested to have systematic Internal Inspection/Academic Audit in the departments. The IQAC Cell coordinator directed to prepare suitable procedure, tools and schedule for the same.</li></ul>
<b>Agenda Topic #4:</b>	Review of enhancement of infrastructure and development of learning resources
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>With increase in student intake, H'ble Vice-Principal suggested to review present infrastructure in the campus. Details plan is invited from all head of department and facility Incharges.</li><li>H'ble Chairman asked all Heads of Department to develop additional learning resources like NPTEL courses, online courses, New Journals in the Library and Reference Books etc.</li></ul>
<b>Agenda Topic #5:</b>	Review of NAAC-SSR documentation
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>Prof R. D. Ghongade, NAAC coordinator presented NAAC-SSR documentation status. Departmental NAAC coordinators are directed to prepare departmental level documentation as per supplied format.</li></ul>
<b>Agenda Topic #6:</b>	Academic monitoring of the department
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>H'ble Chairman proposed Academic monitoring in terms of Result Analysis, Student Feedback etc in every department. Coordinator is asked to prepare details action plan.</li></ul>
<b>Agenda Topic #7:</b>	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: 11-12-2016

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

**Copy to:**

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

Warkad  
Chairman, IQAC  
P.R. Pote (Patil) C.O.E & M  
Amravati  
R. D. Ghongade (Extc) - PPGH  
Dr. S. S. Fale (Mech) Shri  
D. A. Shekhar (Elect) - Shri  
S. R. Shah Shri  
P. P. Wadneshkar Shri  
V. B. Gadicher V.B.  
C. A. Dhawale CA  
K. B. Deshmukh KB  
L. L. Rajas LR  
Srinant Borkar Srinant  
M. S. Borkar MS