	Vidya Pratishthan's		
	POLYTECHNIC COLLEGE, INDAPUR		
	Akluj-Pune Link Road, Vidyanagari, Indapur. District – Pune 413 106		
	Record No.: ACAD/R/48	Revision: 00	DoI: 01/03/2024
Minutes of Meeting (IQAC)			

DATE of Meeting : 05-02-2025

TIME: 4.00 – 4.45 pm

VENUE: Principle Cabin

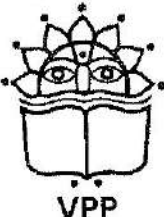
Input, Discussion and Decisions taken during the IQAC Meeting:

- 1) Pre audit summary of non conformity points observed during pre audit of IAMC & ISO 21001 of all processes as per ISO 21001:2018
- 2) Alumni meet schedule
- 3) Result analysis and identification of slow learner and advanced learner
- 4) CO-PO analysis format and NBA related activities
- 5) Commencement of remedial lectures of all departments for the course having poor result
- 6) Discussion about class test schedule & Parent's meet schedule
- 7) Admission process (A.Y.2025-26)
- 8) General discussion

Prepared By: *Mahesh*
IQAC Coordinator

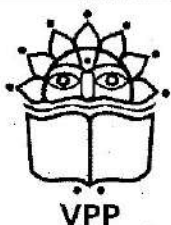
Approved by *Soojey*
Principal

PRINCIPAL
Vidya Pratishthan's
Polytechnic College
Indapur [Pune] 413106

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Agenda Point	Pre audit summary of non conformity points observed during pre audit		
Discussion and Action	<p>Various points & Nonconformities were noticed during pre audit are</p> <ol style="list-style-type: none"> 1) Progressive assessment format (D3/D3A) for I scheme & Formative Assessment format (K3) should be properly maintained after assessment of each practicals 2) Some Lab manuals experiments not matching with list of practicals in curriculum then course teacher and HOD will decide which practicals to be conducted in practicals hours by considering minimum number of practicals count requirement as per curriculum and also by considering which practicals are compulsory *Marks .Prepare Laboratory plan (D2) accordingly. 3) List of assignment /micro project should be ready and it should be communicated to the students <p>Action:-</p> <p>HOD of respective department should check their faculties course file while academic coordinator should check every department monitoring file in last week of every month as per CIAAN and KPI norms and if any discrepancies observed academic coordinator will guide the respective HOD & convey him to complete the departmental monitoring file within the stipulated time.</p>		
Responsibility	:- Department HOD /Academic coordinator	Target Date	10/02/2025

Agenda Point	Alumni meet schedule		
Discussion and Action	<p>As per the discussion Alumni meet should be conducted as early as possible .</p> <p>Action:-</p> <p>Plan to conduct Alumni meet within the 28/2/2025</p>		
Responsibility	:- Alumni coordinator (Prof. Lakal L.M)	Target Date	Within 28/2/2025



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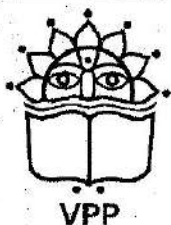
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Agenda Point	Result analysis and identification of slow learner and advanced learner	
Discussion and Action	After preparation of result analysis and as per the ISO 21001:2018 requirement Slow learners and advanced (Fast) learners should be identified on the basis of following points by respective department	
	Slow Learners	Advanced /Fast learners
	60% or more subjects fail out of total subject and also have 2 or more subject backlogs of previous semester	All subjects pass /score and no backlog
	Minimum marks in formative assessment or progressive assessment/Class test of more than 3 subjects	Maximum marks in formative assessment or progressive assessment/ Class test
	Poor performance in summative assessment or ESE practical	Good performance in summative assessment or ESE practical
	Lack of confidence and not answering very simple questions asked during lecture hours	Confident and answer the question ask during lecture hours
	Not participate in various academic activities	Participating in seminars /paper presentation and other academic activities
	Lack of concentration even present for all lectures and practicals Not understanding simple concepts Not knowing prerequisite of basic concept learn in secondary education	Full concentration and understand all the concepts and knowing prerequisite of basic concept learn in secondary education
	Difficulty in understanding and writing English	No difficulty in writing and understanding English
	Action	
Slow Learners	Advanced /Fast learners	
1.Mentor counseling to support and guide students	1. Encourage students to use library to gain knowledge by referring books /E-library platforms /Recent technical journals and magazine /Recent paper presentation	



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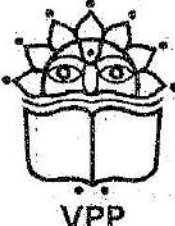
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	2.Question bank of different subjects to focus on important topics	2. Motivate to Participate in various technical competitions /Workshops /Conference /Training
	3.Old question paper discussion regarding exam pattern	3.Motivate to publish paper in journals
	4. Practice use of calculator for problem oriented subjects and sketches practice and 2- marks question practice for theory Organize bridge class or remedial sessions for difficult subjects Ask him to do meditation and yoga for improving his/her concentration	4.Encourage to complete NPTEL/SWAYAM/ATAL/MOOCs courses
Responsibility	:-HOD/ Class teacher /Mentor	
Target Date	:- 15/2/2025	

Agenda Point	CO-PO analysis format and NBA related activities		
Discussion and Action	As per NBA criteria complete CO-PO analysis of all subjects as the previous exam results are declared .Distribute NBA related criteria to each department HOD so that they will guide others by taking presentation in front of all department faculties Action:- 1.Principal sir will guide all faculties about CO-PO analysis and NBA criteria 2. Visit to JSPM Hadpsar on 8/2/2025 to understand documentations required for NBA as a reference		
Responsibility	:- NBA. Co-ordinator (Prof.S.B.Pawar)		Target Date Within 28/2/2025

Agenda Point	Commencement of remedial lectures of all departments for the course having poor result		
Discussion and Action	As per discussion HOD and respective subject teacher will decide whether to plan and take remedial lecture /sessions or Practice the question bank /Previous question papers /Important questions Action:- 1.Add the remedial lecture slot in timetable 2 Maintain attendance and topic taught in remedial lecture/session by respective		

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	course teacher Or 3. Maintain record of practice questions/IMP questions /Previous question papers solved by students. Counseling session records should be maintained		
Responsibility	:- Course teacher	Target Date	15/3/2025

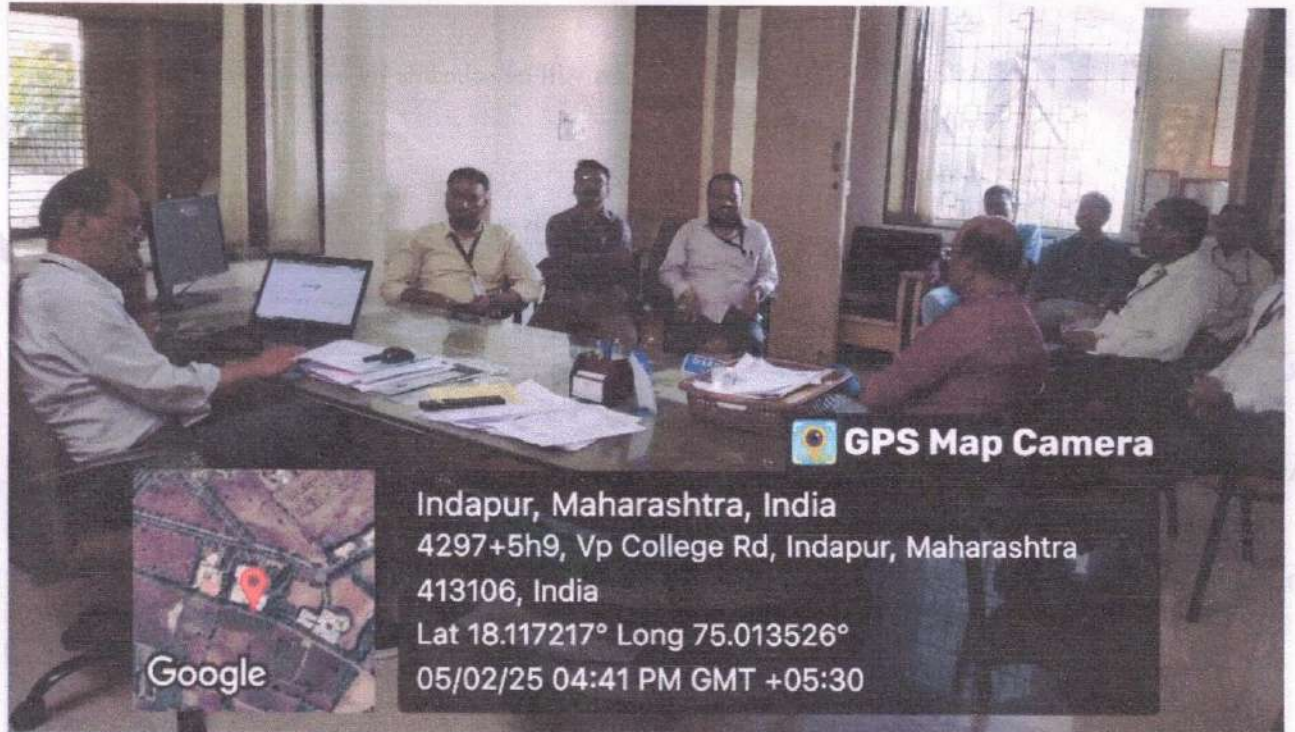
Agenda Point	Discussion about class test schedule & Parent's meet schedule		
Discussion and Action	<p>Due to Cultural and sports activities and also other activities like project exhibition ,blood donation camp etvc. faculties find difficulty to complete their course curriculum required for conducting class test-I within 10th Feb 2025 .In this meeting class test coordinator and all HOD's had decided to postpone the class test –I so that the subject faculty will get sufficient time to complete the curriculum essential for conducting class test –I.</p> <p>After class test result Parent meet will be schedule by having Principal sir meeting with all HOD's</p> <p>Action:-</p> <p>Class test –I as per MSBTE calendar is on 10 to 12Th February 2025 ,but institute will conduct this on 20 to 22th 2025</p>		
Responsibility	:- Class test coordinator	Target Date	20/02/2025


Agenda Point	Admission process (A.Y.2025-26)
Discussion and Action	<p>Collect the student data of 10th and 12th SCIENCE /ITI students as early as possible and prepare soft copy of it .Also contact to the maximum schools and colleges other than Pune district region and collect student data</p> <p>Action:-</p> <ol style="list-style-type: none"> 1.Prepare soft copy of student data 2.Visit to schools and colleges other than Pune district and collect data 3.Give information to the parents/Alumni about the recent activities /Achievements /Students participation in various events /ISO 21001:2018 Certification so that they


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	will convey the information to their nearby students 4. Post the news of various activities published in newspaper to the student group of our institute or On our institute website or On alumni group		
Responsibility	:- Admission coordinator (Prof.A.S.Jagtap)	Target Date	20/02/2025

Agenda Point	General Discussion		
Discussion and Action	1.Allocate social life skill module and assign the students and guide of respective department as early as possible 2.Maintain Cleanliness and discipline in college 3.Best department award criteria will be decided by considering active involvement and performance of respective department students like placement ,Cultural /sports competition /technical competition /Social activity etc.		
Responsibility	:- HOD/ Academic coordinator	Target Date	20/02/2025




IQAC Coordinator
(Prof. Mahesh D. Kulkarni)


Principal
(Dr. Soojey R. Deshpande)
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