



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 : 23rd August 2018

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	
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	



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10.	Dr. Arvind Jain	Member Faculty Representative	
11.	Prof. Rahat Ahmed	Member Faculty Representative	
12.	Mr. Vikas Oberoi	Parents Professors Association Representative	
13.	Ms. Shilpa Dhoble	Librarian	
14.	Mr. Sahil Isidore	Administrative Staff	
15.	Mr. Jatin Gera	Alumni	
16.	Ms. Tanisha Dalal	Senior Student	

Sr. Alice Thomas
23/8/2018

Dr. Sr. Alice Thomas

Principal

PRINCIPAL

St. Paul Institute of Professional Studies
INDORE

Date : 23rd August 2018

The meeting began with a prayer administered by the Principal.

Thereafter, she welcomed all to the meeting and heartily thanked all for their gracious presence. She said that discussion in the IQAC meetings lead to augmentation in the quality of not only the students but also the faculty and the college.

The agenda of the meeting was to discuss about:-

1. Enhancing the Quality of Academics
2. Use of Interactive Boards
3. Information Regarding the New Post Graduate Courses
4. Attendance Weightage
5. Suggestions regarding Students' Database Software

Discussion on the agenda is as follows:-

1. Enhancing the Quality of Academics

The Principal said that as proposed by the IQAC with regards to Faculty Enriching Faculty programme that is said to improve the quality of the educators, a opinion of the members are needed.

Rev. Antonysamy said that this is a good initiative of IQAC as this will remove the hesitance of the faculty members and make them more confident.

Ms. Tanisha Dalal said that this will in turn widen the horizon of the students as well. The suggestion was welcomed by all.

2. Use of Interactive Boards

Then, the Director asked whether the faculty members have learnt using the Interactive Boards. Dr. Anil Mirchandani said that all the

members of faculty have started practicing for the same. The PPA president expressed delight over this.

All the members present in the meeting were updated regarding:-

1. Information Regarding the New Post Graduate Courses

The Director informed that the inspection by the Department of Higher Education has been done and we are hopeful of getting a positive response from them. He further informed that now we would apply to DAVV for getting the permission.

2. Suggestions regarding Students' Database Software

Dr. Goldie Zaki said that there is a proposal of updating the present database software. He added that required changes needed to improve the software can be suggested by the faculty members either to the Principal or Prof. Mili Singh. Prof. Rahat Ahmed said that most of the faculty members have already given their suggestions to Prof. Mili Singh.

Decision Taken

- Faculty Enriching Faculty Programme to become the regular feature of the college.
- Initiating the Post Graduate Course M.Com.
- Improving Students' database system and making it more user friendly.

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

Dr. Goldie Zaki
IQAC Coordinator



Sr. Alice Thomas
Dr. Sr. Alice Thomas 27/8/2018
Principal
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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 9th November 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>Fo S. Raj</u>
3.	Rev. Dr. Fr. C. Michael John	Governing Body Representative	<u>Mike</u>
4.	Rev. Fr. Antonysamy	Finance Committee Representative	<u>M. Jamp</u>
5.	Dr. C.P. Mathew	Principal, School of Social Work, Indore Member	<u>Ym</u>
6.	Dr. Goldie Zaki	IQAC Coordinator	<u>Galdi</u>
7.	Prof. Stafard Anthony	Joint Coordinator	<u>SA</u>
8.	Prof. Bhavana Sangamnerkar	Joint Coordinator	<u>B. Sangamnerkar</u>
9.	Dr. Anil Mirchandani	Senior Faculty	<u>Anil</u>



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11.	Prof. Rahat Ahmed	Member Faculty Representative	
12.	Mr. Vikas Oberoi	Parents Professors Association Representative	
13.	Ms. Shilpa Dhoble	Librarian	
14.	Mr. Sahil Isidore	Administrative Staff	
15.	Mr. Jatin Gera	Alumni	
16.	Ms. Tanisha Dalal	Senior Student	

Dr. Alice Thomas
9/11/2018

Dr. Sr. Alice Thomas

Principal

PRINCIPAL

St Paul Institute of Professional Studies
INDORE

Date : 9th November 2018

The meeting began with a prayer by the IQAC Coordinator.

Thereafter, the Principal welcomed all to the meeting and heartily thanked all for their presence.

The Principal said that discussion in these meetings lead to collaboration of all the stakeholders and in the welfare of not only the students, the faculty and the college.

The agenda of the meeting was to discuss about:-

- **Assignment in the form of PPT**
- **Biometric Attendance Taking**
- **Class wise Parent Professor Meetings**

Discussion on the agenda is as follows:-

1. Assignment in the form of PPT

The assignment enables students to see the purpose for their study and some definite objectives to be achieved. The objectives of the assignment topics are essential in giving direction and definiteness to the pupils' thought and activities. The students are submitting assignment in hand written form. They are submitting this handwritten form in yellow file at a given deadline to their respective subjective teachers. But it was observed that the students are lacking presentation skills and stage presence confidence. To overcome it power point presentation is a good solution.

PowerPoint is regarded as the most useful, accessible way to create and present the content. Thus it was suggested to include PPT presentation for assignment work of the students along with handwritten submission.

This suggestion of IQAC team gathered enormous praises. The PPA representative, Mr. Vikas Oberoi and the Alumni, Mr. Jatin Gera were very happy with the suggestion and expressed their delight.

2. Biometric Attendance Taking

Talking about the Biometric machine installation for the students, the Principal mentioned that the student attendance management systems in educational institutions are increasing because biometric student attendance management systems are faster, smoother, and more accurate. Previously used student attendance methods like paper-based or ID card-based attendance systems are now old and not effective. These methods lead to unnecessary time spent by teachers, professors, and management to track student attendance.

Dr. CP Mathew and Rev. Fr. Antonysamy commented that sometimes manual supervision of a large number of students is difficult. Biometric attendance management looks like futuristic technologies for premium colleges but biometric systems are very useful and cost-effective solutions for all authorities and management. The alumni said that this would protect students from hackers because it uses sophisticated encryption to make safe student privacy.

After discussion, the Director was requested by the IQAC coordinator to provide the same for the students. The student representative also requested the Management for the same.

3. Class wise Parent Professor Meetings

The IQAC Coordinator and the Secretary of the Parents Professors Association, Dr. Goldie Zaki said that active participation of a parent brings massive change in student's academic performance. It is necessary to share responsibility and accountability with parent for the holistic development of a student. In this line we have been conducting the PPA meetings, but all of them are on common basis. The common programmes at times stretches thereby making the parents leave early. She added that parent teacher meeting is an opportunity to exchange observation of a ward with each other. For creating opportunity for parent and teacher to develop a healthy and strong relationship for the holistic development of student class wise parent professor meeting was suggested in place of common meeting. The suggestion was highly welcomed by the parent representative Mr. Vikas Oberoi.

Decision Taken

- One meeting of Parents Professors Association will be conducted in the form of open house whereby the parents would directly meet the class teachers. The review of the same will be taken.**

- In order to augment the presentation quality of the students and make them industry ready, the assignments will be taken in the form of PPT.
- The Biometric machines would be first installed in all the first year classes on experimental basis.

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

Goldie Zaki
12/11/2018

Dr. Goldie Zaki

IQAC Coordinator



Sr. Alice Thomas
12/11/2018

Dr. Sr. Alice Thomas

Principal

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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 5th February 2019

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>Michael</u>
4.	Rev. Fr. Antonysamy	Finance Committee Representative	<u>R. Antonysamy</u>
5.	Dr. C.P. Mathew	Principal, School of Social Work, Indore Member	<u>C.P. Mathew</u>
6.	Dr. Goldie Zaki	IQAC Coordinator	<u>Goldie</u>
7.	Prof. Stafard Anthony	Joint Coordinator	<u>Stafard</u>
8.	Prof. Bhavana Sangamnerkar	Joint Coordinator	<u>Bhavana</u>



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9.	Dr. Anil Mirchandani	Senior Faculty	
10.	Dr. Arvind Jain	Member Faculty Representative	
11.	Prof. Rahat Ahmed	Member Faculty Representative	
12.	Mr. Vikas Oberoi	Parents Professors Association Representative	
13.	Ms. Shilpa Dhoble	Librarian	
14.	Mr. Sahil Isidore	Administrative Staff	
15.	Mr. Jatin Gera	Alumni	
16.	Ms. Tanisha Dalal	Senior Student	

Dr. Sr. Alice Thomas

Sr. Alice Thomas
5/2/2019

Principal

PRINCIPAL

St Paul Institute of Professional Studies
INDORE

Date : 5th February 2019

The meeting began with a prayer administered by the Principal. Thereafter, the Principal welcomed all to the meeting and heartily thanked all for their presence.

At the outset, the Governing Body Representative, Dr. Fr. C. Michael John appreciated the college and the IQAC team for organizing the meetings and discussions that lead to collaboration of all the stakeholders and ensures the welfare of students, faculty college and society at the large.

The Principal informed that the agenda of the meeting was to discuss about the following points and draw consensus:-

- ✓ **Senior faculty members to be made class teachers**
- ✓ **Monthly counseling**
- ✓ **Installing up Solar energy panels**

The Principal said that the IQAC team is working on NAAC and in line with that the college wishes to upgrade itself as per the requirement of NAAC. Also it has been noticed that the NAAC manual and guidelines if followed would be very beneficial for the college because of its visionary approach.

Thereafter, discussion on the agenda was done which is as follows:-

Senior faculty members to be made class teachers

The Principal said that the teachers not only impart knowledge, but also help with character building. A teacher brings out the best in students and inspire them to strive for greatness. A class teacher can very well guide students in academics or extracurricular activities and shape their future. The senior faculty members at St. Paul Institute of Professional Studies are very well trained and capable with more knowledge about the college, hence they can be made the class teachers. The senior faculty Dr. Anil Mirchandani said that previously all the faculty members used to be the class teachers but subsequently, due to increase in the committee burden, the same was removed. This suggestion was highly welcomed by the PPA representative and the student. They said that this will surely lead to improvement in the academics. Thus, the suggestion was heartily accepted by all and the Director requested the Principal and Time Table Committee Convener, Dr. Anil Mirhcandani to take care of the same.

Monthly counseling

The Joint coordinator, Prof. Bhavana Sangamnerkar commented that counseling makes a lot of improvement in the life of college students. The same has been religiously taken care of at St. Paul Institute of Professional Studies. But the team proposes that report should be submitted on monthly basis to ensure that each and every student of the class is counseled. The Principal said that the same point has been dealt in an in-house meeting and the importance of it

has also been discussed. The outside stakeholders, specially, Mr. Viaks Oberoi said that this is a concern that is more known to the academicians, hence he is for the proposal.

Solar energy panels

As regards to this point the IQAC coordinator, Dr. Goldie and the co-coordinator, Dr. Stafard Anthony said that it is known that solar energy does not emit toxic substances or contaminants into the air, which can be very damaging to the environment and to human beings. Unlike fossil fuels and nuclear power plants, wind energy has one of the lowest water-consumption footprints, which makes it a key for conserving hydrological resources. National Assessment and Accreditation Council has a long term objective of sustainable development and thus advices for the same in the higher education institutions as well. Thus the team proposes for the same.

The Director enquired regarding the financial feasibility of the same and said that after discussion with various vendors, he would come to the conclusion.

Decision Taken

1. The senior faculty members at St. Paul Institute of Professional Studies are very well trained and capable with more knowledge about the college, hence they will be made the class teachers again.

2. All the class teachers would submit the counseling report of their students on monthly basis to ensure that each and every student of the class is counseled. The Counselling and Tutorial Committee would be asked to prepare a special format for the same.
3. The Director would enquire regarding the financial feasibility of setting up of solar energy panels.

The meeting ended with a formal vote of thanks by Ms. Shilpa Dhoble

~~Goldie
6/2/2019~~

Dr. Goldie Zaki
IQAC Coordinator



Sr. Alice Thomas
6/2/2019

Dr. Sr. Alice Thomas

Principal
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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 4th April 2019

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> </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>Goldi</u>
7.	Prof. Stafard Anthony	Joint Coordinator	<u>BX</u>
8.	Prof. Bhavana Sangamnerkar	Joint Coordinator	<u>B.S</u>
9.	Dr. Anil Mirchandani	Senior Faculty	<u>A.M</u>



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10.	Dr. Arvind Jain	Member Faculty Representative	
11.	Prof. Rahat Ahmed	Member Faculty Representative	
12.	Mr. Vikas Oberoi	Parents Professors Association Representative	
13.	Ms. Shilpa Dhoble	Librarian	
14.	Mr. Sahil Isidore	Administrative Staff	
15.	Mr. Jatin Gera	Alumni	
16.	Ms. Tanisha Dalal	Senior Student	

Sr. Alice Thomas
4/4/2019

Dr. Sr. Alice Thomas

Principal

PRINCIPAL
St Paul Institute of Professional Studies
INDORE

Date : 4th April 2019

The meeting began with a prayer administered by the Principal. Thereafter, the Principal heartily welcomed all to the meeting and thanked all for their presence.

At the outset, the Finance committee Representative, Rev. Antonysamy and Mr. Vikas Oberoi appreciated the college for organizing the meetings. They especially thanked the IQAC Team for their initiatives.

The Principal informed that the agenda of the meeting was to discuss about the deciding the guidelines for the assignment marks. She added that the assignment marks play a very important role in the internal marks of the students and therefore continuous reflection over the point is very necessary. This meeting is been called in this regard only. He thanked the members for being present to discuss a sole yet important issue.

The Agenda of the meeting included:-

1. Deciding Guideline for Assignment marks.
2. CCE Marks to the students
3. Any other matter with the permission of the chair.

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

1. Deciding guideline for Assignment marks

The Principal requested Dr. Anil Mirchandani to brief the house with regards to the purpose of the meeting. Dr. Anil Mirchandani mentioned the two proposals for giving the assignment marks to the students. He added that the class teachers need to pass on the marks to the subject teachers, who in turn have to fill in the database. While preparing the final grade sheet, higher grade is to be taken into consideration.

The proposal B which is as follows was accepted by all:-

- Writing skills – 01 mark
- Preparation of PPT -01 marks
- For Viva Grade A & B – 02 marks, Grade C & D – 01 mark

Dr. CP Mathew said that as the assignments are taken in group so marks of one subject will be given for the other subject in the same group.

It was decided that the students who are remaining for PPT Viva need to complete the same latest by 30th April. The Principal requested IQAC Coordinator to circulate this message to the class teachers and they in turn to the students.

2. CCE Marks to the students

An elaborate brain storming session and exchange of ideas was done. As regards to attendance the Director and Dr. Fr. C. Michael John opined that as we have made the students work hard for short of attendance, we can give full marks for

attendance to them. Dr. Arvind Jain contradicted saying that less marks should be given to the students having less attendance, this called for an extensive discussion and sharing of opinions by all the members.

The decision taken is as follows:-

- Attendance more than 50 % 3 marks
- Attendance less than 50 % - 2 marks
- Assignment marks – as per the pre-decided proposal mentioned aforesaid.
- CCT1, CCT2 & PUE – Best out of these.

As a concluding remark, the Director and Principal said that all the deliberations are aimed at improving the quality of education and benefitting our students.

The meeting ended with vote of thanks by Dr. Arvind Jain.

Minutes prepared by:

Goldie Zaki
6/04/2019

Dr. Goldie Zaki

IQAC Coordinator



Sr. Alice Thomas
6/4/2019

Dr. Sr. Alice Thomas

Principal

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