



Shri Gajanan Shikshan Sanstha's  
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING**  
**SHEGAON - 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati  
"Approved by the D.T.E., M.S. Mumbai", Institution Accredited by N.A.A.C. (UGC) Bangalore

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Website- [www.ssgmce.org](http://www.ssgmce.org)

Ref.No.GMCE/IQAC/2016

Date: 13/06/2016

To,  
All Authorities and Members,  
IQAC, SSGMCE,  
Shegaon-444203.

**Sub: Meeting Notice.**

Respected Sir,

All Authorities and Members of the IQAC are hereby informed that the meeting of the IQAC is convened on 20/06/2016 at 11.00 a.m. in the meeting hall of the college for consideration and decision on the following items.

Everyone is requested to attend the meeting.

**The Agenda of the meeting is given below:**

- Item No. 1 : To approve the Academic Calendar and Planner for the academic year 2016-17
- Item No. 2 : Development and Assessment tools and processes to evaluate COs & POs
- Item No.3 : To conduct Induction Training Programme for newly recruited faculties.
- Item No.4 : Any other items with the permission of the Chair.

  
Prof A.U.Jawadekar  
(IQAC Coordinator),

- |                      |                     |
|----------------------|---------------------|
| 1. Principal         | Dr.S.B.Somani       |
| 2. Dean, Academics   | Prof. A.U.Jawadekar |
| 3. Dean, Exams       | Prof. V.M.Umale     |
| 4. HOD, ASH          | Dr.N.A.Patil        |
| 5. HOD, ELPO         | Dr.S.R.Paraskar     |
| 6. HOD, MECH         | Dr.S.P.Trikal       |
| 7. HOD, CSE          | Dr.N.M.Kandoi       |
| 8. HOD, IT           | Dr.S.S.Prabhune     |
| 9. HOD, EXTC         | Dr.G.S.Gawande      |
| 10. Registrar        | Prof.A.V.Patil      |
| 11. IQAC Coordinator | Prof.A.U.Jawadekar  |



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**Minutes of the meeting of IQAC**

20/06/2016

As per the meeting notice of the IQAC dated 13-06-2016, the meeting of the IQAC was held on 20/06/2016 at 11.00 a.m. in the meeting hall of the college.

The following Authorities and Members of the IQAC were present for the meeting.

- |                      |                     |
|----------------------|---------------------|
| 1. Principal         | Dr.S.B.Somani       |
| 2. Dean, Academics   | Prof. A.U.Jawadekar |
| 3. Dean, Exams       | Prof. V.M.Umale     |
| 4. HOD, ASH          | Dr.N.A.Patil        |
| 5. HOD, ELPO         | Dr.S.R.Paraskar     |
| 6. HOD, MECH         | Dr.S.P.Trikal       |
| 7. HOD, CSE          | Dr.N.M.Kandoi       |
| 8. HOD, IT           | Dr.S.S.Prabhune     |
| 9. HOD, EXTC         | Dr.G.S.Gawande      |
| 10. Registrar        | Prof.A.V.Patil      |
| 11. IQAC Coordinator | Prof.A.U.Jawadekar  |

The meeting was held as per the agenda.

Item No. 1 : To approve the Academic Calendar and Planner for the academic year

2016-17

**Resolution No.1**

The IQAC Coordinator put before the authorities copies of the academic calendar and planner for the academic year 2016–17. There was a thorough discussion about it. Some members suggested that to cover 90 teaching days in each semester, follow the academic calendar of Sant Gadge Baba Amravati University, Amravati. The same was noted by the IQAC Coordinator and approved by all members.

Item No. 2 : Defining the different tools and processes for CO & PO assessment and Attainment.



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**Resolution No.2**

The IQAC coordinator recommended that CO and PO attainment procedures be modified in accordance with the new NBA framework. Different assessment tools and processes that are to be used to evaluate COs and POs were discussed.

The Principal suggested that the IQAC coordinator prepare complete guidelines for CO and PO attainment.

All the members gave their approval.

Item No. 3 : To conduct Induction Training Programme for newly recruited faculties.

**Resolution No.3**

The IQAC coordinator discussed conducting an induction programme for newly joined faculties. Members acknowledged this as this programme enables newly hired employees to understand more about the organisation, their role, and ways of working, as well as provides an opportunity to meet new colleagues, learn from them, and get up to speed quickly. The decision was approved unanimously.


**Item No. 4:**

Any other items with the permission of the Chair

No Item.

The meeting concluded with vote of thanks.

  
Prof A.U. Jawadekar  
(IQAC Coordinator)

  
Dr S.B. Somani  
(Principal)







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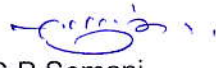
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Actions taken on the decision taken by the IQAC at its meeting held on June 20, 2016:

Meeting on	Actionable Points	Action Taken
Item No.1	To approve the Academic Calendar and Planner for the academic year 2016-17	The Academic Calendar and Planner for the academic year 2016-17 have been sent by separate note to all HODs and Deans. It was circulated among all faculty members for implementation.
Item No.2	Development and Assessment tools and processes to evaluate COs & POs	The IQAC coordinator prepared the guidelines for CO-PO attainment. After the principal's approval, it was sent to HODs for circulation among faculty members.
Item No.3	To conduct Induction Training Programme for newly recruit faculties.	Conveyed the decision to all HODs, Deans by a separate note and asked to depute the newly recruited faculties for Induction Training Programme

  
Prof A.U. Jawadekar  
(IQAC Coordinator)

  
Dr. S.B. Somani  
(Principal)

Copy forwarded to all HODs/Deans for their immediate implementation, if any

