

**Minutes of Meeting of IQAC with Internal Members held on 28 July 2018 at Board Room,
Pioneer Institute of Professional Studies, Mahalaxmi Nagar, Indore**

SN	Particulars	Details
1	Date	28 July 2018
2	Place	Board Room, Pioneer Institute of Professional Studies, Mahalaxmi Nagar, Indore
3	Time	1:30 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. Shweta Mogre	Present
2	II- Teaching Learning and Evaluation	Ms. Kumkum Sinha	Present
3	III- Research Consultancy and Extension	Dr. Neha Lakhotia	Present
4	IV- Infrastructure and Learning Resources	Ms. Simnalika Kushwaha	Present
5	V- Student support and Progression	Dr. Tanu Srivstava	Present
6	VI- Governance Leadership and Management	Dr. Prachi Sharma	Present
7	VII- Innovation and Best Practices	Ms. Sheetal Goutam	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 discuss on the work allotted to Seven Team Leaders, individually on Seven Criteria, (I to VII) with reference to the NAAC accreditation for next cycle (III Cycle)
4. Any other item with the permission of Chair

The proceeding of the meeting was as under-

Item No. 1: Meeting commenced at 1:30 PM. 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 (*who have been delegated the responsibility as Team Leaders in preparation of SSR*).

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 and continued saying that IQAC Members were entrusted with the responsibility of reading the SSR minutely as per the new format and to get familiar with various criteria.

He continued that the format to fill the SSR is updated as per the new Manual and guidelines of NAAC. We have to keep in mind the guidelines, related to applicability on Autonomous College. He explained various definitions of Key Indicators, Qualitative Metrics and the Quantitative Metrics. He highlighted on the Grading System, DVV and the percentage of online data filling together with the Inspection and finally the data required for filling the Self Study Report (SSR).

He asked each Team Leader to note down the process flow, the various representations, and explanations on the Criteria, given to them.

He explained on how we should write description in the given word limit, and be well within the prescribed rules which should not be crossed. We will be issued log in id and password for uploading each data. The software will check and verify the data.

For every question that we answer, evidence need to be uploaded with a Link. The answer will freeze. If the document is of confidential nature, then we can get it password protected, and share the URL of Institute website and share link to NAAC.

Many questions are formula based, for which Excel is used. The Excel file will be filled and uploaded. The formula will be used by software. For some questions, Data requirement will be as per Data Template.

He said that the process flow will include answering each question by the Team Leader and submit to Dr. Mona Tawar for the final accuracy, verification and refinement of the answer. The Process Flow of Assessment and Accreditation was also explained. He briefly explained the process of IIQA as the first step to proceed, Data Collection; Data Validation and Verification (DVV); Quantitative Evaluation Process (QIF) along with the Student Satisfaction Survey (SSS).

He also highlighted on the Steering Committee and other Committee.

It is important to read the questions; whether quantitative or qualitative. It is important to comprehend the questions. The Team Leaders will be finally responsible, as per the Criteria. But to answer few questions, the Team Leaders will require help of other Members, to gather data and get it filled. So he read the questions, allotted a co-coordinator and demonstrated the Excel Sheet (Data Template) and how it is to be filled. This is how the work definition was made clear.

It is important to note the Year for various types of information asked. December 2018, we will be ready with all documents and Excel. And after this period, we will not include any activity in SSR.

He explained the interpretation of various definition and terminology. For Example:

- The Academic Year covers period from 1 July 2017 to 30 June 2018.
- The Current Year covers period from 1 July 2017 to 30 June 2018.
- The Financial Year covers period from 1 April 2017 to 31 March 2018.

- For number of Publications, the yearly definitions will be used i.e. 1 January to 31 December.
- Regarding the seat intake or student enrollment, we have to take the data of July-August 2018.
- For Examination data, we have to take 30 June 2018 as the cut off Year.
- For Teacher requirement, we will go by the current and existing data of Teachers as on filing the SSR and not any prescribed time or period.

So go as per the cyclic process with logic and reason. Regarding definitions of Course or Program, we will use the same definitions as per the guidelines of CBCS.

He suggested IQAC Members to go through the previous SSR of the institute (II Cycle) and have a basic and clear understanding about the philosophy and texture of NAAC.

Finally Dr. Prashant concluded his address by stressing on the fact that it is anticipated to be done to have a fine-tuning for greater fairness and rationality, for a more actual assessment, keeping in mind the internal self-assessment which is very most central stage, since the college is preparing itself for the Third Cycle of Accreditation by National Assessment and Accreditation Council (NAAC). He said that the document has to be 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.

The meeting ended up with improving upon the existing systems and developing innovative systems. In this meeting, the suggestions of the Respected Peer Team of the previous visit (II Cycle) was also viewed and revised and how the Institution worked upon successfully. He also appraised that the previous meeting of IQAC was very fruitful and the discussions gave excellent results. The members were informed that AQAR for the Academic Year 2017-18 has been prepared. The members approved the same for filing to NAAC.

In the end a vote of thanks was given by Dr. Mona Tawar.

Dr. CA P. K. Jain
Chairman

Dr. CA Prashant Jain
Coordinator