



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

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

**Date:** 10/01/2024

**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. Smt. M. V. Patil, Principal, Mauli School of Scholars, Shegaon Member from Local Society.
11. Abhay Varma Student, Electrical (Electronics and Power) Engg. Student Member.
12. Neha Thakare, Student Member, Computer Science and Engineering
13. Prof. P. S. Dorale, Alumni Member. .
14. Mr. Chandrakant Saoji MIDC, Khamgaon Industrialist Member.
15. Dr. P. M. Ardhapurkar HOD, Mechanical Engineering and IQAC Coordinator.

The following member was absent in the meeting.

1. Shri. Vasanttrao Wakte, Wadegaon Parent- Stakeholder Member.

**Agenda:**

1. Approval of minutes of the 2<sup>nd</sup> IQAC meeting held on 09/11/2023.
2. Financial support to faculty for attending FDPs & conferences.
3. IQAC Initiatives:
  - a) Organizing regular group discussion activity– ‘Saturday Charcha’ for students
  - b) Reform in Unit Test Papers as per Blooms Taxonomy
  - c) Updating e-governance policy
  - d) Preparation of OBE Manual
4. Presentation on Students feedback for Odd Semester-2023-24
5. Changes in Research promotion Cell.
6. 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 November 9, 2023, were confirmed. The IQAC coordinator presented the action-taken report.
2. Dr. C. M. Jadhao, Principal, emphasized on research culture development in the institute. To promote the research culture, it was decided to provide financial assistance for attending FDPs, conferences, paper publications, book/book chapter publication etc.
3. IQAC Initiatives:
  - a. Saturday Charcha  
Dr. P. M. Ardhapurkar proposed the conduction of Group discussion activity – ‘Saturday Charcha’ on every working Saturday at 4.00 PM. The objective of the activity is to offer a platform for practicing and improving communication skills and to raise awareness on various topics such as current affairs, the environment, IKS, etc.
  - b. Reform in Unit Test Papers as Per Blooms Taxonomy  
The IQAC Coordinator suggested that the unit test questions should be as per the levels of Blooms Taxonomy. He presented the reforms in unit test papers, which were approved by Dr. C.M. Jadhao, Principal.
  - c. Updating e-governance policy  
Dr. P. M. Ardhapurkar highlighted the advantages of e-governance in the institute, and he suggested upgrading the e-governance policy and making it available to everyone by uploading it to the website. It was decided to update the e-governance policy, and the work was assigned to Dr. P. M. Hasabnis.
  - d. Preparation of the OBE Manual  
Dr. P. M. Ardhapurkar presented the need of preparing Outcome Based Education (OBE) manual. Dr. C. M. Jadhao, Principal appreciated it and guided to prepare such OBE manual. It was decided to prepare an OBE manual under the guidance of Dr. P. M. Ardhapurkar and to upload it on the college website.
4. Dr. P. M. Ardhapurkar, IQAC coordinator, presented the analysis of the feedbacks obtained from all the stakeholders and action taken report for Odd Semester 2023–24.
5. Dr. C. M. Jadhao, Principal constituted a Research Advisory Committee under the Research promotion Cell. Dr. M. A. Beg, was appointed as a head of the committee. It was decided that the committee will scrutinize and forward the applications for final approval of financial assistance for attending FDPs, conferences, paper publications, book/book chapter publication etc.

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



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



**Chair Person**  
Dr. C. M. Jadhao  
Principal

MGL COET, Shegaon

**PRINCIPAL**

**Mauli Group of Institutions:**  
**College of Engineering &  
Technology, Shegaon.**

Page 2 of 3





Internal Quality Assurance Cell (IQAC)

Action taken report of 3<sup>rd</sup> IQAC Meeting held on 10/01/2024

Date: 15/02/24

S. No.	Meeting Agenda	Action Taken
1.	Approval of minutes of the 2 <sup>nd</sup> IQAC meeting held on 09/11/2023.	Minutes of the 2 <sup>nd</sup> IQAC meeting held on 09/11/2023 was approved.
2.	Financial support to faculty for attending FDPs & conferences.	Application from and Research Promotion Policy was designed and circulated among staff.
3.	IQAC Initiatives: a) Saturday Charcha b) Reform in Unit Test Papers as per Blooms Taxonomy c) Updating e-governance policy d) Preparation of OBE Manual	IQAC started organizing 'Saturday Charcha' on every Saturday at 4.00 PM regularly as per the defined objectives. The students were made aware about the event through notice and class counselors. Unit Test Coordinators of the departments have informed all the teachers about the revision in the questions as per Blooms' Taxonomy. E-governance policy was prepared and circulated among the all the staff members and uploaded the same on the college website. OBE manual is prepared and circulated among the teaching staff and uploaded it on the website.
4.	Presentation on Students feedback for Odd Semester-2023-24	Corrective actions according to feedbacks obtained are initiated by the respective departments.
5.	Changes in Research promotion Cell.	Research Advisory Committee formed under Research promotion Cell to scrutinize and forward the application for final approval of financial assistance for attending FDPs, conferences, paper publications, book/book chapter publication etc.

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

MGICOET/IQAC Meeting/ 2023-24/32(3)



**Chairperson**  
Dr. C. M. Jadhao  
Principal  
MGI-COET, Shegaon  
**PRINCIPAL**

Mauli Group of Institutions  
College of Engineering & Technology, Shegaon