



"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 07)**

<b>Meeting attended by:</b>	Dr. Mrs. S. D. Wakde, Principal, Dr. Mahendra Dhore, Management Representative, Dr. D. G. Wakde, Director, 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. Kishore Deshmukh, Administrative officer
<b>Date:</b>	20/07/2017
<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 27/04/2017 were confirmed in this meeting.</li></ul>
<b>Agenda Topic #2:</b>	Academic monitoring of the Department
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>H'ble Chairman reviewed Academic monitoring in terms of Teaching-Learning process, Syllabus coverage, University examination schedules and Student Feedback etc in every department. Head of department are asked to submit annual report of the department. The status of NAAC documentation in the department is also reviewed in the meeting.</li></ul>
<b>Agenda Topic #3:</b>	Establishment of benchmark/best practices in the Institute
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>Dr. Chitra. A. Dhawale, HOD, MCA Deptt presented several benchmarks/Best practices in various organization. H'ble Chairman asked to adopt some benchmarks and best practices in teaching-Learning process and also in extracurricular activities for overall development of student.</li></ul>
<b>Agenda Topic #4:</b>	Review of Summer school/FDP/STTP attended by faculty
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>Faculty attended FDP/STTP/Summer school were reviewed. Dr. S. B. Warkad who attended 2 week NBA workshop at Anjuman College of Engineering, Nagpur presented several highlight of NBA and its implementation.</li></ul>
<b>Agenda Topic #5:</b>	Review of LMC's minutes of meeting
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>H'ble Chairman presented LMC's minutes of meeting. All observations and requirements are discussed in the meeting.</li></ul>
<b>Agenda Topic #6:</b>	Any other item with the permission of Chair
<b>Notes &amp; Action Items:</b>	<ul style="list-style-type: none"><li>H'ble Chairman asked to plan an expert lecture on NAAC peer team visit in the Campus. Prof. Wadnerkar has been assigned the task to schedule expert talk in the end of July 2017.</li><li>The meeting was ended with the reconfirmation of all above notes &amp; Action items. At the end Coordinator, IQAC proposed a vote of thanks to the chair and the participants.</li></ul>

Dated: 20-07-2017

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

Copy to:

- All Members of IQAC PRPCOEM for information and necessary action please.

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

R. D. Ghongade, ExTc - EE  
Dr. S. S. Kale, Mech. Eng  
D. A. Shelkar - Elect E  
S. R. Shah Ench  
P. F. Wadnisum En  
V. S. Gadgil En  
C. A. Dhawale En  
K. B. Deshmukh - En  
R. R. Rajas - En  
Shrikrishna Bhole - En  
M. S. Kulkarni En