

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

Date: 02/04/2025

## IQAC CELL

### Notice

All the committee members of IQAC are hereby informed that the third meeting of IQAC members of college will be held at Principal's cabin at 11.00 am on 05/04/2025

#### *Agenda of meeting :-*

- 1) Class test –II Schedule
- 2) Opportunities for improvement as per suggestions from the EIMC 2025
- 3) Best outgoing student and best department award under ISTE  
& prize distribution of sports and cultural events
- 4) Send off function and photo session of Third year students
- 5) Admission process for A.Y.2025-26
- 6) General discussion

IQAC Co-ordinator

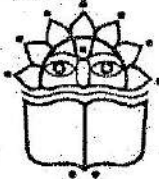
(Prof..Mahesh .D. Kulkarni)

Principal

(Dr. S.R. Deshpande)

**Principal**

Vidya Pratishthan's  
Polytechnic College  
Vidyanagari, Indapur, Pune - 413 106

 <b>VPP</b>	Vidya Pratishthan's <b>POLYTECHNIC COLLEGE, INDAPUR</b> Akluj-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>		

**DATE of Meeting :** 05-04-2025

**TIME:** 11.00Am – 12.00 pm

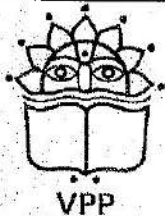
**VENUE:** Principle Cabin

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

- 1) Class test -II Schedule
- 2) Opportunities for improvement as per suggestions from the EIMC 2025
- 3) Best outgoing students and best department award under ISTE  
& Prize distribution of sports and cultural events
- 4) Send off function and photo session of Third year students
- 5) Admission process for A.Y.2025-26
- 6) General discussion

**Prepared By:** IQAC Coordinator

**Approved by** Principal



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<b>Agenda Point</b>	<b>Class test –II Schedule</b>
<b>Discussion and Action</b>	<p>As per MSBTE the class test –II is to be conducted between 07 to 09 April 2025. But all the HOD's of respective department, raise the point to postpone class test –II by 2 days for the completion of MSBTE curriculum</p> <p><b>Action:-</b></p> <p>After the discussion, it was decided to postpone the class test-II by 2 days since the term end date is 17 April 2025 so, this schedule is before the term end date and it will be beneficial for all the students and staff as per the curriculum completion is concerned to conduct the class test –II on 9 to 12 April 2025. Class test –II will start from 09 April 2025 and the class test coordinator will prepare the schedule.</p>
<b>Responsibility</b>	:- Class test coordinator
<b>Target Date</b>	09/04/2025

<b>Agenda Point</b>	<b>Opportunities for improvement as per suggestions from the EIMC 2025</b>
<b>Discussion and Action</b>	<p>MSBTE EIMC committed visited to institute on 3/4/2025. They had suggested few points where there is scope for improvement.</p> <ol style="list-style-type: none"> <li>1) Though the Institute vision and mission finalization is mentioned in the agenda point of management meeting register but finalization of Department vision mission is not mentioned in that register</li> <li>2) Use of MIS software in academics</li> <li>3) In Library the total number of titles and volume not available as per the norms</li> <li>4) Take follow up of Msbte Newsletter and send the institute and department activities to the Msbte newsletter</li> <li>5) Increase the utilization of library facility. Motivate students to use library facility</li> <li>6) Use the computer having latest configuration as per the requirement</li> <li>7) Improve the boy's mess food quality</li> <li>8) Provide the transportation facility for students from institute</li> <li>9) Prepare the technical magazine of the institute if possible</li> <li>10) The budget requirement demanded and sanctioned of respective department and also institute must be mentioned in the management meeting register</li> </ol>



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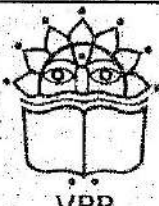
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	<p><b>Action</b></p> <ol style="list-style-type: none"> <li>1) Department vision mission statement finalization point will be convey to management and will be mention in management meeting register</li> <li>2) Use of MIS software in academic in future as much as possible and need of MIS software will be convey to management.</li> <li>3) Requirement of reference books from each department considering K Scheme curriculum will be taken and after management sanction the budget will be purchase in future</li> <li>4) Academic coordinator, TPO will take review of department activities and events ,MOU's and Dr.Thakur sir will prepare the report regarding the same and will send to MSBTE Newsletter</li> <li>5) Motivate first year students ,EJ and Mech department students to utilize library facility since other department students were utilizing the library facility and do sufficient books transactions</li> <li>6) Requirement regarding updated configuration of computer supporting the software as per norms will be taken from the concerned department and system admin and will be put in front of management budget meeting as early as possible as an essential requirement for academic</li> <li>7) The grievance regarding mess quality will be conveyed to concerned mess authority person and convey him to improve the food quality</li> <li>8) Communication regarding MSRTC bus transportation through institute route will be done with MSRTC depo manager and regular follow up will be taken</li> <li>9) Technical magazine of institute will be prepared once in a year</li> <li>10) Hereafter all the budget requirement agenda will be mentioned in management meeting</li> </ol>
<b>Responsibility</b>	<b>:-</b> Principal & Admin
<b>Target Date</b>	Within 30/4/2025

<b>Agenda Point</b>	Best outgoing students and best department award under ISTE & Prize distribution of sports and cultural events
<b>Discussion and Action</b>	<p>Best outgoing students and best department award under ISTE &amp; Prize distribution of sports and cultural events will be scheduled on 19/4/2025</p> <p><b>Action</b></p> <p>Suitable nomination forms from student will be collected upto 15/4/2025 and will be scrutinized by the judge and will finalize the award winners</p>



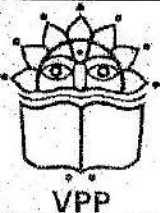
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Responsibility	: - ISTE	Target Date	: - 19/4/2025
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Agenda Point	Send off function and photo session of Third year students		
Discussion and Action	<p>Send off function will be scheduled on 19/4/2025 while photo session i.e. group photo of department wise third year students will be schedule on 11/4/2025</p> <p><b>Action:-</b></p> <p>H.O.D &amp; student association will plan the schedule upto 9/5/2025 and will convey to the students of third year</p>		
Responsibility	: - HOD & Respective students association	Target Date	11/4/2025 & 19/4/2025

Agenda Point	Admission process for A.Y.2025-26		
Discussion and Action	<p>Efforts should be taken to improve admission and try to reach to the students of 10<sup>th</sup> and 12th Science ,ITI student and convey them the benefits of diploma engineering</p> <p><b>Action</b></p> <p>Acharya Chanakya Kaoushalya Vikas Kendra in our institute will help to improve the admission and will plan to organize some programs or events or lectures regarding carrier guidance opportunities will improve admission</p>		
Responsibility	: - Admission coordinator and HOD	Target Date	30/4/2025

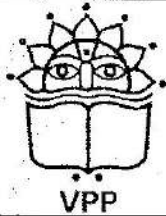
Agenda Point	Discussion about class test schedule & Parent's meet schedule		
Discussion and Action	<p>Due to Cultural and sports activities and also other activities like project exhibition ,blood donation camp etc. faculties find difficulty to complete their course curriculum required for conducting class test-I within 10<sup>th</sup> 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><b>Action:-</b></p> <p>Class test –I as per MSBTE calendar is on 10 to 12<sup>th</sup> February 2025 ,but institute will conduct this on 20 to 22th 2025</p>		

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Responsibility	:- Class test coordinator	Target Date	20/02/2025
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Agenda Point	Admission process (A.Y.2025-26)		
Discussion and Action	<p>Collect the student data of 10<sup>th</sup> 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><b>Action:-</b></p> <ol style="list-style-type: none"><li>1.Prepare soft copy of student data</li><li>2.Visit to schools and colleges other than Pune district and collect data</li><li>3.Give information to the parents/Alumni about the recent activities /Achievements /Students participation in various events /ISO 21001:2018 Certification so that they will convey the information to their nearby students</li><li>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</li></ol>		
Responsibility	:- Admission coordinator (Prof.A.S.Jagtap)	Target Date	30/04/2025

Agenda Point	General Discussion		
Discussion and Action	1.NBA criteria's and prequalifier report		
	<b>Action</b> All the department HOD and teaching faculty will work 4:15 pm to 4:45 pm daily as per the convenience regarding NBA related work from 7/4/2025 and and try to fill the prequalifier report as early as possible		
Responsibility	:- HOD/ NBA coordinator		Target Date
			30/04/2025



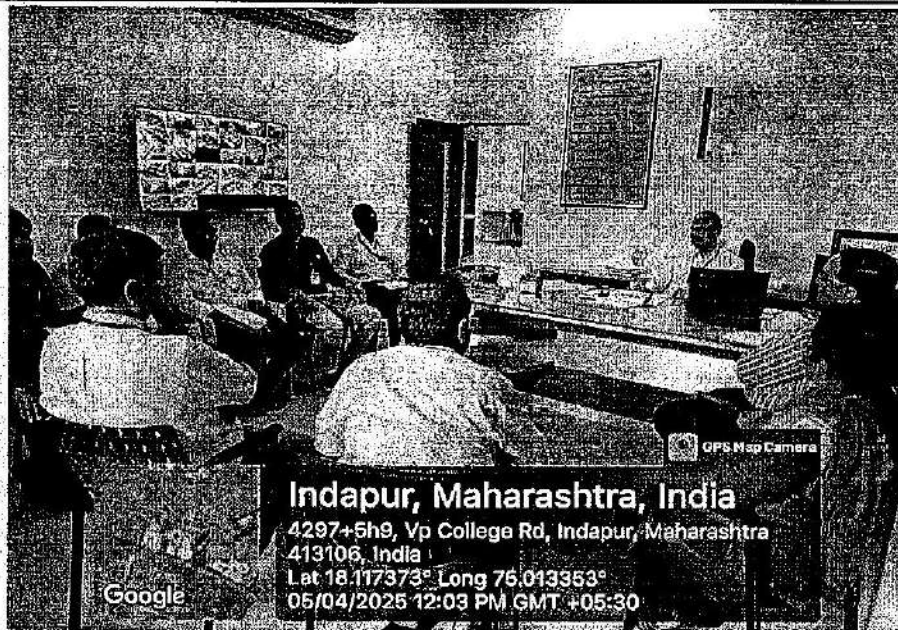
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**Indapur, Maharashtra, India**

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413106, India  
Lat 18.117373° Long 75.013353°  
05/04/2025 12:03 PM GMT +05:30

Google

GPS Map Camera



**Indapur, Maharashtra, India**

4297+5h9, Vp College Rd, Indapur, Maharashtra  
413106, India  
Lat 18.117368° Long 75.013357°  
05/04/2025 12:05 PM GMT +05:30

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GPS Map Camera

**IQAC Coordinator**

(Prof. Mahesh D. Kulkarni)

**Principal**

(Dr. Soojey R. Deshpande)

**Principal**

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