



Modern Education Society's
Neville Wadia Institute of Management Studies & Research

Permanently affiliated to Savitribai Phule Pune University, Accredited by NAAC
Approved by AICTE, recognized under 2 (f) & 12 (b) sections of UGC Act
Email : director@nevillewadia.com, Website: www.nevillewadia.com

Dr. A. B. Dadas, Director

Minutes of the Meeting

The meeting of IQAC Committee of Neville Wadia Institute of Management Studies & Research was held on Saturday, September 25, 2021 at 3 pm in Director's Office. Following members were present for the meeting: Dr. Anand Dadas, Dr. Anuradha D. Prof. Vinod Lalbeg, Dr. Karuna Jadhav Dr. Radha Louis.

Point No. 1: To discuss about of IQAC functioning of Neville Wadia Institute

Preamble: The functioning of IQAC is as per the guidelines laid by NAAC. The benchmarks, quality improvement programs, documentation, preparing of AQAR. All the points are in lieu with the NAAC guidelines for the Academic and Administrative staff.

Resolution: It is resolved that activities/ event of final reports to be submitted to Director(Chairman IQAC) by email and cc to be sent to the IQAC. Hard copy of the activities/ events to be duly signed by Director and file to be maintained by IQAC. All Academic and Administrative staff documents will be sent to IQAC and the Director.

Point No. 2: To discuss general guidelines for IQAC regarding submission of AQAR.

Preamble: To ensure timely and efficient and progressive performance of academic, administrative and financial tasks, credibility of evaluation, maintenance and functioning of support structure and services.

Resolution: It is resolved that each criteria head will critically view their data and submit the same to the Director. All supporting documents and Reports of Teaching and Administrative staff will be submitted to the Director.

Point No. 3: To discuss about AAA (Academic Administration Audit) report

Preamble: Institutions which would like to make an improvement in the accredited status. It is mandatory that the AAA report to be submitted for the NAAC criteria. This is streamlining the entire processes of Academic and Administration functioning. Proper documentation is maintained

Resolution: It is resolved that the Institute will be heading for the AAA report from internal and external agency. The Director has assigned Dr Kirti Lalwani to start writing the report with the IQAC co-ordinator



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Agenda of the Meeting

- To discuss about of IQAC functioning.
- To discuss general guidelines for IQAC regarding submission
- To discuss about AAA report
- To discuss about applying for Re-assessment of NAAC

Attendance for the Meeting

Sr. No.	Name of the Committee Member	Signature
1	Dr. A.B. Dadas	
2	Dr. Anuradha D	
3	Prof. Vinod Lalbeg	
4	Dr. Karuna Jadhav	
5	Dr. Radha Louis	

Dr. Anuradha D
Convenor IQAC Committee



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Date: 24/9/2021

IQAC Meeting Notice

This is to inform all the Members of IQAC Internal Committee that a meeting is Scheduled for 25th September 2021, 3pm at Director's cabin your presence is requested.

Members:

- Dr. A.B. Dadas (Director & Chairman)
- Dr. Anuradha D (Convenor)
- Prof. Vinod Lalbeg (Member)
- Dr. Radha Louis(Member)
- Dr Karuna Jadhav (Member)

Dr. Anuradha D
Convenor IQAC Committee

Dr. A. B. Dadas
Director, NWISMR