



Minutes of 37th IQAC Meeting

Date: 15/04/2025

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. A. S. Kakad, Academic Coordinator, MGI-COET Member
7. Prof. S. S. Mhaske, HOD, Electronics & Tele. Engineering Member.
8. Dr. M. S. Khedkar, HOD, Civil Engineering Member.
9. Dr. A. S. Kapse, HOD, Computer Science & Engineering Member.
10. Mr. A. R. Kale, Student, Electrical (Electronics and Power) Engg. Student Member.
11. Ms. A. G. Marode, Student, Electronics & Tele. Engineering Student Member.
12. Prof. P. S. Dorale, Alumni Member.
13. Dr. J. K. Kokate, IQAC Coordinator.

The following member was absent in the meeting.

1. Smt. M. V. Patil, Principal, Mauli School of Scholars, Shegaon Member from Local Society.
2. Shri. Vasantrao Wakte, Wadegaon Parent- Stakeholder Member.

Agenda:

1. Approval of minutes of the 36th IQAC meeting held on 25/01/2025.
2. Review of syllabus coverage of even sem 2024-25.
3. IQAC initiatives:
 - a. Review of CIE of theory and Practical courses.
 - b. Preparing for upcoming AAA audit for 2024-25.
 - c. Conduct Program Exit Survey through ERP.
4. Discussion on NAAC Notification
5. Preparation of Academic Calendar for 2025-26.
6. Organization of IPR Workshop.
7. Discussion on Spoken English Class for Faculty and Students.
8. Discussion on Gryphon Training.
9. Any other point with the permission of chair.

Resolutions:

MGI-COET, Shegaon/IQAC Meeting/2024-25/4

Dr. J. K. Kokate, IQAC Coordinator, welcomed all the members to the meeting.

1. The minutes of the previous meeting held on January 25, 2025, were approved. The IQAC coordinator presented the action-taken report.
2. The syllabus coverage of even sem 2024-25 was presented by the HOD's. Dr. C. M. Jadhao, Principal, reviewed the syllabus coverage of all the departments and advised to take necessary actions, like extra classes, etc., to complete the syllabus on time.
3. IQAC Initiatives:
 - a. Review of CIE of theory and Practical courses.
 - b. Dr. J. K. Kokate, IQAC Coordinator, and Dr. C. M. Jadhao, Principal, reviewed the sample CIE sheets of theory and practical courses. It was observed that the continuous internal evaluation of theory and practical was implemented effectively. Preparing for upcoming AAA audit for 2024-25.
Dr. J. K. Kokate provided guidance to all members regarding the preparation of the AAA for the 2024-25 period. It has been decided that the audit will take place in July 2025. Dr. C. M. Jadhao has instructed all department heads (HODs) to prepare for the AAA audit for 2024-25.
 - c. Conduct Program Exit Survey through ERP.
Dr. J. K. Kokate, IQAC Coordinator, recommended conducting the Program Exit Survey for outgoing students using the ERP software EduPlus. This suggestion was approved by the Principal. The ERP Coordinator and the Department Feedback Coordinators were assigned to take the necessary actions.
4. Dr. J. K. Kokate, the IQAC Coordinator, provided a detailed explanation of the notification received from NAAC concerning binary accreditation. He also informed everyone that we are still allowed to use the NAAC grade and logo.
5. Dr. C. M. Jadhao, Principal, was tasked with preparing the academic calendar for the 2025-2026 academic year in accordance with the schedule established by the SGBAU Amravati University calendar, with a deadline set before the end of April 2025. The responsibility for creating the academic calendar was assigned to Prof. S. S. Mhaske.
6. Dr. M. A. Beg proposed the organization of a workshop on Intellectual Property Rights (IPR) for both students and teachers. The task of organizing the workshop was assigned to Dr. R.B. Ingle.
7. Mr. T. S. Badhe, T & P Officer, highlighted the need for a spoken English class for faculty and students. Dr. C. M. Jadhao, Principal, permitted the class to be conducted during the vacations.
8. Mr. T. S. Badhe, the T & P Officer, provided a detailed description of the Gryphon Training, including its syllabus, necessity, and expected outcomes. It was decided to start the training for the interested students.

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



IQAC Coordinator

Dr. J. K. Kokate

Asst. Professor

Electronics & Telecommunication Engg.



Chairperson

Dr. C. M. Jadhao

Principal

MGI-COET, Shegaon

PRINCIPAL

IQAC Coordinator
Mauli Group of Institutions
MGI-COET, Shegaon
College of Engineering & Technology, Shegaon



Mauli Group of Institutions
College of Engineering & Technology, Shegaon



Internal Quality Assurance Cell (IQAC)
(AY: 2024-25)

Action taken report of 37th IQAC Meeting held on 15/04/2025

Date: 09/05/2025

S. No.	Meeting Agenda	Action Taken
1.	Approval of minutes of the 36th IQAC meeting held on 25/01/2025.	The minutes of the previous meeting held on January 25, 2025, were approved.
2.	Review of syllabus coverage of even sem 2024-25.	Taken necessary actions, like extra classes, etc., to complete the syllabus within time.
3.	IQAC initiatives: a. Review of CIE of theory and Practical courses. b. Preparing for upcoming AAA audit for 2024-25. c. Conduct Program Exit Survey through ERP.	Reviewed the sample CIE sheets of theory and Practical courses. AAA Formats were explained and circulated. Program Exit Survey conducted between 28/04/2025 to 03/05/2025
4.	Discussion on NAAC Notification.	Explained and circulated the NAAC Notification. The use of A Grade symbol of NAAC is permitted.
5.	Preparation of Academic Calendar for 2025-26.	Academic Calendar for 2025-2026 was prepared and circulated among staff.
6.	Organization of IPR Workshop.	Online IPR workshop was organized on 02/05/2025 for students and staff.
7.	Discussion on Spoken English Class for Faculty and Students.	Spoken English class was scheduled from 13/05/2025.
8.	Discussion on Gryphon Training.	Gryphon Training was scheduled from 16/06/2025.

IQAC Coordinator
Dr. J. K. Kokate
Asst. Professor

Electronics & Telecommunication Engg.

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