Ref : VI-K/Gen/2016-17/   Date : 18/04/2018

IQAC Meeting Notice

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

Date: 20/04/2018   **Time: 3.00 pm**   **Venue: IQAC Office**

Agenda:

1. Student's feedback, overall review of college activities
2. Review of various departmental activities

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 20/04/2018

Date: 02/05/2018

Sr. No.	Agenda point	Details of discussions & conclusion	Responsibility
01.	Student's feedback, overall review of college activities	Director presented overall review of college activities along with customer feedback.	--
02.	Review of various departmental activities	All HODs presented various activities conducted by respective departments along with student's feedback.	All HODs
03.	QMS revision, Result of Audit and Preparation for various Accreditations	1) Dean QA presented revised QMS objectives and also explained about risk analysis method for setting new objectives. 2) Dean QA presented a report on 24th Internal Quality Audit conducted from 2nd to 4th April 2018. 3) Dean QA discussed about submission of AQAR for A. Y. 2016-17 to NAAC and presented the status on NAAC shortcomings and actions taken. 4) Chairman sir suggested revision in objectives set for Director and Dean QA	Dean QA and Director
04.	Other Points	Chairman sir suggested 1) To check the tool developed by VIT for calculation of NAAC score 2) To update the Linked In profiles of all alumni and to arrange training program for all faculty to join Linked In and alumni portal 3) To update VRPS policy regarding compulsory participation of students with	1) Institute NAAC coordinator 2) Alumni coordinator 3) Dean R&D 4) HOD-E&AS 5) Website coordinator

		faculty to improve research outputs	6) All Heads
		4) To include 'Python' & 'R' in F.Y. B. Tech. Syllabus	7) All Heads
		5) To connect various blogs to website	8) All Heads
		6) That publications should increase exponentially	9) Dean Academics
		7) To arrange industry exhibitions by other Departments like Civil Engg (Constro 2018) to showcase VIIT	10) Dean Admin
		8) To remove cupboards from all departments	11) Dean QA
		9) To get done External Academic Audit from Institutes of Repute in next Semester	
		10) To automate the admission process	
		11) To set objectives to all external / outsourced agencies	
05.	Point from Student representative	Student representative shared the experience and discussed about requirement of more focus on practical rather than theory and need of new equipment in Sports section.	All Heads and Director of Physical Education

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

Dr. Bilavari S. Karkare
Director