

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

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

Date : 23/07/2018

IQAC Meeting Notice

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

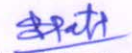
Date: 24/07/2018

Time: 11.30 am

Venue: Director Office

Agenda:

1. Review of last minutes of meeting held on 03/07/2018
2. Defining role of IQAC with regard to NBA
3. Follow up action on earlier Academic Audit reports and NBA compliance report
4. Revision of ISO objectives considering opportunities
5. NIRF – requirements for improvement
6. Data required by various surveys


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

To,

1. Director
2. All Deans
3. All HODs
4. Institute NBA coordinator
5. Institute NAAC coordinator
6. Institute ISO coordinator
7. Institute NIRF and Ranking Survey coordinator
8. Dr. Ajay Kale


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

Minutes of IQAC-Meeting held on 24/07/2018

Date: 01/08/2018

Sr. No.	Agenda point	Details of discussions & conclusion	Responsibility
01.	Review of last minutes of meeting held on 03/07/2018	<ul style="list-style-type: none"> To arrange training program for all faculty to join Linked In and alumni portal – schedule is prepared by HOD comp during meeting Inclusion of 'Python' and 'R' in FY. B.Tech. syllabus – Note giving justification for non-inclusion in FY. B.Tech. syllabus. – In process 	HOD – Comp Dept
		<ul style="list-style-type: none"> Industry exhibitions by all Depts – Identification of suitable exhibitions and BE / ME projects 	All Heads
		<ul style="list-style-type: none"> List of all Dept. Portfolios Removal of cupboards from all Depts – Not possible Removal of Cabins from IQAC office Automated admission process and student section work Deciding objectives for all outsourcing agencies 	Dean Admin.
		A committee of 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
		<ul style="list-style-type: none"> Role of IQAC with regard to NBA will be considered in written format and IQAC functions will be revised accordingly. Comparison of Tier – I and Tier – II forms will be discussed in next IQAC meeting 	Dr. Tushar Jadhav – Institute NBA coordinator
03.	Follow up action on earlier Academic Audit	Academic Audit reports to be revised as per NBA compliance report – scheduled on 31 st July 2018	All heads of Department and NBA

	reports and NBA compliance report		coordinators
04.	Revision of ISO objectives considering opportunities	Institute ISO coordinator – Mrs. Shraddha Habbu, discussed about the concept of opportunity based objectives. The objectives will be discussed in next IQAC meeting	Institute ISO coordinator
05.	NIRF – requirements for improvement	Institute NIRF and Ranking Survey coordinator – Mrs. Leena Deshpande, presented comparison of VIIT data with that of five institutes of Maharashtra having NIRF 2018 score. She also presented the area where improvement is needed for improving performance of VIIT in NIRF.	


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


Dr. Bilavari S. Karkare
Director