

**Minutes of Meeting of IQAC held on 4 April, 2015 at Board Room, Pioneer Institute of Professional Studies, Mahalaxmi Nagar, Indore**

<b>SN</b>	<b>Particulars</b>	<b>Details</b>
1	Date	4 April, 2015
2	Place	Board Room, Pioneer Institute of Professional Studies, Mahalaxmi Nagar, Indore
3	Time	4:00 PM
4	PIPS Representative	Refer Table for list of members below
5	External Representative	Refer Table for list of members below

The attendance of the members was as under:-

<b>SN</b>	<b>Name</b>	<b>Designation</b>	<b>Attendance</b>
1.	Dr. CA Pramod Kumar Jain	Principal & Chairman (Head of the Institute)	Present
2.	Dr. Mona Tawar	Director (Administrative officer)	Present
3.	Ms. Rashmi Farkiya	Teachers Representative	Present
4.	Mr. Varun Keshri	Teachers Representative	Present
5.	Mr. Sumit Zokarkar	Teachers Representative	Present
6.	Ms. Shweta Mogre	Teachers Representative	Present
7.	Ms. Kumkum Sinha	Teachers Representative	Present
8.	Mr. Prakash Chand Jain	Member from Management	Present
9.	Dr. Ramesh Mangal	Member from Local Society	Present
10.	Dr. P.N. Mishra	Member from Local Society	Present
11.	Dr. Aditya Lunavat	Member from Local Society	Present
12.	Mr. Anurag Tagde	Alumni	Present
13.	Mr. Anil Gorani	Member from Industry	Present
14.	Mr. Anil Dhupar	Member from Industry	Present
15.	Dr. CA Prashant Jain	IQAC Coordinator & Secretary	Present

The agenda for the meeting was decided and communicated to the members in the notice as under:-

1. To welcome all the Members and induct new member Ms. Kumkum Sinha as teacher representative in IQAC
2. To confirm minutes of last meeting of IQAC
3. To appraise the members of IQAC about the action taken on last meeting.
4. To place and discuss the Short Term Courses designed by team
5. To discuss the Institutional development activities, faculty and student development for the upcoming period

6. Any other item with permission of chair

The proceeding of the meeting was as under-

**Item No.1** Meeting commenced at 4:00 P.M. Dr. CA Prashant Jain appraised all the members about the agenda of the meeting and requested Dr. Mona Tawar to welcome all the members. Dr. Mona Tawar greeted all the members of IQAC. Members were informed that Ms. Kumkum Sinha, Teacher Representative, has been inducted in IQAC. Members welcomed the new member.

**Item No.2** Dr. CA Prashant Jain placed the agenda and requested Dr. Mona Tawar to read the minutes of last meeting held. Members of the IQAC unanimously approved the meeting.

**Item No.3** Dr. CA Prashant Jain placed the agenda to appraise the members of IQAC about the action taken on last meeting. The following activities were conducted successfully in different areas:

### **RESEARCH & DEVELOPMENT**

Minor Research Project: MBA II Semester

Field Work Presentation: MBA II Semester

Field Work Presentation: BBA IV & VI Semester

Subject Presentation: BBA IV & VI Semester

Case Analysis & Case Formulation: MBA IV Semester

Employment Oriented Project: B.Com VI (P) Semester

Employment Oriented Project: B.Com VI (CA) Semester

Project: BCA VI Semester

Finance Conference “Frontiers of Finance”

### **STUDENT DEVELOPMENT PROGRAM: SEMINAR**

Seminar by Mr. Manthan Joshi on GD

Seminar by Times Pro on Career on Banking

Seminar by Dr. P. K. Jain on Decision Making Skills

Anti-Ragging Meeting @ Girls Hostel

Anti-Ragging Meeting

Seminar by Kautilya Academy

Seminar by Mrs. Seema Tiwari in GD

Seminar by CA Gaurav Somani

Seminar by ICICI

Seminar by Mrs. Seema Tiwari @ AIMP Office, Polo ground

Seminar by Systematic Infotech on “Nirman Redefining Your Thoughts”

Reflection

Industrial Visit

Industrial Visit @ SANCHI Mangliya

## **SOCIAL AND ENTREPRENEURSHIP CELL**

Social cell Meeting

Chatra Suraksha Samiti Meeting

Social Cell Meeting: Being Responsible

Chatra Suraksha Meeting @ DAVV, Indore

Awareness of Donation

Village Visit @ Kampel

Swachh Bharat Abhiyan “Mahalaxmi Nagar”

Women’s Day Celebration

NSS Camp

Traffic Control

Blood Donation Camp under NSS Unit

## **FACULTY AND STAFF DEVELOPMENT**

Workshop by Google

## **EXTRA-CURRICULAR ACTIVITY**

Cricket Match

Debate Competition @ Indore Institute of LAW

Singing & Dance Competition @ Arihant College

Dance Competition @ IPS College

WAR of DJ

UDBHAV: The Great Indian Culture (Management Fest)

**Item No.4** Dr. CA Prashant Jain placed the agenda to place and discuss the short term courses designed by the team as decided in the previous meeting. Dr. Mona Tawar placed the following certificate courses for discussion of the members:

1. Certificate of MS-Excel Professional
2. Certificate of Entrepreneurship Development
3. Certificate of Research Methodology
4. Certificate of MS-Office
5. Certificate of C Programming

The members discussed about the courses and approved on them with a few suggestions:

- a) Course duration should be in hours
- b) Weightage of each module to mentioned
- c) Examination scheme and passing criterion should be clearly mentioned

Also Mr. Anurag Tagde suggested that examination scheme should include the skill test based on task or assignment.

Dr. Pramod Jain said after incorporating the corrections the courses to be placed in Board of Studies and Academic Council for necessary approvals. He ensured that these courses will be started in the coming Academic Session. The courses will benefit students as well as corporate members.

**Item No.5** Dr. CA Prashant Jain placed the agenda to discuss and suggest the activities for upcoming session for faculty and student development. Dr. Mona Tawar informed that the in the coming months the semester end examinations are planned. Also various viva and practical examinations are scheduled.

With reference to this Mr. Sumit Zokarkar and Ms. Shweta Mogre also confirmed that all preparations and documents of related to the conduction to the Examination by the Confidential Department are in progress.

Also Dr. Mona Tawar informed that the examination form checking process has been refined and now two level checking is being done to avoid any errors.

Dr. P. K. Jain suggested that for the coming session the Quality Improvement Program (QIP) need to be framed on the basis of a theme, as we have few times already done in past. Dr. P. N. Mishra suggested that the theme should be such that it not only covers the significant part of the curriculum, but also cover various current issues.

Mr. P. C. Jain supported the thought and added that it will be a wonderful opportunity for the faculty members to create a communication network through formal discussions which will generate faculty excitement about new and emerging trends and fields not only in higher education but also in global scenario. In future it will offer reassurance that their effort is significant in teaching and learning, at the same time providing an outlet for their general reading, understanding and creativity.

Dr. Aditya Lunavat endorsed the statement and further continued that Pioneer Institute have been known for conducting various quality enhancement programs and had always given opportunity to faculty to clarify and deepen their understanding.

After the discussion Dr. P.K. Jain proposed that the QIP can be framed on a theme which covers the social, political and economic aspects and its application in imparting knowledge to students.

Dr. Prashant Jain suggested that as the teaching is over for the semester, the faculty members should also be actively getting themselves involved and motivated towards research. Following the norms of UGC, faculty members should publish research papers in Refereed Journals or Journals of International repute to enhance API score. He further said that shortly he will be taking a seminar on UGC Guidelines 2010 on API score and maintaining records by using PBAS proforma prescribed by UGC. He further suggested that Institute should also apply for NAAC

Seminar Grant (National Level) on theme recently published by NAAC at its website. The theme is related with Teaching, Learning and Evaluation and definitely all will be benefitted with the same. Members were also informed by Dr. Prashant Jain that the autonomous extension is awaited from UGC. Inspection was already carried out by UGC in November 2014 month.

Members agreed on the suggestion.

Meeting ended with an assurance from Dr. Jain, ensuring to incorporate the valuable suggestions of the respected members and work on all the areas of development. A vote of thanks to members and special thanks to external experts for their valuable time was proposed by Dr. Prashant Jain.

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Dr. CA P. K. Jain  
Chairman

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Dr. CA Prashant Jain  
Coordinator

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