

Date of Meeting: 7<sup>th</sup> October, 2023

Minutes of the Meeting of IQAC

Venue: Board Room, Aditya Educational Campus

Time: 2 pm onwards

## MINUTES OF THE MEETING OF IQAC

1. The meeting will begin with the Chairperson extending a warm welcome to all attendees and providing an overview of the agenda.
2. To confirm and approve the Minutes of the last IQAC Meeting.
3. To discuss reports of Academic Administrative Audit report.
4. To discuss on the proposal of the management for the reaccreditation
5. To discuss on the proposal of formation of the Institute Steering Committee
6. Any subject with permission of Chairperson.

The following was discussed in the meeting and the same were approved by the Committee.

### ITEM I.

Dr. Sunita Srivastava, Director of AIMSRS, graciously welcomed all IQAC members, setting a collaborative tone for the meeting. She proceeded to provide a comprehensive overview of the institution's activities undertaken from July 2023 to October 2023, offering valuable insights into recent developments and achievements. This briefing served to keep all members abreast of the institution's progress and initiatives, fostering a shared understanding and commitment to excellence within the IQAC.

### ITEM 2

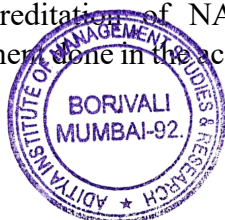
The IQAC members approved the minutes of the last IQAC meeting held on 29<sup>th</sup> July, 2023, signifying alignment and agreement among the committee members.

### ITEM 3

Dr. Sunita Srivastava, Director, conducted a thorough presentation of the Academic Administrative Audit report, covering the period from 2019 to the present. During the presentation, areas of concern were carefully outlined, and constructive discussions were held regarding opportunities for improvement. This comprehensive review session facilitated a shared understanding of challenges and fostered collaborative efforts toward enhancing academic and administrative effectiveness within the institution.

### ITEM 4

Dr. Sunita Srivastava, Director proposed to the members of the committee on the application of re-accreditation of NAAC. IQAC coordinator Dr. Vrittee Parikh presented on the improvement done in the academic administrative areas in the last five years starting from 2019



**DIRECTOR**  
ADITYA INSTITUTE OF MANAGEMENT  
STUDIES & RESEARCH  
Near Kalpana Chawla Chowk, R.M. Bhattad Road,  
Ram Nagar, Borivali (W), Mumbai-400 092.  
Tel. No. : 022-28656964.

till date. IQAC team requested the members to give their views on the proposal of the re-accreditation. The poll of the members was considered. Majority of them have voted that there is a significant improvement in various areas and hence Institute should apply for re-accreditation.

## ITEM 5

The formation of Institute Steering committee was suggested by Dr. Sunita Srivastava. This ISC will be responsible for reviewing the Progress and functioning of various KRA/CAR committees to ensure that there is no hindrance in the smooth execution of Academic Administrative activities. The ISC will comprise of the following members:

1. Heads of all the KRA/CAR committees
2. One faculty member nominated by the HOI, who will be serving as a Member Secretary of the ISC for that institute.
3. Administrative Officer

After discussion, following Roles and Responsibilities were proposed for the ISC Committee members:-


- a) To ensure that the activities are executed as per the Academic Calendar.
- b) To review, there is no deviation in the academic calendar. In the event of any deviation, corrective measures are taken within the prescribed time limit in consultation with all the members of the committee.
- c) To ensure the smooth functioning and clear communication among all the members on Academic administrative-related tasks
- d) To ensure the accreditation activities are done on a timely basis.
- e) Setting targets, defining key responsibility indicators, and detailing the requirements with a year-wise monthly breakup
- f) To present to management the accreditation status and further course of action.
- g) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- h) Finalising the themes of conferences, Seminars, workshops, and Trainings
- i) Presenting Monthly status reports to the management.

## ITEM 5:

Dr. Vrittee Parikh proposed the vote of thanks to all the member present for their suggestions and contributions toward quality initiatives of AIMSRS.



Prepared by  
IQAC Coordinator



Approved by  
Director

  
**DIRECTOR**  
ADITYA INSTITUTE OF MANAGEMENT  
STUDIES & RESEARCH  
Near Kalpana Chawla Chowk, R.M. Bhattad Road,  
Ram Nagar, Borivali (W), Mumbai-400 092.  
Tel. No. : 022-28656964.

Date: - 7th October, 2023

Time:- 2 pm to 3 pm

Sr. No.	Name	Role in the Committee	Signature
1.	Shri Ashish Mishra	Trustee & Management Representative	Present
2.	Dr. Sunita Srivastava	Chairperson	Present <i>Sb</i>
3.	Dr. Vrittee Parikh	Co-ordinator	Present <i>V</i>
4.	Dr. Krati Sharma	Faculty Member	Present <i>Krati</i>
5.	Prof. Parag Nivsarker	Faculty Member	Present <i>PJ</i>
6.	Dr. Neeta Bhatt	Faculty Member	Present <i>Neeta Bhatt</i>
7.	CA Vinay Tiwari	Faculty Member	Present <i>Vinay Tiwari</i>
8.	Dr Yogesh Ingle	Faculty Member	Present <i>Yogesh</i>
9.	Prof. Dinesh Mehra	Faculty Member	Present <i>Dinesh</i>
10.	Dr. Chandramauli Dwivedi	Nominee. Local Society	Present <i>Chandramauli</i>
11.	Shri. Dhananiav Sankhe	Entrepreneur	Present <i>D. Sankhe</i>
12.	Shri. Alpesh Jethwa	Stakeholder	Present <i>Alpesh J.</i>
13.	Shri. Resan Muchhala	Stakeholder	Present <i>R. Muchhala</i>
14.	Shri. Yatin Shah	Stakeholder	Present <i>Y. Shah</i>
15.	Mr. Aaryendr Raipurohit	Nominee Alumni	Present <i>Aaryendr Raipurohit</i>
16.	Mr. Sagar Vasant Kumbhare	Nominee Alumni	Present <i>S. Kumbhare</i>



*[Signature]*  
**DIRECTOR**

**ADITYA INSTITUTE OF MANAGEMENT  
STUDIES & RESEARCH**

Near Kalpana Chawla Chowk, R.M. Bhattad Road,  
Ram Nagar, Borivali (W), Mumbai-400 092.

Tel. No. : 022-28656964.