



"Shri Gajanan Maharaj Prasanna"

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

Institute Code : 1107

(Recognized by AICTE, New Delhi, Approved by Govt. of Maharashtra & Affiliated to SGBAU, Amravati)



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## IQAC Cell

### Minutes of Meeting

**Date & Time of Meeting:** 20<sup>th</sup> August 2022 at 11:00 AM on Google Meet.

#### Meeting Resolution:

Agenda Item	Resolution/ATR
Agenda Item -00	<b>Minutes of Last Meeting</b> IQAC Coordinator read minutes of last meeting held on dated 10/01/2022.
Agenda Item -01	<b>Preparation and review of IIQA</b> Hon'ble Chairman has taken review of IIQA for 2 <sup>nd</sup> cycle SSR. IQAC Coordinator presented prepared IIQA and its documentary and financial requirements. Chairman sir asked to confirm progress of SSR preparation prior to submit IIQA.
Agenda Item-02	<b>Review of NAAC SSR 2<sup>nd</sup> Cycle</b> The revised format of NAAC SSR, Data templates, documentation list as per SOP are reviewed in the meeting. IQAC Coordinator explained the requirements for Data Templates and documentation. H'ble Chairman asked to prepare time bound program to complete activities and preparation of NAAC SSR.
Agenda Item-03	<b>Review of compliance of NAAC Peer team report of First cycle</b> IQAC Coordinator presented NAAC peer Team Visit report of First cycle in the Meeting. The peer team suggestions are reviewed about progress made for 5 years. Institute level requirements are discussed to fulfill suggestions. H'ble Principal asked to prepare documentation for completed activities as suggested by Peer team.
Agenda Item-04	<b>Mock Team visits to review of NAAC SSR 2<sup>nd</sup> Cycle</b> IQAC Coordinator presented schedule of NAAC SSR 2 <sup>nd</sup> cycle including possible Mock team visit at Institution. The progress work of NAAC SSR is also reviewed by the committee members. It is decided in the meeting that Mock visit can be schedule in the Month of October 2022 i.e. after submission of SSR and DVV process.
Agenda Item-05	<b>Academic Audit, Energy Audit, Green Audit and Environmental Audit, ISO Certification of the Institution</b> IQAC initiated an external Academic Audit in all the departments. The reports of the Academic Audit are discussed in the meeting. Suggestions given by Auditors are presented by the HODs of the Departments. H'ble Chairman asked to submit action Taken report for expert's suggestions.

	<p>IQAC initiated Energy Audit, Green Audit and Environmental Audit of the Institution. M/S. Ground Zero Energy Solutions, Amravati conducted all these audits at the Institutions. The Reports of all these audits are discussed in the meeting. Suggestions given by the auditors are reviewed and for improvement purpose.</p> <p>IQAC also initiated ISO 21001:2018 certification process for the Institution. M/S. KABB certifications, New Delhi has started certification process for Educational Organization Management System. The first phase of documentation process is completed, and it shared with the H'ble Principal. Remaining process of certification i.e., training and audit is in process.</p>
<b>Agenda Item-06</b>	<p><b>Any other points</b></p> <p>No other point is discussed in the meeting. The meeting is ended with vote of thanks.</p>



Dr. S. B. Warkad)  
 IQAC Coordinator  
**Co-ordinator, IQAC**  
**P.R. Pote (Patil) C O E & M**  
**Amravati**



(Dr. D. T. Ingole)  
 Principal  
**Chairman, IQAC**  
**P.R. Pote (Patil) C.O.E & M**  
**Amravati**

**Copy to:**

SN	Name	Designation	Signature
1	Dr. Mahendra Dhore, (Management Representative)		
2	Shri Shrikant Borole, (Alumni Representative)		
3	Shri Sanjay Jadhao, Jadhao Group of Industries, (Industry Representative)		
4	Dr. D. T. Ingole, Principal		
5	Dr. Mohammad Zuhair, Vice-Principal		
6	Dr. P. R. Wadnerkar, HOD, Mechanical Engg., Deptt.		
7	Dr. Sachin Saraf, HOD, Civil Engg., Deptt.		
8	Dr. A. B. Gadicha, HOD, Computer Science Engg., Deptt.	HOD	
9	Dr. R. D. Ghongade, HOD, EXTC. Engg., Deptt.		
10	Prof. D. A. Shahakar, HOD, Electrical Engineering Deptt.		
11	Prof. Prashant Thombare, Training & Placement Officer		
12	Prof. H. S. Kulat, Coordinator, First Year	HOD	
13	Prof. S. R. Shah, HOD, MBA Deptt.	HOD	
14	Prof. Aparna Bhande, HOD, MCA Deptt.	HOD	
15	Mr. Rajiv Rajas, P.A to the Principal	P.A to Principal	
16	Mr. Kishore Deshmukh, Administrative officer	A.O.	
17	Mr. Vishal Ingole, Finance Officer		
18	Mr. Rupesh Pollard, Librarian		
19	Mr. Ajay Samdekar, Lasting Smile Foundations, Amt. (Local society)		
20	Mr. Sumit Taywade, (Student Representative-ME Deptt)		