



"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 08)

Meeting attended by:	Dr. Mrs. S. D. Wakde, Principal, Dr. Mahendra Dhore, Management Representative, 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
Date:	31/08/2017
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 20/07/2017 were confirmed in this meeting.
Agenda Topic #2:	Review of status of documentation completion at Department
Notes & Action Items:	<ul style="list-style-type: none">H'ble Chairman reviewed the status of documentation related to NAAC as presented by Heads of Department. Several queries were discussed by the HODs related to criteria mentioned in the NAAC-SSR documentation. HODs are asked to submit the revised documentation with all modifications suggested by the committee members.
Agenda Topic #3:	Review of teaching-learning Innovative practices in the Institute
Notes & Action Items:	<ul style="list-style-type: none">Teaching –learning innovative practices as submitted by the Head of departments were reviewed by the committee members. The Laboratory innovative practices were also discussed. The calibration of measuring instruments, insertion of new experiment in every year, evaluation procedures were discussed in details.
Agenda Topic #4:	Induction program on NAAC peer team visit in Campus
Notes & Action Items:	<ul style="list-style-type: none">Review of Induction program on NAAC peer team visit in the Campus delivered by Dr. D. S. Ingole, Professor, PRMITRA, Amravati were discussed in the meeting. All the suggestion given by expert in terms of documentations, presentations, Displays, IQAC-role and responsibility and NAAC peer team visit schedules were discussed.
Agenda Topic #5:	Faculty orientation on NAAC continuous process and evaluation
Notes & Action Items:	<ul style="list-style-type: none">H'ble Chairman asked to Heads of Department to organize Faculty meet in the department. NAAC orientation about continuous process and evaluation procedures to be presented by the HODs.
Agenda Topic #6:	Formation of committees for NAAC peer team visit
Notes & Action Items:	<ul style="list-style-type: none">Prof. R. D. Ghongade presented various committee formations for smooth conduction of NAAC Peer team visit in the campus.
Agenda Topic #7:	Decide tentative schedule of visit by NAAC peer team members

Notes & Action Items:

- H'ble Chairman suggested second week of September 2017 as tentative schedule of NAAC peer team visit.


Agenda Topic #8: Any other item with the permission of Chair

Notes & Action Items:

- Prof. R. D. Ghongade proposed to take internal verification of documentation prepared by Departments, Faculty incharges, and Office through IQAC. H'ble Chairman asked Dr. S. B. Warkad, Coordinator, IQAC to implement the same.
- 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: 31-08-2017


(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 - 

Dr. S.S. Tale 

S. R. Shah 

P. R. Wadneshkar 

V. B. Gadgil 

C. A. Dhawale 

K. B. 

Rajiv R. Rajas 

M. 

D. G. 

Shri Kant 