

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

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

Date : 06/02/2019

**IQAC Meeting Notice**

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

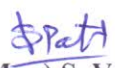
**Date: 12/02/2019**

**Time: 10.30 am**

**Venue: IQAC Office**

**Agenda:**

1. CO-PO attainment criteria – Inputs from various departments and further discussions
2. Identification of weak and bright students – suggestions, requirements and action taken
3. Revisit of Academic and Administrative Form
4. S.Y. M. Tech. (2018 Pattern) syllabus presentations

  
**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 12/02/2019**

**Date: 11/03/2019**

Sr. No.	Agenda point	Details of discussions & conclusion	Responsibility
01.	CO-PO attainment criteria – Inputs from various departments and further discussions	<p>Detailed discussion with all department faculty members was conducted by Comp. &amp; E&amp;TC department. The inputs given by them are as below:</p> <p><b>Comp:</b> To decide difficulty level of various courses, average marks of the class for specific course can be considered.</p> <p><b>E&amp;TC:</b> Course End Survey can be used as Indirect tool; Performance Indicators provided by AICTE can be used for question paper setting.</p> <p>Other departments were asked to conduct the meeting with all department faculties ASAP.</p> <p>Based on the discussions during the meeting, it has been decided to complete the CO-PO mapping of all courses of 2017 pattern and to present it in next IQAC meeting scheduled on 5<sup>th</sup> March 2019.</p>	All Heads of Department
02.	Identification of weak and bright students – suggestions, requirements and action taken	No suggestion or specific requirement was asked during the meeting. Hence, earlier criteria was finalized again for	All Faculty



		<p>identification of weak and bright students as below: Identification of weak and bright students through</p> <ul style="list-style-type: none"> <li>• Tutorials and Practical</li> <li>• Continuous Evaluation</li> <li>• PBL assignment</li> </ul>	
03.	Revisit of Academic and Administrative Form	<p>It has been proposed to consider revised AQAR form as Academic and Administrative (AAA) Form. Mr. A. V. Chitre, Institute NAAC coordinator was asked to study the revised AQAR form in detail and check its feasibility to use as AAA and to present the details in next IQAC meeting.</p>	Mr. A. V. Chitre, Institute NAAC coordinator
04.	S.Y. M. Tech. (2018 Pattern) syllabus presentations	All Heads of Departments presented S.Y. M. Tech. (2018 Pattern) syllabus.	
05.	Other points	<p>Based on Exam Reform details presented by Dean Academics and Dean Examination, it has been decided to set the question paper of T1 examination considering Blooms Taxonomy levels 1 to 4.</p> <p><b>It is suggested to set questions comprising 70 % of total marks based on Level 1 &amp; 2, 20% of total marks based on Level 3 and 10% of total marks based on Level 4.</b></p>	All Faculty

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

Dr. Bilavari S. Karkare  
Director