



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

Ref.No.GMCE/IQAC/2018

Date: 07/12/2018

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 13/12/2018 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: Organization of workshop on NAAC
- Item No. 3 :Submission of SAR to NBA
- Item No.4 :Review of preparation upcoming Alumni meet
- Item No.5: 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             | Mr.A.S.Manekar  |
| 8. HOD, EXTC           | Dr.G.S.Gawande  |
| 9. Registrar           | Prof.A.V.Patil  |
| 10. HOD, MBA           | Dr. H. M. Jha   |
| 11. Alumni Coordinator | Dr. D.D.Nawgaje |



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**Minutes of the meeting of IQAC**

Date :14/12/2018

As per the meeting notice of the IQAC dated 07-12-2018, the meeting of the IQAC was held on 13/12/2018 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	Mr.A.S.Manekar	
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 13/09/2018 were reviewed and approved by all the members.

**Item No. 2 :** Organization of workshop on NAAC

**Resolution No.2:** The IQAC coordinator highlighted the importance of familiarizing faculty and staff with the changes in the NAAC accreditation format. The Principal strongly emphasized the significance of organizing a workshop focused on the new NAAC format and its relevance to the institution's accreditation process. The Principal suggested forming a committee to ensure effective coordination and preparation for conducting an informative and successful workshop for faculty and staff members. All members expressed their approval for this initiative.

**Item No. 3 :** Submission of SAR to NBA

**Resolution No.3:** During the meeting, the Principal emphasized the importance of effective coordination and preparation to compile and submit the SAR accurately within the specified timeline. NBA departmental coordinators discussed the progress





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made in preparing the SAR, including data collection, analysis, and documentation. The IQAC coordinator discussed the process of data verification and quality assurance to ensure the accuracy and reliability of the information presented in the SAR. Additionally, the IQAC coordinator reviewed the structure and organisation of the SAR to ensure its alignment with the NBA's guidelines and requirements.


**Item No. 4 :** Review of preparation 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. Jawadkar  
(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 13-2018:

Meeting on	Actionable Points	Action Taken
Item No.1	Confirmation and approval of the minutes from the previous IQAC meeting dated 13/09/2018	The draft copy of the minutes of the previous meeting was circulated to all IQAC members.
Item No.2	Organization of workshop on NAAC	The Principal appointed an organising committee to plan and execute the workshop. The organising committee created a comprehensive agenda, focusing on the key changes in the NAAC accreditation format and their implications for the institution. The content encompassed presentations, and discussions, successfully engaging all the participants. Esteemed experts, namely Dr. D.V. Patil, Dr. M.R. Sanghavi, and Dr. S.D. Sancheti, were cordially invited as resource persons to deliver the workshop. Their profound knowledge of the new accreditation format added immense value. Consequently, the NAAC workshop, conducted on February 22, 2019, achieved resounding success. Faculty and staff members comprehensively understood the new accreditation format and its implications for the institution. Moreover, the workshop instilled a profound sense of awareness and preparedness for the forthcoming accreditation process.
Item No.3	Submission of SAR to NBA	All departmental HODs, faculty, and staff members demonstrated exceptional dedication in ensuring the timely and accurate compilation of the report. The team diligently collected and analysed relevant data, encompassing all aspects of the institution's academic, administrative, and infrastructure domains. It was confirmed that all necessary sections and supporting evidence were included in the report. Additionally, extensive documentation was compiled to provide





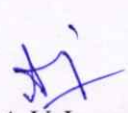
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		substantial evidence of the institution's achievements, initiatives, and quality enhancement efforts. This comprehensive documentation included academic programs, faculty details, student performance, infrastructure facilities, and stakeholder feedback. Rigorous, multiple rounds of checks were conducted to ensure the accuracy, consistency, and validity of the information presented in the SAR. Upon finalising the SAR and obtaining the necessary approvals, the report was successfully submitted to the NBA in February 2019.
Item No.4	Review of preparation of upcoming Alumni meet	The Alumni Coordinator prepared a comprehensive program structure for the alumni meet, incorporating keynote 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 5, 2019. A total of 272 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.

  
Dr. A.U. Jawadekar  
(IQAC Coordinator)



  
Dr. S.B. Somani  
(Principal)

**PRINCIPAL**  
**Shri Sant Gajanan Maharaj**  
**College of Engineering, Shegaon.**

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