

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

Internal Quality Assurance Cell

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

Date:21/02/2025 **Time:** 2:30 PM, **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 regarding the process of stakeholders' feedback.
- Discussion on AQAR submission.
- Discussion on the conduct of the Research Conference (VISHLESHAN).
- 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: Matters 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	13/11/2025	Certification Course	A certification course on Excel & Equity and Derivatives Basic has been initiated for FYMMS students
2		Sem- III Examination	A successful completion of SYMMS Sem-III was conducted by the examination department.
3		Industrial Connect	Few guest resources from various industries conducted lectures on topics such as Personality Development and, financial literacy.

- **Agenda 4: Discussion regarding the process of collecting stakeholders' feedback.**

The Chair initiated the discussion on the feedback from stakeholders. It has been discussed the IQAC department will prepare an online form for all the stakeholders and make it live on the website, as recommended by the NAAC Peer Team.

- **Agenda 4: Discussion on AQAR submission for the year 2024-25**

The Chair raised the topic of AQAR submission. It has been decided that all the members will be handling their respective criteria and will have to submit the data by 17th April 2025, so that by the first week of May institute can submit the AQAR.

- **Agenda 5 : Discussion on the conduct of Research Conference (VISHLESHAN).**

The chair raised the topic of VISHLESHAN the flagship program undertaken by the Research Cell. The chair informed that the program is scheduled for 15th March 2025 and the institute will provide grant of the sanctioned amount for publication of papers.

- **Agenda 6: Any other matter with the permission of the Chairperson.**

The chair raised the topic of scholarship on the **achiever's ward** received from the Bank of Baroda for students for their excellence in various fields. The following names have been finalized for the awards.

Sr.No.	Name of the Student	Category
1	Ms.Maitree Vilas Patil	Best in Academics
2	Ms.Valerie Victor Lobo	Best in Sports
3	Ms.Simran Luhar	Best All-Rounder

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

(Director)

VIVA Institute of Management & Research

