



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 : 6th July 2017

Time : 2.00 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>W.M.J.</u> |
| 4. | Rev. Fr. Antonysamy | Finance Committee Representative | <u>M.Jammy</u> |
| 5. | Dr. C.P. Mathew | Principal, School of Social Work, Indore Member | <u>C.P.M.</u> |
| 6. | Dr. Goldie Zaki | IQAC Coordinator | <u>Zaki</u> |
| 7. | Prof. Stafard Anthony | Joint Coordinator | <u>O.A.</u> |
| 8. | Prof. Bhavana Sangamnerkar | Joint Coordinator | <u>B.Sangamnerkar</u> |
| 9. | Dr. Anil Mirchandani | Senior Faculty | <u>Anil</u> |
| 10. | Prof. Rahat Ahmed | Member Faculty Representative | <u>Rahat</u> |



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| 11. | Mr. Rajat Goyal | Parents Professors Association Representative | Rajat |
| 12. | Ms. Shilpa Dhoble | Librarian | Shilpa |
| 13. | Mr. Sahil Isidore | Administrative Staff | Sahil |
| 14. | Mr. Jatin Gera | Alumni | Jatin |
| 15. | Ms. Nidhi Arya | Senior Student | Nidhi |

Sr. Alice Thomas
6/7/2017

Dr. Sr. Alice Thomas

Principal



Date : 6th July 2017

The meeting began with a silent prayer. The Principal welcomed all the members to the meeting. As the meeting pertained to the Common class test, the Convener Prof. Gagan Mittal was also invited to the meeting.

The agenda for the meeting was briefed:

1. Review of the Common Class Test I
2. Attendance Weightage
3. Increasing Audi visual facilities:
4. Suggestions from the members
5. Any other matters of concern with the permission of the Chair

Following discussions were done concerning the stated agenda:

Common Class Test I

The Principal requested the CCT Convener, Prof. Gagan Mittal who was specially invited to brief regarding the status of the exams conducted to share a report regarding the proceedings with the gathering. Prof. Mittal reported that the CCT1 for the session was successfully conducted and results for the same were duly submitted. He added that the submission of the Question papers for the Common Class Test was also duly done.

With reference to submission of the question papers, Prof. Rahat Ahmed reported that the Department of Humanities found it difficult to complete the syllabus for CCT II as one of the members is leaving the college. The Director requested the Department to re-organize the time table and for time being concentrate on the syllabus instead of ELC classes. He added that along with Sister Principal and Dr. Anil Mirchandani the time table could be prepared.

Attendance Weightage

The Director and Sister Principal shared the procedure that is followed in the college with regard to giving of attendance weightage to the students who are not able to attend the class on the days when they represent the college for any activity. He said that gradually we have been able to prepare a Format that could be used when the number of students involved is more. He added that the Format prepared for this purpose shall be mailed to all the faculty members and they would be informed about the same.

Audi visual facilities:

The members were of the opinion that the Audio visual communication is a productive form of communication. Using sound and lighting equipment improves communication by heightening the awareness of your audience's sight and hearing. Students who use more of their senses to engage at events remember those events for a longer period of time. Thus, the team proposes to increase the number of venues with audio visual facilities. The student representative said that we believe that Audio-Visual Communication gives many advantages

Decision Taken

- The Principal requested the Department of Humanities to re-organize the time table and concentrate on the syllabus of English instead of ELC classes.
- Increasing the venues having audio visual facilities.
- The Format would be prepared for the Attendance Weightage purpose and be mailed to all the faculty members and they would be informed about the same.

The meeting ended with a formal vote of thanks by Dr. Anil Mirchandani.

Dr. Goldie Zaki
IQAC Coordinator



Sr. Alice Thomas
8/7/2017
Dr. Sr. Alice Thomas
Principal
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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 18th September 2017

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>Dr. 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 John</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>Mr. C.P. Mathew</u> |
| 6. | Dr. Goldie Zaki | IQAC Coordinator | <u>Goldie Zaki</u> |
| 7. | Prof. Stafard Anthony | Joint Coordinator | <u>Prof. Stafard Anthony</u> |
| 8. | Prof. Bhavana Sangamnerkar | Joint Coordinator | <u>Prof. Bhavana Sangamnerkar</u> |
| 9. | Dr. Anil Mirchandani | Senior Faculty | <u>Dr. Anil Mirchandani</u> |
| 10. | Prof. Rahat Ahmed | Member Faculty Representative | <u>Prof. Rahat Ahmed</u> |
| 11. | Mr. Rajat Goyal | Parents Professors Association Representative | <u>Rajat Goyal</u> |



St. Paul Institute of Professional Studies

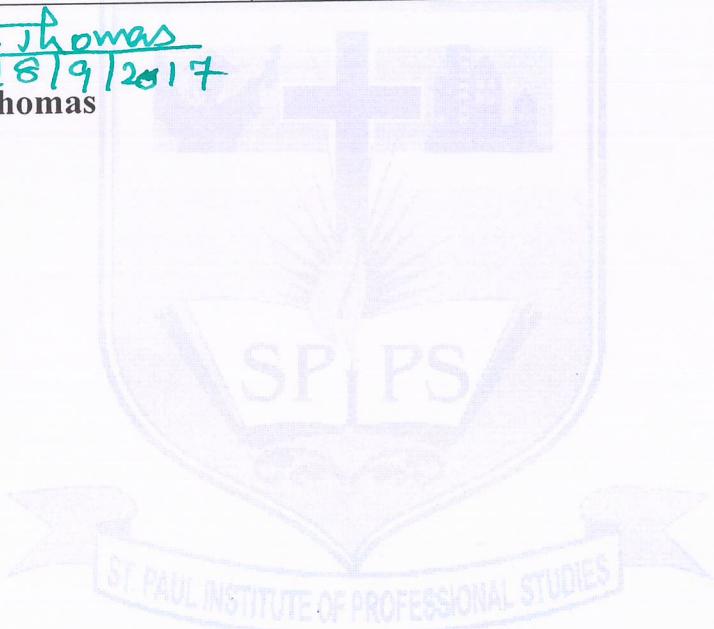
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| 12. | Ms. Shilpa Dhoble | Librarian | Raj |
| 13. | Mr. Sahil Isidore | Administrative Staff | Sahil |
| 14. | Mr. Jatin Gera | Alumni | Jatin |
| 15. | Ms. Nidhi Arya | Senior Student | Nidhi |

Dr. Sr. Alice Thomas
18/9/2017

Principal



Date : 18th September 2017

The meeting began with a silent prayer. The Principal welcomed the members to the meeting and share the agenda of the day is to discuss and decide about:

- 1. Entering into MOU's with different NGOs'**
- 2. Regular practice of indoor and outdoor games**
- 3. Participation in NIRF**

Entering into MOU's with different NGOs'

The IQAC coordinator said that the purpose of MoU is to have mutual intentions to jointly work on projects required for industries and research needs, with learned faculty of good industrial experience and promising students, jointly agree to exchange their expertise for mutual benefit and growth. This will further augment Industrial Visits, In-plant Training & special Technical Training to make the students industry-ready, Guest Lectures, Mini Projects and Main Project Work, Research & Development, Problem Solving, Studies & Survey, Placements, Internships etc.

Hence, it was suggested to incorporate MOUs' with NGOs' and various other bodies to establish all such benefits for the students.

The Director welcomed the suggestions and wholeheartedly accepted it.

The Principal said that the same can be taken care of by the Research and Journal Committee.

The Finance committee representative said that this will not cost much on the finance of the college and hence must be taken up.

Regular practice of indoor and outdoor games

It is well known that playing games not only helps students to keep themselves fit and fine but augment collaboration skills and teamwork attitude that would be very

helpful or them in the future professional life as well. A regular practice of the games is very important for all these aspects. Thus the proposal was made to have such a provision. The proposal was accepted by all.

Participation in NIRF

The Joint coordinator, Prof. Stafard Anthony stated that national ranking ensures that all higher educational institutes strive hard to improve their rankings. This will not only help the college to get more student admission interest but also ensure quality at St. Paul Institute of Professional Studies. Thus the college should participate in NIRF. The Director, Principal and all other members of the House accepted the suggestion.

Decision Taken

- The Principal requested the IQAC Team to coordinate with Research and Journal Committee for the MOUs.
- Prof. Gourav Rawal was designated to be Nodal Officer for NIRF at the college and was made responsible.
- The Sports officers were instructed to have regular time table of sports and concentrate on the quality there as well.

The meeting ended with a formal vote of thanks by Dr. Anil Mirchandani.

(Signature)
20/09/2017

Dr. Goldie Zaki
IQAC Coordinator



Sr. Alice Thomas
20/09/2017

Dr. Sr. Alice Thomas
Principal

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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 17th January 2018

Time : 2.30 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 | |
| 3. | Rev. Dr. Fr. C. Michael John | Governing Body Representative | |
| 4. | Rev. Fr. Antonysamy | Finance Committee Representative | |
| 5. | Dr. C.P. Mathew | Principal, School of Social Work, Indore Member | |
| 6. | Dr. Goldie Zaki | IQAC Coordinator | |
| 7. | Prof. Stafard Anthony | Joint Coordinator | |
| 8. | Prof. Bhavana Sangamnerkar | Joint Coordinator | |
| 9. | Dr. Anil Mirchandani | Senior Faculty | |
| 10. | Prof. Rahat Ahmed | Member Faculty Representative | |
| 11. | Mr. Rajat Goyal | Parents Professors Association Representative | |



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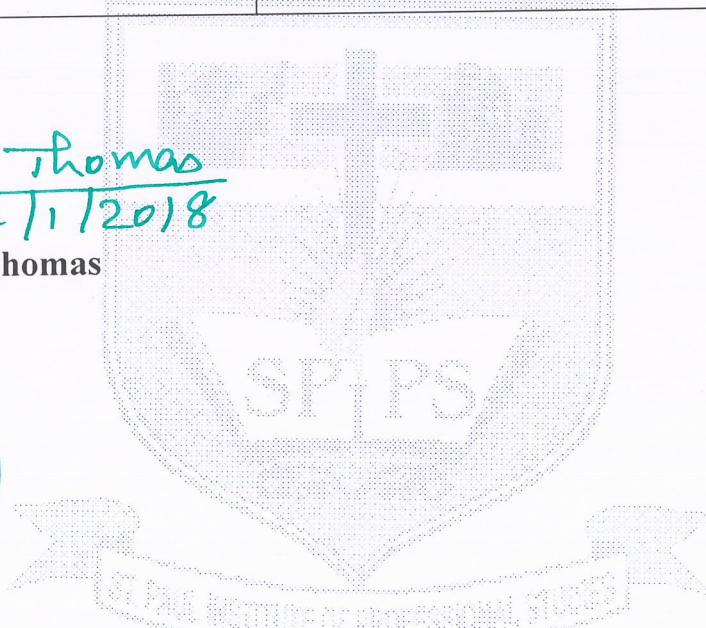
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| 12. | Ms. Shilpa Dhoble | Librarian | <i>Shilpa</i> |
| 13. | Mr. Sahil Isidore | Administrative Staff | <i>Sahil</i> |
| 14. | Mr. Jatin Gera | Alumni | <i>Jatin</i> |
| 15. | Ms. Nidhi Arya | Senior Student | <i>Nidhi</i> |

Sr. Alice Thomas
17/1/2018

Dr. Sr. Alice Thomas

Principal



Date : 17th January 2018

The meeting began with a soulful prayer administered by the Principal. The Director and Principal then welcomed the members to the meeting. He shared his greeting for the new year with the gathering and expressed his delight regarding the quality of education being imparted at the institution.

The Principal then proceeded to share the meeting agenda:

1. To discuss regarding the submission of the Continuous Comprehensive Evaluation (CCE) marks of the First year students and bifurcation of internal marks.
2. To discuss with regards to starting of new courses and adding more number of seats for the present courses.
3. Any other matter with the permission of the chair.

Discussion regarding the submission of the CCE marks of the First year students and bifurcation of internal marks.

The Principal informed that as per the notification from the university, the college had submitted the CCE marks of the BA, B.Sc. and B.Com. I year students between 15th to 30th December. She further updated the house that, in consultation with the Director and the members of the CCE committee, the following would be the bifurcation of the internal marks of these students is proposed:

- Total CCE marks : 10
- Marks for class room activity : 3
- Marks for CCTs & PUE : 3
- Marks for assignments : 4

The members were happy with the criteria. But the Principal was of the opinion that full marks for attendance should be allotted only to those students who have 75% plus attendance.

Thus, after a discussion, it was decided to reschedule the marks for attendance, which is as follows:-

- Attendance up to 40% - 1 mark
- From 40% to 74% - 2 marks
- 75% and above - 3 marks

Discussions with regards to starting of new courses and adding more number of seats for the present courses.

The Principal requested Dr. Anil Mirchandani to give the information about the proposals. Dr. Anil said that at present, we are running 9 UG & 1 PG Courses and next year there is a proposal of starting either new course or adding seats to the existing courses.

Prof. Stafard said that the number of seats for BBA and B.Com. (Hons) could be increased. The Director also had a similar opinion. Dr. Anil Mirchandani and Dr. Goldie Zaki were of the opinion that it may not be too feasible to apply for increasing BBA seats as in many of the colleges the seats are vacant and we are not returning too many candidates who aspire for BBA. Prof. Rahat Ahmed suggested for increasing the number of seats for BA. Prof. Bhavana Sangamnerkar and Prof. Stafard Anthony suggested adding two more specializations for B.Com. Viz. Sales management & Advertising and Banking & Insurance. Rev. Fr. Antonymsamy said that BBA if financially more feasible option as the fees is more and consequently the revenue would also augment. Listening to all the proposals the Director said that it would be prudent to take step by step and hence we would surely increase the seats for B. Com. (Hons) and in the years to come as per the resources needed we would increase the number of courses.

The Director then said that we could also think of starting some evening classes as a few other colleges like Christian Eminent are doing so. To this Dr. C.P. Mathew said that the autonomous colleges are taking up such steps and we as affiliated college have to abide by the guidelines given by our University.

Decision Taken

- Restructuring the Internal Marks criteria for improving the quality of the students.
- To increase the number of seats in B.Com. Hons first and then in BBA as the demand for these courses is very high.

The meeting ended with a formal vote of thanks by Prof. Rahat Ahmed.

~~Goldie Zaki
19/01/2018~~

Dr. Goldie Zaki
IQAC Coordinator



Sr. Alice Thomas
19/1/2018

Dr. Sr. Alice Thomas
Principal
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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 20th March 2018

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>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. Goldie Zaki | IQAC Coordinator | <u>Zaki</u> |
| 7. | Prof. Stafard Anthony | Joint Coordinator | <u>Anthony</u> |
| 8. | Prof. Bhavana Sangamnerkar | Joint Coordinator | <u>Bhavana</u> |
| 9. | Dr. Anil Mirchandani | Senior Faculty | <u>Anil</u> |
| 10. | Prof. Rahat Ahmed | Member Faculty Representative | <u>Rahat</u> |
| 11. | Mr. Rajat Goyal | Parents Professors Association Representative | <u>Rajat</u> |



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| 13. | Mr. Sahil Isidore | Administrative Staff | <i>Isidore</i> |
| 14. | Mr. Jatin Gera | Alumni | <i>Jatin</i> |
| 15. | Ms. Nidhi Arya | Senior Student | <i>Nidhi</i> |

Dr. Sr. Alice Thomas
20/3/2018

Principal



Date : 20th March 2018

The meeting began with a silent prayer. The agenda for the meeting was to discuss:

- 1. Financial support to faculty members for promoting research**
- 2. Department wise seminars and conferences**
- 3. Class teacher-ship**
- 4. Any other matter with the permission of the chair.**

The Principal welcomed all to the meeting.

Financial support to faculty members for promoting research

The IQAC requested the management to create Financial support policy of the College. This will help to promote the faculty members to attend national and international seminars/ conferences/workshops. Encourage teachers to present their research work and interact with experts in their respective disciplines. Support teachers to take membership in professional bodies. A brief discussion on the pros and cons was done and subsequently, it was decided to go on with the proposal.

Department wise seminars and conferences

Acquirement of Knowledge in a Particular Field is very important. Seminars and workshops provide a chance to interact with experts from the specific field. Discussing about the relevant topics of the particular subject, students tend to learn about the latest information and new skills related to the concerned subject. This will not only be helpful for the students but also the teachers. Thus, the college should promote department wise seminars and conferences. The departmental heads present in the meeting seconded the proposal.

The proposal was also highly appreciated by the outside stakeholders, especially Dr. CP Mathew and Mr. Rajat Goyal.

Class teacher-ship

The Principal said that now in our college we have five departments and so it is appropriate that each department teachers should be given class teacher-ship of their own department. And the same teacher continues in the next two years as well. Dr. Goldie Zaki and Dr. Anil Mirchandani replied that this system is followed and the same teacher gets promoted along with the students to the consecutive years.

The Principal advised that the faculty in the Management Department should be first allotted the BBA classes and then the remaining can be taken for the commerce classes. Possibly the teacher of particular department should get the same department class. Dr. Anil Mirchandani assured that from the next semester this shall be taken care of and in case of any discrepancy, the decision of Sister Principal will be sought.

Decision Taken

- Providing financial support to the faculty members for research. Also proving duty leave for research and Ph. D. purpose.
- To organize department wise national seminars and conferences.
- To make those faculty members the class teachers of the classes to the department they belong to.

The meeting ended with a formal vote of thanks by Mr. Sahil Isidore.

(Khalil)
21/3/2018

Dr. Goldie Zaki
IQAC Coordinator



Sr. Alice Thomas
21/3/2018

Dr. Sr. Alice Thomas
Principal
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