



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: 04/04/2022, Thursday

Minutes of Meeting (MoM)

A meeting of criterion coordinators and IQAC Members was scheduled on April 4, 2022 at 03:00 p.m. in IQAC cell to discuss the preparation of AQAR 2021-22 and SSR.

Following points were discussed:

- 1) Format of AQAR 2021-22 and SSR is to be sent to criteria coordinators through iqac@svimi.org.
- 2) The points discussed with Criterion I (Curriculum Aspects) Coordinators are:
 - a) In sub point 1.1.1, the text is to prepared of 200 words and 500 words for AQAR 2021-22 and SSR respectively. Data template is to be uploaded if mentioned. Additional information of course files and course plan is to be prepared.
For AQAR – Course file/plan for session 2021-22.
For SSR – Course file/plan (Merge file of five years).
 - b) In sub point 1.1.2, the text is to prepared additional information of academic calendar is to be uploaded.
 - c) Next meeting with criterion coordinators will be on April 11, 2022.
 - d) In sub point 1.1.3, the text is to be prepared. 1.1 is to be completed by April 11, 2022.
- 3) Points discussed with criterion III (Research, Innovations and Extension) Coordinators are:
 - a) In sub point 3.1 (Research mobilization for research), the data is to be collected for AQAR (2021-22) and SSR (for last 5 years). Data template is to be prepared as per the format for both AQAR and SSR. Next meeting will be on April 11, 2022.
- 4) Points discussed with criterion coordinators for IV (Infrastructure and learning resource) are :
 - i) In sub point 4.1 (Physical facilities), four sub points are mentioned. The text is to be prepared for AQAR (2021-22) in 200 words and for SSR in 500 words. Data template is to be prepared. Next meeting will be on April 11, 2022.
- 5) Point discussed with criterion coordinators for V (Student support and progression) are:-



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- i) In sub point 5.1 (student support), sub points (5.1.1 to 5.1.5) is to be prepared for AQAR (2021-22) and SSR. Data template is to be prepared for AQAR (1 year) and SSR is 5 years. Next meeting will be on April 11, 2022.
- 6) Point discussed with criterion coordinators of VII (Institutional values and best practices) are :
- i) In subpoint 7.1, there are 11 key indicators. It is instructed to work on 5 key indicators. The text is to be prepared for AQAR and SSR. Next meeting will be on April 11, 2022.
- 7) Executive Summary :- Dr. Uttam Rao Jagtap
Profile of the Institution: - Dr. Pragya Sharma and Dr. Ekta Agrawal
Extended Profile: - Dr. Pragya Sharma and Dr. Ekta Agrawal
QIF (Quality I Frame work): Criterion Coordinators
Institute Preparedness: Dr. Deepa Katiyal and Dr. Abhikrati Shukla
- 8) Booklets is to be prepared
- i) News clipping (SVIM@Media) – Mr. Someshwar Joshi/Librarian
- ii) NSS
- iii) Sports
- iv) Placement
- v) Alumni Cell
- vi) EDC cell
- vii) WDC
- viii) Cultural
- ix) All clubs
- x) CDC
- xi) Industrial visit/ Educational Tour Dept – Mr. Sachin
- Format of Booklet
- 1) Institute, vision, mission, quality policy.
 - 2) Objective of cell.
 - 3) Academic calendar.
 - 4) Achievements.
 - 5) Events organized.



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- 6) Outcomes.
 - 9) ISO meeting will be on April 19, 2022, Tuesday. Core committee will be formed for ISO. Format is to be provided for ISO (Also useful in NAAC).
 - 10) News clipping is to be uploaded on social media webpage such as Facebook, twitter, linked in, instagram etc and institute's website.
 - 11) Reports of various events are to be prepared in prescribed format for the year 21-22
- As there was no point of discussion, the meeting was ended with thanks to the chair.

1. Dr. George Thomas
2. Dr. Kshama Paithankar
3. Dr. Abhijeet Chatterjee
4. Dr. Pragya Sharma
5. Dr. Deepa Katiyal
6. Dr. Uttam Rao Jagtap
7. Dr. Ekta Agrawal
8. Dr. Abhikrati Shukla
9. Dr. Bharti Agrawal
10. Dr. Megha Jain
11. Dr. Jayesh Tiwari
12. Dr. Digamber Negi
13. Dr. Rekha Melwani
14. Dr. Jitendra Jain
15. Dr. Kshama Ganjiwale
16. Dr. Jayshree Sharma
17. Dr. Dhanashree Nagar
18. Dr. Namrata Soni
19. Dr. Sapna Parihar
20. Dr. Kamlesh Malpani
21. Dr. Sandeep Malu
22. Ms. Bhavna Kabra
23. Dr. Deepa Joshi
24. Dr. Jagdish Shama


Dr. Kshama Paithankar
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Director
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