



St. Paul Institute of Professional Studies

Affiliated to Devi Ahilya Vishwavidyalaya, Indore

7/1, Boundary Road,
Near Lalaram Nagar,
Indore - 452 001 (M.P.) India
Tel. : +91-731- 2499911, 2490114
E-mail : info@spipsindore.ac.in
Website : www.spipsindore.ac.in

Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 19 January 2021

Time : 3.30 p.m.

S. No.	Names of the Members	Designation	Member Present for the Meeting
1.	Dr. Sr. Alice Thomas	Principal, Chairperson	<u>Sr. Alice Thomas</u>
2.	Rev. Fr. Simon Raj	Director	<u>Fr. S. Raj</u>
3.	Rev. Dr. Fr. C. Michael John	Governing Body Representative	<u>Michael</u>
4.	Rev. Fr. Antonysamy	Finance Committee Representative	<u>R. Samay</u>
5.	Dr. C.P. Mathew	Principal, School of Social Work, Indore Member	<u>C.P. Mathew</u>
6.	Dr. Anil Mirchandani	Faculty Coordinator	<u>Anil</u>
7.	Dr. Goldie Zaki	IQAC Coordinator	<u>Goldi</u>
8.	Dr. Stafard Anthony	Joint Coordinator	<u>Stafard</u>
9.	Prof. Bhavana Sangamnerkar	Joint Coordinator	<u>Bhavana</u>
10.	Prof. Rahat Ahmed	Member Faculty Representative	<u>Rahat</u>



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11.	Mr. Vikas Oberoi	Parents Professors Association Representative	
12.	Dr. Shilpa Dhoble	Librarian	
13.	Mr. Sahil Isidore	Administrative Staff	
14.	Mr. Jatin Gera	Alumni	
15.	Mr. Tanuj Dalal	Alumni	
16.	Ms. Sakshi Raghuvanshi	Senior Student	
17.	Mr. Sarvesh Raj	Senior Student	

S. Alice Thomas
19/11/2021

Dr. Sr. Alice Thomas

Principal

PRINCIPAL

St Paul Institute of Professional Studies
INDORE

Date : 19th January 2021

Proceedings of the Meeting:

The meeting began with a silent prayer administered by the Principal.

The Agenda of the Meeting was to discuss:-

1. Re-scheduling the lecture time
2. Matters relating to Practical Exams and Use of Library
3. Any other matter with the permission of the chair.

At the outset, the Principal welcomed all to the meeting.

The details of the discussion on the Agenda are as follows:-

1. Re-scheduling the lecture time

The Principal stated that this is a meeting of IQAC and hence all the members are requested to contribute accordingly.

The Director said that our college has done a commendable work by starting the classes well on time. Our students are well equipped with knowledge owing to the efforts put in by the faculty members. He added that the present situation of pandemic outburst demands some changes in the academic setup and therefore this meeting has been called. He invited the views and opinions of the members.

Prof. Rahat Ahmed commented that the condition as a result of covid-19 is becoming severe and hence it would be advisable to continue the way we are operating. Governing Body representative said that the college setup in such a way that we can easily accommodate any change and hence we can continue with the present system and when needed, we can accommodate the required changes. Prof. Bhavana Sangamnerkar and Dr CP Mathew too had a similar opinion.

Dr Anil Mirchandani said that we never waited for the university to give the notification rather we started our classes on time and thus we are comfortable with syllabus completion. The Principal said that in future too we would not wait for the university notifications, rather would start all the operations on time.

Then the Director gave the proposal of making the lecture of 1 hour so that it becomes more compatible. To this, Dr Anil Mirchandani said that only after much deliberation and looking into the internet data requirement and the constraint of Zoom meetings, the lectures have been decided to be of 40 minutes and till now this duration has helped in easy completion of the syllabus and course. In fact he believes that the University has followed our schedule for their classes.

Prof. Rahat Ahmed was of the opinion that 40 minutes time is proper for keeping the students engaged and maintain their interest. Dr. Stafard Anthony said that 40 minutes time is a quality time spent with the students. The Principal said that looking at the screen for longer duration may cause eye irritation.

The Principal added that she would think over the proposals and suggestions given by the members. Nevertheless, the faculty members need to be mentally prepared for any changes suggested in future.

2. Matters relating to Practical Exams and Use of Library

Talking about the events, the Director and Principal informed all the members said that we have organized all the sports, arts, literary and cultural events in the best possible manner, but, looking into the situation it would be good to continue with the online classes only. Thus, a message is should be sent to the students that from tomorrow onwards the classes would be conducted online and no offline class would be conducted.

The Principal said that it is necessary to add in the message that the college would wait for the guidelines of the University for the further instructions. However, the practical exams would be taken offline.

Dr. Shilpa Dhoble shared about the use of library for which the students are coming between 12 to 4 p.m. The Director said that the instructions would be given to the security guard to allow the students into the college and direct them to go directly to the library. The students would not be allowed to enter into the college building.

With regard to practical exams, the Principal requested Prof. Bhavana Sangamnerkar to prepare the list of students coming for the practical, get it duly signed by the her and submit at the gate so that the security guard are aware about the students who have to

be given entry. As regard to fee and exam form submission, the Director said that as the number is very few, they can be allowed to enter. Dr. Anil Mirchandani shared that we need to be more careful about the Covid protocols as the municipal corporation authorities are visiting various places.

The Director and Principal said that if in case any student is found not wearing the mask then immediately the ID card of the student has to be taken if he refuses to wear the mask.

Decision Taken

- ✓ Lectures of 40 minutes would continue
- ✓ Faculty members to spend 40 minutes quality time with the students
- ✓ Entry in the Library. To allow the students into the college and direct them to go directly to the library.
- ✓ Practical Exams. The in-charges to prepare the list of students coming for the practical, get it duly signed by the her and
- ✓ All need to be more careful about the covid protocols as the municipal corporation authorities are visiting various places.
- ✓ If in case any student is found not wearing the mass then immediate action is to be taken.

The meeting ended with vote of thanks by Dr. Stafard Anthony.


Dr. Goldie Zaki

IQAC Coordinator




Dr. Sr. Alice Thomas

Principal
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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 22nd March 2021

Time : 3.00 p.m.

S. No.	Names of the Members	Designation	Member Present for the Meeting
1.	Dr. Sr. Alice Thomas	Principal, Chairperson	<u>Sr. Alice Thomas</u>
2.	Rev. Fr. Simon Raj	Director	<u>Fr. S. Raj</u>
3.	Rev. Dr. Fr. C. Michael John	Governing Body Representative	<u>John</u>
4.	Rev. Fr. Antonysamy	Finance Committee Representative	<u>Antony</u>
5.	Dr. C.P. Mathew	Principal, School of Social Work, Indore Member	<u>Mathew</u>
6.	Dr. Anil Mirchandani	Faculty Coordinator	<u>Anil</u>
7.	Dr. Goldie Zaki	IQAC Coordinator	<u>Zaki</u>
8.	Dr. Stafard Anthony	Joint Coordinator	<u>Anthony</u>
9.	Prof. Bhavana Sangamnerkar	Joint Coordinator	<u>Bhavana</u>
10.	Prof. Rahat Ahmed	Member Faculty Representative	<u>Rahat</u>



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12.	Dr. Shilpa Dhoble	Librarian	
13.	Mr. Sahil Isidore	Administrative Staff	
14.	Mr. Jatin Gera	Alumni	
15.	Mr. Tanuj Dalal	Alumni	
16.	Ms. Sakshi Raghuvanshi	Senior Student	
17.	Mr. Sarvesh Raj	Senior Student	

Sr. Alice Thomas
22/3/2021

Dr. Sr. Alice Thomas

Principal

PRINCIPAL

St Paul Institute of Professional Studies
INDORE

Date : 22nd March 2021

Proceedings of the Meeting:

The meeting began with the silent prayer administered by the Principal.

The Agenda of the Meeting was:-

1. Discussion on ways to enhance the quality of students in online scenario
2. Any other matter with the permission of the chair.

The details of the discussion on the Agenda are as follows:-

1. Discussion on ways to enhance the quality of students in online scenario

The Principal and Director shared that the formation of the students on the online platform is a difficult process and hence this meeting has been called.

The Principal added that the faculty members are doing their best to engage the students, nevertheless, we cannot relax with the present standard, rather should strive to enhance it. And therefore there is need to equip the faculty members with certain techniques and measures that would help not only in making the class interesting but also help in the formation of the students.

Thereafter, the Principal invited the members to share their views regarding the same. All the members were unanimous on the fact that online formation is not easy and hence certain measures have to be taken up in order to cope up with this problem.

Suggestions from Members

- Dr CP Mathew opined that it is very necessary to address this issue and hence there is a dire need to find out the measures for making the lectures more interactive and engrossing.
- Dr Anil Mirchandani stated that we are giving the assignment topic pertaining to syllabus and this is helping the students to cover those parts of syllabus which are not taught in the class. Pointing the statement Prof. Rahat Ahmed stated that the students are found reading while giving the presentation and hence it is necessary to change the method of assignment Viva and make the students speak during the Viva. This would increase and improve their communication skills. He added that instead of students making 5 sides and reading out of that it is better that we ask the students to make 2 to 3 slides

and present the gist of the topic given to them. The suggestion was wholeheartedly welcomed by all the members of Council.

- Governing Body representative was of the opinion that it is very necessary to make the class interactive and call the students by name in between the lecture to ensure that they are attending the classes attentively.
- Mr. Vikas Oberoi said that the content delivery has to be very strong and it is very important to take the students into confidence. Giving novel examples to them and covering those aspects which are in addition to syllabus would make the lectures interesting.
- Mr. Sarvesh Raj said that the student should be made the in-charges for the particular program so that they develop leadership quality.
- Dr Anil Mirchandani proposed that the activities that are conducted by the committee should be in the direction of earning livelihood, enhancing the skills of students and helping them in getting the placement. To this the Principal added that the quality of education would largely determine the placement. It is very necessary that the students instead of becoming the job seekers should become job givers and in this line, the new education policy too has been introduced. Hence, through the career skills development and placement committee interactive sessions should be taken up and the class personality development should also be done in this direction.
- Dr. Stafard Anthony stated that the students of present generation are equipped with gadgets and thus such activities and techniques could be thought of through which the student while using the gadgets can answer the question which would make keep them motivated.
- The Principal also suggested giving such topics in the project that would help in creating research based articles.

The Principal profoundly appreciated the idea and suggestions given by the members. Then he said that we need to create a strategy that should be followed by all the faculty members.

Methodologies Proposed by Principal

In this regard he stated his own ideas and said that the following measures can be taken up:-

1. Using video that is of best tutorial quality and sharing it with the students.
2. Making three or four students talk on a particular subject.

3. Review of cases or case analysis.
4. Discussing real life situation or examples.
5. Programme committee can think of certain ideas through which the students can learn by fun.

Thereafter the Principal requested the IQAC to have further discussion and brainstorming session among themselves and come up with the strategy and plan.

Dr. Goldie Zaki suggested that initially the plan could be chalked out for the month and if the plan succeeds then it could be adopted on a quarterly basis. All welcomed the suggestions.

Decision Taken

1. The Principal then instructed the IQAC to prepare a plan of action.
2. Faculty members to equip themselves with techniques and measures that would help not only in making the class interesting but also help in the formation of the students.
3. Making the lectures more interactive and engrossing through innovative lectures.

The meeting ended with the Director and Principal extending their best wishes to all and formal vote of thanks by Dr. Anil Mirchandani.

*(Goldie
22/3/2021)*

Dr. Goldie Zaki
IQAC Coordinator



*Sr. Alice Thomas
22/3/2021*

Dr. Sr. Alice Thomas

Principal

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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 21 September 2021

Time : 4.30 p.m.

S. No.	Names of the Members	Designation	Member Present for the Meeting
1.	Dr. Sr. Alice Thomas	Principal, Chairperson	<u>Sr. Alice Thomas</u>
2.	Rev. Fr. Simon Raj	Director	<u>Fr. S. Raj</u>
3.	Rev. Dr. Fr. C. Michael John	Governing Body Representative	<u>Mr. Michael</u>
4.	Rev. Fr. Antonysamy	Finance Committee Representative	<u>Fr. Antonysamy</u>
5.	Dr. C.P. Mathew	Principal, School of Social Work, Indore Member	<u>C.P. Mathew</u>
6.	Dr. Anil Mirchandani	Faculty Coordinator	<u>Anil</u>
7.	Dr. Goldie Zaki	IQAC Coordinator	<u>Goldie</u>
8.	Dr. Stafard Anthony	Joint Coordinator	<u>Stafard</u>
9.	Prof. Bhavana Sangamnerkar	Joint Coordinator	<u>Bhavana</u>
10.	Prof. Rahat Ahmed	Member Faculty Representative	<u>Rahat</u>



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12.	Dr. Shilpa Dhoble	Librarian	
13.	Mr. Sahil Isidore	Administrative Staff	
14.	Mr. Jatin Gera	Alumni	
15.	Mr. Tanuj Dalal	Alumni	
16.	Ms. Sakshi Raghuvanshi	Senior Student	
17.	Mr. Sarvesh Raj	Senior Student	

Sr. Alice Thomas
21/9/2021

Dr. Sr. Alice Thomas

Principal

PRINCIPAL

St Paul Institute of Professional Studies
INDORE

Date : 21 September 2021

Proceedings of the Meeting:

The meeting began with a soulful prayer administered by the Principal.

The Agenda of the Meeting was:-

1. Assignment Making and Viva Presentation
2. Project Making
3. Making Online Lectures and Classes Interesting and Innovative
4. Any other matter with the permission of the chair.

The details of the discussion on the Agenda are as follows:-

The Principal asked the IQAC Coordinator to read out the proposal for making the house aware .

The IQAC Coordinator said that consequent to the meeting, the Internal Quality Assurance Cell is proposing the following plan of action for the perusal of the IQAC members and their subsequent approval.

1. Assignment Making and Viva Presentation

1. The student would make total 3 slides of PPT presentation
2. Slide number 1 has to be introduction slide or title slide.
3. Slide number 2 and 3 has to be subject related slides.
4. Only headings and subheadings are to be mentioned on Slide 2 and 3.
5. Reading from the slides will not be allowed.
6. Headings and subheadings have to be explained in the verbal or oral form.
7. Maximum 20 why was can be taken in a day.
8. The dates of viva for the department of management, computer science, humanities and science will be from 10 to 19 of the month.
9. The Viva date for the department of Commerce 20 to 30 of the month.
10. Keeping in view the admission process, one subject assignment Viva for the yearly classes and two subjects for the semester classes is to be taken in the month of August. From the month of September, two viva per month is to be taken so that the assignment formality culminates by the month of December 2021.

The Subject Teachers would give the dates to the class teacher, who in turn would give the HODs. The consolidated assignment viva time table will be prepared at departmental level and submitted to the Principal.

2. Project Making

1. Giving the Topics for Project:-

- Semester classes – 30th October
- Yearly classes – 30th October

2. Submission of Project:-

- Semester classes – 25th November
- Yearly classes – 15th January

3. Project Viva:-

- Semester classes – In the month of December
- Yearly classes – In the month of January and February

3. Making Online Lectures and Classes Interesting and Innovative

1. Taking attendance randomly at any time during lecture hour.
2. Regular interaction with students by taking their names during the lecture
3. Class teachers to take one personality development programme in a month.
4. The PD activity should be value based.
5. One social commitment programme has to be conducted by the class teacher in a month.
6. Each subject teacher to take quiz only on e-care portal once in a month.
7. The faculty members need to develop critical thinking of the students, make them socially sensitive and also try to infuse moral values in them. To inject the same each subject teacher has to take lectures termed ‘INNOVATIVE’ in a month by following any of the aforesaid mentioned modes:-

- **Mode 1: Video Presentation**—Subject teacher need to show a video to the students during the class. The timing of the video must be of 5 to 10 minute. The video must be related to the topic from subject scheduled for that particular class.

For Instance: A video on the journey of Nike (footwear) can be shown in the class to cover the topic like characteristics of entrepreneurs or trade blocks in international marketing.

Then ask the students to discuss on that. The video should be part of the syllabus.

- **Mode 2: Example Sharing:** The faculty can share corporate incidents/happenings to explain a particular concept or logic. For the same they can prepare ppt (with 2-3

slides) or ppt available on internet or share certain images with the students. ***For Instance Sharing the images of Bhopal gas tragedy and explaining the disaster management in EVS.***

- **Mode 3: Case study:** The faculty can share cases study (***prior to class, if possible***) with students. The case study must cover the topic they have scheduled for that particular class.

For Instance: Discussing the case study on "**Accounts Receivable Services**" to understand the accounting concepts.

- **Mode 4: Review:** The faculty can conduct a review of books, topics, newspaper article and research paper etc.

For Instance: Reviewing the GST policy to understand the Taxation concepts or discussion on factors influencing petrol price hike to understand the macro factors of economy .

Note:

1. Each Subject teacher needs to take at least 1 INNOVATIVE lecture once in a week in any of the above mentioned mode.
2. Those teachers who have only one lecture per week have to conduct at least 2-3 INNOVATIVE lectures per month.
3. Each subject teacher should mention the MODE being followed in the online WhatsApp class link so that the Director and Principal too can join the class and review the implementation.

All the three proposals were highly appreciated by the outside stakeholders.

Dr CP Mathew said that it is very heartening to see the way the IQAC cell is working in the college.

The governing body representative was very happy to see the kind of progress being taken up for improvement and enhancement of quality in the college.

PPA representative MrVikas Oberoi express delight saying that he is happy he has admitted his ward to such a college where quality is never compromised.

The Alumni Mr. Tanuj Dalal and student Mr. Sarvesh Raj were also very happy and said that this is the need of the hour and the pandemic is very fruitfully being tackled by St. Paul Institute of Professional Studies.

Decision Taken

1. Each Subject teacher needs to take at least 1 INNOVATIVE lecture once in a week in any of the above mentioned mode.
2. Those teachers who have only one lecture per week have to conduct at least 2-3 INNOVATIVE lectures per month.
3. Each subject teacher should mention the MODE being followed in the online WhatsApp class link so that the Director and Principal too can join the class and review the implementation.

The meeting ended with vote of thanks by Prof. Bhavana Sangamnerkar.

*Goldie
21/09/2021*

Dr. Goldie Zaki
IQAC Coordinator



*Sr. Alice Thomas
21/9/2021*

Dr. Sr. Alice Thomas
Principal

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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 2nd December 2021

Time : 3.00 p.m.

S. No.	Names of the Members	Designation	Member Present for the Meeting
1.	Dr. Sr. Alice Thomas	Principal, Chairperson	<u>Sr. Alice Thomas</u>
2.	Rev. Fr. Simon Raj	Director	<u>Fr. S. Raj</u>
3.	Rev. Dr. Fr. C. Michael John	Governing Body Representative	<u>M. John</u>
4.	Rev. Fr. Antonysamy	Finance Committee Representative	<u>N. Janmup</u>
5.	Dr. C.P. Mathew	Principal, School of Social Work, Indore Member	<u>C.P. Mathew</u>
6.	Dr. Anil Mirchandani	Faculty Coordinator	<u>A.</u>
7.	Dr. Goldie Zaki	IQAC Coordinator	<u>G. Zaki</u>
8.	Dr. Stafard Anthony	Joint Coordinator	<u>S. Anthony</u>
9.	Prof. Bhavana Sangamnerkar	Joint Coordinator	<u>B. Sangamnerkar</u>
10.	Prof. Rahat Ahmed	Member Faculty Representative	<u>Rahat Ahmed</u>



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15.	Mr. Tanuj Dalal	Alumni	
16.	Ms. Sakshi Raghuvanshi	Senior Student	
17.	Mr. Sarvesh Raj	Senior Student	

Dr. Sr. Alice Thomas
21/12/2021

Dr. Sr. Alice Thomas

Principal

PRINCIPAL

St Paul Institute of Professional Studies
INDORE

Date : 2nd December 2021

Proceedings of the Meeting:

The meeting began with a soulful prayer administered by the Principal.

The Agenda of the Meeting was:-

1. Enhancement of Quality of Assignment Viva
2. Cross Verification of Answer Sheet of Internal Examinations for Quality Improvisation
3. Mock visit
4. Any other matter with the permission of the chair.

The details of the discussion on the Agenda are as follows:-

The Principal asked the IQAC Coordinator to read out the proposal for making the house aware .

Enhancement of Quality of Assignment Viva

The IQAC Coordinator informed that the Internal Quality Assurance Cell (IQAC) in order to enhance the quality of Assignment Viva has initiated the following plan of action for from the month of September.

1. The student make PPT presentation for each subject.
2. The online Viva would be taken as per the scheduled date in the presence of external and internal examiner.
3. After the completion of viva, the grade sheet was collected from the Assignment Committee by the Internal Quality Assurance Cell.
4. The Principal randomly selected three students from each class who were asked to give the Viva in front of a panel.
5. The panel comprised of the Director, Principal, IQAC members and subject expert.
6. The viva was taken through video conferencing with full facility.
7. The panel verified the viva grade given by the external and internal examiner.
8. The verification depended on the quality of presentation and viva in the presence of panel.

The move was highly appreciated and the IQAC Team was applauded.

Cross Verification of Answer Sheet of Internal Examinations for Quality Improvement

The IQAC Coordinator said that the Internal Quality Assurance Cell (IQAC) is planning for quality improvisation of evaluation and is hence forth presenting the proposal. On being requested by the Principal, she read the same.

- ✓ All the class teacher would submit the Common Class Test (CCT) and Pre-University Exams (PUE) consolidated Result Sheet to the concerned committee as per the scheduled date.
- ✓ The IQAC team would collect sheet from the CCT and PUE committee on the date specified by the Principal.
- ✓ The sheet would be submitted to the Principal Dr. Sr. Alice Thomas.
- ✓ The Principal would select the name of the students and subject and give the same to IQAC team.
- ✓ All the faculty members would assemble at the specified venue along with the answer sheets of their subjects as per the time given by Principal.
- ✓ The IQAC team in presence of Principal would request the subject teachers to immediately submit the copies of the selected students to the team.
- ✓ The subject teacher would attach a slip with the copies containing name of class, name of subject and name of subject teacher.
- ✓ The IQAC team would duly submit the same to the Principal/Director who would check and verify the quality of evaluation.

Mock visit

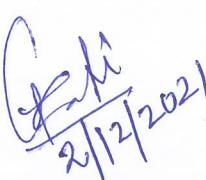
The IQAC coordinator informed all the members that the progress of NAAC accreditation first cycle is coming towards conclusion. The Criterion heads have worked really hard to collect and project the data. But it will be good if there would be a mock visit to check whether all the things have been done as per the manual of NAAC.

Dr CP Mathew appreciated the proposal. The governing body representative suggested that can a NAAC Peer team member could be invited. The Director informed that the Principal has been in contact with many renowned personality and also knows a few who are the team member and hence a mock visit by calling such expert would be scheduled in the college. Dr Stafard Anthony proposed that the same could be done in the last week of the month of December. The proposal was accepted by all.

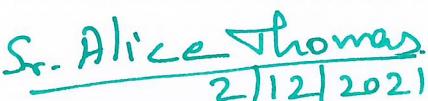
Decision Taken

1. Cross Verification of Answer Sheet of Internal Examinations for Quality Improvisation with an immediate effect.
2. Enhancement of Quality of Assignment Viva to continue as it is a very good practice.
3. Mock visit to be scheduled in the last week of December 2021.

The meeting ended with vote of thanks by Prof. Bhavana Sangamnerkar.


Dr. Goldie Zaki
IQAC Coordinator




Dr. Sr. Alice Thomas

Principal
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