

Rizvi Institute of Management Studies and Research

IQAC Meeting – 15th July 2021

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|-----------------|---|
| Date | 15th July 2021 |
| Convener | Prof. Jamil Saudagar |
| Time | 12 Noon |
| Venue | Conference Room 6th Floor |

Agenda:

- 1) Review of previous meeting minutes.
- 2) Strengthening institute infrastructure.
- 3) Academic Calendar Planning as per the schedule of University of Mumbai.
- 4) Plan for advertisement of Institute Level admission seats and against CAP admission
- 5) Library committee meeting.
- 6) Research and publication activities.
- 7) Faculty development programs.
- 8) Any other matter with the permission of the Chair.
- 9) Agenda, date and time for next meeting.

Proceedings:

The Chairperson welcomed all the members present and the following points were discussed:

1. The meeting commenced with a review of the minutes from the previous IQAC meeting. Action items were discussed to ensure that all pending tasks were addressed and progress was made on key initiatives.
2. Discussion focused on proposals to strengthen institute infrastructure. Actionable items included conducting a comprehensive assessment of infrastructure needs, prioritizing improvements, and allocating resources effectively.
3. The IQAC reviewed the academic calendar to ensure alignment with the schedule of the University of Mumbai. Action items included verifying important dates, coordinating with departments to plan activities, and communicating the calendar to faculty, staff, and students.
4. Discussion centered on developing a plan to advertise institute-level admission seats and against CAP admission seats. Action items included designing marketing materials, identifying target audiences, and implementing promotional strategies.
5. Updates from the recent library committee meeting were shared and discussed. Action items included assessing library resources and services, addressing any issues or concerns raised, and supporting library initiatives.
6. Members discussed ongoing research and publication activities within the institute. Action items included promoting research collaboration, supporting faculty in publishing their work, and organizing research-related events to enhance the institute's academic reputation.
7. The IQAC planned faculty development programs to enhance teaching effectiveness and professional growth. Action items included identifying relevant topics, inviting guest speakers or facilitators, and scheduling training sessions tailored to the needs of the faculty members.

Any Other Matters:

Members were invited to raise any additional matters for discussion with the permission of the Chair.

Actionable Items:

1. Conduct a comprehensive assessment of infrastructure needs.
2. Verify and communicate the academic calendar to faculty, staff, and students.
3. Organize faculty development workshops or training sessions tailored to faculty members.
4. Develop and implement a plan to advertise admission seats.
5. Support library initiatives and address any concerns raised.
6. Promote research collaboration and support faculty in publishing their work.
7. Follow up on action items from the meeting and ensure progress is made.

Next Meeting:

The next IQAC meeting will be scheduled on **12th October 2021** to review progress on action items and discuss any further developments.

Adjournment: The Chairperson thanked all attendees for their active participation and contributions. The meeting was duly adjourned as per schedule.

Approved by: Prof. Jamil Saudagar

List of Attendees:

| SR.NO | Faculty Name | Signature |
|-------|----------------------|-----------|
| 1 | Dr. Shariq Nisar | |
| 2 | Mr. Nagendra Aswatha | |
| 3 | Mr. Jamil Saudagar | |

Rizvi Institute of Management Studies and Research

IQAC Meeting – 12th October 2021

| | |
|-----------------|---|
| Date | 12th October 2021 |
| Convener | Prof. Jamil Saudagar |
| Time | 12 Noon |
| Venue | Conference Room 6th Floor |

Agenda:

- 1) Review of previous meeting minutes.
- 2) Finalizing the End Semester Examination dates to be conducted within the time frame of academic calendar provided by University of Mumbai.
- 3) Student performance and assessment review.
- 4) Faculty feedback about the learning pedagogy followed.
- 5) Research and publication activities.
- 6) Faculty development programs.
- 7) Discussion about how to improve student placement opportunities and summer internship opportunities in the current economic climate.
- 8) Any other matter with the permission of the Chair.
- 9) Agenda, date and time for next meeting.

Proceedings:

The Chairperson welcomed all the members present and the following points were discussed:

1. The meeting commenced with a review of the minutes from the previous IQAC meeting. Action items were discussed to ensure that all pending tasks were addressed and progress was made on key initiatives.
2. Members discussed finalizing end semester examination dates within the timeframe provided by the University of Mumbai. Action items included coordinating with departments to schedule examinations, ensuring adequate preparation time for students, and resolving any scheduling conflicts.
3. The IQAC reviewed student performance and assessment methods to ensure alignment with learning objectives. Action items included analyzing assessment data, identifying areas for improvement, and implementing strategies to support student learning and success.
4. Feedback from faculty about the learning pedagogy followed in the institute was collected and discussed. Action items included organizing workshops or training sessions based on faculty suggestions, implementing innovative teaching methods, and providing support for professional development.
5. Members discussed ongoing research and publication activities within the institute. Action items included promoting research collaboration, supporting faculty in publishing their work, and organizing research-related events to enhance the institute's academic reputation.

6. The IQAC planned faculty development programs to enhance teaching effectiveness and professional growth. Action items included identifying relevant topics, inviting guest speakers or facilitators, and scheduling training sessions tailored to the needs of the faculty members.
7. Members discussed strategies to improve student placement and summer internship opportunities in the current economic climate. Action items included strengthening industry partnerships, providing career counseling and support services, and organizing networking events specific to MBA students.

Any Other Matters:

Members were invited to raise any additional matters for discussion with the permission of the Chair.

Actionable Items:

1. Conduct a comprehensive assessment of infrastructure needs.
2. Finalize end semester examination dates and communicate them to departments.
3. Implement strategies to support student learning and success based on assessment data.
4. Organize faculty development workshops or training sessions tailored to faculty members.
5. Promote research collaboration and support faculty in publishing their work.
6. Explore strategies to improve student placement and internship opportunities.
7. Follow up on action items from the meeting and ensure progress is made.




Next Meeting:

The next IQAC meeting will be scheduled on **05th January 2022** to review progress on action items and discuss any further developments.

Adjournment: The Chairperson thanked all attendees for their active participation and contributions. The meeting was duly adjourned as per schedule.

Approved by: Prof. Jamil Saudagar

List of Attendees:

| SR.NO | Faculty Name | Signature |
|-------|----------------------|---|
| 1 | Dr. Shariq Nisar |  |
| 2 | Mr. Nagendra Aswatha |  |
| 3 | Mr. Jamil Saudagar |  |

Rizvi Institute of Management Studies and Research

IQAC Meeting – 05th January 2022

| | |
|-----------------|---|
| Date | 05th January 2022 |
| Convener | Prof. Jamil Saudagar |
| Time | 12 Noon |
| Venue | Conference Room 6th Floor |

Agenda:

- 1) Review of previous meeting minutes.
- 2) Academic Calendar Planning as per the schedule of University of Mumbai.
- 3) Student performance and assessment review.
- 4) Faculty feedback about the learning pedagogy followed.
- 5) Research and publication activities.
- 6) Faculty development programs.
- 7) Finalizing the schedule for Career Advancement Programme, Telesis and Learning from Legends.
- 8) Discussion about how to improve student placement opportunities and summer internship opportunities in the current economic climate.
- 9) Any other matter with the permission of the Chair.
- 10) Agenda, date and time for next meeting.

Proceedings:

The Chairperson welcomed all the members present and the following points were discussed:

1. The meeting commenced with a review of the minutes from the previous IQAC meeting. Action items were discussed to ensure that all pending tasks were addressed and progress was made on key initiatives.
2. The IQAC reviewed the academic calendar to ensure alignment with the schedule of the University of Mumbai. Action items included verifying important dates, coordinating with departments to plan activities, and communicating the calendar to faculty, staff, and students.
3. The IQAC reviewed student performance and assessment methods to ensure alignment with learning objectives. Action items included analyzing assessment data, identifying areas for improvement, and implementing strategies to support student learning and success.
4. Feedback from faculty about the learning pedagogy followed in the institute was collected and discussed. Action items included organizing workshops or training sessions based on faculty suggestions, implementing innovative teaching methods, and providing support for professional development.
5. Members discussed ongoing research and publication activities within the institute. Action items included promoting research collaboration, supporting faculty in publishing their work, and organizing research-related events to enhance the institute's academic reputation.
6. The IQAC planned faculty development programs to enhance teaching effectiveness and professional growth. Action items included identifying relevant topics, inviting guest speakers or facilitators, and scheduling training sessions tailored to the needs of the faculty members.

7. The IQAC reviewed the schedule for CAP, Telesis, and Learning from Legends. Action items included coordinating event logistics, organizing guest speakers or activities, and promoting student participation.
8. Members discussed strategies to improve student placement and summer internship opportunities in the current economic climate. Action items included strengthening industry partnerships, providing career counseling and support services, and organizing networking events specific to MBA students.

Any Other Matters:

Members were invited to raise any additional matters for discussion with the permission of the Chair.

Actionable Items:

1. Conduct a comprehensive assessment of infrastructure needs.
2. Verify and communicate the academic calendar to faculty, staff, and students.
3. Implement strategies to support student learning and success based on assessment data.
4. Organize faculty development workshops or training sessions tailored to faculty members.
5. Promote research collaboration and support faculty in publishing their work.
6. Coordinate event logistics for CAP and other events.
7. Explore strategies to improve student placement and internship opportunities.
8. Follow up on action items from the meeting and ensure progress is made.


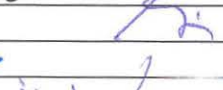

Next Meeting:

The next IQAC meeting will be scheduled on **25th April 2022** to review progress on action items and discuss any further developments.

Adjournment: The Chairperson thanked all attendees for their active participation and contributions. The meeting was duly adjourned as per schedule.

Approved by: Prof. Jamil Saudagar

List of Attendees:

| SR.NO | Faculty Name | Signature |
|-------|----------------------|---|
| 1 | Dr. Shariq Nisar |  |
| 2 | Mr. Nagendra Aswatha |  |
| 3 | Mr. Jamil Saudagar |  |

Rizvi Institute of Management Studies and Research

IQAC Meeting – 25th April 2022

| | |
|-----------------|---|
| Date | 25th April 2022 |
| Convener | Prof. Jamil Saudagar |
| Time | 12 Noon |
| Venue | Conference Room 6th Floor |

Agenda:

- 1) Review of previous meeting minutes.
- 2) Strengthening institute infrastructure.
- 3) Finalizing the End Semester Examination dates to be conducted within the time frame of academic calendar provided by University of Mumbai.
- 4) Library committee meeting.
- 5) Research and publication activities.
- 6) Finalizing the schedule for Specialization wise annual events (Impressions, Alacrity, Saksham and Synapse), Telesis and Learning from Legends.
- 7) Discussion about how to improve student placement opportunities and summer internship opportunities in the current economic climate.
- 8) Any other matter with the permission of the Chair.
- 9) Agenda, date and time for next meeting.

Proceedings:

The Chairperson welcomed all the members present and the following points were discussed:

1. The meeting commenced with a review of the minutes from the previous IQAC meeting. Action items were discussed to ensure that all pending tasks were addressed and progress was made on key initiatives.
2. Discussion focused on proposals to strengthen institute infrastructure. Actionable items included conducting a comprehensive assessment of infrastructure needs, prioritizing improvements, and allocating resources effectively.
3. Members discussed finalizing end semester examination dates within the timeframe provided by the University of Mumbai. Action items included coordinating with departments to schedule examinations, ensuring adequate preparation time for students, and resolving any scheduling conflicts.
4. Updates from the recent library committee meeting were shared and discussed. Action items included assessing library resources and services, addressing any issues or concerns raised, and supporting library initiatives.
5. Members discussed ongoing research and publication activities within the institute. Action items included promoting research collaboration, supporting faculty in publishing their work, and organizing research-related events to enhance the institute's academic reputation.

6. The IQAC reviewed the schedule for specialization-wise annual events such as Impressions, Alacrity, Saksham, Synapse, Telesis, and Learning from Legends. Action items included coordinating event logistics, organizing guest speakers or activities, and promoting student participation.
7. Members discussed strategies to improve student placement and summer internship opportunities in the current economic climate. Action items included strengthening industry partnerships, providing career counseling and support services, and organizing networking events specific to MBA students.

Any Other Matters:

Members were invited to raise any additional matters for discussion with the permission of the Chair.

Actionable Items:

1. Conduct a comprehensive assessment of infrastructure needs.
2. Finalize end semester examination dates and communicate them to departments.
3. Support library initiatives and address any concerns raised.
4. Promote research collaboration and support faculty in publishing their work.
5. Coordinate event logistics for CAP and annual events.
6. Explore strategies to improve student placement and internship opportunities.
7. Follow up on action items from the meeting and ensure progress is made.

Next Meeting:

The next IQAC meeting will be scheduled on **12-07-2022** to review progress on action items and discuss any further developments.

Adjournment: The Chairperson thanked all attendees for their active participation and contributions. The meeting was duly adjourned as per schedule.

Approved by: Prof. Jamil Saudagar

List of Attendees:

| SR.NO | Faculty Name | Signature |
|-------|----------------------|-----------|
| 1 | Dr. Shariq Nisar | |
| 2 | Mr. Nagendra Aswatha | |
| 3 | Mr. Jamil Saudagar | |

Rizvi Institute of Management Studies and Research

IQAC Meeting – 16th October 2022

| | |
|-----------------|---|
| Date | 16th October 2022 |
| Convener | Prof. Jamil Saudagar |
| Time | 12 Noon |
| Venue | Conference Room 6th Floor |

Agenda:

- 1) Review of previous meeting minutes.
- 2) Finalizing the End Semester Examination dates to be conducted within the time frame of academic calendar provided by University of Mumbai.
- 3) Student performance and assessment review.
- 4) Faculty feedback about the learning pedagogy followed.
- 5) Research and publication activities.
- 6) Faculty development programs.
- 7) Discussion about how to improve student placement opportunities and summer internship opportunities in the current economic climate.
- 8) Any other matter with the permission of the Chair.
- 9) Agenda, date and time for next meeting.

Proceedings:

The Chairperson welcomed all the members present and the following points were discussed:

1. The meeting commenced with a review of the minutes from the previous IQAC meeting. Action items were discussed to ensure that all pending tasks were addressed and progress was made on key initiatives.
2. Members discussed finalizing end semester examination dates within the timeframe provided by the University of Mumbai. Action items included coordinating with departments to schedule examinations, ensuring adequate preparation time for students, and resolving any scheduling conflicts.
3. The IQAC reviewed student performance and assessment methods to ensure alignment with learning objectives. Action items included analyzing assessment data, identifying areas for improvement, and implementing strategies to support student learning and success.
4. Feedback from faculty about the learning pedagogy followed in the institute was collected and discussed. Action items included organizing workshops or training sessions based on faculty suggestions, implementing innovative teaching methods, and providing support for professional development.
5. Members discussed ongoing research and publication activities within the institute. Action items included promoting research collaboration, supporting faculty in publishing their work, and organizing research-related events to enhance the institute's academic reputation.

6. The IQAC planned faculty development programs to enhance teaching effectiveness and professional growth. Action items included identifying relevant topics, inviting guest speakers or facilitators, and scheduling training sessions tailored to the needs of the faculty members.
7. Members discussed strategies to improve student placement and summer internship opportunities in the current economic climate. Action items included strengthening industry partnerships, providing career counseling and support services, and organizing networking events specific to MBA students.

Any Other Matters:

Members were invited to raise any additional matters for discussion with the permission of the Chair.

Actionable Items:

1. Conduct a comprehensive assessment of infrastructure needs.
2. Finalize end semester examination dates and communicate them to departments.
3. Implement strategies to support student learning and success based on assessment data.
4. Organize faculty development workshops or training sessions tailored to faculty members.
5. Promote research collaboration and support faculty in publishing their work.
6. Explore strategies to improve student placement and internship opportunities.
7. Follow up on action items from the meeting and ensure progress is made.

Next Meeting:

The next IQAC meeting will be scheduled on **08th January 2023** to review progress on action items and discuss any further developments.

Adjournment: The Chairperson thanked all attendees for their active participation and contributions. The meeting was duly adjourned as per schedule.

Approved by: Prof. Jamil Saudagar

List of Attendees:

| SR.NO | Faculty Name | Signature |
|-------|----------------------|-----------|
| 1 | Dr. Shariq Nisar | |
| 2 | Mr. Nagendra Aswatha | |
| 3 | Mr. Jamil Saudagar | |

Rizvi Institute of Management Studies and Research

IQAC Meeting – 08th Jan 2023

| | |
|-----------------|---|
| Date | 08th Jan 2023 |
| Convener | Prof. Jamil Saudagar |
| Time | 12 Noon |
| Venue | Conference Room 6th Floor |

Agenda:

- 1) Review of previous meeting minutes.
- 2) Academic Calendar Planning as per the schedule of University of Mumbai.
- 3) Student performance and assessment review.
- 4) Faculty feedback about the learning pedagogy followed.
- 5) Research and publication activities.
- 6) Faculty development programs.
- 7) Finalizing the schedule for Career Advancement Programme, Telesis and Learning from Legends.
- 8) Discussion about how to improve student placement opportunities and summer internship opportunities in the current economic climate.
- 9) Any other matter with the permission of the Chair.
- 10) Agenda, date and time for next meeting.

Proceedings:

The Chairperson welcomed all the members present and the following points were discussed:

1. The meeting commenced with a review of the minutes from the previous IQAC meeting. Action items were discussed to ensure that all pending tasks were addressed and progress was made on key initiatives.
2. The IQAC reviewed the academic calendar to ensure alignment with the schedule of the University of Mumbai. Action items included verifying important dates, coordinating with departments to plan activities, and communicating the calendar to faculty, staff, and students.
3. The IQAC reviewed student performance and assessment methods to ensure alignment with learning objectives. Action items included analyzing assessment data, identifying areas for improvement, and implementing strategies to support student learning and success.
4. Feedback from faculty about the learning pedagogy followed in the institute was collected and discussed. Action items included organizing workshops or training sessions based on faculty suggestions, implementing innovative teaching methods, and providing support for professional development.
5. Members discussed ongoing research and publication activities within the institute. Action items included promoting research collaboration, supporting faculty in publishing their work, and organizing research-related events to enhance the institute's academic reputation.
6. The IQAC planned faculty development programs to enhance teaching effectiveness and professional growth. Action items included identifying relevant topics, inviting guest speakers or facilitators, and scheduling training sessions tailored to the needs of the faculty members.

7. The IQAC reviewed the schedule for CAP, Telesis, and Learning from Legends. Action items included coordinating event logistics, organizing guest speakers or activities, and promoting student participation.
8. Members discussed strategies to improve student placement and summer internship opportunities in the current economic climate. Action items included strengthening industry partnerships, providing career counseling and support services, and organizing networking events specific to MBA students.

Any Other Matters:

Members were invited to raise any additional matters for discussion with the permission of the Chair.

Actionable Items:

1. Conduct a comprehensive assessment of infrastructure needs.
2. Verify and communicate the academic calendar to faculty, staff, and students.
3. Implement strategies to support student learning and success based on assessment data.
4. Organize faculty development workshops or training sessions tailored to faculty members.
5. Promote research collaboration and support faculty in publishing their work.
6. Coordinate event logistics for CAP and other events.
7. Explore strategies to improve student placement and internship opportunities.
8. Follow up on action items from the meeting and ensure progress is made.

Next Meeting:

The next IQAC meeting will be scheduled on **20th April 2023** to review progress on action items and discuss any further developments.

Adjournment: The Chairperson thanked all attendees for their active participation and contributions. The meeting was duly adjourned as per schedule.

Approved by: Prof. Jamil Saudagar

List of Attendees:

| SR.NO | Faculty Name | Signature |
|-------|----------------------|-----------|
| 1 | Dr. Shariq Nisar | |
| 2 | Mr. Nagendra Aswatha | |
| 3 | Mr. Jamil Saudagar | |