



**SHRI GAJANAN SHIKSHAN SANSTHA'S**  
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING,**  
**SHEGAON – 444203, DIST. BULDHANA (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

Ph.Nos : 8669638081 / 8669638082  
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Ref.No.GMCE/IQAC/2022

Date: 25/08/2022

To,  
All Authorities and Members  
IQAC, SSGMCE, Shegaon

**Sub: Meeting Notice**

Respected Sir,


All authorities and members of the IQAC are hereby informed that the IQAC meeting is scheduled on 02/09/2022 at 11:00 am.

**Venue: Meeting Hall (New Administration Building)**

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: CBCS\_NEP Executor's Training Program
- Item No. 3: Organization of Parent's meet
- Item No. 4: Master Mentor Workshop.
- Item No. 5: CO-PO Manual
- Item No. 6: Examination Policy
- Item No: 7: Any other items with the permission of the Chair.

  
Dr. A.U. Jawadekar  
(IQAC Coordinator)

Dr. S.B.Somani	Principal
Prof.D.L.Bhombe	Dean Academics
Prof. V.M.Umale	Dean, Exams
Dr.N.A.Patil	HOD, ASH
Dr.S.R.Paraskar	HOD, ELPO
Dr.S.P.Trikal	HOD, MECH
Dr.S.B.Patil	HOD, CSE
Dr.A.S.Manekar	HOD, IT
Dr. M.N.Tibdewal	HOD, EXTC
Dr. P.M.Kuchar	HOD,MBA
Prof.A.V.Patil	Registrar
Mr. Umesh Kaul	Founder Member
Prof. A.B.Solanke	T&P Officer



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**Minutes of the meeting of IQAC**

Date : 04/09/2022

As per the meeting notice of the IQAC dated 25-08 -2022, the meeting of the IQAC was held on 02/09/2022 at 11.00 am.

**Venue: Meeting Hall (New Administration Building)**

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

Dr.S.B.Somani	Principal	
Prof. D.L.Bhombe	Dean Academics	
Prof. V.M.Umale	Dean, Exams	
Dr.N.A.Patil	HOD, ASH	
Dr.S.R.Paraskar	HOD, ELPO	
Dr.S.P.Trikal	HOD, MECH	
Dr. S.B.Patil,	HOD, CSE	
Dr.A.S.Manekar	HOD, IT	
Dr. M.N.Tibdewal	HOD, EXTC	
Dr. P.M.Kuchar	HOD, MBA	
Prof. A.V.Patil	Registrar	
Mr. Umesh Kaul, Founder Member	(Attended online)	
Prof. A.B.Solanke ,	T&P Officer	
Dr.A.U.Jawadekar	IQAC Coordinator	

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 13/07/2022 were reviewed and approved without any modifications.

**Item No. 2: CBCS\_NEP Executor's Training Program**

**Resolution No.2:** The Principal discussed the recently received notification from SGBAU University about hosting a one-day training program on CBCS NEP Executor's training program. SSGMCE has been designated as the host institute for this program, expecting





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participation from faculty across all colleges in Shegaon. In response, the Principal tasked the IQAC coordinator and the Dean Academics with coordinating the program. Furthermore, the Principal proposed planning the event and forming a committee facilitate the seamless to execution of the program.

### **Item No. 3: Organization of Parent's meet**

**Resolution No.3:** The Principal explained that the primary goal of the parent meeting is to ensure parents are well-informed about the institute's progress and policies. This aims to facilitate direct communication among parents, teachers, and the administration, addressing students' progress, behaviour, and concerns. The event coordinator provided comprehensive details about the meeting's arrangements, highlighting the participation of Mr. Umesh Kaul, and Mr. Sachin Satpute, ( Director and CEO of EDU Plus Now). Mr. Umesh Kaul shared his intention to discuss various career prospects, industry challenges, and necessary skills with both students and parents. He further emphasized the need for interactive sessions, enabling students and parents to ask questions and engage in discussions about career paths and skill requirements. Additionally, the Principal directed the Heads of Departments to organize departmental-level programs. This initiative involves presentations about their respective departments and engaging with parents to address any challenges they might face. The IQAC coordinator proposed implementing a structured feedback system to collect parents' opinions on the event and their perceptions of the institution.

### **Item No. 4: Master Mentor workshop**

**Resolution No.4:** The coordinator presented details about the upcoming Train the Mentor workshop set to occur on September 20th, 21st, and 26th, 2022. During the discussion, the Principal highlighted the significance and objectives behind conducting such workshops. Additionally, the coordinator introduced Dr. Kalindi Bhatt as the resource person who will conduct the sessions online. Following this, the Principal instructed the coordinator to officially communicate the dates and schedule to all the participants involved.



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**Item No. 5CO- PO Manual**

**Resolution No.5:** the IQAC Coordinator presented the CO PO Manual, which details guidelines for developing COs and emphasizes key indicators expected from each department in alignment with the AICTE Exam Reform Document. This comprehensive manual provides detailed procedures for CO PO attainment. All members unanimously approved it. The Principal instructed all departments to refer to the manual for calculating attainment. Additionally, the Principal directed the IQAC coordinator to distribute the document to all departments for their adherence.

**Item No. 6: Examination Policy**

**Resolution No.6:** The IQAC coordinator highlighted the importance of the examination policy, emphasizing its role in ensuring uniformity and fairness throughout the examination process. Following this, the Dean Exams presented the draft copy of the policy, and all members engaged in a comprehensive discussion about it. The Principal suggested certain modifications to the policy, and the members collectively approved it. Subsequently, the Principal instructed the Dean of Exams to incorporate the changes into the policy and circulate it to all departments once the necessary modifications have been made.


**Item No. 7: 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)  
Shri Sant Gajanan Maharaj  
College of Engineering, Shegaon.





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**Action Taken Report**

**Minutes of the Meetings: Dated 02-09-2022**

Meeting on	Actionable Points	Action Taken
Item No.1	To confirm the minutes of meeting dated 13/07/2022	The draft copy of the minutes of the previous meeting was circulated to all IQAC members.
Item No.2	CBCS_NEP Executor's Training Program	A committee, consisting of faculty members, administrative staff, and pertinent stakeholders, was formed to plan and organize the training program. Subsequently, the IQAC prepared a comprehensive plan outlining the schedule, agenda, and resource requirements for the one-day training program.
Item No.3	Parent's Meet	The Head of the department prepared a plan for conducting the parent's meet and communicated the same to the principal. The IQAC Coordinator circulated feedback formats to the departments for conducting feedback session
Item No.4	Master Mentorworkshop	Following the Principal's directives, the T&P Coordinator communicated the workshop schedule to department heads and participants.
Item No.5	CO PO Manual	IQAC noted the instructions from principal and circulated the manual to every department
Item No.6	Examination Policy	Dean Exams circulated the policy to all departments after making the necessary modifications.

Dr. A.U. Jawadekar  
(IQAC Coordinator)

Dr. S.B. Somani  
(Principal)  
**PRINCIPAL**

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

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

