

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

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

Date : 02/07/2020

**IQAC Meeting Notice**

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

**Date: 04/07/2020**

**Time: 02.00 pm**

**Venue: Online mode**

**Agenda:**

1. NBA Planning
2. Internal ISO Audit



**Dr. Y.H.Dandawate**  
**Dean Quality**

To,

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





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**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: 14/07/2020

**Minutes of IQAC Meeting held on 4th July 2020**

Sr. No.	Agenda point	Details of discussions & conclusion	Action Plan (Responsibility & Target Date)	Follow Up (status/ remarks)
01	NBA Planning	Dean QA presented NBA assessment pattern. Proposed increase in target scores for criteria 8,9,10 from 70% to 85%. Proposed increase in 20% target scores for all programs. (Criteria 2,3,4,5,6,7)	--	--
		NBA SAR preparation	All Head of Departments to complete SAR by 30 <sup>th</sup> July	
		Framing of CO,PO, PSO's completed in Faculty development program conducted by Dr.S.N.Londhe	All Head of Departments to verify that CO,PO, and PSO revision process is completed by 15 <sup>th</sup> July	
		Philosophy of CO-PO attainment will be presented in faculty development program conducted by Dr.S.N.Londhe.	Finalization of CO-PO attainment process will be presented by Dean QA in the next meeting.	
02	Internal ISO audit	Internal ISO audit is scheduled on 3 <sup>rd</sup> and 4 <sup>th</sup> August 2020	--	



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**Meeting attended by:**

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

**Signature of the Dean QA**

**Signature of the Director**

