



Jayawant Shikshan Prasarak Mandal's  
**JSPM Narhe Technical Campus**



S. No. 12/2/2 and 14/9, Narhe, Tal : Haveli, Dist.: Pune - 411041

Phone : +91 20 2460 8700, 701, 702 Email : director@jspmntc.edu.in Web : www.jspmntc.edu.in

Affiliated to Savitribai Phule Pune University. Approved by AICTE New Delhi and DTE Maharashtra.

DTE Code : 6755 PUN Code : CEGP019070 AISHE Code : C-45874

**Prof.(Dr.)T. J.Sawant**  
D.E.E., B.E.(Electrical), Ph.D., MISTE  
Founder - Secretary

**Prof.(Dr.) R.K.Lad**  
B.E.(Civil), M.E.(Env.Engg.) Ph.D.(Engg.)  
DIRECTOR

Date: 24/05/2019

**NOTICE**

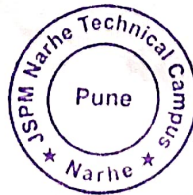
A meeting of all IQAC members is scheduled on 01/06/2019 at 11.00 am in board room. The agenda of the meeting is as follows.

Agenda:

1. Review and confirmation of minutes of previous meeting
2. Current status and plan for AY 2019-2020
3. Preparation of Academic Calendar
4. Preparation of Activity Calendar
5. Preparation of the Course File
6. Skill development and internship
7. Target setting for the departments and cell
8. Participation of the students in different competitions
9. Any other issue with permission of chair

  
Dr.M.M.Sardeshmukh  
IQAC Coordinator

**IQAC COORDINATOR**  
**JSPM NARHE TECHNICAL**  
**Campus, Pune - 411041**



  
Dr. R. K. Lad  
Director

**Director**  
**JSPM Narhe Technical Campus**  
**Narhe, Pune - 411 041**



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DIRECTOR

Date: 01/06/2019

## Minutes of Meeting

Sr.No.	Particular	Presented By	Responsible	Target Date
1	Review and confirmation of minutes of previous meeting			
	IQAC coordinator welcomed all the distinguished members of IQAC Cell and the invitees for the meeting. The minutes of previous meeting held on read and confirmed unanimously.	IQAC Coordinator	-	-
2	Current status and plan for AY 2019-2020			
	He informed committee about Syllabus completion and about Internal and External Academic Audit of the AY 2018-2019. Director sir also presented the plan for AY 2019-2020.	Director	-	-
3	Preparation of Academic Calendar			
	Guidelines for preparation of Academic Calendar discussed and it is decided to put this point in ADC for detailed discussion and preparation of Academic calendar	Director	AMC	14/06/2019
4	Preparation of Activity Calendar			
	The IQAC coordinator discussed the things need to be considered while planning for various activities for quality improvement. Also given a presentation on the minimum activities to be conducted at Institute Level and Department Level for AY 2019-20 (Guidelines attached in Anx-I)	IQAC	HOD, Coordinators of Cell	25/06/2019
5	Preparation of the Course File			
	It is decided to discuss this point in ADC meeting in detail and prepare a plan of action for the same	AMC	HOD All Staff	14/06/2019
6	Skill development and internship			
	The Industry representative and Alumina representative highlighted the need of skill development and internship activities. It is decided to prepare a plan for the same by TPO	Industry Representative	TPO and Team	20/06/2019
7	Target setting for the departments and cell			
	IQAC coordinator presented the minimum targets to be achieved by the departments, cells and individuals (Anx.-II)	IQAC Coordinator	HOD Cell Coordinator All Teaching Faculty	NA
8	Participation of the students in different competitions			
	Director sir advised philosophers club to take up the interdisciplinary projects and motivate and guide the students to take part in to different competitions.	Directors		
	Any other issue with permission of chair			



*R.K.Lad*  
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**ANX-I**

**Guidelines for Academic Planning (For Semester –I)**

Sr.No.	Activity	Tentative Duration
01	Formation of all the committees	1 <sup>st</sup> week of June
02	Preparation of Academic Calendar	1 <sup>st</sup> week of June
03	Preparation of department wise Activity calendar	1 <sup>st</sup> week of June
04	Load distribution to the faculty	2 <sup>nd</sup> week of June
05	Laboratory purchase and maintenance	2 <sup>nd</sup> week of June
06	Meeting of domain committees	2 <sup>nd</sup> week of June
07	Preparation of Teaching Plan	2 <sup>nd</sup> week of June
08	Preparation of course file	3 <sup>rd</sup> week of June
09	Submission / preparation of proposals for funding 1) Research project proposals 2) QIP proposals	1 <sup>st</sup> week of July
10	Checking of course file by HOD	1 <sup>st</sup> week of July
11	Induction Program and Starting of Semester	1 <sup>st</sup> week of July
12	Periodic checking of implementation of Academic Calendar/Activity calendar/ Teaching Plan by HOD And DAC	Every week
13	Result Analysis and planning of the activities like remedial classes for slow learners	1 <sup>st</sup> week of August
14	Unit Test	2 <sup>nd</sup> week of August
15	Mid Term submission and checking	2 <sup>nd</sup> week of August
16	Review of syllabus coverage and necessary action plan for syllabus completion	3 <sup>rd</sup> week of August
17	Term end meeting	2 <sup>nd</sup> week of September
18	Prelim Examination	3 <sup>rd</sup> week of September
19	Planning of OR/PR Examinations	4 <sup>th</sup> week of September
20	Updating the documents and data of semester concluded	1 <sup>st</sup> week of October
21	Planning of New Semester	2 <sup>nd</sup> week of November



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## ANX-II

### Target Setting

#### Organization of the Activities per Academic Year

##### Institute Level (For Faculty)/ Organization

Sr. No.	Activity	Number	Responsibility
01	FDP/ STTP	02	Computer Engineering 01 EnTC-01
02	Guest Lecture/ Seminar on non-technical topic like stress management, effective parenting ,etc	02	Yoga Club

##### Institute Level (For Faculty)/ Participation

Sr. No.	Activity	Number	Responsibility
01	FDP/ STTP	01/faculty	All the Teaching Faculty Members
02	Conference (International/National)	01/faculty	
03	Journal Paper (Asst.prof.: UGC care Asso.Prof.:Scopus Prof.: SCI)	01/ faculty	

##### Institute Level (For Student)/Organization

Sr. No.	Activity	Number	Responsibility
01	Social Events by NSS like blood donation camp, tree plantation, gram swachata etc.	02	NSS Coordinator
02	Cultural Events	01	Cultural Coordinator
03	Sports Events	01	Sports Coordinator
04	ED activity by ED Cell / IPR lecture	02	III Cell Coordinator
05	Any one activity like Yoga Day etc	01	Yoga Club I/C

##### Department Level (For Student)/ Organization

Sr. No.	Activity	Number	Responsibility
01	Guest Lecture by Industry person	04	HOD Respective I/C, all the faculty members
02	Workshop/ Value addition Program	02	
03	Activities under MOU	02	
04	Departmental club/ forum activities	04	
05	Participation in competitions like BAJA, SUPRA, Gokart, ROBOCON, KPIT Sparkle, Hackethon	01	

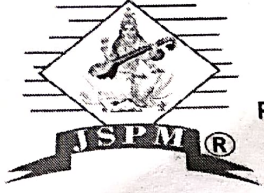
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**Students Participation**

Sr. No.	Activity	Responsibility
01	NPTEL Certification	HOD and GFM
02	Course Era Certification	
03	Internship	
04	Sponsored Project	
05	Technical Paper Presentation	
06	Participation in Project Exhibition	
07	Participation in Extracurricular activities	



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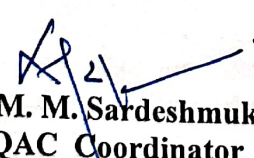
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**NOTICE**

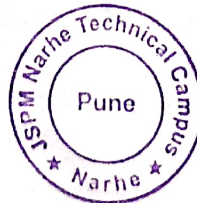
A meeting of all IQAC members is scheduled on 25/11/2019 at 10.30 am in board room. The agenda of the meeting is as follows.

Agenda:

1. Review and confirmation of minutes of previous meeting
2. Review of completion of Semester-I
3. Planning of Semester-II
4. Discussion on the Feedback from stake holders
5. Students satisfaction survey
6. Any other issue with permission of chair

  
Dr. M. M. Sardeshmukh  
IQAC Coordinator

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DIRECTOR

Date: 25/11/2019

**Minutes of Meeting**

Sr.No.	Particular	Presented By	Responsible	Target Date
1	Review and confirmation of minutes of previous meeting			
	IQAC coordinator welcomed all the distinguished members of IQAC Cell and the invitees for the meeting. The minutes of previous meeting held on read and confirmed unanimously.	IQAC Coordinator	-	-
2	Review of completion of Semester-I			
	The AMC head presented the report of the semester I. The committee discussed on all the points and expressed their satisfaction	AMC Head	-	-
3	Planning of Semester-II			
	Guidelines related to planning is discussed and it is decided to put up this point in to ADC meeting for detailed discussion and planning	Director		
4	Discussion on the Feedback from stake holders			
	A thorough discussion on the feedback received from stake holders is done. Also the review of action take is discussed.	IQAC coordinator		
5	Students satisfaction survey			
	The analysis of survey conducted for the students and progress of action taken report is discussed. It is decided to inform the concern to take the necessary action	IQAC Coordinator		
6	As there is no additional point on agenda the meeting concluded with vote of Thanks	IQAC Coordinator		



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**ANX-I**

**Guidelines for Academic Planning (For Semester –II)**

Sr.No.	Activity	Tentative Duration
01	Formation/Changes of all the committees	1 <sup>st</sup> week of December
02	Preparation of Academic Calendar	1 <sup>st</sup> week of December
03	Preparation of department wise Activity calendar	1 <sup>st</sup> week of December
04	Load distribution to the faculty	1 <sup>st</sup> week of December
05	Laboratory purchase and maintenance	1 <sup>st</sup> week of December
06	Meeting of domain committees	2 <sup>nd</sup> week of December
07	Preparation of Teaching Plan	2 <sup>nd</sup> week of December
08	Preparation of course file	2 <sup>nd</sup> week of December
09	Submission / preparation of proposals for funding 1) Research project proposals 2) QIP proposals	As per the schedule
10	Checking of course file by HOD	2 <sup>nd</sup> week of December
11	Induction Program and Starting of Semester	2 <sup>nd</sup> week of December
12	Periodic checking of implementation of Academic Calendar/Activity calendar/ Teaching Plan by HOD And DAC	Every fort night
13	Result Analysis and planning of the activities like remedial classes for slow learners	4 <sup>th</sup> week of January
14	Unit Test	1 <sup>st</sup> week of February
15	Mid Term submission and checking	2 <sup>nd</sup> week of February
16	Review of syllabus coverage and necessary action plan for syllabus completion	1 <sup>st</sup> week of March
17	Term end meeting	4 <sup>th</sup> week of March
18	Prelim Examination	4 <sup>th</sup> week of March
19	Planning of OR/PR Examinations	1 <sup>st</sup> week of April
20	Updating the documents and data of semester concluded	2 <sup>nd</sup> week of April
21	Planning of New Semester	2 <sup>nd</sup> week of April



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DIRECTOR

Date: 25/03/2020

**NOTICE**

A meeting of all IQAC members is scheduled on 31/03/2020 at 11.00 a.m.in online mode. The agenda of the meeting is as follows.

**Agenda:**

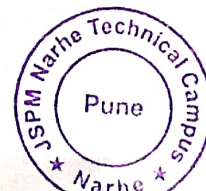
1. Review and confirmation of minutes of previous meeting
2. Conclusion Report of AY 2019-2020
3. Activity report of AY 2019-2020
4. Guidelines for planning of Next AY 2020-2021
5. Students Internship and Skill development Programs
6. Any other issue with permission of chair

  
Dr.M.M.Sardeshmukh

IQAC Coordinator  
**IQAC COORDINATOR**  
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Date: 31/03/2020

**Minutes of Meeting**

Sr.No.	Particular	Presented By	Responsible	Target Date
1	Review and confirmation of minutes of previous meeting			
	IQAC coordinator welcomed all the distinguished members of IQAC Cell and the invitees for the meeting. The minutes of previous meeting held on read and confirmed unanimously.	IQAC Coordinator	-	-
2	Conclusion Report of AY 2019-2020			
	The AMC head presented the report of the AY 2019-2020. He briefed the committee about the completion of the syllabus and other academic activities completed in AY 2019-2020	AMC Head	All Deans , HOD and Faculty	NA
3	Activity report of AY 2019-2020			
	The IQAC coordinator presented the report of all the activities organized in AY 2019-2020 by all the departments and cells. The committee expressed the satisfaction on the skill development programs organized, placement of the students and participation of students in MOOC courses. Committee also appreciated the efforts by all the faculties towards the professional development by attending FDPs workshop and webinars.	IQAC Coordinator	All Deans HOD and Faculty	
4	Guidelines for planning of Next AY 2020-2021			
	Director Sir given guidelines regarding planning of the next AY 2020-2021	Director	AMC Head and IQAC Coordinator	NA
5	Students Internship and Skill development Programs			
	The IQAC coordinator presented the report of the skill development programs organized in the year 2019-2020. The efforts by TPO and team appreciated by the committee members	IQAC Coordinator	TPO and Team	NA
6	Any other issue with permission of chair			
	As all the points on the agenda discussed the meeting concluded with Vote of Thanks by IQAC Coordinator	IQAC Coordinator	NA	NA



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