



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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Email: principal@ssgmce.ac.in, register@ssgmce.ac.in
Website: www.ssgmce.org

Ref.No.GMCE/IQAC/2017

Date: 14/12/2017

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 17/12/2017 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 :Review of previous meeting minutes
- Item No. 2: Oraganization of Research Methodology workshop
- Item No. 2 :Oraganization of FDP on OBE
- Item No.3 :Review of upcoming Alumni meet
- Item No.4 : Any other items with the permission of the Chair.

Dr. A.U.Jawadekar
IQAC Coordinator),

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





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Minutes of the meeting of IQAC

Date: 19/12/2017

As per the meeting notice of the IQAC dated 14-12-2017, the meeting of the IQAC was held on 17/12/2017 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, Exams	Prof. V.M.Umale
3. HOD, ASH	Dr.N.A.Patil
4. HOD, ELPO	Dr.S.R.Paraskar
5. HOD, MECH	Dr.S.P.Trikal
6. HOD, CSE	Dr.N.M.Kandoi
7. HOD, IT	Dr.S.S.Prabhune
8. HOD, EXTC	Dr.G.S.Gawande
9. Registrar	Prof.A.V.Patil
10. Alumni Coordinator	Dr. D.D.Nawgaje
11. IQAC Coordinator	Dr. A.U.Jawadekar

The meeting was held as per the agenda.

Item No 1 : Review of previous meeting minutes

Resolution No 1: The minutes of the previous meeting held on 21/09/2017 were reviewed and approved by all the members.

Item No. 2 : Organization of Research Methodology workshop

Resolution No.2: The Principal emphasised the significance of research methodology skills for both faculty and students to conduct high-quality research. The IQAC coordinator further elaborated on the workshop's objectives, which aimed to enhance participants' understanding of research methodologies, promote research ethics, and build research capacity. During the meeting, the IQAC focused on identifying the target audience for the workshop, which could include faculty members, research scholars, and postgraduate students. To ensure the smooth conduct of the workshop, the Principal suggested appointing a coordinator from the EXTC department to streamline the workshop's organisation, coordination, and delivery. The coordinator would be responsible for overseeing various aspects, such as inviting resource persons, scheduling sessions, and managing logistics

Item No. 3 : Organization of FDP on OBE



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Resolution No.3: The Principal presented the purpose and objectives of the Faculty Development Program (FDP) on Outcome-Based Education (OBE). It was emphasised that the FDP aims to enhance faculty members' understanding and implementation of OBE principles. The IQAC members discussed the structure and duration of the FDP. It was agreed upon that the FDP should be conducted over a sufficient period of time to allow comprehensive coverage of the topics. The Principal suggested that the NBA (National Board of Accreditation) coordinators take on the responsibility of coordinating the workshop. The NBA Coordinator will be in charge of identifying and inviting suitable resource persons with expertise in OBE to provide insights and facilitate the FDP. It was decided that the NBA Coordinator would communicate with the identified resource persons, confirm their availability, and coordinate their involvement in the FDP.


Item No. 4 : Review of upcoming Alumni meet .

Resolution No.4: The principal explained that the objective of the alumni meet is to foster a sense of community, strengthen the bond between the alumni and the institution, provide networking opportunities, and gather feedback for improvement. The alumni coordinator suggested actively engaging alumni during the meeting. Ideas such as showcasing alumni achievements, facilitating networking opportunities, and involving them in sessions or discussions were discussed. IQAC members discussed different strategies for inviting alumni and effective communication methods. The members suggested utilising email invitations, social media promotion, the institution's website, or exploring the alumni database. The principal asked the alumni coordinator to prepare a program structure for the alumni meet. The IQAC coordinator stated the mechanisms for collecting feedback from alumni and emphasised the importance of analysing the feedback and using it for future improvements.


Item No. 5: Any other items with the permission of the Chair

No Item.

The meeting concluded with vote of thanks.


Dr A.U. Jawadekar
(IQAC Coordinator)




Dr S.B. Somani

(Principal)
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



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Actions taken on the decision taken by the IQAC at its meeting held on December 17-2017:

Meeting on	Actionable Points	Action Taken
Item No.1	Confirmation and approval of the minutes from the previous IQAC meeting dated 21/09/2017	The draft copy of the minutes of the previous meeting was circulated to all IQAC members.
Item No.2	Organization of Research Methodology workshop	The Principal assigned the responsibility of organising the workshop on research methodology to the EXTC department. The head of the EXTC department appointed a workshop coordinator to oversee the workshop's planning and execution. To facilitate the sessions, the workshop coordinator identified a suitable resource person, Dr.ManeshKokare, an expert in the field of research methodology. The workshop coordinator prepared a comprehensive plan for the workshop, spanning over two days. Sessions were scheduled in the morning and afternoon to optimise participant engagement and allow for interactive activities and hands-on exercises. A total of 84 participants successfully completed the workshop. The resource person actively engaged the participants in the sessions and imparted knowledge that benefited them.
Item No.3	Organization of FDP on OBE	The NBA Coordinator successfully identified Dr.Ratnadip Joshi as a resource person for the FDP and the workshop was successfully conducted on February 27 and 28, 2018. During the FDP sessions, Dr. Joshi familiarised the faculty members with the concepts and principles of OBE. He provided comprehensive explanations and practical examples to enhance their understanding of OBE and its relevance in curriculum design and delivery. More than 100 faculty members attended the workshop.
Item No.4	Alumni Meet	The Alumni Coordinator prepared a comprehensive program structure for the alumni meet, incorporating keynote




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	speakers, panel discussions, interactive sessions, and cultural activities. The program structure was reviewed and approved by the Principal. The finalised program structure was circulated to all departments involved in the organisation of the alumni meet. Responsibilities for different tasks, including invitation distribution, program planning, and logistics management, were assigned to specific individuals. The alumni meet was successfully conducted on January 13, 2018. A total of 385 alumni attended the meet, indicating active participation. Feedback forms and surveys were provided to the alumni during the event to gather their opinions and suggestions. The collected feedback was analysed thoroughly to identify areas for improvement.
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Dr A.U. Jawadekar
(IQAC Coordinator)


Dr S.B. Somani
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

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

