



Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Information Technology, Pune
Minutes of IQAC-Meeting held on 28/02/2017

Date: 03/03/2017

Sr. No.	Agenda point	Details of discussions & conclusion	Responsibility & Target Date
01	Feedback: faculty, Institute and Library	Second feedback is scheduled in the week starting from 21 st March 2017. All HODs are requested to get this activity done properly (all most with all the students) through the class teachers.	All HODs
02	Review of Batch guardian scheme	The Principal requested all HODs to run the Batch Guardian Scheme seriously and do the analysis of its outcomes on regular basis. Special measures have to be taken for the irregular students.	All HODs
03	ICT- tools	Prof. (Dr.) Y. D. Deshpande and Prof. (Dr.) M. S. Karyakarte are planning to go to Thapar University, Patiala. After their arrival, committees should be formed along with action plan for implementation of Moocs in the institute.	
04	Various committee formation in view of preparing for Autonomy	Prof. (Dr.) P. S. Purandare, Dean QA, informed that nine committees are formed in view of preparation for Autonomy. The details of the same will be circulated by him to all through e mail shortly.	Dean QA
05	With Autonomy Perspective: Budget, Academic Calendar, Question bank, Time Table, load distribution, stationary requirement etc.	The Principal discussed many points related to the preparations for Autonomy which included budget, academic calendar, load distribution and time table. Prof. (Dr.) R. S. Bhalerao gave a detailed overview of exam system and its related points like question bank, stationary requirement and exam budget.	
06	Formation of role and responsibilities: HOD, Dean:	The Principal discussed with all HODs regarding role and responsibilities of Deans and HODs in perspective of Autonomy.	

	Academics, Quality and Examination		
07	Performance appraisal	Performance Appraisals should be filled up by all faculty and staff and to be collectively submitted to Establishment Section before going on vacation.	All HODs and Section Heads


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


Dr. Bilavari S. Karkare
Principal