



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: 19/07/2020

NOTICE

A meeting of all IQAC members is scheduled on 20/07/2020 at 11.30 a.m. the in board room. The agenda of the meeting is as follows.

Agenda of Meeting:

1. Review and confirmation of minutes of previous meeting
2. Plan for AY 2021-2022
3. Preparation of Academic Calendar and Activity Calendar
4. Preparation of the Course File
5. Target setting for the departments
6. Any other issue with permission of the chair



R.K.Lad
Dr. R.K. Lad
Director

Director
JSPM Narhe Technical Campus
Narhe, Pune - 411 041



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Date: 23/07/2021

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 The minutes of the previous meeting held on read and confirmed unanimously.	IQAC Coordinator	-	-
2	Current status and plan for AY 2020-2021			
	Director sir also presented the plan for AY 2020-2021.	Director	-	-
3	Preparation of Academic Calendar			
	Guidelines for preparation of Academic Calendar discussed	Director	AMC	20/07/2021
4	Preparation of Activity Calendar			
	The IQAC coordinator discussed the things need to be considered while planning for various activities for quality improvement.	IQAC	HOD, Coordinators of Cell	NA
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	
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



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ANX-I

Guidelines for Academic Planning (For Semester –I)

Sr.No.	Activity
01	Formation of all the committees
02	Preparation of Academic Calendar
03	Preparation of department wise Activity Calendar
04	Load distribution to the faculty
05	Laboratory purchase and maintenance
06	Meeting of domain committees
07	Preparation of Teaching Plan
08	Preparation of course file
10	Checking of course file by HOD
11	Induction Program and Starting of Semester
12	Periodic checking of implementation of Academic Calendar/Activity calendar/ Teaching Plan by HOD And DAC
13	Result Analysis and planning of the activities like remedial classes for slow learners
14	Unit Test
15	Mid Term submission and checking
16	Review of syllabus coverage and necessary action plan for syllabus completion
17	Term end meeting
18	Prelim Examination
19	Planning of OR/PR Examinations
20	Updating the documents and data of semester concluded
21	Planning of New Semester



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ANX-II

Target Setting

Organization of the Activities per Academic Year

Institute Level (For Faculty)/ Organization(Online Mode)

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

Institute Level (For Faculty)/ Participation (Online Mode)

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.	-	NSS Coordinator
02	Cultural Events	-	Cultural Coordinator
04	ED activity by ED Cell / IPR lecture (Online Mode)	02	III Cell Coordinator
05	Any one activity like Yoga Day etc	-	Yoga Club I/C

Department Level (For Student)/ Organization (Online Mode)

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

Students Participation



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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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Date: 12/12/2021

NOTICE

A meeting of all IQAC members is scheduled on 14/12/2021 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 2
4. Any other issue with permission of chair



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Date: 16/12/2021

Minutes of Meeting

Sr.No.	Particular	Presented By	Responsible	Target Date
1	Review and confirmation of minutes of previous 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 all the points and expressed their satisfaction with online activities	AMC Head	-	-
3	Planning of Semester 2			
	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		NA
6	As there is no point on agenda the meeting concluded with vote of Thanks	IQAC Coordinator		NA


Dr. M. M. Sardeshmukh
IQAC Coordinator
IQAC COORDINATOR
JSPM NARHE TECHNICAL
Campus, Pune - 411041




Dr. R.K. Lad
Director
Director
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ANX-I

Guidelines for Academic Planning (For Semester –II)

Sr.No.	Activity
01	Formation of all the committees
02	Preparation of Academic Calendar
03	Preparation of department wise Activity calendar
04	Load distribution to the faculty
05	Laboratory purchase and maintenance
06	Meeting of domain committees
07	Preparation of Teaching Plan
08	Preparation of course file
09	Submission / preparation of proposals for funding 1) Research project proposals 2) QIP proposals
10	Checking of course file by HOD
11	Induction Program and Starting of Semester
12	Periodic checking of implementation of Academic Calendar/Activity calendar/ Teaching Plan by HOD And DAC
13	Result Analysis and planning of the activities like remedial classes for slow learners
14	Unit Test
15	Mid Term submission and checking
16	Review of syllabus coverage and necessary action plan for syllabus completion
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DIRECTOR

Date: 9/07/2021

NOTICE

All IQAC members meeting is scheduled on 10/07/2021 at 11.30 a.m. in the board room. The agenda of the meeting is as follows.

Agenda:

1. Review and confirmation of minutes of previous meeting
2. Conclusion Report of AY 2020-2021
3. Activity report of AY 2020-2021
4. Guidelines for the planning of Next AY 2021-2022
5. Any other issue with permission of chair



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Minutes of Meeting

Date: 12/07/2021

Sr.No.	Particular	Presented By	Responsible	Target Date
1	Review and confirmation of minutes of previous meeting			
	The minutes of the previous meeting held on read and confirmed unanimously.	IQAC Coordinator	-	-
2	Conclusion Report of AY 2020-2021			
	The AMC head presented the academic activities report of the AY 2020-2021.	AMC Head	All Deans , HOD and Faculty	NA
3	Activity report of AY 2020-2021			
	The IQAC coordinator presented the report of all the activities organized in AY 2021-2021 by all the departments and cells. The committee expressed satisfaction with the programs organized	IQAC Coordinator	All Deans HOD and Faculty	
4	Guidelines for planning of Next AY 2022-2023			
	Director Sir given guidelines regarding planning of the next AY 2022-2023	Director	AMC Head and IQAC Coordinator	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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