



Late Purushottam Hari (Ganesh) Patil Shikshan Sanstha's  
**MGI's College of Engineering and Technology, Shegaon.**  
**Internal Quality Assurance Cell (IQAC)**

**Minutes of 2<sup>nd</sup> IQAC Meeting**

Date: 24/12/2016

Venue: Seminar Hall (Gr. Floor)

The following members were present for the meeting.

1. Dr. C. M. Jadhao, Principal, MGI-COET, IQAC Chairperson
2. Mr. Pandurangdada P. Patil, Management Representative
3. Mr. S. S. Badhe, Registrar, MGI-COET
4. Mr. T. S. Badhe, T & P Officer, MGI-COET
5. Prof. A. P. Padol, Faculty, Electrical Engineering
6. Prof. S. S. Mhaske, HOD, Electronics & Tele. Engineering
7. Prof. N. N. Kasliwal, HOD, Computer Science & Engineering
8. Dr. S. D. Tarale, HOD, Applied Sc. & Humanities
9. Smt. M. V. Patil, Principal, Mauli School of Scholars, Shegaon
10. Prof. P. S. Dorale, Alumni
11. Mr. Chandrakant Saoji, Industrialist, MIDC, Khamgaon
12. Shri S. S. Gite, Parent
13. Dr. P. M. Ardhapurkar, HOD, Mechanical Engineering, IQAC Coordinator

The following members were absent for the meeting.

1. Prof. A. S. Kakad, Faculty, Electronics & Tele. Engineering
2. Prof. P. M. Mankar, Faculty, Civil Engineering

**Agenda:**

1. Approval of the minutes of the previous meeting
2. Academic calendar for the even semester
3. Updating course files and preparation of course outcomes
4. Action Plan for IGNITE –a national level techno-cultural event
5. Any other point with the permission of chair

## **Resolutions:**

Dr. P. M. Ardhapurkar, IQAC coordinator welcomed all the members for the meeting.

1. The minutes of the previous meeting held on 15.11.2016 were confirmed. The IQAC Coordinator presented the action taken report and the outcome of workshop on SWOC analysis of the institute.
2. The academic calendar for the even semester was finalized and decided to strictly follow it during the semester.
3. It was decided to ask all the faculty members to update their course files and to prepare the course outcomes. Prof. P. M. Ardhapurkar, IQAC Coordinator gave the guidelines to formulate the course outcomes (COs) and recommended the preparation of course plan by all the faculty members at the start of each semester. It was also decided to upload all the COs on the website for the student's reference.
4. Prof. N. A. Ghanokar was requested to work as a chief coordinator for the successful completion of the event. The action plan for the event IGNITE to be organized on 20-21 January, 2017 was prepared and presented. The various committees were formed and the respective coordinators and members were selected for the smooth conduction of the event. It was also decided to form various student working committees for the greater participation of the outside students in the event. Smt. M. V. Patil suggested to invite the students from the local schools for visiting project exhibition and other technical events of IGNITE.
5. IQAC coordinator suggested to update the college website on regular basis through a committee formed with one faculty member from each department.

At the end of meeting, IQAC Coordinator had informed the members that the next meeting of IQAC would be scheduled on 23.02.2017.

The meeting was adjourned after the vote of thanks.

### **IQAC Coordinator**

Dr. P. M. Ardhapurkar  
Professor & HOD  
Mechanical Engineering Department

### **Chair Person**

Dr. C. M. Jadhao  
Principal  
MGI-COET, Shegaon