

VIVA Institute of Management & Research
Virar East – 401301
Internal Quality Assurance Cell
THE NI MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
(A.Y.24-25)

Date: , **Time:** 11:00 Am, **Venue:** Board Room, VIVA Institute of Management & Research Campus.

The Agenda:

- Confirmation of the minutes of the last meeting.
- Matter arising out of the last meeting.
- ATR of the previous meeting was tabled for discussion.
- Discussion on certification/add-on course.
- Discussion on Sem- III examination.
- Discussion on the completion of the Sem-I syllabus.
- Any other matter with the permission of the Chairperson.

The 19th IQAC meeting for Academic Session 2023-24 is held on 13th Nov 2024. The following members attended the meeting:

Sr.No.	Name	Designation	Position
1	Dr. Hiresb Luhar	Director	Chairperson
2	Prof. Manoj Kurup	Asst. Prof.	IQAC Coordinator
3	Dr. Arti Sharma	Assoc.Prof.	Faculty Member
4	Dr. Lalit Patil	Assoc.Prof.	Faculty Member
5	Dr.. Prapti Naik	Asst. Prof	Faculty Member
6	Shri S. N. Padhye	Member of Management Committee	Management Representative
7	Shri Kishore Shetty	Industrialist	Industrialist (Ra Technology)
8	Ms. Nilam Bhoir	Senior Administrator	Member
9	Dr.Vidhesha	(Alumni Representative)	Member
10	Ms. Lavisha Dalal	(Student Representative)	Member
11	Mr. Kumar Raut	(Local Society Member)	Member

- **Agenda 1: Confirmation on minutes of previous meeting**

The meeting commenced with the Director welcoming all the members and presenting his opening remarks on different aspects of the Institute requiring attention in the context of Quality Improvement. The minutes of the previous, IQAC Meeting were redistributed amongst the members of the IQAC for Confirmation and it was unanimously agreed.

- **Agenda 2: Matter arising from the last meeting**

No such matters were raised at the last meeting.

- **Agenda 3: Action taken report on the decisions of the previous meeting**

Sr. No	IQAC Date	Action Area	Action Taken
1	04-06-24		The Peer Team Visit was scheduled on the 24 th & 25 th of May 24.
2		Industrial Visit	The students from both FY & SY were taken on industrial visits to Chandigarh and Manali. The report of the same has been submitted to IQAC.
3		Results	Sem-II examinations were conducted and the results were declared within the stipulated time.

- **Agenda 4: Facilitation of Prof. Prapti Naik on completion of her doctorate.**

The Chair and all the members congratulate Prof. Prapti Naik on the completion of her doctorate.

- **Agenda 4: Discussion on NAAC Peer Team Visit Outcome**

The Chair praised all the staff (teaching and non-teaching) for their excellent preparation during the Peer Team Visit. The results were declared on 31st May 2024. The institute has been graded “A” with a CGPA of 3.14 in its first cycle.

- **Agenda 5: Discussion on Peer Team Report (PTR)**

The chair raised the key areas and suggestions stated under the PTR. A detailed discussion was conducted on how to go forward for the next academic year.

- **Agenda 6: Discussion on the appointment of a new IQAC Coordinator for the next cycle.**

As the last meeting of the current academic year, the chair has praised the work done under the outgoing coordinator Dr. Arti Sharma and, with the consensus of all present members Prof. Manoj Kurup has been appointed as coordinator for the next cycle.

All the agendas were proposed by Asst. Prof. Manoj Kurup and Seconded by Dr. Hiresuh Luhar.

The meeting concluded with a Vote of Thanks proposed by Asst. Prof. Manoj Kurup. minutes prepared by Asst. Prof. Manoj Kurup - IQAC Coordinator.

Approved by

Sd/-

Dr. Hiresuh Luhar

(Director)

VIVA Institute of Management and Research

