



Vishnu Waman Thakur Charitable Trust

VIVA Institute of Management & Research

(Approved by AICTE, DTE, Affiliated to University of Mumbai)

Shri. Hitendra V.Thakur

President

Ms. Aparna P. Thakur

Secretary

Dr. Hiresh Luhar

Director

Date: 3rd July 2023

NOTICE

THE FOURTEENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) (A.Y.23-24)

It is informed that a meeting of IQAC is scheduled to be held on 07th July, 2023 at 3.00 pm in the Director's Room, VIVA Institute of Management & Research, Campus.

All the members of the committee are asked to attend the meeting without fail.

The Agenda:

- Confirmation on the minutes of last meeting.
- Matter arising out of last meeting.
- ATR of previous meeting was tabled for discussion.
- Discussion on SOP for organizing the documents with the perspective of accreditation.
- Discussion on changing the domain.
- Discussion on the website progression.
- Discussion on Academic & Administrative Audit.
- Any other matter with permission of Chairperson.

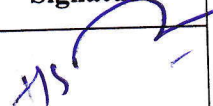




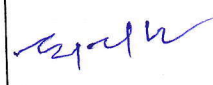
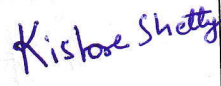




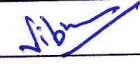
Dr. Hiresh Luhar

Director



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IQAC MEETING NOTICE ON 3rd July 2023

| Sr.No. | Name | Designation | Position | Signature |
|--------|----------------------|--------------------------------|-------------------------------|---|
| 1 | Dr. Hiresh Luhar | Director | Chairperson |  |
| 2 | Dr. Arti Sharma | Asst.Prof. | IQAC Coordinator |  |
| 3 | Prof. Manoj Kurup | Asst. Prof. | IQAC Co- coordinator |  |
| 4 | Dr. Lalit Patil | Asst. Prof. | Faculty Member |  |
| 5 | Prof. 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.Chinmay Pingulkar | (Alumni Representative) | Member |  |
| 10 | Ms. Divya Amrutkar | (Student Representative) | Member |  |
| 11 | Mr. Kumar Raut | (Local Society Member) | Member |  |
| 12 | Prof. Vibhor Garg | Asst. Prof. | Invite |  |



VIVA Institute of Management & Research
Virar East – 401301

Internal Quality Assurance Cell

THE FOURTEENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

(IQAC)

(A.Y.23-24)


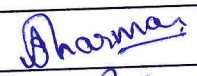
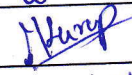
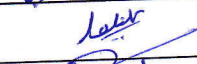
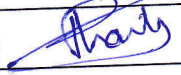
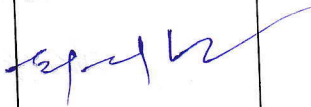
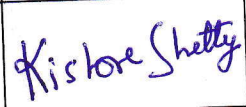




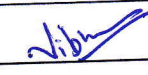
Date: 07/07/2023, **Time:** 3:00 pm, **Venue:** Director's Room, VIVA Institute of Management & Research Campus.

The Agenda:

- Confirmation on the minutes of last meeting.
- Matter arising out of last meeting.
- ATR of previous meeting was tabled for discussion.
- Discussion on SOP for organizing the documents with the perspective of accreditation.
- Discussion on changing the domain.
- Discussion on the website progression.
- Discussion on Academic & Administrative Audit.
- Any other matter with permission of Chairperson.



The 14th IQAC meeting for Academic Session 2023-24 is held on 7th July 2023. The following members attended the meeting:

| Sr.No. | Name | Designation | Position | Signature |
|--------|----------------------|--------------------------------|-------------------------------|---|
| 1 | Dr. Hiresh Luhar | Director | Chairperson |  |
| 2 | Dr. Arti Sharma | Asst.Prof. | IQAC Coordinator |  |
| 3 | Prof. Manoj Kurup | Asst. Prof. | IQAC Co- coordinator |  |
| 4 | Dr. Lalit Patil | Asst. Prof. | Faculty Member |  |
| 5 | Prof. 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.Chinmay Pingulkar | (Alumni Representative) | Member |  |
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| 12 | Prof. Vibhor Garg | Asst. Prof. | Invite |  |



- **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 was redistributed amongst the members of the IQAC for Confirmation and it was unanimously agreed.

- **Agenda 2: Matter arising of last meeting**

No such matter were raised from the last meeting.

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

| Sr. No | IQAC Date | Action Area | Action Taken |
|--------|-----------|---------------------------|---|
| 1 | | Teaching Outcome | Discussion regarding the completion of syllabus for SEM VI was undertaken |
| 2 | | Infrastructure Management | The process of inspection by AICTE was initiated on 11 th May 2023 with scrutiny check of documents and EVC was conducted on 17 th June 2023. AICTE recommended it with NIL deficiency. |
| 3 | | Project VIVA-VOCE | The work distribution regarding the SEM- IV VIVA-VOCE was discussed with Prof. Prapti Naik, the In-charge for the same. |
| 4 | | Quality Audits | The institute decided to conduct Energy-Green-Environment Audit in the 1 st week of June 2023. . |

- **Agenda 4: Discussion on improvising documentation process with an view on Accreditation Process**

The chairperson put the point on improvising documentation with the perspective of both NAAC and NBA . A meaningful discussion has taken place in regarding the need for organized documentation Therefore, it was decided that review of Standard Operating Procedure (SOP) will be undertaken by IQAC for monitoring and organizing the documents.

- **Agenda 5: Discussion on changing the domain**

The chairperson raised the concern on the limitations of having a domain of (org), and the need of shifting to (edu.in) domain. After a fruitful discussion among all the members, the committee unanimously agreed on the suggested matter. The task was allocated to Prof. Vibhor Garg, Head of Website Committee.



• **Agenda 6: Discussion on website development**

The chair put forward the work related to website development. Prof. Vibhor Garg the head of website committee took forward the discussion and updated the work in progress in collaboration with VIVA Software Solutions (VSS). The director push the need to finish the work in stipulated time period.

• **Agenda 7: Discussion on conducting Internal Academic and Administrative Audit.**

The director put forward the need for conducting the Internal Academic and Administrative Audit to check the level of readiness for the accreditation. The Chair appointed Dr. Arti Sharma and Prof. Manoj Kurup as the auditor. The audit team has been informed to prepare schedule and start the audit from mid of current month.

All the agenda were proposed by Dr Arti Sharma and Seconded by Dr. Hiresuh Luhar.

The meeting concluded with Vote of Thanks proposed by Dr. Arti Sharma. Minutes Prepared by Dr. Arti Sharma - IQAC Coordinator.

Approved by


Dr. Hiresuh Luhar

(Director)

VIVA Institute of Management and Research

