

**Minutes of Meeting of IQAC held on 10 October, 2009 at Board Room, Pioneer Institute of Professional Studies, Mahalaxmi Nagar, Indore**

<b>SN</b>	<b>Particulars</b>	<b>Details</b>
1	Date	10 October 2009
2	Place	Board Room, Pioneer Institute of Professional Studies, Mahalaxmi Nagar, Indore
3	Time	4:00 PM

The attendance of the members is as under:

<b>SN</b>	<b>Name</b>	<b>Designation</b>	<b>Attendance</b>
1.	CA Pramod Kumar Jain	Principal & Chairman (Head of the Institute)	Present
2.	Dr. Pawan Patni	Director (Administrative officer)	Present
3.	Dr. V.K. Jain	Director (Administrative officer)	Present
4.	Dr. Mona Tawar	Teachers Representative	Present
5.	Mr. Anish Patel	Teachers Representative	Present
6.	Mr. Sumit Zokarkar	Teachers Representative	Present
7.	Ms. Shweta Mogre	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.	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.
2. To confirm minutes of last meeting of IQAC
3. To appraise members on action taken on last meeting
4. To discuss the plan related to students' development
5. To discuss matter related to quality improvement in teaching
6. To discuss matter related to Institutional Development
7. Any other item with permission of Chairperson

### **The proceeding of the meeting was as under-**

**Item No.1** Meeting commenced at 2:00 P.M. CA Prashant Jain appraised all the members about the agenda of the meeting and requested Dr. Pawan Patni to welcome all the members. Dr. Pawan Patni greeted all the members of IQAC.

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

**Item No.3** CA Prashant Jain reported on the action taken on the last meeting of IQAC:-

1. CA Prashant Jain appraised about the workshop conducted on “Resume Building” for students. The key note speaker was Mr. Sandeep Atre, Director, The Edge Maker. He told about importance of Resume and said that a professionally prepared resume is an introduction and first impression on an employer.
2. CA Prashant Jain appraised about the workshop conducted on “How to sustain in current market scenario” by Ms. Amrita Ahirrao and Ms. Mansi Jain from RAMA Soft. Another workshop on “Web hosting and Web Administration” was conducted by CSI student branch. Which helped student to understand the career planning.
3. CA Prashant Jain appraised about the seminar conducted by Dr. Sharad Khandelwal on “Economic Environment”
4. CA Prashant Jain also informed all the members of the IQAC about the industrial visit for MBA second semester students on 11 July 2009. The company name was Porwal Auto Component Pvt Ltd. This Industrial visit provided student with greater clarity about various management concepts as they can practically see how these concepts are put into actions. By visiting shop floor students get to understand the risky conditions in which worker works. It also bring dimension to the students education which they can gain in classroom.
5. Further to this CA Prashant Jain appraised to all the members about the anti ragging activities are conducted in the college. To eliminate ragging from the grass root various activities are being carried out as follows-
  - Displays of postures at the prominent places in the college
  - Meetings are held in the college in which all members, management, staff, faculty and students are present and they all free to give their view points.
  - Tracking all the activities of the students in the college as well as in girls and boys hostel
6. CA Prashant Jain appraised all the members that musical programme was organized by Dr. Chandrakant Sardeshmukh (Sitar Maestro) together with Tabla Players Ulhas Rajhans on 3<sup>rd</sup> August 2009. His session reflected positive effect on the mind and body, all alleviating tension and providing an enchanting and creative diversion to the mind. This session was wonderfully restful and refreshing.

7. CA Prashant Jain also apprised that on 27<sup>th</sup> July 2009 Pioneer planted around 1000 trees in the Institute campus. Dignitaries like Dr. P.N. Mishra (Professor, IMS DAVV) were present for the day. The management, faculty, staff also actively participated for this great cause. The objectives were to create awareness among the students about the importance of plantation, to enhance the beauty of the earth, and to reduce the percentage of pollution in the environment, to make the environment clean and community healthy.
8. As per agenda of last meeting CA Prashant Jain also informed about the picnic was organized by the college for the management, faculty and staff of Pioneer Institute. They all visited Mandav on 8th August, 2009 along with their family. The members visited Jahaj Mahal, Rani Roopmati Mahal, Hindola Mahal, the palace of Bazbahadur, Asharfi Mahal, Eco Point, Neelkantheshwar etc. followed by lunch. It was the best time to visit this splendid fort due to the monsoons. The whole landscape was transformed into a lush green carpet. The weather was crisp with a cool breeze and it was a perfect time to explore the monuments
9. CA Prashant Jain also apprised to all the members that Mr. Amarjeet Singh Chopra Vice President ICAI, New Delhi visited the institute campus on 22 August, 2009. He focused on students' career in professional education. He laid prominence on knowledge, personality development & enrichment of soft skills. He focused on the skill that goes beyond the prescribed curriculum & make an individual "a face in the crowd."

**Item No.4** CA Prashant Jain Placed the next agenda that committee should plan some activities for student development.

CA P.K. Jain informed all the members of IQAC that presently financial sector is growing very fast so it would be of great help for all students' career development if they are aware of scope in banking and financial industry.

Dr. Pawan Patni also suggested that for overall development of students, it is very important to enhance the personality and it can only be done through proper grooming and positive attitude toward life. He emphasized on personality development classes which can bring confidence and positivity in oneself.

Dr. V.K. Jain suggested more inter college competitions, events or festival should be organized as it would help to develop team spirit and confidence among students. And at the same time students would be able to face challenges more positively.

Dr. Mona Tawar suggested to encourage sports activity in the college as it would help students to grow physically, mentally and socially as well as emotionally. Further she added that in present time the physical and mental stress is disturbing the health of students, at early age problems like BP, Sugar etc are catching them. Thus students should be made aware about health issues through some expert seminar or workshop.

**Item No.5** CA Prashant Jain further proceeded with the agenda to discuss the matter of quality improvement in teaching. Members unanimously agreed that quality improvement in teaching is continuous process. Thus committee needs to run activities throughout the year for this.

CA P.K. Jain suggested that we should arrange expert talks with senior teachers. Sharing their experiences and knowledge will help the new faculty members. Apart from subject knowledge they can give some tips and tactics to handle the class.

Further Dr. V.K. Jain said that research has a major contribution in teaching. The more exposure to research gives better understanding of topic thus better delivery in class room. Hence to improve teaching faculty members should also undergo some research oriented training.

Dr. Ramesh Mangal and Dr. Aditya Lunawat emphasized on record keeping and proper documentation of activities. The members accepted their suggestion. Also, Dr. Mona Tawar updated about the quarterly newsletter DARPAN which documents every event and activity taking place within Institute.

**Item No.6** CA Prashant Jain, placed the next agenda of the meeting, the plan for organizational development to be discussed. Further he said that the college should fulfill the Institutional Social Responsibilities. Dr. Pawan Patni added that we can do some charity to society by collecting fund for poor and disabled.

Also Shri P C Jain suggested that college should also work for developing entrepreneurs. This is need of the hour to develop employers not only employees. He further added that value based culture to be developed in organization so that we can increase the effectiveness of the work done.

The Meeting ended with vote of thanks to the chair.

## **RESOLUTION OF THE MEETING-**

**IT WAS RESOLVED THAT** the college will organize following activities for student development:

- a. Seminar on career scope in Financial Sector.
- b. Personality Development classes for the students
- c. Career guidance classes for the students.
- d. Sports events for overall development.
- e. Workshop on better Health and Well Being for the students.
- f. Inter-college competitions for better competitive environment.

**IT WAS RESOLVED THAT** for quality improvement in teaching, senior faculty members would be invited for knowledge sharing learning with faculty members. Research would be promoted among faculty members. A workshop to be organized for the same.

**IT WAS RESOLVED THAT** for development of the organization, Entrepreneurship Development activities would be organized for developing future entrepreneurs. A Self-Management Session would be organized for students and staff as it would help for overall development of an institute.

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CA P.K. Jain

Chairman

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CA Prashant Jain

Coordinator