



# ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

**Minutes of the IQAC meeting with Committee Members held on 3<sup>rd</sup> January 2025 at 10:00 AM  
in the Director's Cabin of the Institute:**

<b><u>Members Present:</u></b>	
1) Dr. Henry D. Babu	6) Ms. Shefali Parab
2) Dr. Swati Agrawal	7) Mr. Amit Penta
3) Dr. Vaibhav Patil	8) Mr. Ramesh Shinde
4) Dr. Reena Poojara	
5) Dr. Monika Shrimali	

**Member(s) Absent :** Dr. P.N.Nemade, Mr. Mayur Joshi , Ms Suhasi Jain (in lecture)

The agenda items were:

**AGENDA 1: Status of syllabus completion for First Year:** The Director emphasized the importance of completing the syllabus in a timely manner and advised faculty members to update a session plan for covering any remaining portions. The Director recommended that the timetable for the upcoming Semester II be structured to allocate:

- 3 hours for one subject with 4 credits.
- 2 hours each for two subjects with 2 credits.

This structure would allow the timetable to accommodate three subjects in a day while keeping time available for conferences or co curricular activities.

**AGENDA 2: Certification for First Year :** The Director emphasized that students must complete NPTEL certification course as part of their internal examination requirements. The Director mentioned that a Key Result Area (KRA) framework will be designed to

measure and monitor the academic and administrative contributions of faculty members.

**AGENDA 3: Planning for International Research Conference (IRC) and Outbound Development Experience (ODE):** The IRC titled "Digital Transformation in Business - 2.0 (IRCDTB 2024-2025)" will be held on 21st and 22nd February 2025. The tentative plan and event flow were shared by the IRC head Dr.Reena Poojara. A discussion was held regarding the organization of ODE, which is scheduled on 20<sup>th</sup> and 21st March 2025. Tentative dates were provided for the event.

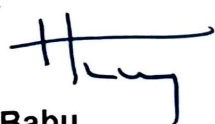
**AGENDA 4: Discussion on new MMS syllabus:** A detailed discussion took place regarding the new MMS syllabus. The focus was on updating course structures and content relevance.

**AGENDA 5: Debriefing on NAAC Accreditation:** The Director emphasized the need for a thorough gap analysis between the previous NAAC cycle and the current status of the institution to ensure areas of improvement are identified and addressed. It was discussed that course files should be audited on a regular basis to ensure they meet the required standards. The Director highlighted the need to standardize the format of reports submitted by departments and faculty members for consistency and uniformity. The importance of alumni engagement was discussed to enhance alumni relations and involve them in institutional activities. It was emphasized that faculty leaves must be pre-planned and pre-approved by the Director to ensure smooth operations and continuity in teaching.

Prepared by:

  
**Dr. Swati Agrawal**  
Coordinator, IQAC, AIMS

Submitted to:

  
**Dr. Henry D. Babu**  
Chairman, IQAC, AIMS