

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

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

Date : 27/07/2020

IQAC Meeting Notice

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

Date: 01/08/2020

Time: 02.00 pm

Venue: Online mode

Agenda:

1. NBA Planning
2. Internal ISO audit
3. New ISO standards
4. New ISO processes



Dr. Y.H.Dandawate
Dean Quality

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: 8/08/2020

Minutes of IQAC Meeting held on 1st August 2020

Sr. No.	Agenda point	Details of discussions & conclusion	Action Plan (Responsibility & Target Date)	Follow Up (status/ remarks)
01	ISO audit	Dean QA briefed out the details regarding conduction of ISO audit	ISO audit of all departments to be conducted on 3 rd and 4 th August 2020	--
02	NBA Planning	NBA SAR preparation	All Head of Departments to complete SAR by 10 th Aug	
03	New ISO processes	Industry Institute Interaction and Exam department ISO processes to be developed.	Dean Industry Institute and Dean exam will initiate the development of the ISO processes.	
04	New ISO standards	ISO certification for Education industry to be explored.	Dean QA will explore the ISO certification process for education field that can applied to our Institute	
		ISO 27000 certification for Data security to be explored	Head System will explore the ISO certification process for data security that can applied to our Institute	

Meeting attended by:



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

Signature of the Dean QA

Signature of the Director

