



**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: 13/11/2021, Saturday**

**Minutes of Meeting (MoM)**

A meeting of all members of IQAC and Criterion coordinators was scheduled on 13.11.2021 at 12:30 p.m. The agenda of the meeting was to discuss the recommendations and observations suggested by the NAAC peer time at the time second cycle.

Following points were discussed:

- 1) Dr. George Thomas, IQAC Chairperson and Director welcomed all the members of IQAC and Criterion Coordinators.
- 2) Dr. Kshama Paithankar, IQAC Coordinator gave the presentation on recommendations/observations suggested by the NAAC Peer Team at the time of 2<sup>nd</sup> Cycle.
- 3) IQAC Coordinator firstly informed every one that we have total 1000 points on seven criteria with different weight age to each criterion.
- 4) Out of total score in 2<sup>nd</sup> cycle we have minimum score in Criteria III, Strengths Observed by Peer team were also discussed.
- 5) IQAC Chairperson suggested that we should again go for ISO Certification. Weaknesses of Institute were also discussed.
- 6) Opportunities, overall recommendations, challenges were also discussed.
- 7) Criteria wise observations were also discussed for all the 7 criteria. Following points were observed during the discussion.
  - i) Feedback analysis should be done.
  - ii) Consultancy services are to be formalized to generate revenue.
  - iii) Alumni association is to be registered.
  - iv) Departmental and Placement Vision and Mission should be in-line with the Institute's Vision and Mission. According to that we can change the Vision and Mission of the Institute.
  - v) ISO Certification.
  - vi) Green audit to be carried out.
  - vii) Student's Club should be effectively functioning.



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8) Criteria Coordinators should make a strategy to make sure the marks of their criteria. They can search other best institutions' SSR and make ideas from that.

9) Criteria wise discussion is done and following points were discussed:

**Criterion I**

- i) Flow chart for CIE (Continuous internal evaluation) and others also to be prepared.
- ii) Add on courses to be conducted for human values, ethics etc. (1.3.1)
- iii) Feedback from teachers (1.4.1). Report of analysis received year wise to be prepared along with action taken.

**Criterion II**

- i) Quantitative matrixes were discussed.
- ii) Last 5 years data to be given.
- iii) Some documents are also to be uploaded.
- iv) Action taken from slow learners and policies adopted for fast learners.
- v) Nothing should be left blanked. Each and every point should have answer and file must also be uploaded.
- vi) Mentoring system is to be strengthened.
- vii) Best practices are to be decided and identified.
- viii) Provision of adjunct faculty.
- ix) Pictorial representation should be there.
- x) Every subject's objective and outcomes to be displayed on website.
- xi) Single document for each course with subject wise and mapping of objective and outcomes.
- xii) Students' satisfaction survey for all the students.
- xiii) Exit survey of students should be taken through Google form. That exit survey form can be uploaded on website. It should be done during the class itself.

**Criterion III**

- i) PhD data along with registered candidates completed Ph.d., Name of Supervisor and Co-Supervisor.
- ii) Grants from government and non-government agencies.
- iii) Innovative cell to be active.



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- iv) Workshop on IPR to be conducted 6 monthly.
- v) Women Empowerment social projects and entrepreneurship can be done for girls students.
- vi) Faculty exchange and student exchange program with other institutions.
- vii) MoUs to be reviewed and to work on other also.
- viii) MoU with Dr. Janak Palta McGilligan can be done for solar energy.

**Criterion IV**

- i) Shodhganga Membership and E-Shodh Sindhu can be taken.
- ii) Library usage to be increase for faculty and students (4.2.4) both.
- iii) Wi-Fi in classrooms also.

**Criterion V**

- i) Soft skill programs reports to be collected from placement cell.
- ii) Consent from the students must be there for placement.
- iii) Student Progression to Higher education. It can be collected using Google form from the students. Google form is available to Dr. Jayesh Tiwari.
- iv) Last 4 Years' students data can be collected using Google form. It could be done by Dr. Namrata Soni as Alumni cell coordinator.
- v) No. of students qualifying State/National/International level examinations (5.2.3). It can be added in the Google form of student progression to Higher Education.
- vi) [5.3:20 marks] Class coordinator can collect the information regarding medals/awards received by the students.
- vii) Student council to be formed internally (5.3.2) for last 5 years (It is also in Criterion VI).
- viii) Google drive to be prepared for all the documents and reports.
- ix) (5.4.1) Alumni association registration and contribution (10 marks).

**Criterion VI**

- i) Vision and Mission statements to be aligned with departmental Vision and Mission.
- ii) Staff development program (for non-teaching) (6.3.3).
- iii) (6.5.3) ISO Certification initiative and should start preparation for NBA also.



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- iv) Collaborative quality initiatives with other institutions, internship MOUs (Placement Officer).
- v) MOUs with other sister institutions can be renewed.

**Criterion VII**

- i) Solar energy (7.1.2) all points will be initiated.
- ii) (E-Waste Management) Agencies to be identified (7.1.3).
- iii) Landscaping with trees and plants.
- iv) No vehicle day can be conducted.
- v) Green audit, Energy audit and Environment audit.
- vi) Disabled friendly washrooms to be prepared (7.1.7).
- vii) Sound disabled students (Software can be developed or purchased).
- viii) Brochure must have mentioned that we have facilities for disabled students.
- ix) Formal document for code of conduct to be prepared. Booklet of code of conduct to be prepared. (7.2) Best Practices: 30 Marks.
- x) Best Practices: Women empowerment (Projects for girl students including female faculty).
- xi) Seed money for women entrepreneurship.

10) Each IQAC member may be assigned to every criterion for follow up.

11) The next meeting is scheduled on November 23, 2021 at 4:00 p.m. for discussing AQAR.

As there was no point for 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

  
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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
25. Dr. Suchita Gupta

  
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