



**Minutes of 40<sup>th</sup> IQAC Meeting**

**Date:** 17/01/2026

**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. Mr. A. R. Kale, Student, Electrical (Electronics and Power) Engg. Student Member.
10. Ms. A. G. Marode, Student, Electronics & Tele. Engineering Student Member.
11. Prof. P. S. Dorale, Alumni Member.
12. Shri. Vasantrao Wakte, Wadegaon Parent- Stakeholder 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.

**Agenda:**

1. Approval of minutes of the 39<sup>th</sup> IQAC meeting held on 18/12/2025.
2. Academic Review of Odd Semester-2025-26.
3. **IQAC Initiatives:**
  - a) Institute Policy on Student Attendance, Academic Engagement and Outcome Achievement.
  - b) Department KPI Dashboard & Academic Audit Policy.
  - c) Benchmark for Academic Audit.
  - d) Revision of Appraisal and 360<sup>0</sup> Feedback Form.
  - e) Antarang 2K26 and Special Achievement Felicitation.
4. Job Fair 2026
5. Any other point with the permission of chair.

## Resolutions:

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

1. The minutes of the previous meeting held on December 18, 2025, were approved. The IQAC coordinator presented the action-taken report.
2. All HOD's presented the details about the academics of Odd Semester-2025-26 also the discussion was held on the about the ongoing even semester.
3. IQAC Initiatives:
  - a. Institute Policy on Student Attendance, Academic Engagement and Outcome Achievement.  
Dr. J. K. Kokate, IQAC Coordinator presented Institute Policy on Student Attendance, Academic Engagement and Outcome Achievement which was approved by all the members.
  - b. Department KPI Dashboard & Academic Audit Policy.  
The Department KPI Dashboard & Academic Audit Policy was presented by the IQAC Coordinator and was approved by all the members.
  - c. Benchmark for Academic Audit.  
The benchmark for academic audit was discussed and finalized with the approval of all the members.
  - d. Antarang 2K26 and Special Achievement Felicitation.  
Dr. C.M. Jadhao, suggested to conduct the Antarang 2K26 to give platform for students to showcase their talent. It was also decided to felicitate the student and staff for their special achievements.
4. Mr. T. S. Badhe, proposed to conduct the Mega Job Fair as the service towards the neighboring community which was permitted.

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

**IQAC Coordinator**  
Dr. J. K. Kokate  
Assoc. Professor  
Electronics & Telecommunication Engg.

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



**Internal Quality Assurance Cell (IQAC)**  
(AY: 2025-26)

**Action taken report of 40<sup>th</sup> IQAC Meeting held on 17/01/2026**

Date: 28/02/2026

<b>S. No.</b>	<b>Meeting Agenda</b>	<b>Action Taken</b>
1.	Approval of minutes of the 39th IQAC meeting held on 18/12/2025.	The minutes of the previous meeting held on December 18, 2025, were approved.
2.	Academic Review of Odd Semester-2025-26.	The Corrective actions like taking more lectures and others were advised.
3.	<b>IQAC Initiatives:</b> a. Institute Policy on Student Attendance, Academic Engagement and Outcome Achievement. b. Department KPI Dashboard & Academic Audit Policy. c. Benchmark for Academic Audit. d. Revision of Appraisal and 360 <sup>0</sup> Feedback Form. e. Antarang 2K26 and Special Achievement Felicitation.	Policy was circulated.  Finalized and circulated.  Finalized and circulated.  Finalized and circulated.  Decided to conduct Antarang 2K26 in the month of April and felicitate students & Teachers during the Antarang 2K26.
4.	Job Fair 2026	Job fair was organized on 02 February 2026.

**IQAC Coordinator**  
Dr. J. K. Kokate  
Assoc. Professor  
Electronics & Telecommunication Engg.

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