

**Minutes of Meeting of IQAC with Internal Members held on 30 April 2016 at Board Room,
Pioneer Institute of Professional Studies, Mahalaxmi Nagar, Indore**

SN	Particulars	Details
1	Date	30 April 2016
2	Place	Board Room, Pioneer Institute of Professional Studies, Mahalaxmi Nagar, Indore
3	Time	2:00 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 is as under:

Sr.	Criteria	Team Leaders/Coordinator	Attendance
1	I- Curricular Aspects	Dr. Mona Tawar	Present
2	II- Teaching Learning and Evaluation	Mr. Sumit Zokarkar	Present
3	III- Research Consultancy and Extension	Mr. Bhagwati Charan Shukla	Present
4	IV- Infrastructure and Learning Resources	Dr. Tanu Srivastava	Present
5	V- Student support and Progression	Ms. Shweta Mogre	Present
6	VI- Governance Leadership and Management	Dr. Prashant Jain	Present
7	VII- Innovation and Best Practices	Ms. Kumkum Sinha	Present

For Criteria III, Research Consultancy and Extension, Mr. Bhagwati Charan Shukla represented his Team Leader Mr. Varun Keshari, as the later was on leave.

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 discuss on the work done by Seven Team Leaders, individually on Seven Criteria, (I to VII) with reference to the NAAC accreditation for next cycle and identifying on the system deficiencies and system gap
4. Any other item with the permission of chair

The proceeding of the meeting was as under-

Item No. 1: Meeting commenced at 2:00 PM. CA Dr. 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 (*who have been delegated the responsibility as Team Leaders in preparation of SSR*).

Item No. 2: CA Dr. 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: CA Dr. Prashant Jain placed the agenda and continued saying that a meeting of IQAC with Internal Members was held on 22 April 2016, where the Team Members were entrusted with the responsibility of Assessment and to provide a three-step methodology on various criteria and were asked to work on:

- I. Recommendation and suggestions by the peer team members
- II. System Deficiency: where the system is in place but there is scope for improvement
- III. System Gap: No system is in place and new system is required.

This was expected to be done to have a fine-tuning for greater objectivity and validity, for a more effective assessment, keeping in mind the internal self-assessment which is very most important stage, since the college is preparing itself for the Third Cycle of accreditation by National Assessment and Accreditation Council (NAAC).

He said that he is feeling pleased to express his observations that the document was prepared with utmost sincerity and honesty to the best of leaders' knowledge and belief. All the Team Leaders are well experienced and are very much aware that the dimensions and parameters.

He invited each Team Leader individually and requested to give their representation, comments and suggestions, on the basis on the Criteria, given to them. The representation followed as under:

CRITERION I - CURRICULAR ASPECTS:

TEAM LEADER AND MEMBERS: **Dr. Mona Tawar** and Dr. Prashant Jain

SN	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
1.	1.1.2	<p>FOLLOW THE PROCESS WITH DOCUMENTS</p> <ul style="list-style-type: none"> ➤ To put forward the agenda in the meeting ➤ Syllabus Board to be prepared. ➤ Courses to be distributed areas wise to the various faculty of their departments ➤ Feedback from Alumni, students, to be taken into consideration. ➤ The changes suggested to be placed in BOS, AC, GB ➤ The changed curriculum to be printed and communicated through information brochure, institute website, induction program and library. 		<ul style="list-style-type: none"> • Regular meetings with the stake holders such as Alumni & Parents are needed to obtain direct feedback for further strengthening of teaching-learning processes. • College may conduct Academic and Administrative Audit (AAA) periodically with the help of outside experts. • Faculty may be given sabbatical leave for industrial exposure.
2.	1.1.4	<ul style="list-style-type: none"> ○ EMPLOYABILITY management skills and soft skills ○ personality development classes 		<ul style="list-style-type: none"> • One semester long Internship opportunities to be created as a part of curriculum for MBA students.

SN	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
		<ul style="list-style-type: none"> ○ FORMAT IS REQUIRED RELATED TO Learning analytical skills, empirical survey through MRPs, survey oriented field oriented, community service and social cell activities ○ HBR Case studies (Case Based Learning) <p>INNOVATION</p> <ul style="list-style-type: none"> ○ Current update, trends and cases in every subject/ course to be added in syllabus and lecture plan with changing Indian and international scenario <p>RESEARCH</p> <ul style="list-style-type: none"> ○ Practical application of RM subject by way of RM workshops and SPSS trainings. 		<ul style="list-style-type: none"> • Add-on diploma/certificate courses in Soft Skills, Communication English, Personality development can be offered to enhance student's competency and employment opportunities
3.	1.2.1		As per CPE proposal	
4.	1.2.2		➤ To start international level courses to be offered to foreign students	
5.	1.2.3		➤ To start dual degree / twinning programs	

SN	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
6.	1.3.2			<ul style="list-style-type: none"> ➤ New UG/PG programs in areas such as Law, Mass Media Communication, International Business, Banking, Tourism management, Taxation etc. may be commenced for academic expansion.
7.	1.3.4		<ul style="list-style-type: none"> ➤ Various Certificate Courses to be started ➤ Diploma Courses to be started 	<ul style="list-style-type: none"> ➤ Diploma/certificate courses in Soft Skills, Communication English, and Personality development can be offered.
8.	1.3.5		<ul style="list-style-type: none"> ➤ Skill development programs to be started in line with NSDC ➤ More programs with NSS and NEN and CRISP to be started ➤ Certificate Program ➤ Awareness Programs ➤ Collaboration Programs ➤ Student Exchange Programs 	
9.	1.4.2		Feedback to be obtained during the following events:-	

SN	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
			<ul style="list-style-type: none">➤ National Conference➤ International conference➤ Case writing workshops➤ RM Workshop➤ Video conferencing sessions	

CRITERION II - TEACHING-LEARNING AND EVALUATION:

TEAM LEADER AND MEMBERS: **Mr. Sumit Zokarkar** with Ms. Suchi Mody and Dr. Rashmi Badjatya

While mentioning that no system in place but need to develop be very specific what to do and how to do i.e. what action has to be taken and how with description.

SN	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
1.	2.1.6		<ul style="list-style-type: none">• Demand Ratio to be calculated and Record of Applications for admission to be maintained	
2.	2.2.2		<ul style="list-style-type: none">• Through KYS forms Collect the differential requirement of students admitted• Then grouping and analyzing them	
3.	2.2.3	Records of Bridge/Remedial/ Add-on courses and their Time table		
4.	2.2.4		<ul style="list-style-type: none">• Document for 'Academic Assessment of students for identification of Slow Learners' to be created by mentors for each class, semester and Batch.• Assessment to be done for all students and identification of areas in which they are weak i.e. commerce / English / slow in learning / Mathematics, etc.	
5.	2.2.5		<ul style="list-style-type: none">• Identify the students who are smart and learn faster (advanced learners) and Respond to need of advanced learners• Document for 'Academic Assessment of students for identification of Advanced Learners' to be created by mentors for each class, semester and Batch.• Special courses for advanced learners	

SN	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
6.	2.3.4	Participative Learning methods to Case study, Role play, Management Games be developed		
7.	2.3.5		A policy framework to be developed for Inviting external experts	
8.	2.3.6		New Virtual Lab, Open Resource for Learning to be developed	
9.	2.3.7	Record keeping for Personal Counselling	<ul style="list-style-type: none"> • Form to be designed for counselling of students keeping in mind factors such as academic, personal, psycho-socio factors • Provide the same to each class mentor • Counselling of students by mentors for each class daily about 4-5 students • Get the form signed by student as well as teacher and keep in records. 	
10.	2.3.8	Record of Innovative Teaching Methods <ul style="list-style-type: none"> - Case based teaching through HBR cases - Addendum to syllabus - Games and activities 	Recognition to faculty members for innovation in teaching: Policy to be framed.	
11.	2.3.10		MOU with other Bodies / Agencies to be done regarding Projects	
12.	2.3.11	Faculty Training on ICT		
13.	2.4.8		A New policy to be developed covering the following parameters: <ul style="list-style-type: none"> -Nominating faculty for FDP/Seminar/Conference 	

SN	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
			<ul style="list-style-type: none"> -Study leave -Research Grants such as Travel Grant -Organizing Conference / Seminar -Other parameters related to faculty members 	
14.	2.4.10	Nominate Faculty for Refresher course/Summer/winter school		Faculty should be deputed to IIM for FDP
15.	2.4.12	Academic Development Program on <ul style="list-style-type: none"> • Curricular Development • Teaching Learning Methods • Examination Reforms • Content/Knowledge Management 	Tie-up with industries for Faculty engagement	Faculty may be given sabbatical leave for industry exposure
16.	2.4.13		<ul style="list-style-type: none"> • Teaching through HBR cases • Daily current affair updates discussion and teaching through newspapers daily in classes 	
17.	2.4.14		Tie-ups for Faculty Exchange	
18.	2.5.7		<ul style="list-style-type: none"> • Planning to implement ERP software AccSoft for faster processing. 	

CRITERION III - RESEARCH, CONSULTANCY AND EXTENSION:

TEAM LEADER AND MEMBERS: **Mr. Varun Keshari** with Mr. Praveen Tiwari and Mr. Bhagwati Charan Shukla

Criteria- III				
S. No.	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
1.	3.1.1	<ul style="list-style-type: none">• A specific time for research activities can be allotted.• It is suggested to have 2nd and 4th Saturday of the month to be devoted to research activities exclusively.		
2.	3.2.6		To apply various proposals to National / International Level bodies for research such as ICSSR, etc.	
3.	3.3.5		Research center having recognition on regional and national level to be applied.	
4.	3.4.1, 3.4.3	<ul style="list-style-type: none">• Tie up with international journals of good repute for regular publications from faculty members.• Send faculty members to different conferences / seminars to present research papers.		Less International and Global Publications.
5.	3.5.1, 3.5.3, 3.5.4, 3.5.5		<ul style="list-style-type: none">• Formal structured consultancy policy to be formulated and placed before Board for record purpose.• Various parameters and sectors to be identified on which	Limited research and no consultancy activities

Criteria- III

S. No.	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
			<p>consultancy can be given by college and faculty members.</p> <ul style="list-style-type: none"> • Sectors to be identified keeping in mind the core competency of various faculty members. 	
6.	3.6.5	<ul style="list-style-type: none"> • To obtain formal documented letters / appreciation letters / recognition letters from various bodies for which Institute is working on Social Cell. 		
7.	3.7.1		<ul style="list-style-type: none"> • There is no formal collaboration with the industry. • Need to have tie up with companies for regular contribution in academics, curriculum and other parameters. 	<p>Linkages with Industries and with best academic Institutions need to be strengthened</p>

CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES:TEAM LEADER AND MEMBERS: **Dr. Tanu Shrivastav** with Mr. Radheshyam Acholiya

Criteria-IV				
S. No.	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
1.	4.1.3		There is no common room for girls and female faculties.	
2.	4.1.4	Ramp to be repaired for disabled students / staff.		
3.	4.1.5		Recreational facilities in hostel like gymnasium, yoga center, multi-activity room etc.	
4.	4.2.1	Library Advisory Committee minutes to be kept ready.		
5.	4.2.2		Need to display of clearly Floor plan, adequate signage, fire alarm, access to differently abled users & mode of access to collection.	
6.	4.2.3		Print out facilities available in house for student also.	
7.	4.2.6		Proper maintenance of records to be done in Library with respect to various points mentioned in 4.2.6	

CRITERION V - STUDENT SUPPORT AND PROGRESSION:

TEAM LEADER AND MEMBERS: Ms. Shweta Mogre with Mr. Sandeep Kumar and Ms. Avani Trivedi

Criteria V				
S. No.	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
1.	5.1.1		To prepare a document for Roles and Responsibilities of Mentors	
2.	5.1.5		Records to be prepared for students who have been given merit based scholarship at the time of admission.	
3.	5.1.6		We can inform students about these schemes and maintain the records.	
4.	5.1.7		There is no International Student Cell in our college.	
5.	5.1.8		No support services are available for overseas students	
6.	5.1.9		Records to be maintained for NET and ICAI support classes.	
7.	5.1.10	<ul style="list-style-type: none">• Policies of the College for enhancing student participation in sports and extracurricular activities to be formulated.• Women participation in free self-defense		More opportunities to be given to students for participations in extracurricular activities.

Criteria V				
S. No.	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
		<p>programs to be considered in policy.</p> <ul style="list-style-type: none"> Special women centric sports program such as basket ball, kabbadi, kho kho, badminton, etc. to be considered in Policy Formulation. 		
8.	5.1.13		Registered Alumni Association to be formulated.	
9.	5.2.2		To develop a system for maintaining the student progression record like UG to PG, PG to M.Phil., PG to Ph.D.; Employed (Campus selection, other than campus recruitment) (Student section & Placement Section can maintain the record)	
10.	5.2.4		To develop a system of record keeping of percentage of students who appeared / qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL /GMAT / Central / State services, Defense, Civil Services, etc.	
11.	5.3.5		<ul style="list-style-type: none"> Student magazine to be implemented. Sections of magazine to be finalized considering management words, articles, etc. 	

Criteria V

S. No.	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
12.	5.3.6		Student Council to be formulated taking class mentors in to consideration.	

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT:TEAM LEADER AND MEMBERS: **Dr. Prashant Jain** with Dr. Mona Tawar

Criteria				
S. No.	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
1.	6.3.5		Gender audit to be conducted for the last four years	
2.	6.3.6		College has to conduct gender sensitization programs for its staff	
3.	6.3.7		University's UGC-Academic Staff College Program to be conducted in enhancing competencies of the College faculty	
4.	6.5.1		Academic Audit to be done for last 4 years.	College may conduct Academic and Administrative Audit (AAA) periodically with the help of outside experts.

CRITERION VII - INNOVATIONS AND BEST PRACTICES:

TEAM LEADER AND MEMBERS: Ms. Kumkum Sinha with Dr. Nirmal Jain and Ms. Aditi Bhawsar

Criteria				
S. No.	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
1.	7.1.1		<ul style="list-style-type: none">• Green Audit to be conducted through external experts and report to be placed before Board and IQAC.	
2.	7.1.2		<ul style="list-style-type: none">• Use of Bicycle (Once in a week)• Ban on use of Poly Bags- Continuous Monitoring should be done that poly bags are not used in the campus area. (Through Posters)• Discouraging the use of Disposable Glasses by either providing glasses / cups in canteen or using earthen cups.• Tree Study (Planting more medicinal Plants) in every possible area• Rain Water Harvesting Systems should be installed in every building so that water can be properly stored and used• Offices Lights can be replaced with LED's• Solar Lights (Street) at least in the hostel area or the parking space.	

Criteria

S. No.	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
			<ul style="list-style-type: none"> • We need to work on Carbon Neutrality by encouraging students also to come via bicycles / Planting more trees etc. • Water Overflow Indicator should be installed in every building to stop wastage of water. (Old Block, New Block, Hostel, School) • Developing Herbal Garden in the backyard of hostel. 	
3.	7.2		<ul style="list-style-type: none"> • Projects can be given to students like: Solid Waste Management, Campus Environment Audit, Documenting the Green Treasures of the campus towards green accreditation. • Plantation by Faculty Members and Students on their Birthday. • Online Admission Forms (Online Form Filling) should be adopted to stop paper wastage. • Handing the leftover food PM's Food plan by contacting a concern there. • Giving Potted plants to delegates / guest in place of bouquet • Collecting food waste from mess and properly 	

Criteria				
S. No.	SSR Reference Point No	System are in Place but need improvement	No System in Place need to develop	Suggestion & Recommendation by Regulatory Authority
			<p>processing for degrading using earth worms.</p> <ul style="list-style-type: none"> • There should be a course management system (Updation by Faculty) • Involvement of Mega Courses like special lectures for the weak candidates in specialized subjects (Senior students can also be used to deliver such lectures) • Separate Dustbins for Bio Degradable and Non Bio Degradable wastes (Color specific Dustbins should be purchased and placed at every corner of the premises) • Patents if possible • Digital Learning Solutions • Language Labs 	

Item No. 4: Any other item with permission of Chair: Dr. Prashant Jain congratulated all the Team Leaders on their efforts to read and analyze each point mentioned in SSR and ensured everyone that we are moving in a right direction, with methodical efforts and coordination, made by dedicated and hardworking team.

He announced that the next meeting will be done soon, where all the team coordinators/leaders, will come up after a detailed consultation and discussion with their team members and thus start preparing upon each single statement/question of SSR.

Meeting ended with vote of thanks to members for their valuable time and excellent efforts.

RESOLVED THAT THE FOLLOWING SUGGESTION & RECOMMENDATION BY REGULATORY AUTHORITY NAAC IN II CYCLE WILL BE CONSIDERED BY THE IQAC CELL OF THE INSTITUTE:-

Section IV: Recommendations for Quality Enhancement of the Institution
<ul style="list-style-type: none">• More opportunities to be given to the students for participating in Extra-curricular activities.• Library operations need to be automated.• One semester long Internship opportunities to be created as a part of curriculum for MBA students.• Add-on diploma/certificate courses in Soft Skills, Communication English, Personality development can be offered to enhance student's competency and employment opportunities.• New UG/PG programmes in areas such as Law, Mass Media Communication, International Business, Banking, Tourism management, Taxation etc. may be commenced for academic expansion.• Web-based, interactive teaching using ICT tools may be initiated.• Regular meetings with the stake holders such as Alumni & Parents are needed to obtain direct feedback for further strengthening of teaching-learning processes.• More number of international journals need to be subscribed and INFLIBNET e-resources may be obtained.• Linkages with Industries and with best academic Institutions need to be strengthened.• College-Society linkages to be strengthened through extension activities.• College may conduct Academic and Administrative Audit (AAA) periodically with the help of outside experts.• Faculty should be deputed to IIMs for faculty development programmes.• Faculty may be given sabbatical leave for industrial exposure.

RESOLVED FURTHER THAT THE IQAC CELL OF THE INSTITUTE WILL WORK ON FOLLOWING TWO PARAMETERS AS IDENTIFIED BY THE IQAC TEAM:-

- ➔ SYSTEMS ARE IN PLACE BUT NEED IMPROVEMENT
- ➔ NO SYSTEMS IN PLACE NEED TO DEVELOP

Dr. CA P. K. Jain
Chairman

Dr. CA Prashant Jain
Coordinator