

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

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

Date : 11/11/2019

IQAC Meeting Notice

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

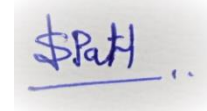
Date: 12/11/2019

Time: 10.30am

Venue: IQAC Office

Agenda:

1. Risk and Opportunity Analysis for ISO objectives of all Heads, Deans and Director
2. Verifiable indicators for ISO objectives of all Heads, Deans and Director
3. Requirements for obtaining NIRF Ranking
4. Conduction of External Academic Audit
5. Preparation of AQAR, NIRF and other ranking surveys



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

To,

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



Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Information Technology, Pune.
(An Autonomous Institute Affiliated to Savitribai Phule Pune University)
NAAC Accredited with 'A' Grade, ISO 9001:2015 Certified Institute

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

Date: 20/11/2019

Minutes of IQAC Meeting held on 11th November 2019

Sr. No.	Agenda point	Details of discussions & conclusion	Action Plan (Responsibility & Target Date)	Follow Up (status/ remarks)
01	Risk and Opportunity Analysis for ISO objectives of all Heads, Deans and Director	As per new Quality objectives implemented from October 2019, Risk and opportunity analysis by Heads/ Deans & Director to be presented in MRC were discussed.	As per changes suggested updated data to be presented in MRC	Presentation during MRC
02	Verifiable indicators for ISO objectives of all Heads, Deans and Director	As per new Quality objectives implemented from October 2019, Verifiable indicators for objectives of Heads/ Deans & Director to be presented in MRC were discussed.	As per changes suggested updated data to be presented in MRC	Presentation during MRC
03	Requirements for obtaining NIRF Ranking	Data required for improving NIRF ranking were discussed	Data collected as per the requirement to be submitted in NIRF 2020	---
04	Conduction of External academic audit	External academic audit to be conducted in the month of December and to get the audit reviewed from the professors from IIT.	Department External Academic Audit to be schedule in month of December 2019	Academic audit report to be presented in MRC
05	Preparation of AQAR, NIRF and other ranking surveys	Data required to fill AQAR and other ranking surveys to be prepared well in advance	Data collected as per the requirement to be filled in AQAR and also submitted to other ranking agencies	---

Meeting attended by:



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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