



Estd: 1993

Let noble thoughts come to us from every side – Rigved  
Paramhansa Ramkrishna Maunibaba Shikshan Sanstha's  
**ANURADHA ENGINEERING COLLEGE, CHIKHLI**

Recognized by AICTE New Delhi,  
Permanently Affiliated to Sant Gadge Baba Amravati University, Amravati

Minutes of Meeting and Action Taken Report

Date: 6th July 2022

Location: Meeting Hall [B005]

Time: 03:00 pm

Meeting Attendees:

Sr No.	Designation and affiliation	Name of person	Signature
<b>Chairperson</b>			
1	Principal	Dr. A.N.Nanhai	
<b>Members from management</b>			
2	Vice president PRMSS	Dr. V.R. Yadav,	
<b>Faculty/teachers</b>			
3	Member, H.O.D / Faculty, EXTC	Dr. R.B.Mapari	
4	Member, H.O.D/faculty CSE	Dr . A. S. Kapse	
5	Member, H.O.D./Faculty, Chem. Engg	Prof. V. D. Gurudasani	
6	Member, H.O.D/Faculty, Mech.Engg	Dr. K. R. Sontakke	
7	Member, T & P officer	Prof. D. G. Vywahare	
8	Member faculty Mechanical	Prof. U. M. Mohod	
<b>Members from Administration</b>			
9	Member, Dean, Administration	Dr. R. G. Kokate	
10	Member, Accounts Officer	Mr. Samadhan Kute	
<b>Nominee from local society, student, alumni</b>			
11	Member, Student nominee	Mr. Parimal Muley	
12	Member, Local Society	Mr. Bhagwat Bharad	
13	Member, Alumni	Mr. Manish Kulkarni	
<b>Nominee from industry</b>			
14	Member, local industrialist	Mr. Sandeep T. Patil	
<b>Coordinator/ Director of IQAC</b>			
15	Coordinator	Dr. P. S. Gawande	

Agenda:

1. Confirm the minutes of the previous meeting.
2. Formation of various committees in view of NAAC second cycle.
3. Updating data on the institute website: Prof. Pradip Ingle is appointed as a coordinator for website maintenance, further, it is decided to hand over maintenance work to an external agency under the control of Prof. Ingle.
4. Any other with the permission of chair



Meeting Proceedings:

The Chairperson called the meeting to order at 04:15pm.

1. Confirmation of Previous Minutes:

The minutes of the previous meeting were reviewed and confirmed by all attendees without any objections.

2. Formation of Various Committees in View of NAAC Second Cycle:

It was discussed and resolved that the criteria wise committees to be formed and are finalized in preparation for the NAAC second cycle:

- a. Internal Quality Assurance Cell (IQAC)
- b. Criteria-wise Committees
- c. Documentation and Data Collection Committee

3. Updating Institute Website:

It was resolved that Prof. Pradip Ingle will serve as the coordinator for website maintenance. Additionally, it was decided to outsource website maintenance to an external agency under the supervision and control of Prof. Ingle. This decision was made to ensure the timely and effective management of the institute's online presence.

  
IQAC Coordinator



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Action taken Report of the meeting dated 06/07/2022:

1. Chairperson to distribute the confirmed minutes of this meeting to all attendees.
2. Chairperson to finalize the members for the various committees in view of the NAAC second cycle and communicate the same to all relevant parties.
3. Prof. Pradip Ingle to take immediate action to engage an external agency for website maintenance and begin the necessary coordination

  
IQAC Coordinator



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## Minutes of Meeting and Action Taken Report

Date: 02/11/22

Location: Meeting Hall [B005]

Time: 4:00pm

Meeting Attendees:

Sr No.	Designation and affiliation	Name of person	Signature
<b>Chairperson</b>			
1	Principal	Dr. A.N.Nanhai	
<b>Members from management</b>			
2	Vice president PRMSS	Dr. V.R. Yadav,	
<b>Faculty/teachers</b>			
3	Member, H.O.D / Faculty, EXTC	Dr. R.B.Mapari	
4	Member, H.O.D/faculty CSE	Dr . A. S. Kapse	
5	Member, H.O.D./Faculty, Chem. Engg	Prof. V. D. Gurudasani	
6	Member, H.O.D/Faculty, Mech.Engg	Dr. K. R. Sontakke	
7	Member, T & P officer	Prof. D. G. Vywahare	
8	Member faculty Mechanical	Prof. U. M. Mohod	
<b>Members from Administration</b>			
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<b>Nominee from industry</b>			
14	Member, local industrialist	Mr. Sandeep T. Patil	
<b>Coordinator/ Director of IQAC</b>			
15	Coordinator	Dr. P. S. Gawande	

Agenda:

1. Confirm the minutes of the previous meeting.
2. Status of criteria work
3. Conducting internal & external academic audit
4. Conducting National Conference
5. Conducting students feedback and arranging parents meet and alumni meet at institute
6. Organizing annual social gathering
7. Any other point with the permission of chair





## Meeting Proceedings:

### 1. Confirmation of Previous Minutes:

The minutes of the previous meeting were reviewed and confirmed by all attendees without any objections.

### 2. Status of Criteria Work:

The progress of the work related to the criteria for assessment and accreditation was discussed. It was noted that all departments should continue their efforts to meet the established criteria.

### 3. Conducting Internal & External Academic Audit:

It was decided that an internal academic audit to be conducted to assess the academic processes and standards within the institute. Additionally, an external academic audit to be carried out by the faculty from other institute. IQAC Coordinator should prepare the SOP for the same and circulate among the head of departments.

### 4. Conducting National Conference:

The Chairman of the meeting presented the idea of conducting a National Conference. Dr. A. S. Kapse is appointed as a coordinator for the same

### 5. Conducting Students' Feedback and Arranging Parents' Meet and Alumni Meet:

The importance of collecting feedback from students was emphasized. It was also suggested to arrange meetings with parents and alumni to foster engagement and gather valuable insights.

6. Principal Dr. A. N. Nanhai introduced the idea of arranging a trade fair for the students, aiming to enhance their exposure to real-world business and economic aspects. Dr. P. S. Gawande suggested ensuring the participation of all students in various events at the annual social gathering "Anuspark." He emphasized that this gathering should serve as an opportunity for students to learn social ethics.

### 7. Any Other Point:

Attendees were given the opportunity to raise any additional points for discussion

  
IQAC Coordinator



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### Action taken Report of the meeting dated 2/11/2022

1. Chairperson to distribute the confirmed minutes of this meeting to all attendees.
2. Each department to provide an update on the status of criteria work at the next meeting.
3. A committee to be formed by coordinator Dr A. S. Kapse, for planning and organizing the National Conference.
4. A committee to be formed for conducting internal academic audit. Chairperson to appoint committee members. Dr. P. S. Gawande asked to prepare SOP for internal academic audit and to circulate the same.
5. Coordinators should initiate the process for arranging student's feedback, parent's meet, and alumni meet.
6. Dr. P. S. Gawande's suggestion to promote student participation and learning social ethics at "Anuspark" will be considered in the event planning. Prof. U. M. Mohod appointed as a coordinator and asked to form different students coordinator committee. Principal Dr. A. N. Nanhai's proposal for a trade fair for students will be explored for feasibility and implementation in the event. Prof V. D. Gurudssani is appointed as a coordinator for trade fare.

  
IQAC Coordinator





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## Minutes of Meeting and Action Taken Report

Date: 06/02/2023

Location: Meeting Hall [B005]

Time: 4:30 pm

Meeting Attendees:

Sr No.	Designation and affiliation	Name of person	Signature
<b>Chairperson</b>			
1	Principal	Dr. A.N.Nanhai	
<b>Members from management</b>			
2	Vice president PRMSS	Dr. V.R. Yadav,	
<b>Faculty/teachers</b>			
3	Member, H.O.D / Faculty, EXTC	Dr. R.B.Mapari	
4	Member, H.O.D/faculty CSE	Dr . A. S. Kapse	
5	Member, H.O.D./Faculty, Chem. Engg	Prof. V. D. Gurudasani	
6	Member, H.O.D/Faculty, Mech.Engg	Dr. K. R. Sontakke	
7	Member, T & P officer	Prof. D. G. Vywahare	
8	Member faculty Mechanical	Prof. U. M. Mohod	
<b>Members from Administration</b>			
9	Member, Dean, Administration	Dr. R. G. Kokate	
10	Member, Accounts Officer	Mr. Samadhan Kute	
<b>Nominee from local society, student, alumni</b>			
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<b>Nominee from industry</b>			
14	Member, local industrialist	Mr. Sandeep T. Patil	
<b>Coordinator/ Director of IQAC</b>			
15	Coordinator	Dr. P. S. Gawande	

Agenda:

1. Confirm the minutes of the previous meeting.
2. Progress in criteria work.
3. Updates in the preparation of 4th National Conference on Green Technology & Science for Sustainable Development (NCGTSD-2023). Dr. A. S. Kapse to present the details of arrangements made.
4. Updates in alumni meet to be organized on May 6, 2023. Prof Sarita Sawale, Coordinator Alumni Association, to explain the same.

5. Analysis of the internal audit report of the odd semester. Dr. P.S. Gawande, IQAC Coordinator, presented the analysis of academic audit in front of IQAC members.
6. Any other point with the permission of the chair.

Meeting Proceedings:

1. Confirmation of Previous Minutes:

The minutes of the previous meeting were reviewed and confirmed by all attendees without any objections.

2. Progress in Criteria Work:

The progress of work related to the criteria for assessment and accreditation was discussed. All departments were requested to provide updates on their respective criteria work at the next meeting, Chairman suggested the updates required in respective criteria.

3. Updates on NCGTSD-2023:

Dr. A.S. Kapse presented details of the preparations for the 4th National Conference on Green Technology & Science for Sustainable Development (NCGTSD-2023). He highlighted the arrangements made and discussed the schedule.

4. Updates on Alumni Meet:

Prof. Sawale, Coordinator Alumni Association, explained the preparations and plans for the alumni meet scheduled for May 6, 2023. The agenda, activities, and invitations were discussed.

5. Analysis of Internal Audit Report:

Dr. P.S. Gawande, IQAC Coordinator, presented the analysis of the academic audit for the odd semester. The comments and suggestions were discussed, and necessary actions were identified.

6. Any Other Point:

Attendees were given the opportunity to raise any additional points for discussion.

  
IQAC Coordinator





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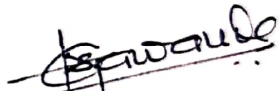
**Action Taken Report of Meeting Dated 06/02/2023:**

1. Chairperson to distribute the confirmed minutes of this meeting to all attendees.
2. All departments to provide updates on their criteria work at the next meeting.
3. Dr. A.S. Kapse to continue preparations for NCGTSD-2023, ensuring timely completion of all arrangements.
4. Prof. Sawale to finalize and communicate the details of the alumni meet scheduled for May 6, 2023.
5. Dr. P.S. Gawande to address the comments and suggestions from the CDC and take necessary actions based on the analysis of the academic audit report.

Adjournment:

The meeting was adjourned at 5:20 pm.

Date:

  
IQAC Coordinator



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## Minutes of Meeting and Action Taken Report

Date 25/05/2023

Location: Meeting Hall [B005]

Time: 4:30 pm

Meeting Attendees:

Sr No.	Designation and affiliation	Name of person	Signature
<b>Chairperson</b>			
1	Principal	Dr. A.N.Nanhai	
<b>Members from management</b>			
2	Vice president PRMSS	Dr. V.R. Yadav,	
<b>Faculty/teachers</b>			
3	Member, H.O.D / Faculty, EXTC	Dr. R. B. Mapari	
4	Member, H.O.D/faculty CSE	Dr. A. S. Kapse	
5	Member, H.O.D./Faculty, Chem. Engg	Prof. V. D. Gurudasani	
6	Member, H.O.D/Faculty, Mech.Engg	Dr. K. R. Sontakke	
7	Member, T & P officer	Prof. D. G. Vywahare	
8	Member faculty Mechanical	Prof. U. M. Mohod	
<b>Members from Administration</b>			
9	Member, Dean, Administration	Dr. R. G. Kokate	
10	Member, Accounts Officer	Mr. Samadhan Kute	
<b>Nominee from local society, student, alumni</b>			
11	Member, Student nominee	Mr. Parimal Muley	
12	Member, Local Society	Mr. Bhagwat Bharad	
13	Member, Alumni	Mr. Manish Kulkarni	
<b>Nominee from industry</b>			
14	Member, local industrialist	Mr. Sandeep T. Patil	
<b>Coordinator/ Director of IQAC</b>			
15	Coordinator	Dr. P. S. Gawande	
16	Alumni Coordinator	Prof. S.T. Sawade	

Agenda:

1. Confirm the minutes of the previous meeting.
2. Progress in criteria work
3. Submission of academic audit report.
4. Implementation of Revised Blooms Taxonomy for setting up of unit test question papers.
5. Discussion on alumni meet held on May 6, 2023.
6. Any other point with the permission of the chair.

## Meeting Proceedings:

The Chairperson called the meeting to order at 4:30 PM.

### 1. Confirmation of Previous Minutes:

The minutes of the previous meeting were reviewed and confirmed by all attendees without any objections.

### 2. Progress in Criteria Work:

It was discussed that criteria members should make refinements in criteria work to ensure alignment with accreditation standards considering revised SOP for DVV & benchmarks. All departments were instructed to review and update their criteria accordingly.

### 3. Submission of Academic Audit Report:

All HODs were instructed to submit the academic audit report of even semester as per the prescribed format & schedule. The importance of timely submission was emphasized.

### 4. Implementation of Revised Bloom's Taxonomy:

Dr. P.S. Gawande, the coordinator, asked all HODs to convey instructions to unit test coordinators for circulating a notice among faculty members regarding the implementation of Revised Bloom's Taxonomy for setting up unit test question papers.

### 5. Discussion on Alumni Meet:

Prof Sarita Sawale presented all the outcomes & feedback received from alumni meet held on May 6, 2023. The event's successes and areas for improvement were discussed. Suggestions for future alumni meet events were also considered.

### 6. Any Other Point:

Attendees were given the opportunity to raise any additional points for discussion.

  
IQAC Coordinator



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Action Taken Report of Meeting Dated 25/05/2023:

1. Chairperson to distribute the confirmed minutes of this meeting to all attendees.
2. Criteria members to review and make refinements in criteria work to align with accreditation standards.
3. All HODs to ensure timely submission of the academic audit report.
4. HODs to instruct unit test incharges to circulate a notice among faculty members for the implementation of Revised Bloom's Taxonomy for unit test question papers.
5. Prof. V.D. Gurudasani to work on implementing suggestions and improvements for future alumni meet events.

Date:

  
IQAC Coordinator

