



Internal Quality Assurance Cell (IQAC)
(AY: 2023-24)

Minutes of 2nd IQAC Meeting

Date: 09/11/2023

Venue: Conference Room

Present Members:

1. Dr. C. M. Jadhao, Principal, MGI-COET Chairperson and Head of the Institution.
2. Mr. Pandurangdada P. Patil, Management Representative.
3. Mr. S. S. Badhe, Registrar, MGI-COET Administrative Officers.
4. Mr. T. S. Badhe, T & P Officer, MGI-COET Administrative Officers.
5. Dr. M. A. Beg, HOD, Electrical Engineering Member.
6. Prof. S. S. Mhaske, HOD, Electronics & Tele. Engineering Member.
7. Prof. A. S. Kakad, HOD, Computer Science & Engineering Member.
8. Prof. P. B. Borakhede, HOD, Applied Sc. & Humanities Member.
9. Dr. M. S. Khedkar, HOD, Civil Engineering Member.
10. Neha Thakare, Student Member, Computer Science and Engineering
11. Prof. P. S. Dorale, Alumni Member. .
12. Mr. Chandrakant Saoji MIDC, Khamgaon Industrialist Member.
13. Shri. Vasantrao Wakte, Wadegaon Parent- Stakeholder Member.
14. Dr. P. M. Ardhapurkar HOD, Mechanical Engineering and IQAC Coordinator.

The following member were absent in the meeting.

1. Abhay Varma Student, Electrical (Electronics and Power) Engg. Student Member.
2. Smt. M. V. Patil, Principal, Mauli School of Scholars, Shegaon Member from Local Society.

Agenda:

1. Approval of minutes of the 1st IQAC meeting held on 24/07/2023.
2. Result analysis of summer 2023 examinations.
3. Proposal to organize Industrial visits for all the departments.
4. IQAC Initiatives:
 - a. Workshop on effective use of LMS
 - b. Programme on Student Centric Learning
 - c. Seminar on Accreditation & Assessment
 - d. Formation of Parents-Teachers Association
 - e. Revision in Mentoring Records forms
5. Proposal to purchase of Smart Boards for effective teaching- learning.
6. Finalization of AQAR for 2022-23
7. Organizing National level Techno-cultural Programme – IGNITE 2024
8. Proposal for renovation of Library and Seminar Hall
9. Any other point with the permission of chair.



Resolutions:

Dr. P. M. Ardhapurkar, IQAC Coordinator, welcomed all the members to the meeting.

1. The minutes of the previous meeting held on July 24, 2023, were confirmed. The IQAC coordinator presented the action-taken report.
2. All HODS's presented the result analysis of the Summer-2023 examination. Dr. P. M. Ardhapurkar asked to complete the analysis of PO and PSO attainment, take the necessary actions to bridge the gap, and submit the report to IQAC.
3. Dr. C. M. Jadhao, Principal, discussed the need for students to interact with industry and gave advice on organizing industrial visits for all departments. The responsibility to organize industrial visits is given to Mr. T. S. Badhe, T&P Officer, and team.
4. IQAC Initiatives:
 - a) Workshop on effective use of LMS
Dr. P. M. Ardhapurkar emphasized on the effective use of LMS, and with the permission of Dr. C. M. Jadhao, it was decided to conduct a hands-on workshop on LMS to enhance its use in the month of December 2023.
 - b) Programme on Student-Centered Learning
The IQAC Coordinator suggested to conduct a program on student-centric learning to make the faculties aware of the various student-centric learning methods and their effective use. Dr. C. M. Jadhao instructed all HODs to adopt the various student-centered learning methods.
 - c) Seminar on Accreditation and Assessment
The discussion on the preparation of NAAC and upcoming changes in the benchmarks and framework of the SSR was held during the meeting. To understand the changes, it was decided to invite external expert on accreditation and to conduct seminar for the benefit of the faculty members.
 - d) Formation of a Parents-Teachers Association
One of the main stakeholders of the institute is parents, and it's important to have effective communication between parents and teachers. For this purpose, Dr. P. M. Ardhapurkar suggested forming a Parents-Teachers Association, which was granted by the principal.
 - e) Revision of Mentoring Records Forms
The IQAC Coordinator highlighted the benefits of implementing a mentoring system and shared the new formats of mentoring records to make the mentoring system more effective and transparent. The revision to the mentoring records forms was approved by Dr. C. M. Jadhao.
5. Prof. A. S. Kakad, academic coordinator, proposed to purchase Smart Boards to enhance the ICT facilities and student learning experiences, which was permitted by Dr. C. M. Jadhao. He suggested to increase the use of ICT facilities as it leads to a better learning experience.
6. IQAC Coordinator has presented AQAR for 2022-23 before the IQAC Committee. All the members approved with corrections and recommendation to CDC for final approval.
7. Dr. C. M. Jadhao elaborated on the planning for organizing annual Techno-Cultural Programme (IGNITE) which provides a platform for students to show their talents and skills. It was decided to organize the IGNITE 2024 in the middle of January 2024, and Dr. C. M. Jadhao advised starting the necessary preparations.



8. In the meeting T & P officer, requested to upgrade seminar hall for organizing various training activities of T & P department and Dr. M. A. Beg suggested renovating the library. Dr. C. M. Jadhao asked to prepare the proposal and to submit it for necessary approvals and sanction of expenditure from the management of institute.

The IQAC coordinator concluded the meeting and proposed a vote of thanks.



IQAC Coordinator
Dr. P. M. Ardhapurkar
Professor and HOD
Mechanical Engineering Department



Chairperson
Dr. C. M. Jadhao
Principal
MGI-COET, Shegaon
PRINCIPAL
Mauli Group of Institutions
College of Engineering &
Technology, Shegaon





Internal Quality Assurance Cell (IQAC)

Action taken report of 2nd IQAC Meeting held on 09/11/2023

Date: 08/01/2024

S. No	Meeting Agenda	Action Taken
1.	Approval of minutes of the 1 st IQAC meeting held on 24/07/2023.	Minutes of the 1 st IQAC meeting held on 24/07/2023 was approved.
2.	Result analysis of summer-2023 examinations	IQAC obtained the result analysis and attainment reports from all the departments and analyzed for necessary actions to bridge the gap.
3.	Organize Industrial visits for all departments	T & P department schedules the industrial visits for the students during month of March 2024.
4.	IQAC Initiatives: a. Workshop on effective use of LMS b. Programme on Student Centric Learning c. Seminar on Accreditation & Assessment d. Formation of Parents-Teachers Association e. Revision in Mentoring Records forms	<p>A hands-on workshop on the effective use of LMS for student learning was organized on December 28, 2023.</p> <p>For all teaching staff, workshop on Problem-based learning through demonstration and experiment was organized on December 29, 2023. The resource person was Dr. M. A. Raheman from TIFR, Mumbai.</p> <p>A seminar on Accreditation and Assessment for Excellence in Education was conducted on December 30, 2023. Dr. D. S. Talwankar, Principal G. S. College, Khamgaon was invited to work as a resource person.</p> <p>Parents- Teacher Association is formed which includes one representative of parents from each class of all the departments and class counselor. Prof. M. M. Tayde is appointed as a coordinator to monitor the working of Parents- Teacher Association. The related guidelines were prepared for functioning of Parents- Teacher Association.</p> <p>Students mentoring forms are revised by IQAC and circulated among all the teachers.</p>



5.	Proposal to purchase of Smart Boards for effective teaching-learning.	Prof. T. S. Badhe was assigned responsibility to identify quality Smart Boards, Estimated cost and Suppliers. Proposal is forwarded to management for its further approval and necessary actions.
6.	Finalization of AQAR for 2022-23	The AQAR 2022-23 is submitted to BOG for approval.
7.	Organizing National level Techno-cultural Programme – IGNITE 2024	The responsibility for successful organization of the event was assigned to Prof. S. S. Bhadang. The various students committees are formed and events are planned accordingly.
8.	Proposal for renovation of Library and Seminar Hall	The specific requirements towards renovating Library & Seminar hall are identified along with the estimated budget. The proposal is forwarded to management for approval and necessary sanctions.

IQAC Coordinator
Dr. P. M. Ardhapurkar
Professor and HOD
Mechanical Engineering Department



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