Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Information Technology, Pune
Minutes of IQAC-Meeting held on 27/09/2016

Date: 04/10/2016

Sr. No.	Agenda point	Details of discussions & conclusion	Responsibility
01.	NAAC result and conveying to all stake holders, action to be taken	NAAC result should be made available to all the stake holders. It has to be published on college website, to be told to all parents in parents meet and to the industry personnel during IAB, HR meet.	All HODs
02.	Academic council meeting	Academic Council meeting is planned on 08/10/2016. Dean Academics and Dean Administration are advised to make the required preparations.	Dean Academics and Dean Administration
03.	Schedule and content of FDP	FDP for the semester syllabus should be coordinated by all HODs during the first two weeks after the vacation. They are requested to send the FDP plan to Dean Academics in advance.	All HODs
04.	Preparation for VishwaCon	Dean R&D briefed about preparation of VishwaCon. The Principal asked Dean R&D to submit more details like fees, tracks, conveyor, important dates, advisory and technical committee members etc.	Dean R&D
05.	NBA – CO-PO attainment, direct & indirect tools	The philosophy regarding CO-PO attainment was discussed considering latest POs given by NBA. The philosophy has been approved by IQAC members. With reference to revised NBA norms, it has been decided to consider the results of online & Insem examinations as direct tool of internal assessment for CO attainments whereas exit survey will be considered as indirect tool for PO attainment	All HODs

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

Dr. Bilavari S. Karkare
Principal