 ADITYA INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH CREATING EMPLOYABLE PROFESSIONALS AIMSRS	MINUTES OF MEETING	Department: MGM
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R.M. Bhattad Road, Ram Nagar, Borivali (West), Mumbai – 400 092		

Reference No.: **AGI/AIMSR/IQAC/2025/02**

MOM OF THE MEETING OF IQAC

Date of Meeting: 25th July 2025

Venue: Board Room, Aditya Educational Campus

Time: 11:00 AM

Agenda of the Meeting:

1. Welcoming address and Opening Remark by Chairperson
2. Overview of transition of NAAC process
3. Progress Review by Criteria Heads
4. Any other Matter with the Permission of the Chair
5. Vote of Thanks by the Coordinator

Members –

Name of the Committee Member	Role in the Committee	Attendance Status
Shri Ashish Mishra	Trustee & Management Representative	Attended On-Site
Dr. Balkrishna Parab	Chairperson	Attended On-Site
Dr. Chandramauli Dwivedi	Nominee, Local Society	Attended On-Site
Shri. Dhananjay Sankhe	Entrepreneur (Industry Representative)	Leave of Absence
Ms. Prajakta Wadke	Stakeholder	Attended Online
Shri Shyambahadur Prajapati	Stakeholder	Attended On-Site
Shri Regan Muchhala	Stakeholder	Attended Online
Ms. Priyanka Parab	Nominee Alumni	Attended On-Site
Mr. Ankit Saindane	Nominee Alumni	Attended On-Site

Ms. Seema Kedia	Administrative Officer	Attended On-Site
Dr. Sonali Kale	Faculty Member	Attended On-Site
Dr. Krati Sharma	Faculty Member	Attended On-Site
Dr. Neeta Bhatt	Faculty Member	Attended On-Site
Prof. Ajeet Kumar Mishra	Faculty Member	Attended On-Site
CA. Vinay Tiwari	Faculty Member	Attended On-Site
Ms. Sweta Nigam	Faculty Member	Attended On-Site
Dr. Vrittee Parikh	Co-ordinator	Attended On-Site

Item 1: Welcoming Address and Opening Remark by Chairperson

The meeting commenced with a warm welcome by Dr. Vrittee Parikh, IQAC Coordinator, who acknowledged the presence of the Director, IQAC committee members, faculty, industry experts, alumni, and external members.

Dr. Balakrishna Parab, Chairperson and Director, AIMSRR, delivered the opening address emphasizing the importance of the IQAC as a quality-centric body and not just a compliance mechanism. He encouraged all participants to focus on genuine quality enhancements for better student outcomes, innovation, and governance.

Item 2: Overview of Transition of NAAC Process

Dr. Vrittee Parikh gave a detailed presentation on the evolution of IQAC since its inception in 2019, including milestones such as NAAC B+ Accreditation (2021), ISO certifications (29001:2015 and 21001:2018), and consistent AQAR/NIRF submissions.

She elaborated on the transition from the existing NAAC grading to the new Binary and Maturity Level framework, highlighting:

- Binary Accreditation: Accredited / Not Accredited
- Maturity Levels: 1 to 5 (with Level 5 focusing on global excellence and research)
- Revised assessment indicators (10 key areas including curriculum, infrastructure, governance, etc.) The institution's preparations for this transition and focus on SMART goals were also presented.

Item 3: Progress Review by Criteria Heads

Each NAAC criteria coordinator presented the institutional performance and data for the last five years:

Criteria I – Curricular Aspects presented by Prof. Sweta Nigam focused on following points-

- Academic calendar, curriculum design, Bloom's taxonomy implementation
- Industry-relevant certifications (MOOCs, NPTEL, NSDC)
- 80.8% student involvement in experiential learning

Key Points Discussed:

1. Dr. Chandramauli Dwivedi emphasized the importance of leveraging alumni as expert resources for institutional development and branding.
2. Suggested incorporating alumni as resource persons in Academic Advisory Council (AAC) and other expert panels.
3. Recommended using the LUSHA App to connect with alumni professionally and expand the alumni network. Lusha is an app that helps professionals find and verify contact details of potential clients and prospects quickly and easily.
4. Proposed displaying photographs of distinguished alumni who hold key positions in reputed organizations across the institute's premises to inspire current students.
5. Suggested publishing a Newsletter showcasing alumni achievements, interviews, institutional updates, and opportunities for collaboration.
6. Encouraged developing a structured alumni database and scheduling periodic alumni meets (virtual/physical).

Action Points:

1. Initiate steps to integrate alumni into AAC for academic and industry inputs.
2. Download and explore the LUSHA App for identifying and reaching out to alumni.
3. Curate a list of notable alumni with verified designations and obtain high-resolution photographs for display.
4. Assign a team to work on the first edition of the Alumni Newsletter.

Criteria II – Teaching, Learning & Evaluation presented by Dr. Sonali Kale as follows-

- Student-centric methods, digital tools, CO-PO attainment tracking
- Average CO-PO attainment at Level 2 (target to move to Level 3)
- Transparent evaluation and grievance redressal mechanism

Key Discussion Points:

1. Library Usage Ratio: To be tracked of faculty and students regularly for optimal utilization and improvement.
2. Grievance Redressal Process:
 - Mr. Shyambhadhur Phrajapati suggested to introduce an escalation matrix with clearly defined activities, due dates, and timelines for grievance resolution. The dashboard was suggested for tracking of the activities.
 - Implement a QR code system for easy access to grievance registration.
 - Introduce the Grievance Committee and redressal process formally during student and faculty induction programs.
 - Shri Ashish Mishra Sir suggested for integrating the grievance process into TCSion from Prof. Ramakrishna Iyer.
3. Ph.D. Program Promotion:
 - Ph.D. program requires stronger promotion on social media.
 - Encourage industry experts to enroll in the Ph.D. program at AIMSIR.

- Encourage frequent posting and reposting to increase visibility.
 - Tagging industry experts is crucial to amplify reach and credibility.
 - Non-Ph.D. faculty should be personally counselled and given timelines to register for Ph.D., as it impacts NIRF rankings.
4. Case Study and Competition Initiatives:
- Ms. Priyanka emphasized Promoting and encouraging students to actively use UNSTOP App for case study learning. Unstop is a platform that enables students and professionals to participate in engaging case study competitions hosted by top companies, helping them showcase skills, solve real-world problems, and unlock career opportunities.
 - Mr. Ankit Saindane suggested competition participation should be encouraged.

Action Points:

1. Prepare a register showing library usage by faculty and students' regular basis by library head.
2. Design and implement grievance redressal escalation matrix with timeline by committee head.
3. Add grievance committee overview to orientation/induction slides – to be implemented in induction program.
4. Collaborate with social media team to amplify Ph.D. promotion posts and tag relevant experts.
5. The IT team will design, generate, and deploy a secure QR code system linked to the online grievance registration portal, ensuring user-friendly access.
6. Promote and guide students on registering and participating through the UNSTOP App

c) Criteria III – Research, Innovation & Extension presented by Dr. Neeta Bhatt as follows-

- Increase in research papers, 11 patents, and faculty publications in UGC/Scopus/ABDC journals
- Student involvement in research and conferences
- Institutional extension activities (blood donation, beach cleaning, etc.)

Key Discussion Points:

1. A formal Research Policy to be drafted and implemented to promote structured research activities across departments.
2. Each faculty member must contribute a minimum of 2 research papers and 1 blog post annually as part of academic KPIs.
3. Dr. Dwivedi proposed to encourage faculty to publish blogs related to their subject expertise, institutional achievements, or current trends in industry. Blog content to be published on the institute website, LinkedIn, and academic platforms.

Action Points:

1. Research Cell to prepare and circulate the draft Research Policy.

d) Criteria IV – Infrastructure & Learning Resources presented by Prof. CA Vinay Tiwari as follows:

- ICT-enabled smart classrooms, TCS iON ERP, high-speed internet
- Cloud-based data backup (OneDrive) and firewall protection
- Library automation, inclusive infrastructure for Divyangjan

Key Discussion Points:

1. Conduct External and Internal IT Audits to ensure data security, access control, and compliance of stored digital data.
2. Strengthen firewall systems and regularly update cybersecurity protocols to protect institutional digital assets. Seek expert advice on firewall attacks and the precautionary measures that should be implemented.
3. Initiate online newspaper subscriptions.
4. To Enhance Divyangjan (Differently Abled) Facilities within the campus.

Action Points:

1. IT Department to schedule internal and third-party IT audits – Completion.
2. Upgrade or validate existing firewall configurations and antivirus systems.
3. Infrastructure team to assess current Divyangjan facilities and propose an enhancement plan.

e) Criteria V – Student Support & Progression presented by Dr. Krati Sharma as follows:

- 60% scholarship/free ship beneficiaries
 - 64% average placement over 5 years
 - Initiatives in skill-building, competitive exam guidance, and alumni mentoring
- to increase the number for competitive exam, encourage for IBPS exam call expert for the same, data of different committees, posh trainer for training, HR officer in ICC, all statutory committee on notice board and communicate to students, placement average package 10 good students identify and prepare them for good companies for higher package, placement data, suggest to go with three benchmarks with leading institute to find major gaps, aspiration form at the time of admission with the parameters family business,, entrepreneurship, industry type give them training according to their requirement, operationalization of incubation cell, to puts credit for events in internal for inter collegiate events

Key Discussion Points:

1. Competitive Exams Preparation:
 - Increase student participation in competitive exams (e.g., IBPS, UPSC).
 - Encourage students for IBPS exams and invite expert speakers for IBPS exam guidance and structured sessions.
2. Committee Documentation & Compliance:
 - Maintain and update data of all statutory and functional committees.
 - Appoint an HR Officer in the ICC (Internal Complaints Committee).
 - Invite certified POSH Trainer to conduct regular training sessions.

- Display details of all statutory committees on the notice board and communicate the same to students via email/ERP.
3. Placements & Student Grooming:
 - Track and update placement data, including sector-wise offers and average package.
 - Dr. Dwivedi suggested identifying the top 10 high-potential students and groom them specifically for premium roles with higher packages.
 4. Benchmarking for Improvement:
 - Compare institutional performance against three leading institutes using benchmarks to identify and address major gaps.
 5. Student Career Mapping via Aspiration Form:
 - Introducing Aspiration Form at the time of admission to capture parameters such as:
 - Family business background
 - Entrepreneurship interest
 - Preferred industry/sector
 6. Credit System for Intercollegiate Events:
 - Implement a system to award internal credits for students participating in and winning in inter-collegiate events to motivate co-curricular excellence.

Action Points:

1. Academic Head to schedule IBPS expert session.
2. To update and publish all committee data on noticeboards.
3. Call POSH trainer for session.
4. Training & Placement Cell to prepare a grooming plan for 10 selected students.
5. To integrate aspiration form in admission process – Implementation.

f) Criteria VI – Governance, Leadership & Management presented by Dr. Vrittee Parikh as follows-

- Well-defined organogram with 28 roles/responsibilities
- ISO 21001:2018 framework adherence and process documentation
- Use of KPIs and internal quality benchmarking

Key Discussion Points:

1. KRA-KPI Implementation:
 - Define clear KRAs (Key Result Areas) and KPIs (Key Performance Indicators) for faculty aligned with academics, research, industry connect, and student mentoring.
2. Student Feedback Process:
 - Establish a structured and periodic feedback mechanism from students on academic delivery, support services, and overall satisfaction.

- Feedback to be documented, analyzed, and addressed in a time-bound manner.
3. Faculty-Industry Engagement:
 - Faculty to visit relevant industries regularly and interact with professionals to stay updated on industry trends and expectations.
 - Industry visits to be recorded and mapped to teaching-learning outcomes.
 4. Quarterly Conclaves (Department-Wise):
 - Organize discipline-specific conclaves every quarter.
 - Invite at least 5 CFOs/CMOs/CHROs/Senior executives across the year to interact with students and faculty.
 5. Video Bites from Industry Experts by TPO:
 - TPO (Training & Placement Officer) to take short video bytes from industry professionals during visits, events, or virtual interactions.
 - These will be shared on institute platforms for motivation and industry insight.
 6. Activity Budget for Student Fees:
 - Propose inclusion of a nominal amount in student fees to cover student-centric activities like conclaves, workshops, competitions, and networking events.
 7. Student-Driven Placement Committee:
 - Formation of a student-led placement committee to support the TPO in organizing placement activities, maintaining employer relations, and coordinating peer training.

Action Points:

1. Academic Heads to propose KRA-KPI structure for faculty.
2. Feedback committee to standardize and implement student feedback process.
3. Faculty industry visit calendar to be prepared.
4. TPO to collect and archive industry video bites.
5. Director Sir reviewed the student activity fee component and suggested that it is not feasible for AIMSAR, as the fees are governed by the Fee Regulating Authority framework

g) Criteria VII – Institutional Values & Best Practices:

- Green, energy, and gender audits conducted
- SDG-linked sustainability efforts and social outreach
- e-Governance implemented in all four NAAC areas

Key Discussion Points:

1. Criteria head to prepare and implement a Net Zero Blueprint aiming for carbon neutrality over a defined timeline.
2. Focus areas include energy efficiency, water conservation, waste management, green campus initiatives, and awareness programs.

3. Conduct a baseline carbon footprint audit to assess current emission levels.
4. Implement energy-saving measures such as solar power, LED lighting, and energy-efficient appliances.
5. Collaborate with environmental consultants and NGOs for best practices and compliance with SDG goals.
6. Shri Ashish Mishra emphasized the need to prepare a concrete plan to assess how much net-zero capability AIMSIR can realistically achieve.
7. Shri Shyambhadhur Prajapati suggested seeking support from Ms. Prajakta Wadke of TATA Power for initiatives related to the Sustainable Development Goals (SDGs).

Action Points:

1. Prepare blueprint for the above.

Focus Areas Presented by IQAC coordinator Dr. Vrittee Parikh as follows:

- Increase MOOC/SWAYAM certifications among students and faculty.
- Encourage Ph.D. enrolment among faculty and enhance CO-PO (Course Outcome–Program Outcome) alignment.
- Launch research grants and promote incubation activities.
- Strengthen alumni and industry collaboration.
- Promote student participation in cultural and co-curricular events.
- Increase the number of Faculty Development Programs (FDPs).
- Implement net-zero initiatives and mental health awareness programs.

Item 4: Any Other Matter with the Permission of the Chair

Inputs were shared by invited members:

- Ms. Prajakta Wadke (TATA Group) offered to support Net Zero and SDG initiatives
- Mr. Regan (Team Juice) emphasized on alumni engagement.

Additional suggestions:

- Establish competitive exam and research guidance cells
- Recognize alumni through mentorship and sponsorship opportunities
- Monitor carbon footprint and progress on sustainability targets.
- Dr. Chandramauli Dwivedi commented on the presentation, stating that complete data should be presented and the graphs should be more specific. Dr. Vrittee added that although the data had been aggregated, it will be attached as annexures in the Minutes of Meeting for due perusal.

Item 5: Vote of Thanks by the Coordinator

Dr. Vrittee Parikh extended heartfelt thanks to the Chairperson, dignitaries, faculty members, industry experts, alumni, and all attendees for their active participation, constructive feedback, and collaborative spirit. She acknowledged the commitment of all stakeholders towards excellence and assured that the action points discussed will be systematically addressed before the next cycle of accreditation.

Prepared By











Vrittee Parikh

Vrittee Parikh (Jul 30, 2025 16:27:53 GMT+5.5)

Dr. Vrittee Parikh

Annexure: - Quantifiable data of 5 academic years (2019-2020, 2020-21, 2021-22, 2022-23, 2023-24) attached.

INTERNAL MEMBERS

Name of the Committee Member	Role in the Committee	Signature (Read & accepted)
Shri Ashish Mishra	Trustee & Management Representative	 <small>Ashish Mishra (Aug 1, 2025 19:10:40 GMT+5.5)</small>
Dr. Balkrishna Parab	Chairperson	
Dr. Vrittee Parikh	Co-ordinator	 <small>Vrittee Parikh (Jul 30, 2025 16:27:53 GMT+5.5)</small>
Ms. Seema Kedia	Administrative Officer	 <small>Seema Kedia (Aug 1, 2025 19:11:56 GMT+5.5)</small>
Dr. Sonali Kale	Faculty Member	 <small>Sonali Kale (Jul 30, 2025 16:31:53 GMT+5.5)</small>
Dr. Krati Sharma	Faculty Member	 <small>Krati Sharma (Jul 30, 2025 16:34:51 GMT+5.5)</small>
Dr. Neeta Bhatt	Faculty Member	 <small>Neeta Bhatt (Jul 30, 2025 16:33:24 GMT+5.5)</small>
Prof. Ajeet Kumar Mishra	Faculty Member	 <small>Ajeet Mishra (Jul 30, 2025 16:43:28 GMT+5.5)</small>
CA. Vinay Tiwari	Faculty Member	 <small>Vinay Tiwari (Jul 30, 2025 16:39:22 GMT+5.5)</small>
Ms. Sweta Nigam	Faculty Member	 <small>Sweta Nigam (Jul 30, 2025 16:30:47 GMT+5.5)</small>

EXTERNAL MEMBERS

Name of the Committee Member	Role in the Committee	Signature (Read & Accepted)
Dr. Chandramauli Dwivedi	Nominee, Local Society	<i>Chandramauli Dwivedi</i>
Shri. Dhananjay Sankhe	Entrepreneur (Industry Representative)	Absent
Ms. Prajakta Wadke	Stakeholder	<i>Prajakta wadke</i>
Shri Shyambahadur Prajapati	Stakeholder	<i>shyambahadur parajapati</i>
Shri Regan Muchhala	Stakeholder	<i>Regan Muchhala</i>
Ms. Priyanka Parab	Nominee Alumni	<i>Priyanka Parab</i>
Mr. Ankit Saindane	Nominee Alumni	<i>ankit saindane</i>



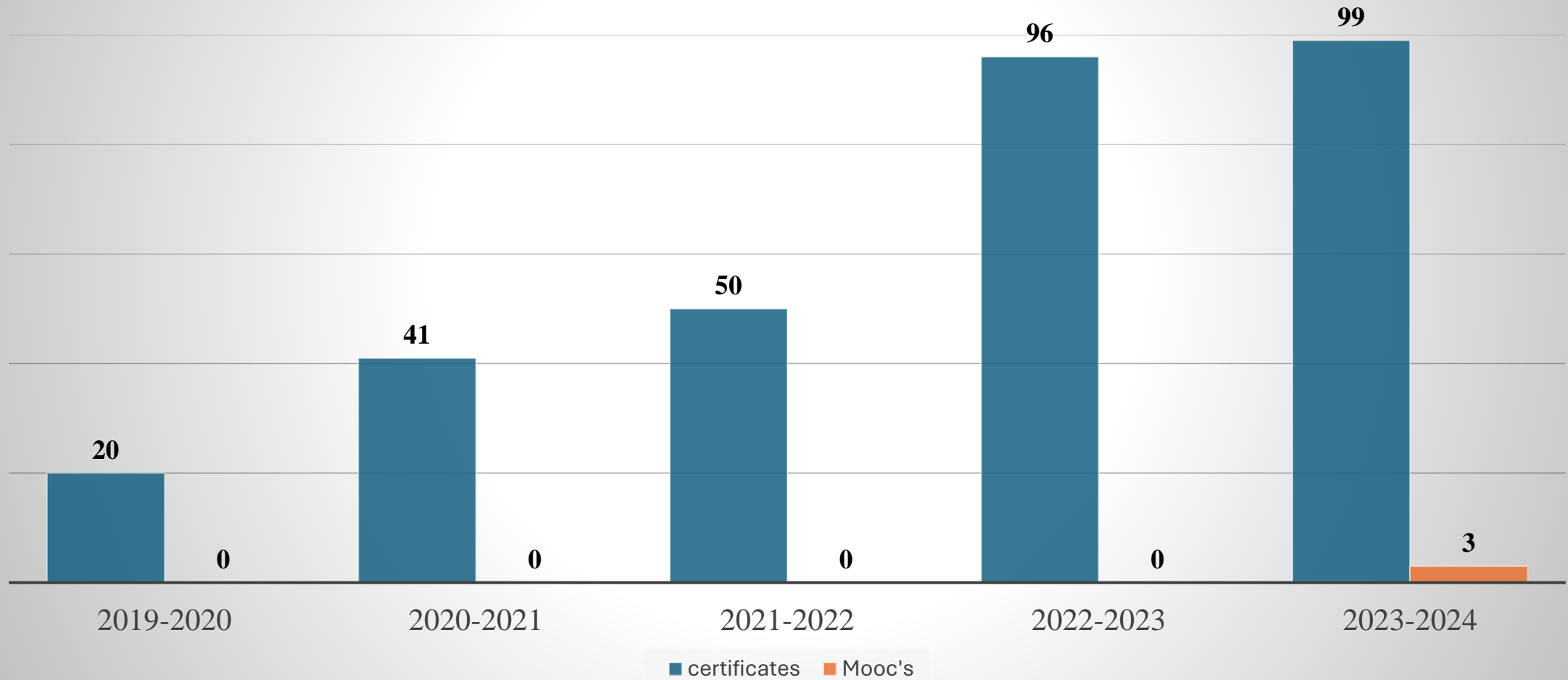
**Aditya Institute of
Management Studies
and Research**

Internal Quality Assurance Cell

Criteria 1

Curricular Aspects

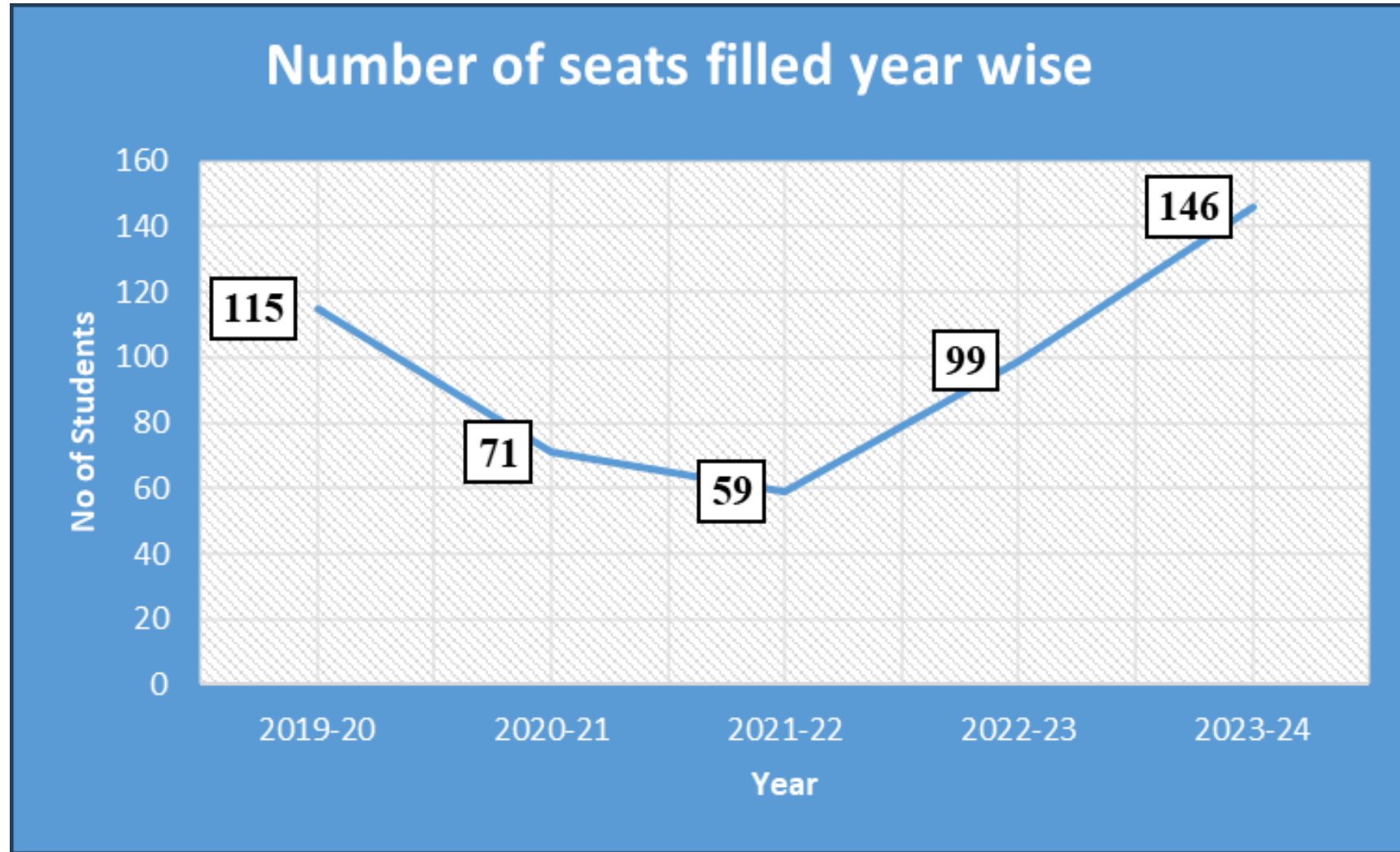
Academic Flexibility with MOOCs



Syllabus Feedback



❖ First-year seats filled in the last 5 years



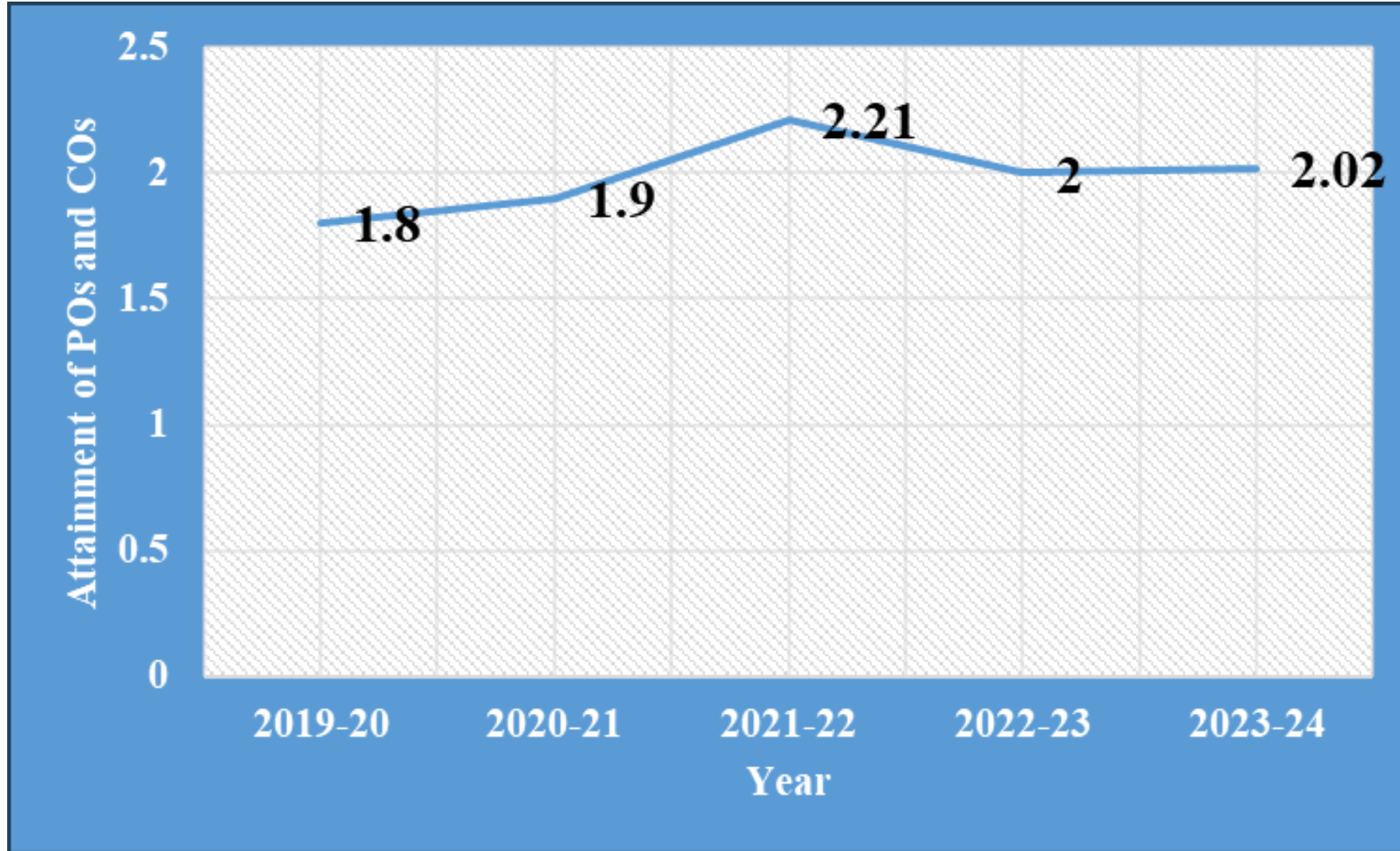
❖ Reserved Category Admissions in last 5 years



❖ Faculty with NET/SET/Ph.D. & Above



❖ Attainment of POs and COs

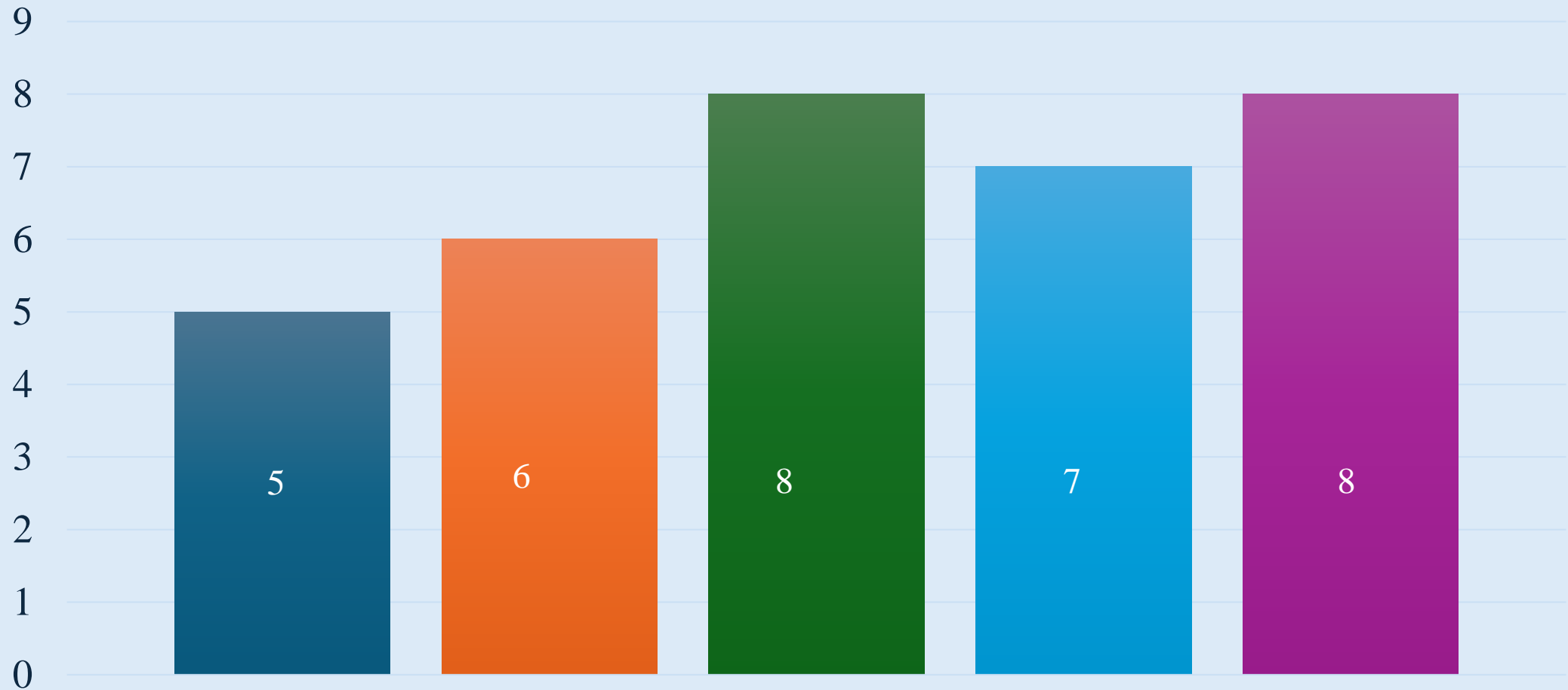


❖ Pass percentage of Students during last five years (excluding backlog students)



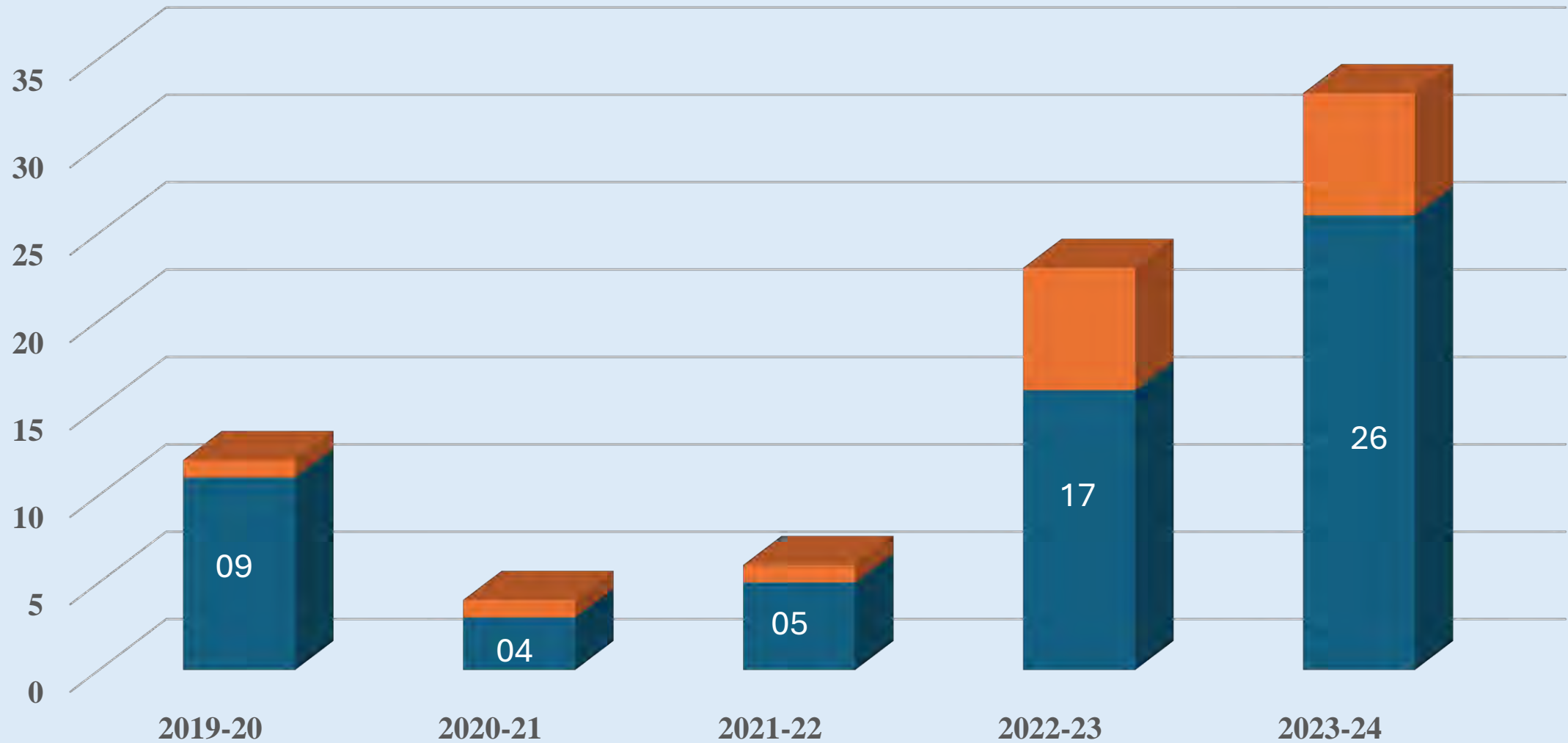
Research Innovation and Extension

❖ Innovation Ecosystem



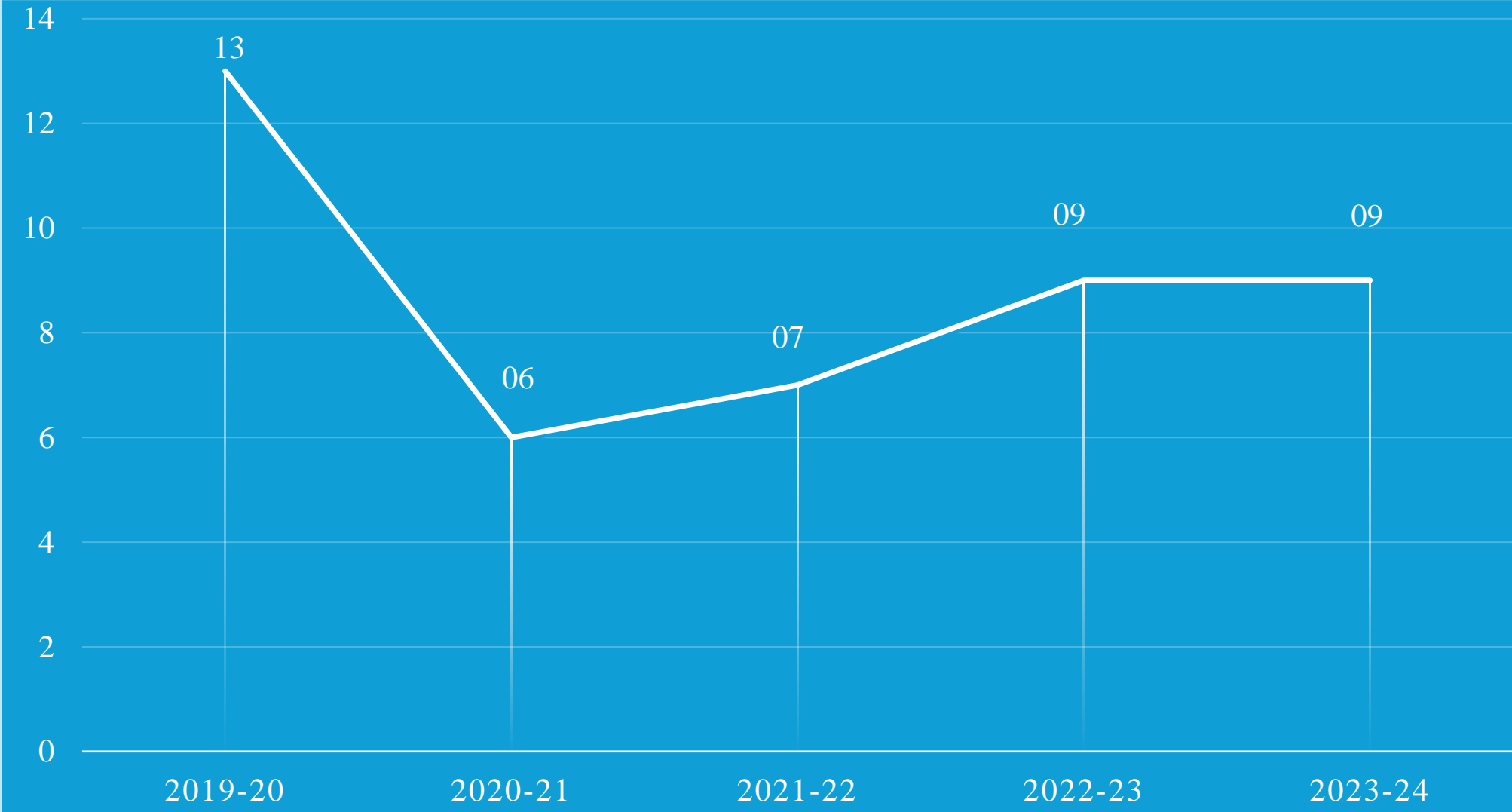
Number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship

Research Publications and Books Written



- Number of Books and Chapters in Edited Volumes & Books Published
- Number of Research Publications in UGC Approved Journals

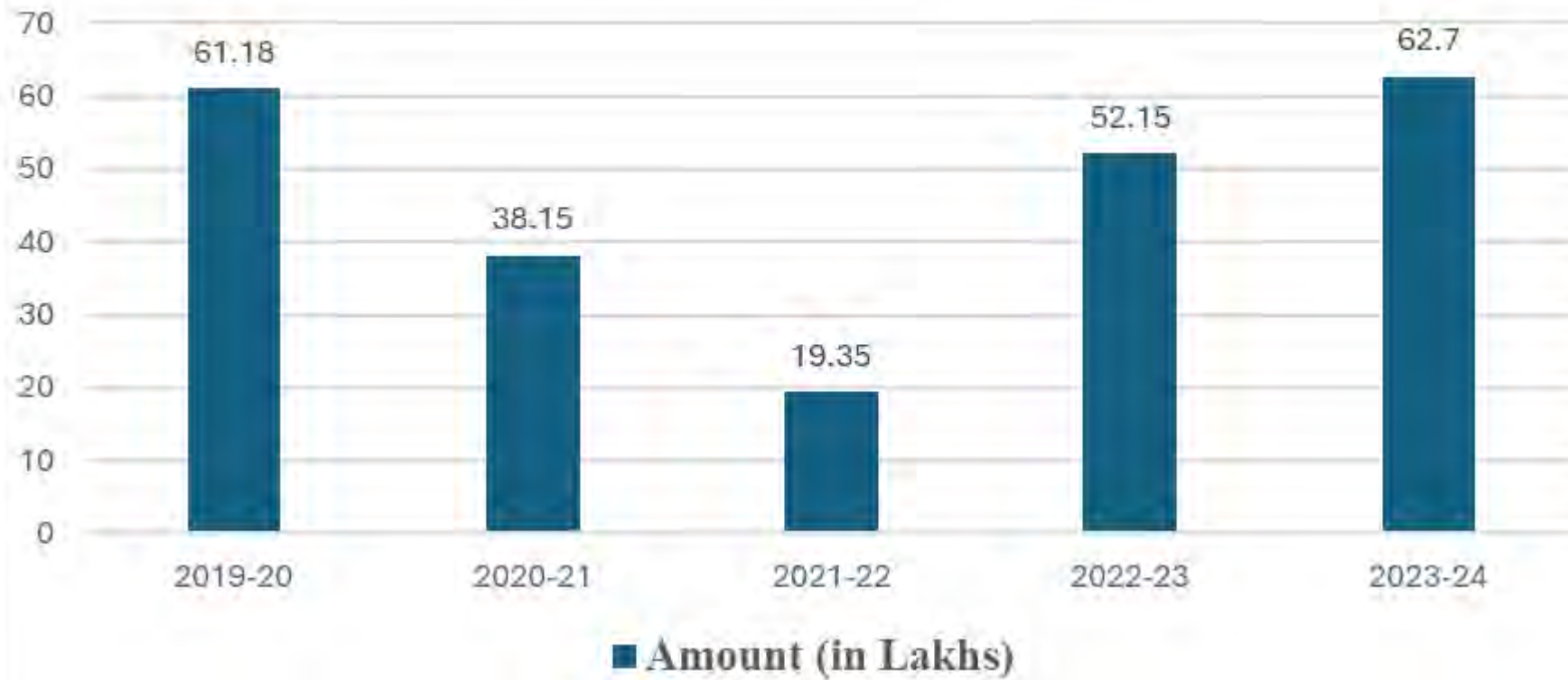
❖ Number of Extension and Outreach Programs



Criteria 4

Infrastructure and Learning Resources

Expenditure for Infrastructure Development and Augmentation Excluding Salary



Criteria 5

**Student Support &
Progression**

❖ **Students benefited by scholarships and freeships**



❖ Capacity development and skills enhancement activities



❖ **Students benefitted by guidance for competitive examinations and career counseling**



❖ Student's placement



❖ **Students qualifying in state/ national/ international level examinations year wise**



❖ **Sports and cultural programs in which students of the Institution participated**

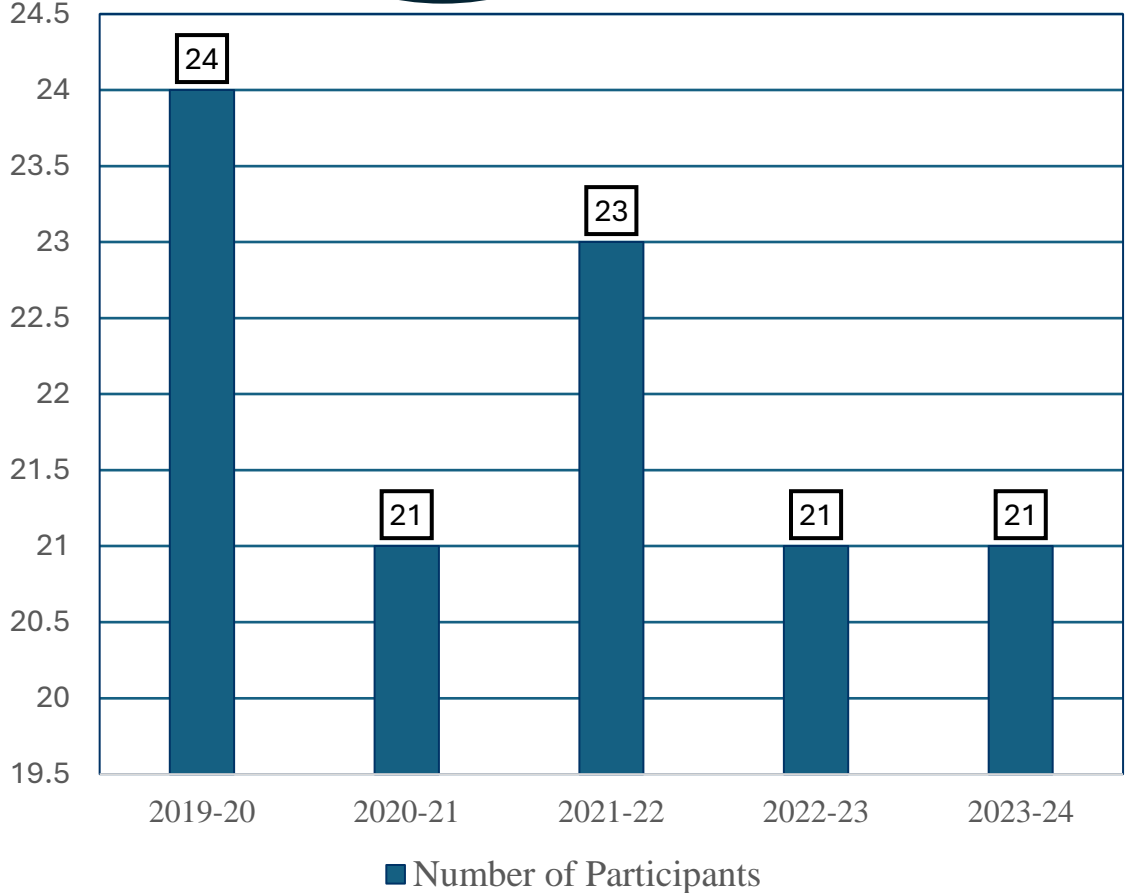


Criteria 6

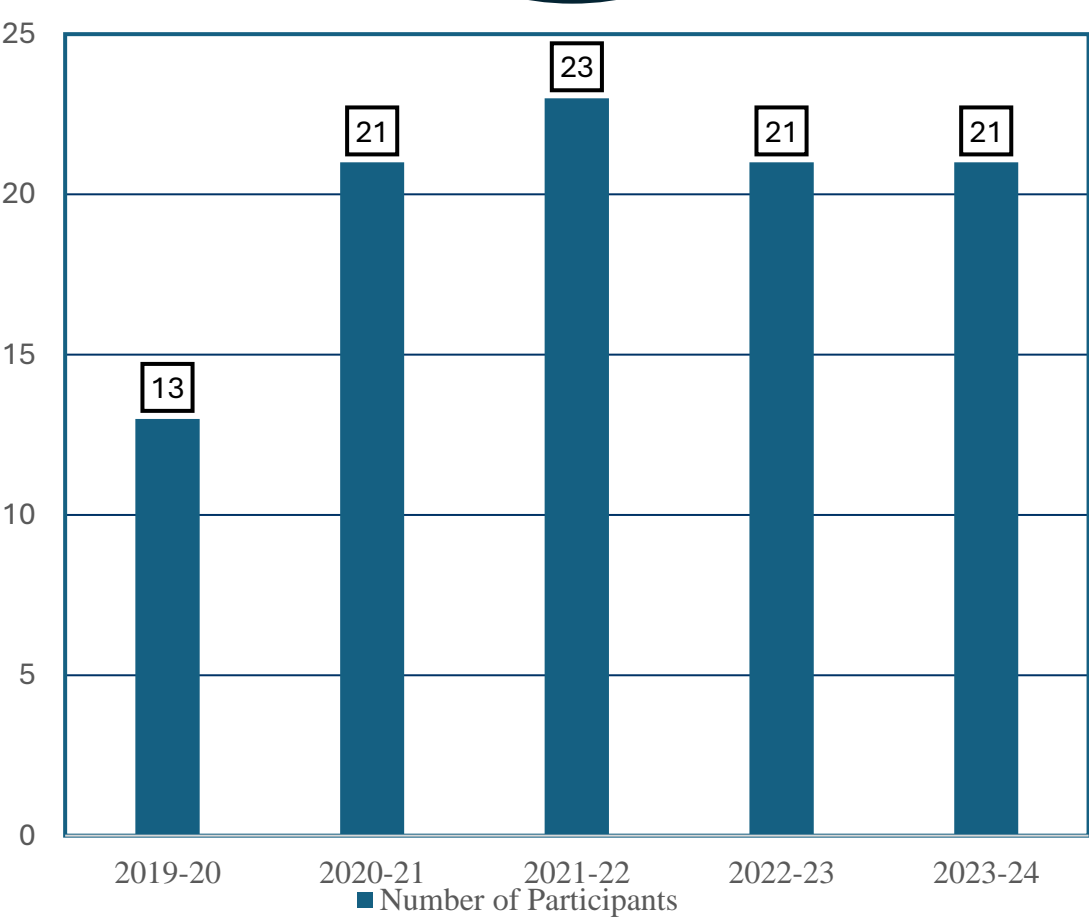
Governance, Leadership and Management

❖ *Percentage of teaching and non-teaching staff who participated in FDPs, MDPs, professional development, or administrative training programs over the last five years*

Non-Teaching Staff



Teaching Staff



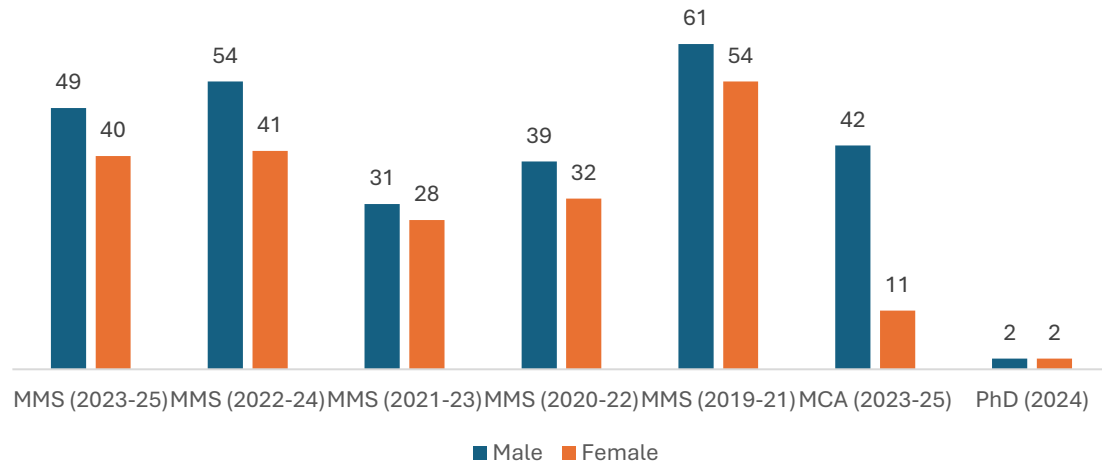
*No. of Participants/Total no. of Participants *100 = 65.23%*

Criteria 7

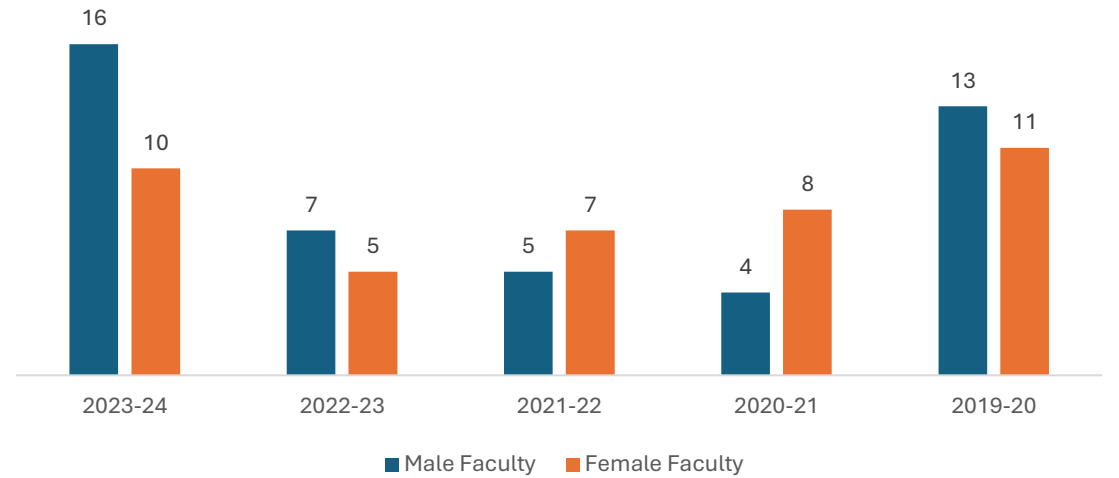
Institutional Values & Best Practices

❖ Institution initiated Gender Audit

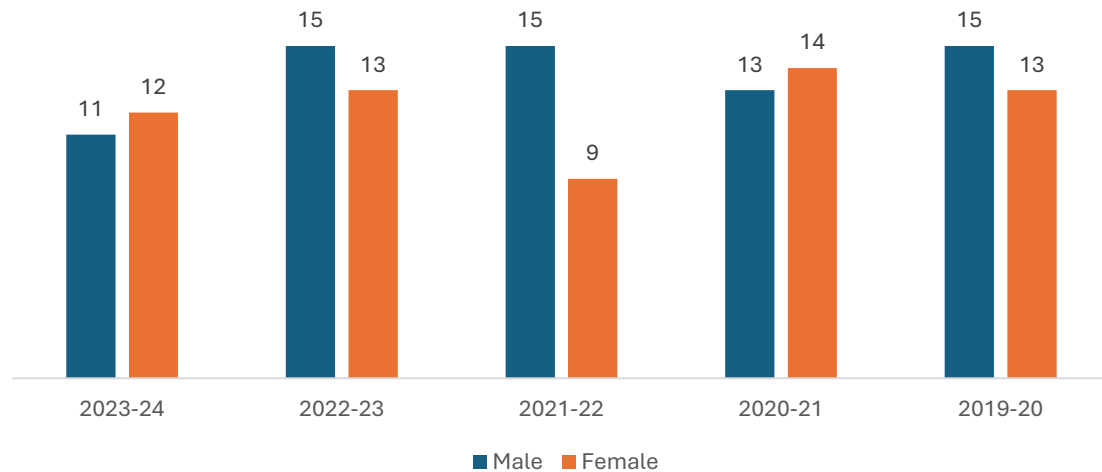
Coursewise Gender Student Data



Gender-wise Yearly Faculty Data



Non-Teaching Data



Enrolled Student- Faculty data yearwise

