

**Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Information Technology, Pune**

Ref : VI-K/Gen/2018-19/

Date : 02/03/2019

IQAC Meeting Notice

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


Date: 05/03/2019

Time: 12.30 pm

Venue: IQAC Office

Agenda:

1. Academic and Administrative Audit Report – Presentation of new format
2. Discussion on Sem- I Result analysis – reasons for low results and action plan for improvement of results
3. Practical difficulty in identification of weak and bright students
4. Presentation on summary report of CO-PO mapping of all courses in each program as per 2017 pattern syllabus by all heads of department.


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

To,

1. Director
2. All Deans
3. All HODs
4. Institute NBA coordinator
5. Institute NAAC coordinator

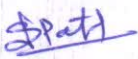
Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Information Technology, Pune

Minutes of IQAC-Meeting held on 05/03/2019

Date: 11/03/2019

Sr. No.	Agenda point	Details of discussions & conclusion	Responsibility
01.	Academic and Administrative Audit Report – Presentation of new format	Mr. A. V. Chitre, Institute NAAC coordinator, presented revised AQAR form in detail. It was observed that the form is needed to be revised considering Institute and Department level data as well as some of the data is needed to be added considering NBA requirements. Institute NAAC coordinator was asked to revise the form as per above instructions and share the new AAA form to all departments ASAP. It is also noticed that, Student Satisfaction Survey (SSS) form is also needed to be prepared which is required for completion of AQAR form for A. Y. 2018-19.	Mr. A. V. Chitre, Institute NAAC coordinator
02.	Discussion on Sem- I Result analysis – reasons for low results and action plan for improvement of results	All heads of department are informed to present the details of Sem-I results along with reasons for low results and action plan for improvement of results in MRC scheduled in April 2019.	All Department Heads
03.	Practical difficulty in identification of weak and bright students	It has been observed that based on CE only, identification of weak and bright students is difficult. Hence it is suggested to take into account marks of T1 and T2 exams also. For the same, marks of T1 and T2 exams of every student with GR No. / Roll No. is needed to be provided by Autonomy Exam Cell.	Dean Examination, All faculty

04.	Presentation on summary report of CO-PO mapping of all courses in each program as per 2017 pattern syllabus by all heads of department.	<p>All Heads of Departments presented summary report of CO-PO mapping of all courses in each program as per 2017 pattern syllabus.</p> <p>Discussion on mapping of PO8 and PO 12 was also conducted.</p> <p>For CO attainment based on CE marks, it is suggested to prepare Rubrics for CE.</p> <p>It is also suggested to use all possible evaluation tools to achieve mapping and attainment of maximum POs.</p> <p>Dean Academics shared an excel sheet related to PO-PI mapping and instructed all Department Heads to fill the tables in the sheet and present the same during Brain Storming session scheduled on 8th March 2019.</p>	
05.	Other points	<p>Dean Examination discussed about number of days available for completion of CAP for T1 exams. It is decided to provide 4 days (respectively after one day gap of every subject exam) for every subject for completion of CAP.</p>	All Faculty


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

Dr. Bilavari S. Karkare
Director