

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

Implementation of guidelines of statutory/regulatory bodies

Organisation wide awareness and undertakings on policies with zero tolerance

Mechanisms for submission of online/offline students' grievances

Timely redressal of the grievances through appropriate committees

HEI Input :A. All of the above

DVV Clarification

METRIC	DVV Clarification	HEI Response
5.1.4	<p>1. HEI is requested to kindly provide circular/web-link/ committee report justifying the objective of the metric.</p> <p>2. Kindly provide minutes of the meetings of student grievance committee, as per metric.</p>	<p>1.Circular attached below</p> <p>2. Minutes of the meetings attached below</p>


 DIRECTOR
 Atharva Institute of Management Studies
 MUMBAI-95.



AET Campus, Malad-Marve Road, Charkop Naka, Malad (West), Mumbai 400 095 INDIA

Phone : + 91 (22) 40294949 / 49059500

Email : administration@atharvaims.edu.in Website : www.atharvaims.edu.in



Grievance Redressal Policy and Mechanism is part and parcel of the Atharva Institute of Management Studies administration. AIMS is conscious that no administration can claim to be accountable, responsive, and user friendly unless it has established an efficient and effective grievance redressal mechanism. In accordance with the direction of the All India Council for technical education (AICTE), the grievance redressal committee has been constituted to deal with the grievances of students/faculty/stakeholders to provide redressal of grievances

Grievance Registration Process

The individual concerned with any grievance shall apply all possible facts in the documentation and submit it to the director's office and the concerned department's contact person.

GRC (Grievance Redressed Committee) will investigate the matter and shall try to resolve it at the earliest.

1. Registration of grievance by means of Email/ submission in person at GRC or Online
 2. Acknowledging the receipt of grievance immediately or through email reply
 3. Forwarding the grievance to the concerned department/Programme, seeking Redressal
 4. If the solution is not satisfactory, calling for a hearing or inquiry
 5. If the issue is still not resolved, convening a meeting of members of the Grievance Cell
 6. Communicating the final decision to both parties, either by email or letter
- Apart from the Grievance Redressal Committee, AIMS has constituted several special committees to deal with various kinds of grievance issues students could face. These include the Anti-Ragging Committee, the Internal Complaints Committee, and the Committee for SC/ST (Prevention of Atrocities) Act 1989.

PREVENTION OF SEXUAL HARASSMENT

To resolve the issues about sexual harassment, our Institute established College Women Development Cell (CWDC) in accordance with the University of Mumbai. The constitution of the CWDC is in accordance with the norms of the University of Mumbai, and the Management nominated the respective members.

Rules and regulations have been passed prohibiting sexual harassment on campus. Strict disciplinary action will be taken against anyone indulging in the sexual harassment of women on campus.

Internal complaint committee was constituted, in accordance with section 491 of sexual harassment of women at the workplace (prevention, prohibition and Redressed Act 2013)


DIRECTOR
Atharva Institute of Management Studies
MUMBAI-95.





ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

Anti - Ragging committee with the list of committee members headed by the director in accordance with provisions of Maharashtra Prohibition ragging Act 1999. AIMS has no recorded incidences of any ragging because of the congenial atmosphere prevailing on the campus. Students have been regularly advised that ragging in any form is strictly prohibited. As per the Maharashtra Prohibition of Ragging Act 1999, ragging is an offense, and any person indulging in or found guilty of ragging shall be prosecuted and dismissed from the institution.

COLLEGE WOMEN DEVELOPMENT CELL

The objectives of the CWDC are to implement the directions of Mumbai University in general and to deal with the complaints/ cases of sexual harassment in relation to the college/Institution provided that if any such complaint is in any relation to Management/Director/ Member of the college Women development cell.


DIRECTOR
Atharva Institute of Management Studies
MUMBAI-95.



AET Campus, Malad-Marve Road, Charkop Naka, Malad (West), Mumbai 400 095 INDIA

Phone : + 91 (22) 40294949 / 49059500

Email : administration@atharvaims.edu.in Website : www.atharvaims.edu.in



ORGANIZATION-WIDE AWARENESS AND UNDERTAKINGS ON POLICIES WITH ZERO TOLERANCE

To create organization-wide awareness, Suggestion boxes/Complain boxes were installed in the prominent places of our Institution so that students might be aware of such provisions and put up their grievances/suggestions/complaints in writing and drop them in the respective boxes. Suggestion/Complaint encourage students and faculty to anonymously submit suggestions, comments, and complaints.

The Grievance Redressal Committee will act upon those cases which have been forwarded along with the necessary documents. The Grievance Cell will assure that the grievance has been adequately solved in a stipulated time limit provided by the cell.

A Grievance Redressal Committee has been constituted to redress such problems/ comments/suggestions reported by the Students of the College. The objective of the Grievance Committee is to investigate such complaints/comments lodged by any student and judge their merit.

The Grievance Committee has been empowered to investigate the matters of harassment. Anyone with a genuine grievance or suggestions may approach the Director in person or consult with the faculty in charge of the Students' Grievance Cell. If the person is unwilling to appear by them self, grievances/suggestions may be dropped inside the Institution's complaints/suggestion/ complaint boxes in the written format. Grievances may also be sent through e-mail to the faculty in charge of the Students' Grievance Committee


DIRECTOR
Atharva Institute of Management Studies
MUMBAI-95.





ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

Grievances Redressal Committee Meeting

The Grievance redressal committee meeting of Atharva Institute of Management Studies for the academic year 2022-2023 is scheduled in the institute Orchid meeting room, 4th floor, phase 3 on Tuesday, 17th January 2023 at 11:00 am:

Agenda of the Meeting

1. Discussion on student's grievance.
2. Discussion on steps to improve student satisfaction in the campus.
3. Any other point with the permission of the chair.


— DIRECTOR —
Atharva Institute of Management Studies
MUMBAI-95.



Grievances Redressal Committee Meeting

MINUTES OF THE MEETING

The Grievance redressal committee (GRC) meeting of Atharva Institute of Management Studies for the academic year 2022-2023 took place in the institute Orchid meeting room, 4th floor, phase 3 on Tuesday, 17th January 2023 at 11:00 am

GRC Members:

S. No.	Name	Designation
1.	Dr. Harish Kumar S. Purohit	Director
2.	Prof. Ganesh Apte	Assistant professor
3.	Dr. Reena Poojara	Assistant professor
4.	Ms. Shefali Parab	Corporate communication, Manger
5.	Ms. Akshata Dhuri	Student
6.	Mr. Chinmay Dandekar	Student

Agenda 1: Discussion on student's grievance:

The discussion was centered around the canteen facilities and the quality of food, the nature of the complaints are:

- Range of menu
- Adequate sitting arrangement
- Quality of food

Agenda 2: Discussion on steps to improve student satisfaction in the campus:

Members discuss to initiate a student satisfaction survey and analyse the result to take necessary actions.


DIRECTOR
Atharva Institute of Management Studies
MUMBAI-95.



Grievances Redressal Committee

ACTION TAKEN REPORT

Sr No.	Agenda	Action Taken
1	Discussion on student's grievance	Healthy food was made available at affordable prices. More chairs were added for each table in the canteen.
2	Discussion on steps to improve student satisfaction in the campus	Student satisfaction survey was conducted by Dr. Monika Shrimali, Assistant Professor Finance.

Place: Malad, Mumbai

Director

Dr. Harish Kumar Purohit


 DIRECTOR
 Atharva Institute of Management Studies
 MUMBAI-95.





ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

(NAAC Accredited)

BOARD OF GOVERNOR MEETING

The Board of Governor (BOG) meeting of Atharva Institute of Management Studies for the academic year 2022-2023 is scheduled in the institute Orchid meeting room, 4th floor, phase 3 on Friday, 8th July 2022 at 11.30 am.

AGENDA:

1. Review on NAAC Cycle 1.
2. Discussion on NAAC AQAR.
3. Discussion on new academic initiatives.
4. Review on placement 21-22.
5. Any other point with permission of the chair.


— DIRECTOR —
Atharva Institute of Management Studies
MUMBAI-95.



BOARD OF GOVERNORS MEETING

The Board of Governors (BOG) meeting of Atharva Institute of Management Studies for the academic year 2022-2023 was conducted in the institute premises on Friday, 8th July 2022 at 11.30 am.

BOG Members:

Sr. No.	Name of the committee Members	Designation
1.	Dr. Praveen Nemade	Director (ACE)
2.	Dr. R. G Ratnawat	Director
3.	Dr. Reena Poojara	Assistant Professor
4.	Mr. Mayur Joshi	Ex. Vice President ,YES Security
5.	Mr. Surinder Mali	Entrepreneur

Members absent:

1. Shri. Sunil Rane

MINUTES:

Agenda 1: Review on NAAC Cycle 1

The gaps/recommendations found in NAAC peer team review report and various measures taken for filling the gaps were discussed. Corrective measures like research oriented Faculty Development Programs was unanimously recommended by all the committee members.

Agenda 2: Discussion on Annual Quality Assurance Report(AQAR)


DIRECTOR
Atharva Institute of Management Studies
MUMBAI-95.



The Annual Quality Assurance Report(AQAR) and the planning for the next academic year mentioned in AQAR was presented in front of the committee members. Committee strongly suggested for continuous quality improvement of all academic and non-academic activities of the institute.

Agenda 3: Discussion on new academic initiatives

The members unanimously focused on student centric co-curricular activities and value added certifications programs to fill the gap of industry and institute. They suggested various soft skills programs to bring better corporate persona in the second year of MMS program.

Agenda 4: Review on placement 21-22

The placement status was discussed in terms of number of students placed, average salary of the batch and the number of companies visited during placement season, and the students getting lesser packages were identified. There mentors were approached to suggest some certification programs to their mentees.

ACTION TAKEN REPORT OF MEETING:

Sr. No	Agenda	Action taken
1.	Review on NAAC Cycle 1	<ul style="list-style-type: none"> Faculty Development Programs (FDP) and Annual Research Conference was focused on emerging technologies and all faculty members were asked to present papers and to motivate faculties for this the management has waived off registration fees for research conference and publication charges for Atharva Journal.
2.	Discussion on Annual Quality Assurance Report(AQAR)	<ul style="list-style-type: none"> Based on the discussion the IQAC Planner was submitted to the committee members.
3.	Discussion on new academic initiatives	<ul style="list-style-type: none"> Many domain specific certification programs , personality based soft skills were initiated.
4.	Review on placement 21-22	<ul style="list-style-type: none"> All mentors were advised by the management to actively support students for bringing more employability quotient for their respective mentees. CMC was also suggested strongly to bring more companies and also the quality placements in the upcoming year.

Place: Malad, Mumbai

Director

Dr. R. G. Ratnawat


 DIRECTOR
 Atharva Institute of Management Studies
 MUMBAI-95.





ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

(NAAC Accredited)

COLLEGE DEVELOPMENT COMMITTEE (CDC) MEETING

The College Development Committee(CDC) meeting of Atharva Institute of Management Studies for the academic year 2022-2023 is scheduled in the institute Orchid meeting room, 4th floor, phase 3 on Thursday, 6th April 2023 at 3:00 pm

Agenda of the Meeting

1. Academic review of 2nd and 4th semester.
2. Discussion on internships.
3. Discussion on Outcome Based Education (OBE).
4. Planning for FDP.
5. Any other point with the permission of the chair


— DIRECTOR —
Atharva Institute of Management Studies
MUMBAI-95.



COLLEGE DEVELOPMENT COMMITTEE (CDC)

MINUTES OF THE MEETING

The College Development Committee(CDC) meeting of Atharva Institute of Management Studies for the academic year 2022-2023 took place in the institute Orchid meeting room, 4th floor, phase 3 on Thursday, 6th April 2023 at 3:00 pm

CDC Members:

S. No.	Name	Designation
1	Shri. Sunil Rane	Executive President (AGI)
2	Dr. Praveen Nemade	Director (AGI)
3	Dr. D. Henry Babu	Director
4	Dr. Vaibhav Patil	Assistant Professor
5	Dr. Shubhi Lall Agarwal	Assistant Professor
6	Dr. Monika Shrimali	Assistant Professor
7	Prof. Ganesh Apte	Assistant Professor
8	Prof. Gaanyesh Kulkarni	Assistant Professor
9	Mr. Mayur Joshi	Assistant Vice President, Anandrathi
10	Ms. Shefali Parab	Corporate Communication Manager
11	Ms. Payal Pimple	Student
12	Mr. Abhishek Patil	Student

Members absent: NIL

Agenda 1: Academic review of 2nd and 4th semester

The attendance of students in lectures was discussed and appropriate measures were invited from all the members of the committee. Discussions concluded with appointment of class co-ordinators, group leaders, and effective counselling from mentors and other factors for absenteeism were discussed.

Agenda 2: Discussion on internships

The internship offers were discussed for profiles, stipend and specialization. The policy guidelines for internship were discussed for smooth functioning of CMC.

Agenda 3: Discussion on Outcome Based Education (OBE).

It was proposed to have brainstorming session on various aspects of Outcome Based Education (OBE) and implementation of the same subsequently.

Agenda 4: Planning for FDP

Topic was discussed keeping the suggestions made by Governing Council members and also the suitable profiles to conduct FDP were also a part of the discussion.

ACTION TAKEN REPORT OF MEETING

Sr No.	Agenda	Action Taken
1	Academic review of 2 nd and 4 th semester.	Students with less attendance were counselled by director and respective mentors.
2	Discussion on internships.	<ul style="list-style-type: none"> Specialization wise internships were offered to students by CMC. Framework for policy guidelines were initiated.
3	Discussion on Outcome Based Education (OBE).	Brainstorming session was held and various aspects of OBE were thoroughly discussed and followed by the discussion director had taken orientation session.
4	Planning for FDP.	FDP was organized from 12 th May to 19 th May'2023.

Place: Malad,Mumbai.

Director

Dr. D Henry Babu



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

(NAAC Accredited)

INDUSTRY INTERACTION CELL MEETING

The Industry Interaction cell meeting with CMC department admin department faculty and students of Atharva Institute of Management Studies for the academic year 2022-2023 is scheduled in the institute Orchid meeting room, 4th floor, phase 3 on 14th July 2022 at 3:00 pm:

AGENDA OF THE MEETING:

1. Review on internship of Batch 21-23.
2. Discussion on the feedback given by corporates for employability.
3. Discussion on the final placement.
4. Any other point with the permission of the chair


— DIRECTOR —
Atharva Institute of Management Studies
MUMBAI-95.



INDUSTRY INTERACTION CELL MEETING

MINUTES OF THE MEETING

The Industry Interaction cell (IIC) meeting with CMC department admin department faculty and students of Atharva Institute of Management Studies for the academic year 2022-2023 took place in the institute Orchid meeting room, 4th floor, phase 3 on 14th July 2022 at 3:00 pm:

IIC Members:

Name of committee members	Designation
1.Dr. R. G. Ratnawat	Director
2.Ms. Renu Jaiswal	Manager CMC
3.Ms. Jinal Shah	T.P. Executive
4.Mr. Tejas Chindarkar	T.P.Executive
5.Prof Ganesh Apte	Astt.Professor
6.Dr. Shubhi lall Agrawal	Astt.Professor
7.Mr. Astha Prabhu	Student

Members absent:

1. Ms Abhishek Patil

Agenda 1: Review on internship of Batch 21-23

All the students of 21-23 batch completed their internship successfully in their respective specialization, however few finance students had to accept marketing and sales profile as part of their assignment.

Agenda 2: Discussion on the feedback given by corporates for employability

Discussion was held among the members on various insights and student's feedback given by the companies where the students were placed for internship. Few prominent suggestions namely about student's communication skills, confidence level and domain specific basic knowledge and application of excel were mentioned by the corporate professionals.



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

(NAAC Accredited)

Agenda 3: Discussion on the final placement

The members present strongly suggested to widen the placement database by finding potential companies who can recruit at bulk and also it was discussed to rise average salaries by focusing more on high paying companies.


— DIRECTOR —
Atharva Institute of Management Studies
MUMBAI-95.



ACTION TAKEN REPORT OF MEETING:

<u>SR NO</u>	<u>AGENDA</u>	<u>ACTION TAKEN</u>
1.	Review on internship of Batch 21-23	CMC was directed to look for more domain specific internships specially for finance stream.
2.	Discussion on the feedback given by corporates for employability	Special sessions for the students weak in the communication skills, personality building workshops and repetition of critical concepts on various domains were conducted.
3.	Discussion on the final placement	New companies were approached to widen the data base of placements and also the regular recruiters are recognized, and few of them were also invited to the campus for guidance and further motivation.

Place: Mumbai

Director

Dr R. G. Ratnawat



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

(NAAC Accredited)

Internal Complaint Committee Meeting

The Internal complaint committee meeting of Atharva Institute of Management Studies for the academic year 2022-2023 is scheduled in the institute Orchid meeting room, 4th floor, phase 3 on Monday, 16th January 2023 at 2:00 pm:

Agenda of the Meeting

1. Review of any gender discrimination and sexual harassment.
2. Discussion on improvement of working condition for female employees


— DIRECTOR —
Atharva Institute of Management Studies
MUMBAI-95.



Internal Complaint Committee Meeting

MINUTES OF THE MEETING

The Internal complaint committee (ICC) meeting of Atharva Institute of Management Studies for the academic year 2022-2023 took place in the institute Orchid meeting room, 4th floor, phase 3 on Monday, 16th January 2023 at 2:00 pm:

ICC members:

S. No.	Name	Designation
1.	Dr. Harish Kumar S. Purohit	Director
2.	Dr. Monika Shrimali	Assistant professor
3.	Dr. Vaibhav Patil	Assistant professor
4.	Dr. Sudhir Purohit	Assistant professor
5.	Mr. Prathamesh Thakur	Admin registrar
6.	Ms. Shraddha Fulsunge	Student
7.	Mr. Onkar Vernekar	Student

Members absent:

1. Ms Shefali Parab

Agenda 1: Review of any gender discrimination and sexual harassment:

No issues were found for any gender discrimination and sexual harassment:

Agenda 2: Discussion on improvement of working condition for female employees:

Members suggested additional facilities for female employees in the ladies washroom.

The meeting adjourned with vote of thanks to the chair.

ACTION TAKEN REPORT OF LAST MEETING

Sr No	Agenda	Action Taken
1	Review of any gender discrimination and sexual harassment	Womens Achiever Award was planned for International Women's Day.
2	Discussion on improvement of working condition for female employees	Additional dustbins were placed in the dustbin for female staff.

Place: Malad, Mumbai

Director

Dr. Harish Kumar Purohit



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

(NAAC Accredited)

ANTI RAGGING COMMITTEE MEETING

The Anti ragging committee meeting of Atharva Institute of Management Studies for the academic year 2022-2023 is scheduled in the institute Orchid meeting room, 4th floor, phase 3 on Tuesday, 17th January 2023 at 2:00 pm:

AGENDA OF THE MEETING

1. Review of the student's awareness on ragging activities.
2. Discussion on "Role of Mentors" in spreading harmony among students.
3. Any other point with the permission of chair.


— DIRECTOR —
Atharva Institute of Management Studies
MUMBAI-95.



ANTI RAGGING COMMITTEE MEETING

MINUTES OF THE MEETING

The Anti ragging committee meeting of Atharva Institute of Management Studies for the academic year 2022-2023 took place in the institute Orchid meeting room, 4th floor, phase 3 on Tuesday, 17th January 2023 at 2:00 pm:

Members present:

S. No.	Name	Designation
1	Dr. Harish Kumar S. Purohit	Director
2	Prof. Reena Poojara	Assistant professor
3	Dr. Shubhi Lall Agarwal	Assistant professor
4	Mrs. Pratima Gosavi	Civil society Rep
5	Mr. Nandkumar Koli	API, local police
6	Adv. Swati Chavan	Lawyer NGO
7	Mr. Prathamesh Thakur	Admin representative
8	Mr. Abhishek Patil	Student
9	Ms. Payal Pimple	Student
10	Ms. Akshada Dhuri	Student
11	Mr. Sukant Gudhekar	Student
12	Mr. Santosh Gudhekar	Parent
13	Mr. Ashok Maniyani	Parent

Anti-ragging Squad:

1. Dr. Reena Poojara, Assistant Professor;
2. Dr. Shubhi Lall Agarwal, Assistant Professor
3. Prof. Vaibhav Patil, Assistant Professor
4. Prof. Gaanyesh Kulkarni; Assistant Professor

Members absent:

1. Mr. Pranav Gandhi

Agenda 1: Review of the student's awareness on ragging activities:

It was decided to spread awareness of anti-ragging activities and consequences through class to class visit in first & second year.

Agenda 2: Discussion on “Role of Mentors” in spreading harmony among students:

Members discussed their respective experience with the new Students & told that there are no problems found.

The meeting ended with a vote of thanks.

ACTION TAKEN REPORT OF MEETING:

Sr. NO	Agenda	Action Taken
1.	Review of the student’s awareness on ragging activities	<ul style="list-style-type: none"> • Notice of anti-ragging was displayed on notice board • Squad has visited classes and various functions are going on • Surprise visits by squads in canteen and at washrooms is done
2.	Discussion on “Role of Mentors” in spreading harmony among students	Mentoring sessions were conducted by the respective mentors.

Place: Malad (W), Mumbai.

Director

Dr. Harish Kumar Purohit



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

(NAAC Accredited)

Grievances Redressal Committee Meeting

The Grievance redressal committee meeting of Atharva Institute of Management Studies for the academic year 2022-2023 is scheduled in the institute Orchid meeting room, 4th floor, phase 3 on Tuesday, 17th January 2023 at 11:00 am:

Agenda of the Meeting

1. Discussion on student's grievance.
2. Discussion on steps to improve student satisfaction in the campus.
3. Any other point with the permission of the chair.


— DIRECTOR —
Atharva Institute of Management Studies
MUMBAI-95.



Grievances Redressal Committee Meeting

MINUTES OF THE MEETING

The Grievance redressal committee (GRC) meeting of Atharva Institute of Management Studies for the academic year 2022-2023 took place in the institute Orchid meeting room, 4th floor, phase 3 on Tuesday, 17th January 2023 at 11:00 am

GRC Members:

S. No.	Name	Designation
1.	Dr. Harish Kumar S. Purohit	Director
2.	Prof. Ganesh Apte	Assistant professor
3.	Dr. Reena Poojara	Assistant professor
4.	Ms. Shefali Parab	Corporate communication, Manger
5.	Ms. Akshata Dhuri	Student
6.	Mr. Chinmay Dandekar	Student

Agenda 1: Discussion on student's grievance:

The discussion was centered around the canteen facilities and the quality of food, the nature of the complaints are:

- Range of menu
- Adequate sitting arrangement
- Quality of food

Agenda 2: Discussion on steps to improve student satisfaction in the campus:

Members discuss to initiate a student satisfaction survey and analyse the result to take necessary actions.

ACTION TAKEN REPORT OF MEETING

Sr No.	Agenda	Action Taken
1	Discussion on student's grievance	Healthy food was made available at affordable prices. More chairs were added for each table in the canteen.
2	Discussion on steps to improve student satisfaction in the campus	Student satisfaction survey was conducted by Dr. Monika Shrimali, Assistant Professor Finance.

Place: Malad, Mumbai

Director

Dr. Harish Kumar Purohit



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

(NAAC Accredited)

MEETING OF WOMEN CELL

The meeting of women cell of Atharva Institute of Management Studies for the academic year 2022-2023 is scheduled in the institute Orchid meeting room, 4th floor, phase 3 on Tuesday, 10th January 2023 at 2:00 pm:

AGENDA:

1. Discussion on Women's Achievement.
2. Discussion on medical awareness program.
3. Any other point with the permission of the chair.


— DIRECTOR —
Atharva Institute of Management Studies
MUMBAI-95.



MEETING OF WOMEN CELL

MINUTES OF THE MEETING

The meeting of women cell of Atharva Institute of Management Studies for the academic year 2022-2023 took place in the institute Orchid meeting room, 4th floor, phase 3 on Tuesday, 10th January 2023 at 2:00 pm:

WOMEN CELL MEMBERS:

1. Dr Harish Kumar Purohit	Director
2. Dr Shubhi Lall Agarwal	Asst Professor
3. Dr Swati Agrawal	Asst Professor
4. Ms Priyanka Gosavi	Asst Librarian

Agenda 1: Discussion on Women's Achievement:

Members discussed the achievement of Women on various categories like entrepreneurship, technology, leadership, arts, drama, etc. Members unanimously planned to organize an event on International Women's Day.

Agenda 2. Discussion on medical awareness program:

All the members discussed to initiate an awareness campaign among female faculty members on health and hygiene and cancer.

The meeting was adjourned with vote of thanks to the chair.

ACTION TAKEN REPORT

Sr No.	Agenda	Action Taken
1	Discussion on Women's Achievement	Women Achiever Award was planned on International Women's Day on 8 th March'23 in collaboration with Atharva Foundation.
2	Discussion on medical awareness program	All the female faculty members organised an informal session on health & hygiene and on Cancer .

Place: Malad Mumbai

Director

Dr Harish Kumar Purohit



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

(NAAC Accredited)

Meeting of SC/ST Cell

The meeting of SC/ST cell of Atharva Institute of Management Studies for the academic year 2022-2023 is scheduled in the institute Orchid meeting room, 4th floor, phase 3 on Friday, 13th January 2023 at 11:00 am:

AGENDA OF THE MEETING:

1. Review of facilities given by the University of Mumbai to all SC/ST candidates.
2. Any other point with the permission of the chair.


— DIRECTOR —
Atharva Institute of Management Studies
MUMBAI-95.



Meeting of SC/ST Cell

MINUTES OF THE MEETING

The meeting of SC/ST cell of Atharva Institute of Management Studies for the academic year 2022-2023 took place in the institute Orchid meeting room, 4th floor, phase 3 on Friday, 13th January 2023 at 11:00 am:

Members of SC/ST cell:

Dr.Harish Kumar Purohit

Dr.Vaibhav Patil

Dr.Shubhi Agrawal

Ms.Kishori Kale

Mr.Suhag Gurav

Ms.Sharayu Borde

Ms Parul Shende

Agenda 1: Review of facilities given by the University of Mumbai to all SC/ST candidates: Members discussed all the latest scholarships provided by the university of Mumbai to all SC/ST candidates.

The meeting was adjourned with the vote of thanks.

ACTION TAKEN REPORT:

<u>Sr. NO</u>	<u>Agenda</u>	<u>Action Taken</u>
<u>1.</u>	Review of facilities given by the University of Mumbai to all SC/ST candidates	Admin department guided and helped students in understanding guidelines, filling forms and documentation while applying for various scholarship schemes under University of Mumbai.

Place: Malad(w) Mumbai

Director

Harish Kumar Purohit


 DIRECTOR
 Atharva Institute of Management Studies
 MUMBAI-95.





ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

(NAAC Accredited)

Internal Academic Committee

The meeting of Internal Academic Committee of Atharva Institute of Management Studies for the academic year 2022-2023 is scheduled in the institute Orchid meeting room, 4th floor, phase 3 on Wednesday, 12th April 2023 at 11:00 am:

The agenda for the Meeting:

1. Manual review by HODs
2. A discussion on deviation report of A.Y 2022-23
3. Planning of academic calendar for the academic year 2023-24
4. Value added certifications
5. Faculty work load and other administrative tasks
6. Students Grievances: Students feedback and grievances
7. Resource requirements: Discussion on various resources required
8. Pedagogies: Teaching pedagogies


DIRECTOR
Atharva Institute of Management Studies
MUMBAI-95.



Internal Academic Committee

MINUTES OF THE MEETING

The meeting of Internal Academic Committee of Atharva Institute of Management Studies for the academic year 2022-2023 took place in the institute Orchid meeting room, 4th floor, phase 3 on Wednesday, 12th April 2023 at 11:00 am:

Internal Academic Committee members:

Name	Designation
1) Dr. D. Henry Babu	Director
2) Dr. Shubhi Lall Agarwal	HOD- IT & IQAC Coordinator
3) Dr.Reena Poojara	HOD- HR
4) Dr. Vaibhav Patil	HOD - Finance
5) Mr. Ganesh Apte	HOD - Operations
6) Dr. Monika Shirmali	Examination In-charge

Member(s) Absent:

1. Ms. Shefali Parab
2. Dr. P.N.Nemade

1. **Agenda 1 - Manual:** The Director emphasized the importance of revising the manual chapters relevant to each department, assigning this task to all Heads of Departments (HODs).
2. **Agenda 2 - Deviation report:** HODs acknowledged minimal deviation from the academic calendar, while noting some activities weren't executed as planned.

3. **Agenda 3 - Academic calendar:** Discussions centered around structuring academic sessions, examinations, as well as co-curricular and extra-curricular activities for the upcoming period.
4. **Agenda 4. Value added Certifications:** HODs suggested various certifications to bridge the gap of industry and institute expectations, namely they have suggested POWER BI, Tableau, SAP, advanced Excel and Analytics.
5. **Agenda 5.** Faculty work load and other responsibilities Allocation of subjects, student-related tasks, and exam duties were deliberated upon by the members.
6. **Agenda 6: Students Grievances:** Members discussed about students complains about inadequate canteen amenities like improper seating arrangements and inadequate cleanliness. Additionally, students have expressed dissatisfaction with improperly functioning air conditioning.
7. **Agenda 7: Resource requirements:** Discussion was about the ACs maintenance and computer maintenance, members opined that periodical maintenance schedule required to be mentioned. maintained properly.
8. **Agenda 8: pedagogies:** The Director highlighted the significance of teachers' teaching philosophies influencing their pedagogy, incorporating various learning styles and cultures. Pedagogical approaches like flipped classrooms, case study analysis, and experiential learning were explored in-depth during the meetings.

Action taken report

1. All department heads have diligently revised their respective chapters and have updated them with necessary changes, particularly focusing on examinations and both co-curricular and extra-curricular activities.

2. During the preparation of the academic calendar, special provisions have been made for club activities and guest lectures to ensure minimal deviation from the planned schedule.
3. An outline of the academic calendar has been meticulously crafted, incorporating key events.
4. The institution has initiated various value-added certification programs, alongside meticulously planned orientations to equip students for success.
5. A detailed workload distribution sheet has been formulated, accompanied by the assignment of distinct academic responsibilities to ensure efficient operations.
6. The Director has addressed student grievances regarding the canteen, communicating them to the institute management for prompt action.
7. Faculty members have been provided with orientation sessions on utilizing Excel, implementing flipped classroom methodologies, and effectively integrating case studies into their teaching pedagogies.