Ref : VI-K/Gen/2018-19/   Date : 02/07/2018

IQAC Meeting Notice

All the members are requested to attend the IQAC meeting as per following details.

Date: 03/07/2018   **Time: 10.00 am**   **Venue: Director Office**

Agenda:
1. Overview of IQAC meetings
2. Action on points discussed in last IQAC meeting
3. Discussion on revised AQAR format
4. Defining activities to be conducted by IQAC in academic year 2018-19 as per the requirements of revised AQAR format
5. Defining role of IQAC with regard to NBA
6. External Academic Audit to be planned in first semester of A.Y. 2018-19
7. Follow up action on earlier Academic Audits
8. Examination cell – Internal Audit to be planned in first semester of A.Y. 2018-19
9. Need of ISO formats revision – By Dr. Ajay Kale

Dr. (Mrs.) S. V. Patil
IQAC coordinator

To,

1. Director
2. All Deans
3. All HODs
4. T&P coordinator
5. Librarian
6. Head – System Dept.
7. Director of Physical Edu.
8. Institute NBA coordinator
9. Institute NAAC coordinator
10. Parent representative
11. Alumni representative
12. Industry representative
13. Student Representative
14. Dr. Ajay Kale

Minutes of IQAC-Meeting held on 03/07/2018

Date: 05/07/2018

Sr. No.	Agenda point	Details of discussions & conclusion	Responsibility
01.	Action on points discussed in last IQAC meeting	• To arrange training program for all faculty to join Linked In and alumni portal • Inclusion of 'Python' and 'R' in FY. B.Tech. syllabus – Note giving justification for non-inclusion in FY. B.Tech. syllabus.	HOD – Comp Dept
		• Industry exhibitions by all Depts – Identification of suitable exhibitions and BE / ME projects	All Heads
		• List of all Dept. Portfolios • Removal of cupboards from all Depts • Removal of Cabins from IQAC office • Automated admission process and student section work • Deciding objectives for all outsourcing agencies	Dean Admin.
02.	Overview of IQAC meetings	Dean QA discussed the overview of IQAC meetings and reason for increase in number of IQAC meetings	
03.	Discussion on revised AQAR format	Dean QA discussed the revised AQAR format and data required to be collected for completion of AQAR of A.Y. 2018-19	
04.	Defining activities to be conducted by IQAC in academic year 2018-19 as per the requirements	Following activities have been finalized for A.Y. 2018-19 under IQAC: • Mentoring for Autonomy – FDP • FDP on ICT and Blooms Taxonomy • Starting Mentor-Mentee Scheme • Development of effective system for collection of all data required to fulfil	All members of IQAC

	of revised AQAR format	NBA, NAAC and NIRF requirements in soft format • Development of NOC for all faculty before proceeding to vacation (updating Course file, Personal file, Portfolio file and Performance Appraisal)	
05.	External Academic Audit to be planned in first semester of A.Y. 2018-19 And Follow up action on earlier Academic Audits	Dean Academics discussed about External Academic Audit which will be scheduled in Sept 2018. He also discussed on action required to be completed on findings of earlier Internal Academic Audits	All HODs
06.	Examination cell – Internal Audit to be planned in first semester of A.Y. 2018-19	Examination cell will schedule the Internal Audit for A.Y. 2018-19	Dean Examination
07.	Need of ISO formats revision – By Dr. Ajay Kale	A committee for faculty will be formed for checking the need of revision of all existing ISO formats as per NBA, NAAC, NIRF and other survey forms and their requirements.	Dr. A. D. Kale

Dr. (Mrs.) S. V. Patil
IQAC Coordinator

Dr. Bilavari S. Karkare
Director

DIRECTOR
Vishwakarma Institute of
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