



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

[Approved by AICTE, DTE & Affiliated to University of Mumbai]

Action Taken Report

Agenda No.	Details	Action
1	Agenda 1. Certificate Programmes on Excel: Dr. Henry D. Babu, Director, AIMS suggested certification programme on MS Excel.	Dr Shubhi Lall Agarwal was asked to take excel sessions of MMS students
2	Agenda 2. Monitoring of Part Time lectures: Dr. Vaibhav Patil requested Dr Henry to review the attendance of the students and their working Saturdays of part time courses so that they can be present for the lectures on Saturday.	Dr. Henry babu inspected the lectures and understood the root cause of less attendance in part time students
3	Agenda 3: Guest Lecture series: Dr Henry Babu requested all the HODs to give a tentative schedule of the guest lecture / sessions so that the budget can be finalized and presented to the management.	Dr Shubhi Lall invited speakets in IT Talks. Dr Vaibhav Patil invited speakers in finance. Mr. Gaanyesh Ku;lkarni invited speakers for E cell

Prepared by:

Dr. Shubhi Lall Agarwal

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Submitted to:

Dr. Henry D. Babu

Chairman, IQAC, AIMS

DIRECTOR

Atharva Institute of Management Studies

MUMBAI-95.

