

**BansilalRamnathAgarwal Charitable Trust's  
Vishwakarma Institute of Information Technology, Pune**

Ref : VI-K/Gen/2019-20/

Date : 05/08/2019

**IQAC Meeting Notice**

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

**Date: 06/08/2019**

**Time: 02.00pm**

**Venue: IQAC Office**

**Agenda:**

1. Formation of IQAC committee for A. Y. 2019-20 and 2020-21
2. Planning of faculty for use of ICT tools especially Flipped Classroom
3. Status of funded Project proposals
4. Implementation of PBL at T. Y. B. Tech. courses
5. Identification of Bright and Weak students – Implementation
6. Question Paper format based on Blooms Taxonomy
7. Rubrics for Continuous Evaluation (CE) parameter
8. Analysis for new Feedback Mechanism as per Performance Appraisal
9. Identification of Assistants / Associates for Deans and Heads
10. Identification of training needs for faculty



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

To,

1. Director
2. All Deans
3. All HODs
4. Head – System Dept.



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Form No.: CPF 8.2  
Rev. No- 0  
Dt. 1/03/2018

Date: 18/08/2019

**Minutes of IQAC Meeting held on 6<sup>th</sup> August 2019**

Sr. No.	Agenda point	Details of discussions & conclusion	Action Plan (Responsibility & Target Date)	Follow Up (status/ remarks)
01	Formation of IQAC committee for A. Y. 2019-20 and 2020-21	The new IQAC committee was formulated, initially the focus was on analysis of faculty performance appraisals as per the new parameters. Based on the same, uniform portfolio distribution for each department was implemented in July 2019	Uniform portfolio distribution for each department was implemented in July 2019	---
02	Planning of faculty for use of ICT tools especially Flipped Classroom	It was decided to implement flipped classroom for all courses by all faculty and to flip atleast one full unit of the course	To be implemented in each semester by all faculty. Objective based on use of ICT tools to be set for all faculty, HOD	To be presented in MRC
03	Status of funded Project proposals	Review of status of funded project proposals of each department is conducted	Atleast two funded project proposals by each department should be kept ready. Objective based on the research proposal will be set for HOD.	To be presented in MRC
04	Implementation of PBL at T. Y. B. Tech. courses	Review of implementation of PBL at T. Y. B. Tech. courses of each department is conducted	Objective based on the PBL implementation will be set for HOD.	To be presented in MRC



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5	Question Paper format based on Blooms Taxonomy	It was decided to include 70% questions related to lower order thinking and 30% questions related to higher order thinking in Question paper of T1 examination	Implemented in AY 2019-20 SEM 1 T1 examination	--
6	Analysis for new Feedback Mechanism as per Performance Appraisal	Based on student- faculty feedback the criteria for analyzing low performing faculty was finalized.	Implemented for AY 2019-20 first semester	--
7	Identification of Assistants / Associates for Deans and Heads	All heads and Deans were instructed to identify Assistants and Associates to be appointed in this semester	Assistants for Dean academics and Dean Quality were appointed	--

**Meeting attended by:**

1. Director
2. All Deans
3. Associate Dean Academics
4. Associate Dean Quality

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

**Dr. Bilavari S. Karkare**  
Director