

**VIVA Institute of Management & Research  
Virar East – 401301**

**Internal Quality Assurance Cell**

**THE EIGHTEENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**  
**(IQAC)**  
**(A.Y.24-25)**

**Date:**11/07/2024 **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 appointment of new IQAC Coordinator
- Discussion on the Academic Calendar
- Discussion on FYMMS admission
- Any other matter with the permission of the Chairperson.

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

The meeting commenced with the Director welcoming all members and presenting his opening remarks on various aspects of the Institute that require attention in the context of Quality Improvement. The minutes of the previous IQAC Meeting were redistributed among the members of the IQAC for confirmation, and they were unanimously agreed upon.

- **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**

<b>Sr. No</b>	<b>IQAC Date</b>	<b>Action Area</b>	<b>Action Taken</b>
1	04-06-24	PTR Analysis	The Peer Team Report was discussed and future work was allocation

- **Agenda 4: Discussion on appointment of new IQAC Coordinator**

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

- **Agenda 5: Discussion on the Academic Calendar**

The Chair discussed the Academic Calendar for the year 2024-25. And the subject allocation was done accordingly

- **Agenda 6: Discussion on FYMMS admission**

The Chair formed a committee, led by Dr. Lalit Patil, for FYMMS admissions.

All the agendas were proposed by Dr. Arti Sharma and seconded by Dr. Hiresh Luhar.

The meeting concluded with a Vote of Thanks proposed by Dr. Arti Sharma. minutes prepared by Dr. Arti Sharma - IQAC Coordinator.

**Approved by**

**Sd/-**

**Dr. Hiresh Luhar**

**(Director)**

**VIVA Institute of Management & Research**



