



**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: 28/02/2022, Monday**

**Minutes of Meeting (MoM)**

A meeting of all the IQAC members and training and placement cell was scheduled on February 28, 2022, Monday at 04:00 pm in meeting room of Department of Computer Science.

The agenda of the meeting was to organize the webinar on French Embassy for Higher Education on March 3, 2022 at 11:30 am (Divya Saxena)

Following points are discussed :

- 1) Dr. Abhikrati Shukta will do anchoring for the event.
- 2) Audience will be the final year students of BBA and BCA.
- 3) Questions will be prepared by Dr. Uttam Rao Jagtap.
- 4) Schedule of the webinar will be prepared by Dr. Deepa Katiyal.
- 5) Flow of Program will be "Higher Education Opportunities in France"
  - i) Saraswati Pujan.
  - ii) Floral welcome of guests.
  - iii) Welcome address by Director Sir.
  - iv) Profile reading (PPT).
  - v) Session by Guest (Ms. Divya Saxena).
  - vi) Question – Answer Session.
  - vii) Vote of Thanks – Mr. Sachin Chalisgaonkar.
- 6) Invitee will be prepared by Dr. Ekta Agrawal. Feedback form link invitee will also be prepared.
- 7) Poster will be designed by Mr. Prasang Jain Follow-up will be done by Mr. Sachin Chalisgaonkar.
- 8) Report of the whole event will be prepared by Mr. Shivam Dubey.
- 9) News will be prepared by Mr. Someshwar Joshi.
- 10) Photos will be taken by Mr. Prasang Jain.
- 11) Online screen shots will be captured by Dr. Shailesh Maheshwari.
- 12) Link will be created by Dr. Shailesh Maheshwari.
- 13) Feedback (Google Form) is to be designed and e-certificate will be given after submitting the feedback form.



**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**

- 14) Record of attendance is to be maintained in hard copy (BCA VI and BBA VI) by concern class coordinator or subject faculty.
- 15) Recording should be on while session.
- 16) E-Certificate is also to be designed through Mr. Sachin Chalisgaonkar and Mr. Prasang Jain.
- 17) Feedback form is to be designed and will be prepared by Dr. Pragya Sharma.
- 18) Thanks letter is to be prepared by Dr. Deepa Katiyal. It will be sent to guest along with photo and recording of the event.

Following members have attended the meeting.

1. Dr. Kshama Paithankar
2. Dr. Pragya Shama
3. Dr. Deepa Katiyal
4. Dr. Uttam Rao Jagtap
5. Dr. Ekta Agrawal
6. Dr. Jitendra Jain
7. Dr. Abhikrati Shukla
8. Dr. Megha Jain
9. Dr. Bharti Agrawal
10. Mr. Sachin Chalisgaonkar
11. Dr. Shailesh Maheshwari
12. Mr. Shivam Dubey

  
**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.)**