



**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: 07/05/2022, Saturday**

**Minutes of Meeting (MoM)**

A meeting with members of SHARK certification team along with core committee members of ISO was scheduled on May 7, 2022 at 2:30 p.m. in Board Room.

Following points were discussed:

- 1) IQAC Coordinator, Dr. Kshama Paithankar informed the team members that we have done with SWOT, stakeholder's expectation and PESTLE Analysis.
- 2) Team has work out on the documents sent to them and they suggested that 13 procedures and some documents list has been sent to IQAC, coordinator.
- 3) New number to the documents as per QMs has been given. Formats were shown:
  - a) Legal compliance report: It may have statutory body details.
  - b) List of employees: Format is been updated as per the discussion.
  - c) Competency requirement: Skills may be replaced by specification/skills.
  - d) Skill matrix: May be for lab staff or non-teaching staff.
  - e) Competency record: it may be omitted. Identification of training need.
  - f) All the data templates of SSR to be send to SHARK for implementations and add it to the formats of ISO. Training Plan: Format updated as per the discussion and Training attendance.
- 4) Some data templates will be merged and then it will be sent to SHARK. Next meeting will be on May 18, 2022.

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

Following members have attended the meeting:

1. Dr. George Thomas
2. Dr. Kshama Paithankar
3. Dr. Deepa Katiyal
4. Dr. Jayashree Sharma
5. Dr. Digamber Negi
6. Dr. Bharti Agrawal
7. Mr. Subodh Mungle
8. Mr. Raghav Sharan
9. Mr. Ankit Vardan

  
**Dr. Kshama Paithankar**  
**Coordinator, IQAC**  
**Shri Vaishnav Institute of Management**  
**Scheme No. 71, Gumasta Nagar, Indore-452009 (M.P.)**

  
**Director**  
**Shri Vaishnav Institute of Management**  
**INDORE (M.P.)**