

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

Ref : VI-K/Gen/2016-17/

Date : 29/07/2017

IQAC Meeting Notice

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


Date: 03/10/2017

Time: 02.00 pm

Venue: IQAC Office

Agenda:

1. Academic Audit
2. MRC / IQAC meeting
3. College Development Committee


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

To,


1. Director
2. All HODs
3. All Deans
4. T&P coordinator
5. Librarian
6. Head – System Dept.
7. Director of Physical Edu.
8. Institute NBA coordinator
9. Institute NAAC coordinator
10. Parent representative
11. Alumni representative
12. Industry representative
13. Student Representative

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

Minutes of IQAC-Meeting held on 03/10/2017

Date: 06/10/2017

| Sr. No. | Agenda point | Details of discussions & conclusion | Responsibility |
|---------|-------------------------------|--|---------------------------|
| 01. | Academic Audit | It was decided to conduct Academic Audit on 26 th October 2017. Dean QA along with Dean Academics will finalize the schedule for the same. | Dean QA Dean Academics |
| 02. | MRC / IQAC meeting | It was decided to have MRC and IQAC meetings in the week of 18 th to 25 th December 2017. Dean QA will be taking a review of last MRC presentation in the first week of December 2017. All Heads are requested to present SAR of NBA (Criteria wise) | All HODs |
| 03. | College Development Committee | The Director asked Dean Administrations to call applications for College Development Committee. It was decided to complete the election formalities and formation of Committee by 6 th November 2017. | Dean Administration |


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


Dr. Bilavari S. Karkare
Director