



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

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

Institute Code : 1107



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IQAC Cell

Minutes of Meeting

Date & Time of Meeting: 10th January 2022 at 11:00 AM on Google Meet.

Meeting Resolution:

Agenda Item	Resolution/ATR
Agenda Item -01	Minutes of Last Meeting IQAC Coordinator read minutes of last meeting.
Agenda Item -02	Review of Best Practices of the Institution IQAC has taken review of Best Practices of the Institution for the session 2021-22. Two best practices are identified- (1) Prayer at the beginning of classes and (2) Offer letter distribution ceremony uniquely conducted by the Institution every year. IQAC asked coordinators of Best Practices to prepare documentations for it for preparation of AQAR.
Agenda Item-03	Preparation of NAAC-AQAR-2021-22 IQAC started preparing NAAC-AQAR-2021-22. The information related to Part-A, Criteria wise information, data templates and documentations are demonstrated in the meeting. Criteria owners are asked to prepare and submit the same to IQAC before 31 st July 2022.
Agenda Item-04	Review of Stakeholder survey & Student Satisfaction Survey ATRs IQAC in coordination with Heads of Departments planned to conduct stakeholder survey as well as student satisfaction survey after completion of even semester. It was decided to complete stakeholder survey & student satisfaction survey in the departments on or before 31 st July 2022. The survey analysis and Action Taken Report need to submit within 10 days once completion of survey.
Agenda Item-05	Review of NAAC AQAR-2021-22 IQAC has taken review of data and information received for NAAC AQAR-2021-2022 from criteria owners. Necessary corrections and suggestions are given for modifications. Criteria owners are asked to refer NAAC suggested SOP for PG college while preparing the documentations.
Agenda Item-06	Preparation of NAAC SSR 2nd Cycle In light of forthcoming completion of NAAC First cycle Accreditation in the month of October 2022, H'ble Principal asked IQAC and NAAC Coordinator to prepare NAAC SSR 2 nd Cycle. IQAC advised all Criteria owners to prepare documentation and data formats as per SOP and revised NAAC Manual. IQAC explained the procedure how to fill SSR, procedure of submission through IIQA etc. IQAC recommend that SSR 2 nd cycle need to be ready in the month of August -2022 to ensure preparedness for it.

Agenda Item-07	Organisation of NAAC sponsored National Seminar Coordinator, IQAC has given brief information about NAAC sponsored National Seminar on "Engaging Students and Quality Assurance in Higher Education" which will be scheduled w.e.f. 16/05/2022 to 22/05/2022. All required preparations i.e. speaker selection, topics, registration details are discussed in the meeting. H'ble Principal approved the same for necessary action.
Agenda Item-08	Institutional values and Social Responsibility IQAC has taken review about creation of awareness among students about the gender imbalance in society and professional arenas for reasons of safety and security. Activities related to sensitization campaigns, training program, workshop etc. are discussed. Activities related to encourages girls and boys to participate together in academic, cultural, sports and social activities are discussed. Role of Women Empowerment cell in the Institute is also discussed. Necessary guidelines are given to concerned committee Incharges to initiate activities. Activities related to <i>Environmental Consciousness and Sustainability through setting up Solar energy, Sensor-based energy conservation, Use of LED bulbs/ power efficient equipment are discussed. Also, policy related to degradable and non-degradable waste in the campus and measures to be taken are reviewed. Facilities like water conservation practices, green initiatives in the campus are reviewed and action has been initiated.</i>
Agenda Item-09	Review of Institutional preparedness for National Education Policy-2020 IQAC reviewed preparedness for NEP-2020. Questions to be answered in NAAC SSR 2 nd cycle i.e., Multidisciplinary / interdisciplinary, Academic bank of credits (ABC), Skill development, Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course), Focus on Outcome based education Distance education/online education etc. are discussed in the meeting. H'ble Principal directed Dean (Academics), Heads of Department to submit information to IQAC to address all questions.
Agenda Item-10	Review of Patents, IPR, IIC and Centre of Excellence related activities IQAC has taken review of activities related to Patents, copyrights and activities conducted about IIC and Centre of Excellence. The data and information are presented by Dean (R&D). IQAC has recommended to enhance these activities.
Agenda Item-11	Any other points No other point is discussed in the meeting. The meeting is ended with vote of thanks.

S/S/O

(Dr. S. B. Warkad)
IQAC Coordinator
Dated: 11/01/2022

Co-ordinator, IQAC
P.R. Pote (Patil) C.O.E & M
Amravati



(Signature)
Principal
C.O.E & M
Amravati

(Dr. A. V. Kale)
Principal
Chairman, IQAC
P.R. Pote (Patil) C.O.E & M
Amravati

Copy to:

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