VIVA Institute of Technology

Shirgaon, Virar (East)

Minutes of Meeting

Date: 01/07/2017

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	_
2	Mrs. Ashwini Save	Criteria 1 coordinator	Buc
3	Mrs. Archana Ingle	Criteria 2 coordinator)_
4	Mrs. Niyati Raut	Criteria 3 coordinator	Koet
5	Mr. Bhushan Save	Criteria 4 coordinator	Degel
6	Mrs.Karishma Raut	Criteria 5 coordinator	_
7	Mrs. Lissy Jose	Criteria 6 coordinator	hy Meter
8	Dr. Ajazul Haque	Criteria 7 coordinator	Q'i

1

Agenda

Discussed NAAC pattern and metric wise distribution.

Based on academic audit revision of department work.

BRant

Mrs.Karishma Raut

Dr. Arun Kumar

NAAC coordinator

VIVA Institute of Technology

Shirgaon, Virar (East)

Minutes of Meeting

Date: 07/04/18

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	ORaut
2	Mrs. Ashwini Save	Criteria 1 coordinator	VIEW
3	Mrs. Archana Ingle	Criteria 2 coordinator	1997
4	Mrs. Niyati Raut	Criteria 3 coordinator	Mark
5	Mr. Bhushan Save	Criteria 4 coordinator	138807
6	Mrs.Karishma Raut	Criteria 5 coordinator	asfaut
7	Mrs. Lissy Jose	Criteria 6 coordinator	meth
8	Dr. Ajazul Haque	Criteria 7 coordinator	g/v

Agenda

Discussed Criteria 1 and 2 in detail.

DRaut

All departments will be maintaining data as discussed.

Mrs.Karishma Raut

NAAC coordinator

Dr. Arun Kumar

VIVA Institute of Technology Shirgaon, Virar (East) Minutes of Meeting

Date: 04/08/2018

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	aspart
2	Mrs. Ashwini Save	Criteria 1 coordinator	TALE
3	Mrs. Archana Ingle	Criteria 2 coordinator	- CA
4	Mrs. Niyati Raut	Criteria 3 coordinator	N.
5	Mr. Bhushan Save	Criteria 4 coordinator	120000
6	Mrs.Karishma Raut	Criteria 5 coordinator	Beaut-
7	Mrs. Lissy Jose	Criteria 6 coordinator	hall to
8	Dr. Ajazul Haque	Criteria 7 coordinator	2

Agenda

Discussed Criteria 3, 4 and 7 in detail.

All departments will be maintaining data as discussed.

Mrs.Karishma Raut

NAAC coordinator

Dr. Arun Kumar

VIVA Institute of Technology

Shirgaon, Virar (East)

Minutes of Meeting

Date: 05/04/2019

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN ,
1	Mrs.Karishma Raut	NAAC coordinator	aspaul
2	Mrs. Ashwini Save	Criteria 1 coordinator	The same
3	Mrs. Archana Ingle	Criteria 2 coordinator	(8)
4	Mrs. Niyati Raut	Criteria 3 coordinator	Mout
5	Mr. Bhushan Save	Criteria 4 coordinator	18882
6	Mrs.Karishma Raut	Criteria 5 coordinator	Blank
7	Mrs. Lissy Jose	Criteria 6 coordinator	my Metha
8	Dr. Ajazul Haque	Criteria 7 coordinator	- de

Agenda

Discussed Criteria 5 in detail.

DRaut

All departments will be maintaining data as discussed.

Mrs.Karishma Raut

NAAC coordinator

Dr. Arun Kumar

VIVA Institute of Technology

Shirgaon, Virar (East)

Minutes of Meeting

Date:01/02/2020

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	aspant
2	Mrs. Ashwini Save	Criteria 1 coordinator	181
3	Mrs. Archana Ingle	Criteria 2 coordinator	19
4	Mrs. Niyati Raut	Criteria 3 coordinator	HARDY
5	Mr. Bhushan Save	Criteria 4 coordinator	13880
6	Mrs.Karishma Raut	Criteria 5 coordinator	(spaul-
7	Mrs. Lissy Jose	Criteria 6 coordinator	mellette
8	Dr. Ajazul Haque	Criteria 7 coordinator	de

Agenda

Discussed problems found during collecting data.

Discussed some formats for documentation.

All departments will be maintaining data as discussed.

Mrs.Karishma Raut

NAAC coordinator

Dr. Arun Kumar

VIVA Institute of Technology Shirgaon, Virar (East) Minutes of Meeting

Date: 07/03/2020

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	Spault
2	Mrs. Ashwini Save	Criteria 1 coordinator	181
3	Mrs. Archana Ingle	Criteria 2 coordinator	(1)
4	Mrs. Niyati Raut	Criteria 3 coordinator	most
- 5	Mr. Bhushan Save	Criteria 4 coordinator	139800
6	Mrs.Karishma Raut	Criteria 5 coordinator	15 Raut
7	Mrs. Lissy Jose	Criteria 6 coordinator	. In Make
8	Dr. Ajazul Haque	Criteria 7 coordinator	Gr.

Agenda

Verification of data criteria wise.

All departments are informed to complete pending data.

Mrs.Karishma Raut

NAAC coordinator

Dr. Arun Kumar

VIVA Institute of Technology

Shirgaon, Virar (East)

Minutes of Meeting

Date: 06/02/2021

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	<u>-</u>
2	Mrs. Ashwini Save	Criteria 1 coordinator	Br
3	Mrs. Archana Ingle	Criteria 2 coordinator	(A.L)
4	Mrs. Niyati Raut	Criteria 3 coordinator	toleast
5	Mr. Bhushan Save	Criteria 4 coordinator	136800
6	Mrs.Karishma Raut	Criteria 5 coordinator	7.0
7	Mrs. Lissy Jose	Criteria 6 coordinator	. hy Most Co
8	Dr. Ajazul Haque	Criteria 7 coordinator	Calin 1

Agenda

Verification of data criteria wise.

15 Paul

- Records of previously done activities must be verified department wise
- Records must be kept in appropriate files
- Verification of requirement criterion wise
- Few activities which are affected due to Covid-19 need to be rediscussed and rescheduled.

Mrs.Karishma Raut

NAAC coordinator

Dr. Arun Kumar

VIVA Institute of Technology

Shirgaon, Virar (East)

Minutes of Meeting

Date: 06/03/2021

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	aspaul
2	Mrs. Ashwini Save	Criteria 1 coordinator	
3	Mrs. Archana Ingle	Criteria 2 coordinator	-
4	Mrs. Niyati Raut	Criteria 3 coordinator	Mijart
5	Mr. Bhushan Save	Criteria 4 coordinator	18800
6	Mrs. Chandani Patel	Criteria 5 coordinator	P39
7	Mrs. Lissy Jose	Criteria 6 coordinator	milleth
8	Dr. Ajazul Haque	Criteria 7 coordinator	DV /

Agenda

Verification of data criteria wise.

askaut-

 All departments are requested to maintain placement and higher education data with maximum efforts.

Mrs.Karishma Raut

NAAC coordinator

Dr. Arun Kumar

VIVA Institute of Technology

Shirgaon, Virar (East)

Minutes of Meeting

Date: 04/12/2021

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.		TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	SIGN
2	Mrs. Ashwini Save	Criteria 1 coordinator	.01
3	Mrs. Archana Ingle	Criteria 2 coordinator	Ver
4	Mrs. Niyati Raut	Criteria 3 coordinator	_
5	Mr. Bhushan Save	Criteria 4 coordinator	128800
6	Mrs. Chandani Patel	Criteria 5 coordinator	(Psyl)
7	Mrs. Lissy Jose	Criteria 6 coordinator	Institute.
8	Dr. Ajazul Haque	Criteria 7 coordinator	AM TAKING

Agenda

Verification of data criteria wise.

Some policies need to frame to support staff and other activities.

Mrs.Karishma Raut

Dr. Arun Kumar

NAAC coordinator

VIVA Institute of Technology

Shirgaon, Virar (East)

Minutes of Meeting

Date: 17/01/2022

following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	weaut
2	Mrs. Ashwini Save	Criteria 1 coordinator	
3	Mrs. Archana Ingle	Criteria 2 coordinator	isp
4	Mrs. Niyati Raut	Criteria 3 coordinator	
5	Mr. Bhushan Save	Criteria 4 coordinator	-
6	Mrs. Chandani Patel	Criteria 5 coordinator	- 10
7	Mrs. Lissy Jose	Criteria 6 coordinator	In Mest
8	Dr. Ajazul Haque	Criteria 7 coordinator	01/

Agenda

Verification of data criteria wise.

Some policies need to be framed to support staff and other activities(Continue).

Reframing organization structure.

Mrs.Karishma Raut

NAAC coordinator

Dr. Arun Kumar

VIVA Institute of Technology

Shirgaon, Virar (East)

Minutes of Meeting

Date: 05/02/2022

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	Opaul
2	Mrs. Ashwini Save	Criteria 1 coordinator	.85
3	Mrs. Archana Ingle	Criteria 2 coordinator	100
4	Mrs. Niyati Raut	Criteria 3 coordinator	March
5	Mr. Bhushan Save	Criteria 4 coordinator	12000
6	Mrs. Chandani Patel	Criteria 5 coordinator	Dity.
7	Mrs. Lissy Jose	Criteria 6 coordinator	huMexta
8	Dr. Ajazul Haque	Criteria 7 coordinator	di

Agenda

Verification of data criteria wise.

· Records of previously done activities must be verified department wise

· Records must be kept in appropriate files

· Verification of requirement criterion wise

Mrs.Karishma Raut

NAAC coordinator

Dr. Arun Kumar

VIVA Institute of Technology Shirgaon, Virar (East) Minutes of Meeting

Date: 05/03/2022

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	Spaul
2	Mrs. Ashwini Save	Criteria 1 coordinator	181
3	Mrs. Archana Ingle	Criteria 2 coordinator	-
4	Mrs. Niyati Raut	Criteria 3 coordinator	18 part
5	Mr. Bhushan Save	Criteria 4 coordinator	15880
6	Mrs. Chandani Patel	Criteria 5 coordinator	Pry
7	Mrs. Lissy Jose	Criteria 6 coordinator	6 Mars
8	Dr. Ajazul Haque	Criteria 7 coordinator	de

Agenda

Verification of data criteria wise.

 All departments are requested to maintain placement and higher education data with maximum efforts.

Mrs. Karishma Raut

NAAC coordinator

Dr. Arun Kumar

VIVA Institute of Technology

Shirgaon, Virar (East)

Minutes of Meeting

Date: 04/04/2022

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	_SIGN ./
1	Mrs.Karishma Raut	NAAC coordinator	Weath
2	Mrs. Ashwini Save	Criteria 1 coordinator	, BL
3	Mrs. Archana Ingle	Criteria 2 coordinator	· Pro
4	Mrs. Niyati Raut	Criteria 3 coordinator	History
5	Mr. Bhushan Save	Criteria 4 coordinator	13880
6	Mrs. Chandani Patel	Criteria 5 coordinator	Ptyl
7	Mrs. Lissy Jose	Criteria 6 coordinator	Im Marks
8	Dr. Ajazul Haque	Criteria 7 coordinator	CNE

Agenda

· Verification of data criteria wise.

Records of previously done activities must be verified department wise

· Records must be kept in appropriate files

· Verification of requirement criterion wise

Mrs.Karishma Raut

NAAC coordinator

Dr. Arun Kumar

VIVA Institute of Technology

Shirgaon, Virar (East)

Minutes of Meeting

Date: 07/05/2022

Time: 3.00-4.30 pm.

Venue: Conference room

Following members were present for Meeting

Sr.No.	NAME	TITLE	SIGN
1	Mrs.Karishma Raut	NAAC coordinator	-
2	Mrs. Ashwini Save	Criteria 1 coordinator	101
3	Mrs. Archana Ingle	Criteria 2 coordinator	(F)
4	Mrs. Niyati Raut	Criteria 3 coordinator	140-1
5	Mr. Bhushan Save	Criteria 4 coordinator	T388~2
6	Mrs. Chandani Patel	Criteria 5 coordinator	Perl
7	Mrs. Lissy Jose	Criteria 6 coordinator	. m. Mets
8	Dr. Ajazul Haque	Criteria 7 coordinator	CA.

Agenda

· Verification of data criteria wise.

Some policies need to frame to support staff and other activities.

Mrs.Karishma Raut

NAAC coordinator

Dr. Arun Kumar