



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

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Ref.: PRPCOEM/

Date:

### IQAC Cell

### Minutes of Meeting Summary (MoM No 05)

<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>	12/01/2017
<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 11/12/2016 were confirmed in this meeting.</li></ul>
<b>Agenda Topic #2:</b>	Review of Department Action plan
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>Action plan of various departments were reviewed about NAAC preparation, New Session and extra-curricular activities by members.</li></ul>
<b>Agenda Topic #3:</b>	Review of Faculty research activities
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>Faculty research activities i.e. higher studies, research publications, project guidance and industry interactions were discussed. Prof Bapat sir submitted proposal for the department about guidelines of projects undertaken in the department. Several IEDC projects status has also discussed.</li></ul>
<b>Agenda Topic #4:</b>	Planning of Student's technical events
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>Student's technical events like Techlons, project competition etc., Program activities, Guest speakers, committees and schedules are discussed.</li></ul>
<b>Agenda Topic #5:</b>	Review of teaching –learning process
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>The ongoing teaching –learning processes implemented in the departments are reviewed. Best practices are discussed by members. H'ble Chairman proposed the strategy to adopt best practices of Teaching-Learning practices.</li></ul>
<b>Agenda Topic #6:</b>	Finalization of NAAC-SSR documentation
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>Prof. Ghongade, NAAC Coordinator presented complete NAAC-SSR in the meeting. Minor corrections are suggested by the committee members. The date of submission of NAAC-SSR is decided tentatively in the month of March-2017.</li></ul>
<b>Agenda Topic #7:</b>	Review of academic monitoring of department related to NAAC
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>The second reviews of Academic monitoring of the departments are reviewed. Shortcoming</li></ul>



suggested by the Internal auditors are communicated to the HODs.

**Agenda Topic #8:** Review of student feedback analysis

**Notes & Action Items:**

- The student feedback analysis of ODD semesters is reviewed in the meeting. Action plans are suggested to improve student feedback. Warning letters to the faculties who scored consistently low feedbacks are discussed.

**Agenda Topic #9:** Review of Virtual Lab usage status

**Notes & Action Items:**

- Prof. Vijay Gadicha, Coordinator of Virtual Lab presented Lab usage status by the students and faculties of various departments. He also presented several outreach trainings conducted in this session.

**Agenda Topic #10:** Planning of Induction program to student about NAAC visit

**Notes & Action Items:**


- The committee proposed Induction program to students about NAAC visit. Students should be aware various procedures about NAAC and committee visits. Head of departments are asked to prepare a presentation for the student to make them aware.

**Agenda Topic #11:** Any other item with the permission of Chair

**Notes & Action Items:**

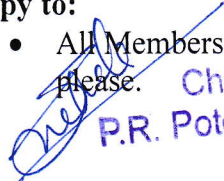
- No other point discussed in the meeting. The meeting was ended with the reconfirmation of all above notes & Action items. At the end Coordinator, IQAC proposed a vote of thanks to the chair and the participants.

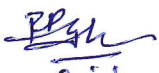
Dated: 12-01-2017

  
(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. Pale, Mech. 

D. A. Shelvkar Eect. 


S. R. Shah 

P. R. Wadherkar 

V. B. Gadicha 

C. A. Dhawale 

K. B. Deshpande 

L. R. Rajas 

Shri. Sambhaji Borkar 

M. Chaturvedi 