



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

**Minutes of 3<sup>rd</sup> IQAC Meeting**

Date: 23/02/2017

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. Pandurangada 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. Prof. P. M. Mankar, Faculty, Civil Engineering
10. Prof. A. S. Kakad, Faculty, Electronics & Tele. Engineering
11. Smt. M. V. Patil, Principal, Mauli School of Scholars, Shegaon
12. Prof. P. S. Dorale, Alumni
13. Dr. P. M. Ardhapurkar, HOD, Mechanical Engineering, IQAC Coordinator

The following members were absent for the meeting.

1. Mr. Chandrakant Saoji, Industrialist, MIDC, Khamgaon
2. Shri S. S. Gite, Parent

**Agenda:**

1. Approval of the minutes of 2<sup>nd</sup> IQAC meeting held on 24/12/2016
2. Quality enhancement of academic activities
3. Organizing Parents Meet
4. Performance based Self-Appraisal system of faculty
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 24/12/2016 were approved by all the members. The IQAC Coordinator presented the action taken report.
2. In order to improve the quality of the project work of the students, it was decided to form the project groups of students and to allot the respective guides in their third year only. Mr. T. S. Badhe, T & P Officer suggested to motivate the students to take more industrial or field projects. It was also resolved to evaluate the progress of the project work strictly on the continuous basis.

In order to motivate the students, Dr. C. M. Jadhao, Principal proposed that we should sponsor the meritorious students for the international tour. It was unanimously decided to select one pre-final year student from each department based on their academic performance and the active participation in curricular and extra-curricular activities. It was decided to visit Nanyang Technological University, Singapore in the month of April.

Prof. P. M. Ardhapurkar suggested to monitor the mentor-mentee sessions by academic monitoring committee. It was decided to ask all the faculty members conducting these sessions to prepare the action plan well in advance and to maintain the proper records of all the learning activities separately. Prof. S. S. Mhaske addressed the issue of less attendance of the final year students in Mentor-Mentee sessions and suggested for further counseling of these students by the class counselor.

3. It was decided to organize the parents meet for the students of outgoing batch in the month of April.
4. It was decided to ask all the faculty members to submit performance based self-appraisals at the end of each academic year. Dr. C. M. Jadhao, Principal recommended to follow UGC format to award points for faculty self-appraisals. Hon. Mr. P. P. Patil, Management Representative added that the performance of the faculty members should also be assessed on the basis of their general attributes and the teaching feedback given by the students. It was also recommended to take performance appraisals from all the technical staff in the structured format.
5. IQAC coordinator asked for any other suggestion or recommendations from the members. Dr. C. M. Jadhao, Principal suggested that senior faculty members of all the departments should plan to visit the industries from Aurangabad and Nashik area for enhancing industry-institute interaction.

IQAC Coordinator concluded the meeting and proposed the vote of thanks to all the members.

### **IQAC Coordinator**

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

### **Chair Person**

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