



IQAC Cell

Minutes of Meeting Summary (MoM No 01)

Meeting attended by:	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. Mayur Burange, Incharge HOD, CSE, Deptt., Prof. Rahul D. Ghongade, HOD, EXTC, Deptt. Prof. A. A. Ghute, HOD, EE Deptt., Prof. Prashant Thombare, T & P Officer, Dr. A. D. Bhojar, 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:	09/07/2015
Time:	12.00 Noon
Agenda Topic #1: Introduction and welcome of Members of IQAC	
Notes & Action Items: H'ble Chairman, IQAC welcome all newly elected members. Each member present gave a self-introduction to other members.	
Agenda Topic #2: The Role of IQAC & NAAC	
Notes & Action Items: The Chairman IQAC gave a brief presentation on the guidelines of the IQAC and its role in an Institute. Chairman clarified that the Cell was formed as per the UGC regulation and as also prescribed by the NAAC. She also gave background of the formation of the Cell, its functioning and other aspects. She reiterated that major aim of the Cell is to channelize all efforts and measures of the institution towards promoting its holistic academic excellence in a healthy environment. She proposed that Prof. A. A. Ghute is nominated as Coordinator of IQAC and requested him to carry on with the rest of the proceedings.	
Agenda Topic #3: Conduction of the IQAC meeting twice in an academic year	
Notes & Action Items: <ul style="list-style-type: none">In order to streamline the quality policy in the Institution as a continuous process, H'ble Chairman proposed to conduct IQAC meeting at least twice in a year. All members agreed over it.	
Agenda Topic #4: Formation of NAAC Steering Committee	
Notes & Action Items: <ul style="list-style-type: none">In order to fresh start NAAC work, H'ble Chairman proposed Steering Committee to work and monitor NAAC related documentation.	
Agenda Topic #5: To decide Vision and Mission of IQAC	
Notes & Action Items: <ul style="list-style-type: none">The IQAC Vision and Mission statements was discussed in the meeting. H'ble Chairman proposed following Vision and Mission statements of IQAC. <p style="text-align: center;"><i>Vision of the IQAC</i> <i>"To build and ensure a quality culture aimed at all round excellence at the institutional level."</i></p><p style="text-align: center;"><i>Mission of the IQAC</i> <i>"To channelize and systematize the efforts and measures of an institution towards academic excellence." "To be the driving force for ushering in quality to remove deficiencies and enhance quality."</i></p>All members given consensus and finalized Vision and Mission of IQAC.	
Agenda Topic #6: Preparation Of NAAC SSR and related Documents	

<p>Notes & Action Items:</p> <ul style="list-style-type: none"> H'ble chairman demonstrated and discussed the NAAC SSR contents and also enlisted the requirement documents. Respective Departments and facility centers are requested to work over the said documentation.
<p>Agenda Topic #7: Review of ISO implementation at Institute</p>
<p>Notes & Action Items:</p> <ul style="list-style-type: none"> H'ble Principal proposed to review ISO implementation status at each department and facility centre.
<p>Agenda Topic #8: Promotion of Faculty for Research work</p>
<p>Notes & Action Items:</p> <ul style="list-style-type: none"> Under the faculty enrichment programme, members proposed to promote faculties for their Ph.D. research work. Prof. A. S. Gawade, Mechanical Engg Deptt were asked to submit application.
<p>Agenda Topic #9: Any other item with the permission of Chair</p>
<p>Notes & Action Items:</p> <ul style="list-style-type: none"> 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: 09-07-2015

(Prof.A. A. Ghute), Coordinator, IQAC

Copy to:

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



"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 02)

Meeting attended by:	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. Mayur Burange, Incharge HOD, CSE, Deptt., Prof. Rahul D. Ghongade, HOD, EXTC, Deptt. Prof. A. A. Ghute, HOD, EE Deptt., Prof. Prashant Thombare, T & P Officer, Dr. A. D. Bhojar, 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:	07/12/2015
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 09/07/2015 were confirmed in this meeting.	
Agenda Topic #2: Reconstitution and welcome of newly admitted IQAC committee	
Notes & Action Items: <ul style="list-style-type: none">H'ble Chairman of IQAC proposed reconstituted IQAC committee. New added members were welcomed by committee members. Dr. S. B. Warkad is now acting as a coordinator of IQAC committee.	
Agenda Topic #3: Review of NAAC requirements and Documentation	
Notes & Action Items: <ul style="list-style-type: none">Review of NAAC requirements and status of document completion were reviewed by committee members. Members who are also acting as head of departments discussed the requirements related to NAAC in their department.	
Agenda Topic #4: Review of University Results	
Notes & Action Items: <ul style="list-style-type: none">The university results of EVEN semester winter 2015 of all departments were reviewed. The committee members suggested course of actions to further improve results. Week results in few subjects are identified. H'ble Chairman asked HOD members to prepare action plan.	
Agenda Topic #5: Review of Student Feedback and Action plan	
Notes & Action Items: <ul style="list-style-type: none">The student feedback about subject, faculty and Institute were reviewed and discussed by committee members. Faculty Feedback less than 60% were identified. H'ble chairman asked HOD members to devise action plan to improve subject feedback. The Institute level feedback is communicated to Management.	
Agenda Topic #6: Monitoring and review of Teaching Learning Process	
Notes & Action Items: <ul style="list-style-type: none">The existing Teaching and Learning process is reviewed. Members suggested new methods to adopt like use of modern teaching aids, preparation of course plan by faculty, Library enrichment	

etc. H'ble Chairman suggested to continuously monitoring TL process to enhance student performance.

Agenda Topic #7: Review of Techelons-2016

Notes & Action Items:

- Discussion was held to plan Annual technical event "Techelons-2015" for all students in the campus.
- Techelons coordinator was directed to prepare brief plan, events, and activities under it.

Agenda Topic #8: 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: 07-12-2015

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

Copy to:

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



IQAC Cell

Minutes of Meeting Summary (MoM No 03)

Meeting attended by:	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. 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:	04/07/2016
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 07/12/2015 were confirmed in this meeting.
Agenda Topic #2:	Preparation of Academic Calendar
Notes & Action Items:	<ul style="list-style-type: none">H'ble Chairman asked to all HOD members to prepare academic calendar for the session 2015-16. Several academic and Extra-curricular activities are planned to be accommodate in academic calendar.
Agenda Topic #3:	First year Induction/Orientation program
Notes & Action Items:	<ul style="list-style-type: none">The First year coordinator was directed to plan First year Induction/Orientation program. The tentative date was decided in the second week of July.
Agenda Topic #4:	Preparation of LEC visit to College Campus
Notes & Action Items:	<ul style="list-style-type: none">The ongoing LEC visit is informed by H'ble Chairman to members present. The required preparation is discussed with all HODs.
Agenda Topic #5:	IEDC projects allocation and review
Notes & Action Items:	<ul style="list-style-type: none">Prof. G. D. Nagose, Coordinator of IEDC Cell presented forthcoming project proposal received from various departments. The project proposals are reviewed in the meeting. With the consent of H'ble chairman, IEDC Cell projects are allocated to the departments.
Agenda Topic #6:	Review of student training and placement strategy
Notes & Action Items:	<ul style="list-style-type: none">Prof. Thombre, TPO provides student training at various organization. The forthcoming placement strategy is discussed in the meeting. H'ble chairman reviewed the process to be carry out to groom our eligible students in soft skill development, technical training and Aptitude etc. The action plan is devised and informed to various department Heads.
Agenda Topic #7:	Review of NAAC documentation
Notes & Action Items:	<ul style="list-style-type: none">Prof. R. D. Ghongde, Coordinator, NAAC presented the status of NAAC related documentation.

H'ble Chairman and committee members discussed and reviewed NAAC documentation and further action plan to implement.

Agenda Topic #8: Planning of FDP based on NAAC/NBA/ Quality of Teaching

Notes & Action Items:

- H'ble Chairman proposed to plan a Faculty Development Program (FDP) based on NAAC/NBA/Quality of Teaching in the month December-January. Proposals are invited from Heads of department. Prof. A. A. Ghute is nominated as a coordinator of this FDP.

Agenda Topic #9: Any other item with the permission of Chair

Notes & Action Items:

- Heads of Department proposed to review campus discipline and dress code to students and staff.
- 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: 04-07-2016

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

Copy to:

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



"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 04)

Meeting attended by:	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
Date:	11/12/2016
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 04/07/2016 were confirmed in this meeting.	
Agenda Topic #2: Review of LEC visit and compliance	
Notes & Action Items: <ul style="list-style-type: none">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.	
Agenda Topic #3: Planning of Internal Inspection/Audit	
Notes & Action Items: <ul style="list-style-type: none">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.	
Agenda Topic #4: Review of enhancement of infrastructure and development of learning resources	
Notes & Action Items: <ul style="list-style-type: none">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.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.	
Agenda Topic #5: Review of NAAC-SSR documentation	
Notes & Action Items: <ul style="list-style-type: none">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.	
Agenda Topic #6: Academic monitoring of the department	
Notes & Action Items: <ul style="list-style-type: none">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.	
Agenda Topic #7: 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

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

Copy to:

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



IQAC Cell

Minutes of Meeting Summary (MoM No 05)

Meeting attended by:	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
Date:	12/01/2017
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 11/12/2016 were confirmed in this meeting.	
Agenda Topic #2: Review of Department Action plan	
Notes & Action Items: <ul style="list-style-type: none">Action plan of various departments were reviewed about NAAC preparation, New Session and extra-curricular activities by members.	
Agenda Topic #3: Review of Faculty research activities	
Notes & Action Items: <ul style="list-style-type: none">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.	
Agenda Topic #4: Planning of Student's technical events	
Notes & Action Items: <ul style="list-style-type: none">Student's technical events like Techlons, project competition etc., Program activities, Guest speakers, committees and schedules are discussed.	
Agenda Topic #5: Review of teaching –learning process	
Notes & Action Items: <ul style="list-style-type: none">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.	
Agenda Topic #6: Finalization of NAAC-SSR documentation	
Notes & Action Items: <ul style="list-style-type: none">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.	
Agenda Topic #7: Review of academic monitoring of department related to NAAC	
Notes & Action Items: <ul style="list-style-type: none">The second reviews of Academic monitoring of the departments are reviewed. Shortcoming	

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.



IQAC Cell

Minutes of Meeting Summary (MoM No 06-A)

Meeting attended by:	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
Date:	16/03/2017
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 12/01/2017 were confirmed in this meeting.
Agenda Topic #2:	Review of final NAAC-SSR documentation
Notes & Action Items:	<ul style="list-style-type: none">Prof. Ghongade, NAAC Coordinator presented final NAAC-SSR in the meeting with all minor changes suggested by the committee members. The committee finalized the same and decided the date of submission of NAAC-SSR.
Agenda Topic #3:	Review of NAAC-SSR publication on College website
Notes & Action Items:	<ul style="list-style-type: none">Prof. Ghongade, NAAC Coordinator prepared the soft copy of NAAC-SSR to be published on College website. Mr. Vijay kale, coordinator of College website has been directed to publish the same on website.
Agenda Topic #4:	Submission of NAAC-SSR report to NAAC, Bangalore
Notes & Action Items:	<ul style="list-style-type: none">The final date of submission of NAAC-SSR report to NAAC, Bangalore has been decided. The date been finalized as -----
Agenda Topic #5:	Any other item with the permission of Chair
Notes & Action Items:	<ul style="list-style-type: none">H'ble Chairman congratulates Prof. R. D. Ghongade, NAAC Coordinator and his team for successful completion of NAAC-SSR report.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: 16-03-2017

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

Copy to:

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



"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 06-B)

Meeting attended by:	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
Date:	27/04/2017
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 16/03/2017 were confirmed in this meeting.
Agenda Topic #2:	Review of Acceptance of LOI related to submission of NAAC-SSR
Notes & Action Items:	<ul style="list-style-type: none">H'ble Chairman communicated LOI acceptance of NAAC-SSR in the meeting.
Agenda Topic #3:	Submission of NAAC-SSR hard copy submission
Notes & Action Items:	<ul style="list-style-type: none">H'ble Chairman circulated hardbound copy of NAAC-SSR to be submitted to NAAC, Bangalore. Prof. R. D. Ghongade, Coordinator NAAC has been instructed to submit the same as early as possible.
Agenda Topic #4:	Any other item with the permission of Chair
Notes & Action Items:	<ul style="list-style-type: none">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: 27-04-2017

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

Copy to:

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



"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)

Meeting attended by:	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
Date:	20/07/2017
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 27/04/2017 were confirmed in this meeting.
Agenda Topic #2:	Academic monitoring of the Department
Notes & Action Items:	<ul style="list-style-type: none">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.
Agenda Topic #3:	Establishment of benchmark/best practices in the Institute
Notes & Action Items:	<ul style="list-style-type: none">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.
Agenda Topic #4:	Review of Summer school/FDP/STTP attended by faculty
Notes & Action Items:	<ul style="list-style-type: none">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.
Agenda Topic #5:	Review of LMC's minutes of meeting
Notes & Action Items:	<ul style="list-style-type: none">H'ble Chairman presented LMC's minutes of meeting. All observations and requirements are discussed in the meeting.
Agenda Topic #6:	Any other item with the permission of Chair
Notes & Action Items:	<ul style="list-style-type: none">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.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: 20-07-2017

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

Copy to:

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



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, Facility 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.



IQAC Cell

Minutes of Meeting Summary (MoM No 09)

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. , 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, Dr. Nitesh Chore, Librarian
Date:	25/09/2017
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 NAAC Peer Team visit	
Notes & Action Items: <ul style="list-style-type: none">H'ble Director & Principal reviewed the status of NAAC Peer team visit to Institute. Heads of Department shared several observations about Academics and departmental facilities as discussed by Peer Team members. HODs are asked to submit the detail observation and action plan for the same.	
Agenda Topic #3: Review of Observations and Recommendations shared by NAAC Peer Team	
Notes & Action Items: <ul style="list-style-type: none">H'ble Principal shared the observation and Recommendation report submitted by NAAC Peer Team members during Exit meeting. All HODs are asked to start working on recommendations given to the department for future development.	
Agenda Topic #4: Any other item with the permission of Chair	
Notes & Action Items: <ul style="list-style-type: none">Prof. R. D. Ghongade, NAAC Coordinator congratulates all office barer of NAAC, teaching and non-teaching staff members for their efforts towards successful NAAC peer team visit.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: 25-09-2017

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

Copy to:

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



IQAC Cell

Minutes of Meeting Summary (MoM No 10)

Meeting attended by:	Dr. D. G. Wakde, Director, 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. , 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, Dr. Nitesh Chore, Librarian
Date:	13/11/2017
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 25/09/2017 were confirmed in this meeting.	
Agenda Topic #2: Certificate Received from NAAC, Bangalore	
Notes & Action Items: <ul style="list-style-type: none">H'ble Director & Principal acknowledged the Accreditation Certificate received from NAAC, Bangalore. H'ble Principal congratulates Core team, HODs, faculty members and non teaching staffs for their efforts. Principal directed all office bearer to work on suggestions made by NAAC Peer Team.	
Agenda Topic #3: Preparation and Submission of ISTE sponsored STTP proposal.	
Notes & Action Items: <ul style="list-style-type: none">All HODs are informed to prepare ISTE sponsored STTP proposals and submit the same on ISTE portal. Dr. S. G. Fale, Dean R&D has directed to take a lead with departmental coordinators.	
Agenda Topic #4: Any other item with the permission of Chair	
Notes & Action Items: <ul style="list-style-type: none">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: 13-11-2017

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

Copy to:

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



"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 11)

Meeting attended by:	Dr. D. G. Wakde, Director, 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, Dr. Nitesh Chore, Librarian
Date:	07/05/2018
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 13/11/2017 were confirmed in this meeting.
Agenda Topic #2:	Review of Academic monitoring Reports of various departments
Notes & Action Items:	<ul style="list-style-type: none">Dr. S. B. Warkad, Coordinator, IQAC presented Academic monitoring report conducted in all departments. The Academic monitoring report is based on NAAC Peer Team suggestions and NBA documentations. H'ble Principal suggested to all HODs to comply shortcomings in the department by submitting Action plan and requirements. It has been decided to organized orientation workshop on NBA documentation.
Agenda Topic #3:	Review of Stock verification Reports of Labs & Facilities
Notes & Action Items:	<ul style="list-style-type: none">Dr. S. B. Warkad, Coordinator, IQAC also presented Stock verification report of Departmental Laboratories of all department, central facilities etc. All shortfalls, repair and maintenance are reported to respective HODs and facility Incharges. H'ble Principal has asked to take necessary actions on equipment shortfalls, preventive maintenance of lab equipments and machineries.
Agenda Topic #4:	Review of Preparation of STTPs at various department
Notes & Action Items:	<ul style="list-style-type: none">H'ble Principal informed about one of the STTP proposal of Mechanical Engineering Department has been selected by ISTE to finance fully. Other departmental STTP proposals to be conducted on self finance basis. H'ble Principal directed all coordinators to prepare proposal and budget and also to apply for sanction from ISTE, New Delhi.
Agenda Topic #5:	Any other item with the permission of Chair
Notes & Action Items:	<ul style="list-style-type: none">Faculty self appraisal formats are distributed to all HODs for circulation amongst faculty members.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: 07-05-2018

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

Copy to:

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



IQAC Cell

Minutes of Meeting Summary (MoM No 12)

Meeting attended by:	Dr. D. G. Wakde, Director, 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. Pankaj Ardak, HOD, ME Deptt., Prof. Sunpreet kaur Nanda, 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, Dr. Nitesh Chore, Librarian, Mr. Ajay Samdekar, Lasting Smile Foundations, Amravati (Local society), Mr. Abhijit D. Bhange, Student, EE Deptt
Date:	30/06/2018
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 07/05/2018 were confirmed in this meeting.	
Agenda Topic #2: Welcome to revised IQAC committee members	
Notes & Action Items: <ul style="list-style-type: none">As per the new guidelines from NAAC, Bangalore, the existing IQAC Cell is revised. H'ble Principal and Chairman, IQAC Cell welcomed all newly inducted members of IQAC Cell. Dr. S. B. Warkad, Coordinator, IQAC Cell, presented the new IQAC & AQAR guidelines for University affiliated colleges. H'ble Chairman asked to go through these documents and prepare AQAR as per formats.	
Agenda Topic #3: Review of ISTE sponsored STTPs conducted in the departments	
Notes & Action Items: <ul style="list-style-type: none">All Engineering Departments successfully conducted STTPs sponsored by ISTE, New Delhi w.e.f. 18/06/2018 to 23/06/2018. All eminent speakers from VNIT, Government organizations and renowned private institutions were invited as resource persons. H'ble Vice-Chancellor of S.G.B. Amravati University inaugurated the program.	
Agenda Topic #4: Review of Academic planning of current session	
Notes & Action Items: <ul style="list-style-type: none">H'ble Principal discussed Academic planning for the current session. NBA oriented documentation and practices are to be implemented in all department. Academic Calendar, Time Table of the departments are also discussed in the meeting.	
Agenda Topic #5: Management Proposal- conduction of External Academic Audit in Engg Deptts	
Notes & Action Items: <ul style="list-style-type: none">H'ble Director and Principal have put management proposal conduct External Audit of all the departments in order to assess present status for NBA preparation. Dr. S. B. Warkad, IQAC Coordinator has directed to initiate the process. The proposed dates for Academic Audit are from 10/06/2018 to 24/06/2018. All Heads of Department are asked to prepare necessary documentation as per the guidelines given by IQAC Cell.	
Agenda Topic #6: Review of NBA Pre-Qualifier of Engg Departments	
Notes & Action Items: <ul style="list-style-type: none">Dr. S. B. Warkad, NBA Coordinator presented NBA pre-Qualifier status of all the Engineering	

Departments of the Institution. Necessary requirements are discussed in order to qualify for the same. NBA Coordinator has also presented the SAR content before the members.

Agenda Topic #7: Any other item with the permission of Chair

Notes & Action Items:

- 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: 30-06-2018

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

Copy to:

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



IQAC Cell

Minutes of Meeting Summary (MoM No 13)

Meeting attended by:	Dr. D. G. Wakde, Director, 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. Pankaj Ardak, HOD, ME Deptt., Prof. Sunpreet kaur Nanda, 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, Dr. Nitesh Chore, Librarian, Mr. Ajay Samdekar, Lasting Smile Foundations, Amravati (Local society), Mr. Abhijit D. Bhange, Student, EE Deptt
Date:	02/08/2018
Time:	3.30 P.M.
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 30/06/2018 were confirmed in this meeting.	
Agenda Topic #2: Review of External Academic Audit Reports of Engg Deptts.	
Notes & Action Items: <ul style="list-style-type: none">Dr. S. B. Warkad, IQAC Coordinator has presented External Academic Audit reports of all departments. The Audit was held from 10/06/2018 to 24/06/2018. External Auditor's observations and Recommendations were shared in the meeting. All Heads of Department are asked to implement recommendations of External Audit committee in the light of NBA preparations.	
Agenda Topic #3: Discussion on NBA accreditation in several Departments	
Notes & Action Items: <ul style="list-style-type: none">Dr. S. B. Warkad, NBA Coordinator presented NBA documentations for the Institute and the departments. Departmental level NBA coordinator's committee is formed to look after the departmental documentation progress. H'ble Principal asked to conduct several NBA orientation programmes to make aware all faculties and stakeholders about NBA preparation.	
Agenda Topic #4: Review of NAAC-AQAR guidelines and AQAR submission	
Notes & Action Items: <ul style="list-style-type: none">Dr. S. B. Warkad, IQAC Coordinator presented NAAC-AQAR which is to be submitted in the month of September 2018. Details of data and availability on Institute's website issues are resolved. Data shared by the departments are also reviewed and finalized as per AQAR formats.	
Agenda Topic #5: Any other item with the permission of Chair	
Notes & Action Items: <ul style="list-style-type: none">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: 02-08-2018

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

Copy to:

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

