



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 : 21st August 2019

Time : 2.00 p.m.

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



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

Sr. Alice Thomas
21/8/2019

Dr. Sr. Alice Thomas

Principal
PRINCIPAL

St Paul Institute of Professional Studies
INDORE

Date : 21st August 2019

Proceedings of the Meeting:

The meeting began with a silent prayer.

The Agenda of the Meeting was to discuss:-

1. Decennial celebration in the college
2. Regarding changing the pattern of conducting Common Class Test.
3. Submission of lecture plan.
4. 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. Decennial celebration in the college

The Principal informed all the members that the decennial year of the college has initiated. The college has completed 9 years on 26th July 2019 and hence forth the tenth year is continuing. She invited the IQAC coordinator to share about the initiative being taken up in the year.

The coordinator informed all that as a part of the Decennial year celebration of the college the following activities are planned to be conducted:

1. Welcome cum Orientation Programme (Aagaz-2019) meaning new beginning.
2. Department-wise National Seminars and Conferences
3. SPIPS Fiesta by Department of Commerce and Management Fest by Department of Management.
4. Donation of 75 sewing machines on Patron's Day
5. Monthly Department wise Meeting with the Director and the Principal.
6. Department wise and Committee wise activity on monthly basis.
7. Inaugural ceremony of all the Departments and Club

8. Class Wise Monthly Personality Development and Class Social Activity to become indispensable.
9. Inter-collegiate Debate Competitions
10. Tenth Annual Day Celebration on the theme 'My Country, My Pride'

The initiative was extremely appreciated and lauded by all. The former Director and governing body representative expressed delight to hear the proposal and prayed that the college achieves all.

2. Changing the pattern of conducting CCT

The Principal expressed their concern stating that there is a need to enhance the quality of students during CCTs with regards to their sincerity. They also shared their views regarding the invigilator's attitude towards the duty. They asked the members to give their opinions so that the copying practice could be regulated.

Intensive discussion was done with regards to this and plenty of opinions were expressed. Regarding changing of pattern, the members said that the present pattern is as per university exam. Dr. Goldie Zaki said that this system was evolved so that our students are able to score better in internal marks, failing to which their overall percentage will go down. Additionally, we unlike other colleges, who do not have any CCE criteria, do not simply give away the internal marks. Dr. Anil Mirchandani and Dr. Arvind Jain proposed interchanging the class teachers for invigilation. Dr. Fr. C. Michael John and Rev. Antonysamy suggested preparing more sets of question papers. Prof. Rahat Ahmed said that invigilators should be stricter. The Principal said that the different teachers teaching the same subject should prepare different sets of question paper. Prof. Bhavana Sangamnerkar suggested excluding MCQs. Mrs. Shilpa Dhoble proposed conducting CCT only in the first two lectures and continue classes further. The Director said that this would be difficult for the students as their minds are set for exams during those particular days. The Principal suggested changing the seating arrangement and making the students of three years seated in alternate rows. Mr. Sahil Isidore said that this would create problems while collecting the copies as the number of bundles would amount to nine. The Director too agreed to this. Thus, after the discussion it was proposed to conduct the CCT in the following manner:-

- Seating arrangement would continue as per previous practice
- Two exams each of one and a half hour will be conducted in a day. The total time duration will be 3 hours
- The question paper for the next exam will be given only after completion of one and a half hour
- The syllabus of CCT will be common for the same classes
- Question paper would be set in three Sets A, B, C
- No multiple choice questions will be asked
- The question paper will include very short answers, short answer and long answer type questions
- The subject teachers may follow the font size and spacing as per the demand of the question paper.
- Further discussion will be done with the CCT Committee

3. Submission of Lecture Plan

The Principal said that the lecture plans for this year are not been submitted and she is worried as to how the newly joined faculty members are taking up their teaching pace. The Principal said that she would verify the compliance of lecture plans with the students and asked the IQAC team to do so. Subsequently, it was decided that the plan for the academic year 2019-20 would be as per the old pattern and the last for submitting the plan would be 15th October 2019.

Consequently, the last date for competition of the syllabus was also decided.

- Course completion date for semester classes – 30th November 2019
- Course competition date for yearly classes – 28th February 2020

It was also decided that the CCT schedule will be as follows:

- Semester classes : CCT II – 1st November onwards
- Yearly classes : CCT II – when the PUE for semester classes would be conducted – 4th December 2019.

Decision Taken

1. Implement the Plan of Decennial Celebration into action.

2. Common Class Tests

- Seating arrangement would continue as per previous practice
- Two exams each of one and a half hour will be conducted in a day.
The total time duration will be 3 hours
- The question paper for the next exam will be given only after completion of one and a half hour
- The syllabus of CCT will be common for the same classes
- Question paper would be set in three Sets A, B, C
- No multiple choice questions will be asked
- The question paper will include very short answers, short answer and long answer type questions

3. Common Class Tests Dates

- Course completion date for semester classes – 30th November 2019
- Course competition date for yearly classes – 28th February 2020

It was also decided that the CCT schedule will be as follows:

- Semester classes : CCT II – 1st November onwards
- Yearly classes : CCT II – when the PUE for semester classes would be conducted – 4th December 2019.

The meeting ended with vote of thanks by Dr. Goldie Zaki.

(Signature)
Goldie
21/08/2019

Dr. Goldie Zaki
IQAC Coordinator



(Signature)
Sr. Alice Thomas
21/08/2019

Dr. Sr. Alice Thomas

Principal

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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 18th October 2019

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>M. 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>C.P. Mathew</u>
6.	Dr. Goldie Zaki	IQAC Coordinator	<u>Goldie Zaki</u>
7.	Prof. Stafard Anthony	Joint Coordinator	<u>Stafard Anthony</u>
8.	Prof. Bhavana Sangamnerkar	Joint Coordinator	<u>Bhavana Sangamnerkar</u>
9.	Dr. Anil Mirchandani	Senior Faculty	<u>Anil Mirchandani</u>
10.	Prof. Rahat Ahmed	Member Faculty Representative	<u>Rahat Ahmed</u>



St. Paul Institute of Professional Studies

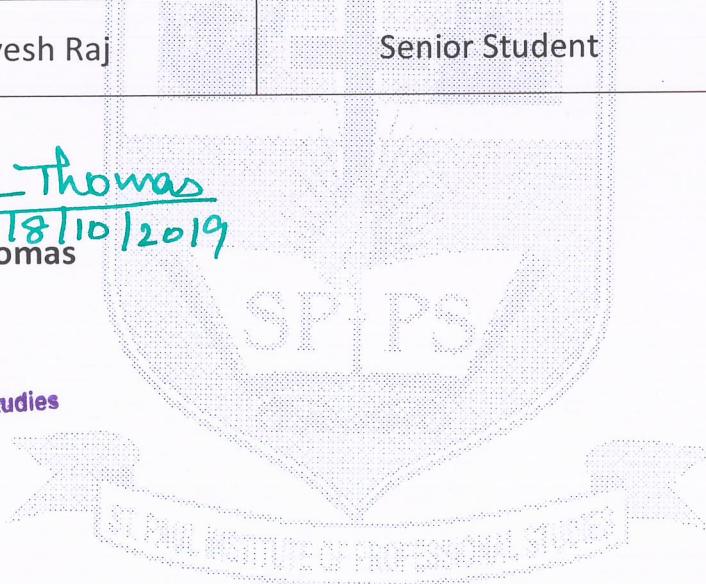
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11.	Mr. Vikas Oberoi	Parents Professors Association Representative	
12.	Ms. Shilpa Dhoble	Librarian	
13.	Mr. Sahil Isidore	Administrative Staff	
14.	Mr. Jatin Gera	Alumni	
15.	Ms. Tanuj Dalal	Alumni	
16.	Mr. Sarvesh Raj	Senior Student	

Sr. Alice Thomas
Dr. Sr. Alice Thomas
18/10/2019

Principal
PRINCIPAL
St. Paul Institute of Professional Studies
INDORE



Date : 18th October 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.

The Principal informed that the agenda of the meeting was to discuss some important issues of the college for which the expert ideas of IQAC members are needed. She thanked the members for being present to discuss these important issue.

The Agenda of the meeting included:-

1. Starting e-care portal for the college
2. Regarding acceptance of Book series from the publisher
3. Certificate of Participation to students
4. Any other matter with the permission of the chair.

1. e-care portal for the college

The administrative staff, Mr. Sahil Isidore on being asked by the Principal said that there are smart tool application which are complete and comprehensive package bringing all e-Care facilities at one place at fingertips for all users (Management, Teachers, Parents and Students). e-care enables user to carry their college world in their pocket with this mobile application. A e-care app for the college would provide all these benefits. He said that a discussion in this regard is being done with the IQAC team and he has been requested to put this matter in the IQAC board

meeting. The IQAC coordinator made a humble request to the Director for buying the app for our college.

Dr. CP Mathew added that this would be a very nice application and would help in many aspects of the college.

2. Acceptance of book series from the publishers

The Principal and Director said that they found it strange that the series or guides are being accepted by the faculty members. They showed their apprehension whether the guides are used by the faculty members for the purpose of teaching.

Each member of the house including the Librarian clarified that the guides are only used for exemplifying the syllabus and getting questions that are useful from examination point of view. The Principal after comprehending the situation that the books and series can be accepted, nevertheless, the same should be duly informed to her. The Director urged Dr. Anil Mirchandani to coordinate such processes.

3. Certificate of Participation to students

The Principal proposed that a consolidated certificate depicting the academic, sports, social and cultural participation of each student could be prepared in bulk and given to them at the end of the year. The PPA president and alumni, Mr. Tanuj Dalal opined that individual certificate is an incentive for the students, also would give them credit and hence the same could be continued. The Director said that more feasibility and clarity is needed for this. The Principal asked the IQAC team to coordinate with the convener of the Programme Committee. She added that this can be discussed and decided henceforth.

As a concluding remark, the Principal said that all the deliberations are aimed at improving the quality of education and to give a genuine mouth of publicity to our college.

Decision Taken

1. St. Paul Institute of Professional Studies will buy the e-care services and train the faculty members and teachers.
2. Discussion to be with Programme Committee for preparation of Certificates of participation.
3. The Principal to oversee the flow of books and series in the college and Dr. Anil Mirchandani to supervise the same.

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

*Goldie
19/11/2019*

Dr. Goldie Zaki

IQAC Coordinator



*Sr. Alice Thomas
19/11/2019*

Dr. Sr. Alice Thomas

Principal
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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 28th January 2020

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>Mike</u>
4.	Rev. Fr. Antonysamy	Finance Committee Representative	<u>R. Janury</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>Zaki</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>
10.	Prof. Rahat Ahmed	Member Faculty Representative	<u>Ahmed</u>



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

Sr. Alice Thomas
28/11/2020

Dr. Sr. Alice Thomas

Principal

PRINCIPAL
St. Paul Institute of Professional Studies
INDORE

Date : 28th January 2020

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.

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

1. Automated Fee Collection
2. Automation of Lesson Plan
3. Internships programs for the students
4. Pattern of Assignment

Automated Fee Collection

The Principal said that digitalized 21st century is not just about digital platforms but more about convenience, comfort, access, and reach. The automated fee collection systems are one such solution. The administrative staff, Mr. Sahil Isidore said that they are comprehensive modules and one end spot for transferring, managing, keeping track of dues, calculating fees and sending reminders to parents to make payments on time. The Finance committee member, Mr. Antonymsamy said that such systems are effective in reducing costs and time with increased efficiency. Seeking such benefits it suggested incorporating portal which allows automatic fees collection and management solution for students.

Hence a proposal was made to the Director for initiating such practice. The Director said that the same should be presented before 4D common House of faculty members and the confidence of the students to has to be taken in this regard once this is done then automatic fee collection can be made. Other members agreed to the proposal.

Automation of Lesson Plan

The IQAC Coordinator said that automation is a method or technique of operating and controlling a single or different process, its core focus is to minimize the manual work in repetitive tasks; it helps the teachers, faculties, and admin to focus more on the proper teaching and learning process of the students. Automating the lesson plan enables the subject faculties to do the timely updates, on-time approval by Principal and linking the online library sources. Therefore, she humbly made a suggestion for a lesson plan automation portal for the faculties.

All the members appreciated the proposal. The Principal said that this will help in approving and also saving the papers.

Internships programs for the students

Mr. Vikas Oberoi suggested to start internship as an official program that is offered by an employer to students interns. He also explained in detail the benefits of Internships and said that he as the custom officer can help a lot in this regard. Dr. CP Mathew said that in order to catalyze the growth of students it is good to involve and encourage students for internships.

Pattern of Assignment

A discussion was done regarding the pattern of Assignment as the Principal was of the view that the present system is not benefitting the students. She proposed to give assignments based on survey. This observation called for an elaborated discussion. The Director said that the present system results in huge paper waste. To this Prof. Rahat Ahmed said that we need to preserve the record as a proof. The other members too had a similar opinion. Dr. Goldie Zaki said that survey and

assignment should be kept separately. There was a point raised that if a survey is given then the students will have to prepare it for each subject. The Director said that one assignment for all the subjects can be given and the marks can be distributed evenly. Dr. Anil Mirchandani said that this would dilute the control of the subject teachers. Moreover, the particular pattern is designed so that the students can contact the subject teachers and also score better internal marks. The questions given in the assignments are important ones and form a good basis for the students to prepare for their final exams. Prof. Bhavana Sangamnerkar proposed giving different modes of assignment. This aspect could not be considered as other modes would not serve as full proof record. Finally, the Principal and Director said that he would contact other college to explore more possibilities and would discuss it more in the next meeting.

Decision Taken

- I. The questions to be given in the assignments as they are important ones and form a good basis for the students to prepare for their final exams.
- II. Initiating Internships programs for the students.
- III. Automating the lesson plan
- IV. Automating attendance of the students

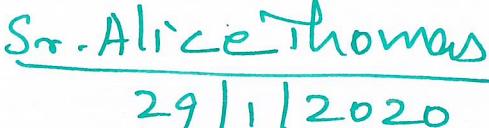
The meeting ended with a formal vote of thanks by Ms. Shilpa Dhoble.



29/1/2020

Dr. Goldie Zaki

IQAC Coordinator



29/1/2020

Dr. Sr. Alice Thomas

Principal

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Internal Quality Assurance Cell Meeting

Venue: Conference Hall

Date : 14th February 2020

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>So. 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>CPM</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>



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

Dr. Alice Thomas
14/12/2020

Dr. Sr. Alice Thomas

Principal
PRINCIPAL

St. Paul Institute of Professional Studies
INDORE

Date : 14th February 2020

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. She informed that as the BBA classes are having the Pre-university exams the Head of Management Department is called to the meeting. Also Common Class Test Committee convener was also called for the meeting.

The Principal informed that the agenda of the meeting as follows:

1. Matters relating to Pre-University exam taken on e-care
2. To discuss with regards to starting collaborative courses
3. Any other matter with the permission of the chair.

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

1. Matters relating to Pre-University exam taken on e-care

As regard to e-care, Dr Vivek Kaushik the class teacher of BBA 5th semester students who are writing their Pre University exam through the e-care for the first time shared that the students are facing problem while submitting the answers. This is mainly due to technical unawareness. The image of answers are been uploaded at the end of the student but at the end of the faculty members the images are not opening and hence it cannot be corrected. Nevertheless, the students have sent the answers on WhatsApp to the respective subject teachers. The Principal said that it has been instructed in the morning assembly with regard to uploading of the answers by the students and the same has to be properly instructed to the student and they have to be guided in the right manner. The Principal suggested changing the programming of e-care according to the paper pattern of University. The Director was of the opinion that the changes can not be immediately incorporated as we are using e care for exam on a trial basis and first, we need to give time to check if things are going on properly and therefore for time being, WhatsApp has been given as an option to submit the paper.

The Principal was of the view that the e-care has to be customized as per the University exam pattern of each class. To this the member opined that if the students are asked to answer all the questions then the number of questions that they answer would be much more than what is asked in the university exam. Thus it was decided that we would follow the university exam pattern for PUE and make necessary changes in e-care.

Prof. Gagan Mittal requested to allow students to submit CCT answers on WhatsApp if in case they face any problem. To this, the Director said that it is in the hands of the CCT committee to decide whether the answers could be accepted through WhatsApp. Later, the Director said that if we give more option to the students they would not learn the technology we are trying to teach them. We need to stand for good and not deviate from our plan for only a few students who are not able to do the things technically correct. Our major concentration should be on the maximum of students who are following the norms.

The outside members appreciated the manner in which all the issues are dealt in the college.

2. To discuss with regards to starting collaborative courses

The Principal said that in most of the colleges the normal graduate degree courses are complimented with collaborative courses. She asked for the suggestions regarding the same. Dr Goldie Zaki said that some courses related to sales management and advertisement can be good. Dr Anil Mirchandani was of the view that course related to banking and Insurance could be initiated. Prof. Rahat Ahmed that skill courses could be a part of the new initiative of the college.

The Governing Body Representative Dr. Fr. Michael John said that the present situation calls for making the students more and industry employable.

Dr CP Mathew said that a collaborative process that involves training would be a better option.

Listening to all this proposal, the Director said that the proposal would be forwarded to the Career Skills Development and Placement Committee for the reference so that they can work in this regard.

Decision Taken

- I. Initiating the new skills development courses.
- II. To allow in extreme cases sending of answers on official mail id of the subject teacher.

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

*Galdy
15/12/2020*

Dr. Goldie Zaki

IQAC Coordinator



*Sr. Alice Thomas
15/12/2020*

Dr. Sr. Alice Thomas

Principal

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