Ref : VI-K/Gen/2016-17/   Date : 12/02/2018

IQAC Meeting Notice

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

Date: 13/02/2018   **Time: 02.00 pm**   **Venue: IQAC Office**

Agenda:

1. VishwaCon: Registration status and conference schedule
2. Performance Appraisal: Reminder note
3. NBA Compliance form
4. Board of Management meeting – Actions to be taken

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

Vishwakarma Institute of Information Technology, Pune

Minutes of IQAC-Meeting held on 13/02/2018

Date: 15/02/2018

Sr. No.	Agenda point	Details of discussions & conclusion	Responsibility
01.	VishwaCon: Registration status and conference schedule	A review of conference schedule, Guest/Expert names, overall papers received and registration status, etc., was taken.	--
02.	Performance Appraisal: Reminder note	Dean Administration conveyed that performance appraisal form will be made available on-line by the end of February 2018.	Dean Administration
03.	NBA Compliance form	Institute level NBA Coordinator conveyed that NBA Compliance form is submitted successfully. He appreciated the efforts and support extended by the Director, all Deans and heads, faculty and staff that were directly and indirectly a part of submission of NBA compliance form.	--
	Board of Management meeting – Actions to be taken	Director asked all concerned heads to submit at the earliest actions taken or planned on the points raised or suggested by the respective members of Board of Management.	All HODs

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

Dr. Bilavari S. Karkare
Director