



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: 20/04/2022, Wednesday

Minutes of Meeting (MoM)

A review meeting with members of SHARK certification team along with core committee members of ISO and Head of Departments is scheduled on April 20, 2022 at 3:00 p.m. in Board room.

Following points were discussed:

- 1) Team told that they have decided the list of documents into 3 categories HR, maintenance, and quality manual. They suggested that there may be for store department and purchase department also.
- 2) 10 document in HR category.
 - a) Legal Compliance Calender :It may be legal/statuary compliance. Format may be changed.
 - b) List of employees.
 - c) Competency requirement : It is based on designation.
 - d) Skill Matrix : For teaching and non-teaching both.
 - e) Completeny record.
 - f) Identification of training need.
 - g) Training plan.
 - h) Training attendance.
 - i) Training evaluation.
 - j) Induction training report.
- 3) All the formats of HR we are using previously will be shared to SHARK team and they will prepare a list including common and others.
- 4) All the HR documents may be used as it is.
- 5) Document number may be like F/HR/01 and soon
- 6) Admission documents, undertaking to be include in formats.
- 7) All the formats that to be incoperate will be mailed to SHARK certification team.
- 8) All due core committee members may be decided into different categories like one for HR, Academic, Admission, Examination, Library, Lab, Admin, IQAC.
- 9) Store, security, safety, IT, canteen, utilities can be include in formats. Some people will be identified for all these responsibilities.




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- 10) Medical requirements related formats is to be maintained and included.
- 11) All due formats and committee will be formed department wise and after that next meeting will be called accordingly.
- 12) Road map is to be prepared before the next meeting. Next meeting will be on May 4, 2022.

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

Following members attended the meeting:

1. Dr. George Thomas
2. Dr. Kshama Paithankar
3. Dr. Abhijeet Chatterjee
4. Mr. Sameer Deshpande
5. Mr. Subodh Mungle
6. Mr. Raghav Sharan
7. Mr. Ankit Vardam
8. Dr. Deepa Katiyal
9. Dr. Jayashree Sharma
10. Dr. Digamber Negi
11. Ms. Sudha Upadhyay
12. Dr. Bharti Agrawal


Dr. Kshama Paithankar
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