

	Vidya Pratishthan's		
	<b>POLYTECHNIC COLLEGE, INDAPUR</b>		
	Akluj-Pune Link Road, Vidyanagari, Indapur. District – Pune 413 106		
Record No.: ACAD/R/41	Revision: 00	DoI: 01/03/2024	
<b>INTRA COLLEGE COMMUNICATION</b>			

Date: 03/03/2025

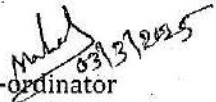
## IQAC CELL

### **Notice**

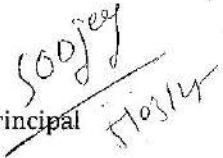
All the committee members of IQAC are hereby informed that the second meeting of IQAC members of college will be held at Principal's cabin at 11.00 am on 04/03/2025

#### *Agenda of meeting :-*

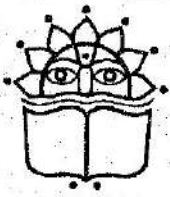
- 1) 12 Week internship program as per MSBTE K scheme curriculum
- 2) Alumni meet feedback
- 3) Parent meet schedule
- 4) Result analysis of class test -I
- 5) Discussion about best outgoing student and best department award under ISTE
- 6) General discussion

  
 IQAC Co-ordinator

**(Prof. Mahesh D. Kulkarni)**

  
 Principal

**(Dr. S.R. Deshpande)**

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

DATE of Meeting : 04-03-2025

TIME: 11.00 – 11.30 am


VENUE: Principle Cabin

**Input, Discussion and Decisions taken during the IQAC Meeting:**

- 1) 12 Week internship program as per MSBTE K scheme curriculum
- 2) Alumni meet feedback
- 3) Parent meet schedule
- 4) Result analysis of class test -I
- 5) Discussion about best outgoing student and best department award under ISTE
- 6) General discussion

Prepared By: IQAC Coordinator

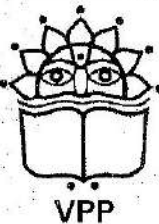
Approved by Principal

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

<b>Agenda Point</b>	12 Week internship program as per MSBTE K scheme curriculum		
<b>Discussion and Action</b>	Prof .Y.B.Jadhav sir had given information to all the hod's about the Internship of 12 weeks is mandatory to all the students who will take admission to third year after the fourth sem MSBTE exam .He discussed about the MSBTE circular on 3 March 2025  <b>Action:-</b> <ol style="list-style-type: none"> <li>1) Awareness program for all second year students will be schedule on 5/3/2025 by training &amp; placement cell in VPP auditorium</li> <li>2) MSBTE circular regarding 12 week Internship is to be displayed to respective department notice board also is conveyed to students by posting or sharing the same on respecting department whatsapp group</li> </ol>		
<b>Responsibility</b>	:- Department HOD /TPO		<b>Target Date</b> 05/03/2025

<b>Agenda Point</b>	Alumni meet feedback		
<b>Discussion and Action</b>	As per the alumni meet conducted the feedback forms are collected from repective department alumni students  <b>Action:-</b> Preserve the feedback forms in the department or submit it to Prof.Lakal Sir and prepare the report of the same		
<b>Responsibility</b>	:- HOD/Alumni coordinator (Prof. Lakal L.M)		<b>Target Date</b> Within 06/3/2025

<b>Agenda Point</b>	Parent meet schedule		
<b>Discussion and Action</b>	Prepare the class test result analysis and take the department parent meet as per the schedule  <b>Action:</b> Preparation of class test –I result Preparation of parent meet feedback Inform the respective parents about the meeting as per the schedule decided by HOD		
<b>Responsibility</b>	:-HOD/ Class teacher /Mentor		<b>Target Date</b> :- 4/3/2025

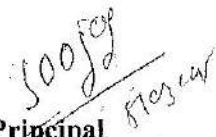
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Agenda Point	Result analysis of class test -I		
Discussion and Action	Prepare the result analysis of class test –I  <b>Action:-</b> The subjects/course having less results the respective course faculty should meet to the principal sir for discussing about the causes of poor result and also discussing about how to improve the result and aware the students about seriousness of class test		
Responsibility	:- Faculty	Target Date	Within 8/3/2025

Agenda Point	Discussion about best outgoing student and best department award under ISTE		
Discussion and Action	As per discussion HOD, class teacher and mentor should motivate third year students about best outgoing students award and motivate them to fill the form And also all the department HOD must fill the form about best department award  <b>Action:-</b> 1.Motivate third year students to fill the nomination form for best outgoing students with their valid proofs 2 Department should fill the form to confirm their nomination as best department		
Responsibility	:- HOD	Target Date	8/3/2025
Agenda Point	General discussion		
Discussion and Action	General discussion about 1) Filling of exam forms Summer 2025 2) Scholarship forms etc		
Responsibility	:- HOD /Class teacher	Target Date	As per schedule

  
 IQAC Coordinator

(Prof. Mahesh D. Kulkarni)

  
 Principal

(Dr. Soojey R. Deshpande)