



Shri Vaishnav Institute of Management, Indore
Approved by AICTE, New Delhi
Affiliated to DAVV, Indore (M.P.) and RGPV, Bhopal (M.P.)
UGC-NAAC Accredited 'A' Grade Institute
Scheme No.71, Gumasta Nagar, Indore-452009, Madhya Pradesh, India

Date: 01/02/2022, Tuesday

Minutes of Meeting (MoM)

A meeting is scheduled on 1 Feb 2022 to discuss the AQAR.

Following points were discussed:

Criterion I

1. 1.1.1 – Course file and course plan to be uploaded.
2. 1.1.2 – Link of Academic Calendar of 2021 to be uploaded (Pending).
3. 1.1.3, 1.1.4 – Board of studies (letter) to be uploaded.
4. 1.2.1 – Syllabus of MBA (Minutes)
5. Additional Information – BBA.
6. 1.2.2 – Letter of Association – IIT – Additional Information
 - a. II – Brochure (With Director's Sign).
7. 1.2.3 – List of Students enrolled in certification programme is required (946).
 - a. Additional Information – Brochure to be uploaded.
8. 1.3.1 – List & description of courses to be uploaded
Add – Information – Activity including NSS fees
9. 1.3.2 – B.Sc Syllabus – III and IIT – Letter of Association – IV.
10. 1.3.3. – Separate excel sheet is to be prepared for list of students undertaking projects and Institute link of relevant document – Link of syllabus from website to be uploaded (Data Template).
11. 1.4.1 – Link from website student satisfactory survey report , Action taken report of feedback is required. Additional Information – Format of Alumni Feedback Form (Dr. Namrata Soni).
12. 1.4.2 – Same use ad format of SSS and Additional – SSS format (Done).

CRITERIA VII

1. 7.1.1 – Action Plan in hard copy is required link is also required for which it should be uploaded on website. Reports – Additional Information.
2. 7.1.2 – Additional Information, future action plan for alternate source of energy conservation, word document is required.
3. 7.1.3 - Hard copy of relevant document (Nagar Nigam MOU) is required.
4. 7.1.4 – Additional Information (Hard Copy) is required.



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5. 7.1.5 – Awareness of Eco-friendly activities, word document is required 9Any other relevant.
6. 7.1.7 – III – Details of software (hard copy) in single pdf.
7. 7.1.8 – Digital Literacy (print) is required. Additional Information – Word (Supporting document) to be prepared. Geotagged Photograph.
8. 7.1.9 – Web link of Robin hood (Additional Information).
9. 7.1.10 – Minutes of meeting to be submitted again after signatures form all the members.
10. 7.1.11 – Geo tagged photos – required (26 Jan 22) 15 August & Yuva diwas and Additional Information – Blank.
11. 7.2.1 - Link of best practices is required. Additional Information – Blank.
12. 7.3.2 – Destined document is required plan of Action for next year is required.

CRITERION – III : Certificates of Best Paper – 3.4.2

1. 3.1.1. – Additional Information – word document about the project is required.
2. 3.1.3 – Link of funding agency (website) done.
 - a. Dept. of Atomic Energy. Additional Information – Blank.
3. 3.2.2. – Will send Data Template.
4. 3.1.3.1 – Number of dept (1). Amount to be removed. Add. Information – Write up (same).
5. 3.2.2. – IRP, Case writing & RM (Report), Remaining (Add If)
6. 3.3.1 – Data template to be uploaded on website for getting link. Add. Information – Blank.
7. 3.4.3 – Reports of NSS – Pending.

CRITERIA II

1. 2.1.1.1 – Mail to be sent with complete details Additional Information – Blank will send data template excel.
2. 2.1.2.1 – Reservation for Admission – SC-16%.
 - a. ST – 20%, OBC (Except creamy layer) 14%, Divyangjan – 5%, 30% for girls.
 - b. Additional Information: PDF (Rules) with Director's Sir Sign & Seal.
3. 2.2.1 - Word limit to be reduced upto 200 link and additional information – Expert lectures and workshop organized for the students (subject related)



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4. 2.2.2 – Additional Information – List of teachers.
5. 2.3.1 - Additional Information – List of class and web link upload – link of all class (word document).
6. 2.3.2 – Word document for link of webpage describing ICT, Additional Information – Blank.
7. 2.3.3.1 – Number of students enrolled – 53 list.
8. Notice circular pertaining to mentors
9. Ratio – list of mentee with mentors.
10. 2.4.1 – Additional Information – Blank, List of faculty.
11. 2.4.2 - Additional Information – Blank, Data Template Pending.
12. 2.4.3 - Additional Information – Blank.
13. 2.5.1 - Additional Information – Internal test notice link - from website.
14. 2.5.2 - Additional Information – Word document of the Answer (Answer to be changed) with suggested modifications.
15. 2.6.1 - Additional Information – Either MBA/BCA Link – from website of Prog outcomes.
16. 2.6.2 – Answer to be discuss with IQAC.
17. 2.6.3 – AISHE Report to be uploaded from website.
18. 2.7.1 – Link of student satisfaction survey. ATR Link in Criteria-1.

CRITERIA VI

1. 6.1.1. – Computer.
2. 6.2.1 –Roadmap Required (Incomplete Answer).
3. 6.2.2 – Organ gram – to be uploaded on website. Additional Information – Incomplete.
4. 6.2.3 – ERP document and Screenshot need to be uploaded as it is.
5. 6.3.3 – Need to discuss.
6. 6.3.4 – Need to discuss.
- 6.4.2 – Annual statements of Accounts.
- 6.4.3 – Blank.
7. 6.1.2 – Institutional comm. Link.
8. 6.2.1 – Strategic Plan : will discuss (IQAC).



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9. 6.2.2 – Link of IQAC, For Additional Information – Word document is required. (will discuss).
10. 6.3.1 – Paste link (Blank).
11. 6.3.2 - Additional Information – (Blank).
12. 6.3.3 - FDP (HRD)
13. RM Workshop (Academic)
14. Conference (Additional Information)
15. 6.3.4 – Case writing (HRD).
16. 6.3.5 - Paste link (Blank).
17. 6.4.1 – Mandatory Disclosure link.
18. Information upload (Blank).
19. 6.4.2 – Annual statement of account (IQAC)
20. Additional Information – Blank.
21. 6.4.3 – Answer (will be mailed)
22. Additional Information – Blank.
23. Link – Blank.
24. 6.5.1 – Answer (will be mailed) IQAC of the institution organizes conference
25. National and International every year.
26. Additional Information – May 21 Fiyer.
27. Link – IQAC events (done)
28. 6.5.2 – Answer – IQAC
29. Additional Information – Blank.
30. Link – SSR Link.

CRITERIA V

1. 5.1.1. Additional Information – List of students and Upload self attested letter – Sanction order.
2. (Excel sheet of list of students need to be in Pdf format.
3. 5.1.2 - 'Additional Information – Consolidated report required link to relevant document – web link.
4. 5.1.3 - Additional Information – Blank.
5. 5.1.4 - Additional Information – Blank. Data Template – Link to relevant document.



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6. Web link of about placement (will resend this). Number of students – Add 1 (125).
7. Details of student – Blank.
8. 5.2.1 - Additional Information – Blank. Self attested list (Hard copy required).
9. 5.2.2. – Supporting document – Data template print and signed by sir
10. 5.2.3 – Supporting document – Rank card.
11. 5.3.1 – e-copies – Direct upload.
12. 5.3.2 - Additional Information – Student council duly signed by authority.
13. 5.3.3 – Reports – Abhisankaran (Hard copy) Data template required – done.
14. 5.4.2 - Additional Information – Same as 5.4.1 (Alumni contribution).

As there was no point of discussion, the meeting was ended with thanks to the chair.

- 1) Dr. Kshama Paithankar
- 2) Dr. Sapna Parihar
- 3) Dr. Kamlesh malpani
- 4) Dr. Bharti Agrawal
- 5) Dr. Megha Jain


Dr. Kshama Paithankar
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