




	ZEAL EDUCATION SOCIETY'S <b>ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,          COMPUTER APPLICATION AND RESEARCH (ZIBACAR)</b> NARHE   PUNE -41   INDIA <b>Programme - MCA</b>	
File No:-	Revision: 00	Date: 01/09/2023

### IQAC CALENDAR 2024-25



Sr.no	Week	Activity	Committee/Cell	Focus
<b>JANUARY 2025</b>				
1.	First	Submission of six-monthly	IQAC	Submission of Summary sheet of all departments/committees
2.	First	NIRF Submission	IQAC	Timely submission of NIRF
3.	First	Faculty Orientation FDP	IQAC	ONBOARDING FOR ACADEMIC SUCCESS: NAVIGATING TOWARDS EXCELLENCE
4.	First	MCA Academics Meeting	MCA Academics	Commencement of Academics
5.	First	MBA Academics Meeting	MBA Academics	Commencement of Academics
6.	Second	GB Meeting	GB	Institute updates and steps towards implementation of 5 yrs Strategic plan
7.	Second	SSAB Meeting	SSAB	<ol style="list-style-type: none"> <li>Regular monitoring of UAMP portal</li> <li>Regular monitoring of SPPU portal</li> <li>Students participation in Inter/Intra collegiate competition</li> <li>Study of SPPU Annual report and planning</li> </ol>
8.	Third	MCA Academics Meeting	MCA Academics	<ol style="list-style-type: none"> <li>Skill Development and IKS course</li> <li>Innovative teaching pedagogy</li> <li>NPTEL courses budget</li> </ol>
9.	Fourth	MBA Academics Meeting	MBA Academics	<ol style="list-style-type: none"> <li>Attainment completion</li> <li>Skill Development and IKS course</li> <li>Innovative teaching pedagogy</li> <li>NPTEL courses budget</li> </ol>
10.	Fourth	Course File Verification	MBA Academics	Innovative teaching pedagogy
11.	Fourth	Training and Placement Meeting	Training and Placement cell	<ol style="list-style-type: none"> <li>Median of pay package</li> <li>MoU</li> <li>File index</li> </ol>
12.	Fifth	Course File Verification	MCA Academics	-

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13.	Fifth	MCA Academics Meeting	MCA Academics	<ol style="list-style-type: none"> <li>1. Cross cutting issues and related activities planning</li> <li>2. Website audit</li> <li>3. Curricular gap related activities planning</li> <li>4. File index</li> </ol>
14.	Fifth	IC Meeting	IC	
<b>FEBRUARY 2025</b>				
15.	Second	IQAC Meeting	IQAC	<ol style="list-style-type: none"> <li>1. Review of task allotment</li> <li>2. Document management</li> <li>3. Weekly/Monthly/six monthly</li> </ol>
16.	Second	MBA Academic Meeting	MBA Academics	<ol style="list-style-type: none"> <li>1. Cross cutting issues and related activities planning</li> <li>2. Website audit</li> <li>3. Curricular gap related activities planning</li> <li>4. File index</li> </ol>
17.	Second	Internal ISO Audit	ISO	
18.	Third	MCA Academics Meeting	MCA Academics	Attainment of CO attainment for Sem-I and III
19.	Third	Training & Placement Meeting	Training & Placement	1. Review of website
20.	Third	Anti-ragging Committee meeting	Anti-ragging	Oath of Anti-ragging
21.	Fourth	R & D Meeting	Research & Development	<ol style="list-style-type: none"> <li>1. Review of Research activities</li> <li>2. Review of FDP</li> <li>3. Review of implementation of Research policy</li> </ol>
22.	Fifth	MCA Academics Meeting	MCA Academics	<ol style="list-style-type: none"> <li>1. Review of website</li> <li>2. Syllabus review from various stakeholders</li> </ol>
23.	Fifth	MBA Academics Meeting	MBA Academics	<ol style="list-style-type: none"> <li>1. Review of website</li> <li>2. Syllabus review from various stakeholders</li> </ol>
3.	Fifth	Audit	Training & Placement	1. Implementation of ISO policies, File index, Benchmarks
4.	Fifth	Library Meeting	Library	1. Increase Library usage

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				2. Newsletter theme 3. Book exhibition
<b>MARCH 2025</b>				
5.	First	Audit	IQAC	1. Audit as per NAAC /Policies of each department
6.	Second	IC Meeting	IC	1. Oath 2. Preparation for Women's day Annual report
7.	Second	Course File Verification	MCA Academics	1. Implementation of ISO policies
2.	Second	Course File Verification	MBA Academics	1. Implementation of ISO policies
3.	Second	ISO Surveillance	ISO	Audit as per NAAC /Policies of each department
4.	Second	MBA Academics Meeting-5	MBA Academics	1. Implementation of ISO policies, File index, Benchmarks 2. Review of various Academics activities
5.	Third	MCA Academics Meeting-6	MCA Academics	1. Implementation of ISO policies, File index, Benchmarks 2. Review of various Academics activities
6.	Fifth	MCA Academics Meeting-7	MCA Academics	Implementation of ISO policies, File index, Benchmarks Feedback Action taken report
7.	Fifth	MBA Academics Meeting-6	MBA Academics	Implementation of ISO policies, File index, Benchmarks Feedback action taken report
8.	Fifth	CDC Meeting	CDC	
<b>APRIL 2025</b>				
9.	First	Website Audit	IQAC	Review of Institute's website
10.	Second	Vision Mission of MCA	MCA Academics	1. Steps towards reframing Vision-Mission statement
11.	Second	Vision - Mission of MBA	MBA Academics	1. Steps towards reframing Vision-Mission statement
2.	Fourth	File Audit	R & D	Audit as per NAAC /Policies of R & D department
<b>MAY 2025</b>				
3.	Second	Academic file audit	MBA Academics	Audit of various files and compliances with NAAC benchmarks
4.	Second	Exam Audit	Exam	Audit as per NAAC /Policies of Exam department
5.	Third	SSS	IQAC	1. SSS collection, analysis, action taken report and display on website
6.	Third	Academic file audit	MCA Academics	1. Audit of various files and compliances with NAAC benchmarks
7.	Fourth	Brochure - Training	T&P	Publish Training brochure on website

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8.	Fourth	SSAB meeting -2	SSAB	1. Mapping of events Activities with PO's and SDG 2. Green initiatives
<b>JUNE 2025</b>				
9.	First	IQAC Meeting	IQAC	1. Review of each department 2. Benchmarking
10.	Third	R& D Meeting-2	R&D	1. Research and development compliance by faculty members 2. Research session
11.	Last	AAA	IQAC	1. Audit by external person
12.	Last	Newsletter	Library	1. Publish of newsletter
13.	Last	Six-monthly submission	IQAC	Submission of Summary sheet of all departments/committees

**Note:**

SNo	Particulars
1.	A separate color code is used for each committee.
2.	IQAC will be one of the default member of every committee.
3.	File index to be prepared/followed-as recommended by ISO IQAC
4.	It is mandated that every department to conduct Audit
5.	Submission of Weekly report is 'Friday' (revised timeline)
6.	Submission of Six-monthly report is on 28 <sup>th</sup> June 2024

SNo	Website updates:	
1.	MCA/MBA academics	5 <sup>th</sup> of every month
2.	SSAB	10 <sup>th</sup> of every month
3.	Research and Development	15 <sup>th</sup> of every month
4.	Training and Placement	20 <sup>th</sup> of every month
5.	Exam, ISO, IQAC	25 <sup>th</sup> of every month
6.	Admin and Governance	30 <sup>th</sup> of every month

Dr. Madhavi Shamkuwar  
IQAC Coordinator

Dr. B.J. Mohite  
Director

Prof. Pandurang Patil  
Head Management programs-ZGMI