

Atharva Institute of Management Studies

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



September 2, 2017

IQAC Committee

Atharva Institute of Management Studies, Malad has constituted Internal Quality Assurance Cell (IQAC) to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College.

Internal Quality Assurance Cell (IQAC) comprising the following Members for Academic year 2017-18:

Sr. No.	NAME OF THE MEMBER	DESIGNATION	POSITION
1.	Dr. Sujata Pandey	Deputy Director	Chairman, IQAC
2.	Dr. Shubhi Lall Agarwal	Assistant Professor	Coordinator, IQAC
4.	Prof. Nidhi Shah	Assistant Professor	Faculty Representative
5.	Ms. Priti Nirbhawane	Librarian	Member
6.	Ms. Shefali Parab	Administration	Alumni
7.	Mr. Deepesh Kadant	Entrepreneur	Alumni
8.	Dweej Goradia	Student	Student Representative
9.	Akshay <i>Enougale</i>	Student	Student Representative

S. Pandey
Dr. Sujata Pandey
Deputy Director



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5th September 2017

IQAC

Minutes of the Meeting

The first meeting of IQAC was conducted on 5th September 2017 at 4th Floor, Meeting Room.

Members Present:

Dr. Sujata Pandey
Dr. Shubhi Lall Agarwal
Ms. Priti Nirbhawane
Prof. Nidhi Shah
Ms. Shefali Parab

Points Discussed:

1. A Training Programme on 'Internal Quality Audit' has to be conducted by Dr. Shubhi Lall Agarwal to train interested faculty members about Internal Quality Audit System.
2. Unanimously it was found that there is a grave need of training on technical topics like Tally, MS-Excel, General Aptitude, Communication and Soft Skills, Data Analytics or 'Digital Marketing' for the students of PGDM and MMS in the second semester.
3. More number of students will be involved in the Annual Conference in the Core Committee so that the students can gain exposure, take responsibility and the conference is students driven.
4. It was stated by Dr. Sujata Pandey that the students were finding problem in cracking the aptitude test.

5. Dr. Sujata Pandey suggested that Prof. Nidhi Shah can take initiative and start a certificate programme on 'Aptitude Training'. Likewise Dr. Sujata Pandey nominated Dr. Shubhi Lall Agarwal's name for some Excel Session or a Certificate Programme.
6. Ms. Shefali Parab was asked to coordinate with an Alumnus, Mr. Deepesh Kadam to conduct a certificate programme on 'Digital Marketing'.
7. Dr. Shubhi Lall Agarwal suggested an activity 'Paper Writing' for the MMS and PGDM students so that they could think critically and develops their research abilities, learn statistical tools and MS-Excel all together.
8. Unanimously it was decided to conduct workshops/lectures on Personality Development and Communication & Soft Skills.
9. Prof. Nidhi Shah, Ms. Priti Nirbhawane and Dr. Rekha Shenoy were nominated to conduct Internal Quality Audits.

S Pandey
Dr. Sujata Pandey
Deputy Director



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20th December 2017

IQAC

Minutes of the Meeting

The Second Meeting of IQAC was conducted on 20th December 2017 at 4th Floor, Meeting Room.

Members Present:

Dr. Sujata Pandey
Dr. Shubhi Lall Agarwal
Ms. Priti Nirbhawane
Prof. Nidhi Shah
Ms. Shefali Parab
Mr. Deepesh Kadam

Actions taken on the points discussed in the last meeting:

1. A Certificate Course on 'Digital Marketing' for the students of PGDM will commence in the second semester.
2. More number of students were involved in the Annual Conference in the Core Committee.
3. A Placement training programme on Aptitude was conducted by Prof. Nidhi Shah during for the third semester students of PGDM.
4. A Certificate Course on 'MS-Excel Training' was conducted by Dr. Shubhi Lall Agarwal for the first and third semester students of PGDM.
5. Dr. Shubhi Lall Agarwal will commence the activity on 'Research Paper Writing' for the MMS and PGDM students in the course 'Business Research Methods' as an assignment.
6. A Session on Body Language was planned.

Points Discussed:

1. Dates of Internal Quality Audit were finalised unanimously.

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2. Dr. Shubhi Lall Agarwal suggested a research paper competition for the students in the month of September 2018 out of which the final winners would get a chance to present paper in the Annual Conference.
3. Dr. Sujata Pandey suggested random inspections in parallel with Quality Audits to check attendance of the students.
4. Ms. Shefali Parab suggested some more feedback to be taken from the students in the areas of canteen, library and teaching.
5. Prof. Nidhi Shah suggested disallowance of late comers in the class as it would increase the quality of the lecture.
6. Unanimously, it was decided to arrange for more virtual lectures by eminent speakers to give international exposure to the students.


Dr. Sujata Pandey
Deputy Director

