

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

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

Date : 07/01/2019

**IQAC Meeting Notice**

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


**Date: 08/01/2019**

**Time: 02.00 pm**

**Venue: IQAC Office**

**Agenda:**

1. Presentation of External Academic Report by Dean Academics
2. Action required to be taken based on MRC and CDC meeting minutes.
3. Risk analysis of completed ISO Objectives and revision of ISO objectives
4. Discussion on CO-PO attainment criteria.

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

To,

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

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

**Minutes of IQAC-Meeting held on 08/01/2019**

**Date: 21/01/2019**

Sr. No.	Agenda point	Details of discussions & conclusion	Responsibility
01.	Presentation of External Academic Report by Dean Academics	Dean Academics presented External Academic Report and informed all heads regarding weaknesses of departments and informed to complete the requirements by next IQAC meeting	All HODs
02.	Action required to be taken based on MRC and CDC meeting minutes	<ol style="list-style-type: none"> <li>1. Linked In registration data is to be given by each HOD.</li> <li>2. Flipped Classroom should be implemented for S.Y. B. Tech. courses. HODs need to submit the names of faculty associated for the same.</li> <li>3. HOD – Civil and Mechanical <sup>were</sup> informed to check requirement for licensed software and start the purchase process if required.</li> <li>4. The process for Curriculum Development and related documentation <sup>was</sup> discussed in detail. <b>The step by step process for documentation purpose is attached in separate file here with.</b></li> <li>5. Dean R&amp;D informed to collect reasons for non-selection of R&amp;D proposal applications.</li> </ol>	All HODs & Dean R&D (for point 5 only)
03.	Risk analysis of completed ISO Objectives and revision of ISO objectives	<ol style="list-style-type: none"> <li>1. HOD-E&amp;AS requested to change the ISO objective as – “Organising at least one conference / workshop / seminar / <b>Induction Program</b> every academic year for students / staff / faculty.</li> <li>2. After discussion, it was decided to change some of the ISO objectives of HOD for next academic year. These will be finalized in next IQAC meeting.</li> </ol>	All HODs

04.	Discussion on CO-PO attainment criteria.	<ol style="list-style-type: none"> <li>1. All HODs are informed to conduct discussion / brainstorming in each department for deciding strategy for CO-PO attainment. The inputs / suggestions from each will be discussed in next IQAC meeting.</li> <li>2. Institute <sup>NBA</sup> co-ordinator – Dr. T. R. Jadhav<sup>was</sup> informed to contact with external resource persons for organizing guest lecture on CO-PO attainment criteria.</li> </ol>	
05.	Task assigned by Director to all faculty	<ol style="list-style-type: none"> <li>1. PBL and Self learning needs to be added in curriculum – discussion in each department should be carried out and details are to be presented in next IQAC meeting</li> <li>2. Details of ICT tools – planning by faculty for the same - details are to be presented in next IQAC meeting</li> <li>3. Funded Project Proposal details – minimum 2 proposals should be ready with each department</li> <li>4. NPTEL course with certificates should be completed by all faculty – details of each department to be presented in next IQAC meeting.</li> </ol>	All HODs

5. Formation of Departmental Academic & Exam committee is to be done to decide @ minor changes in curriculum & will be further rectified in BOS

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

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Dr. Bilavari S. Karkare  
Director