

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

Internal Quality Assurance Cell

THE NINETEENTH OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A.Y.24-25)

Date: 13/11/24 **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- I & III syllabus completion.
- 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**

| Sr. No | IQAC Date | Action Area | Action Taken |
|--------|-----------|---------------------|---|
| 1 | 11/07/24 | FYMMS | The successful admission process for FYMMS was initiated, and the need was fulfilled. |
| | | Student Progression | Our students were awarded for their performance in NISM(WIW) |

- **Agenda 4: Discussion on certification/add-on course.**

A detailed discussion was conducted on the advancement of the certification course. All members put emphasis on having specialization-based certification.

- **Agenda 5: Discussion on Sem- I & III syllabus completion.**

The detailed stock of lectures conducted and required was part of the discussion, along with the timely syllabus completion of Sem-I. And the examination in charge informed the committee that the preparation for Sem-III is done.

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 & Research

