



# 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 :** 19th December 2016

**Time :** 11.00 a.m.

S. No.	Names of the Members	Designation	Member Present for the Meeting
1.	Dr. Vishal Mehta	Acting Principal, Chairperson	
2.	Rev. Dr. Fr. C. Michael John	Director	
3.	Rev. Fr. Simon Raj	Dean Governing Body Representative	
4.	Rev. Fr. Antony Samy	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	



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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. Tanisha Dalal	Senior Student	Tanisha

Mike

**Dr. Fr. C. Michael John**

Director

The meeting began with a silent prayer.

The agenda for the meeting was to discuss and decide about:

1. Add -on courses
2. Student Database
3. Suggestion from members
4. Any other matter with the permission of chair

The Director welcomed all to the meeting and said that the meeting has been called looking into the importance of add-on and certificate courses in the college teaching.

The IQAC coordinator on being asked updated the agenda of the meeting and stated that, discussion is to be done on the following points:

### **Add -on courses**

Different types of courses such as core, professional core, elective, skill enhancement and value added courses, etc. should be offered by our college. Is it mandatory to offer value added courses in each program as per NAAC (National Assessment and Accreditation Council). Value added courses especially for the commerce and management students of B.Com. and BBA.

The students can avail of these career-oriented courses. Under the programme, each student would be awarded an additional certificate /diploma /advanced diploma in the 'add-on' course opted for.

### **Student Database**

Data Base allows to manage student and staff data in an intuitive format that ensures data integrity, security, accurate reporting and quick access to information. As a result, data duplicity is avoided and everyone can always access the most up-to-date information. Thus, there is a request to buy the software.

Dr Vishal Mehta requested for the opinion and suggestions of the house.

Dr. CP Mathew was of the view that it is very important to increase the add-on courses in the college as this particular courses are very helpful for the students overall development and hence the college should go on in a planned manner to initiate such courses along with the graduation.

the PPA member to had a similar opinion and he accepted to provide all support needed for or initiating the add-on courses. Mr. Rajat Goyal said that he as a businessman he can also offer a number of advice related to the same.

As regard to student database, the director opined that in the previous years all the information related to students are in the hard copy and the same needs to be automated.

The student Ms. Tanisha Dalal said that it is very easy to get the entire record of the students through the database and hence it should be taken up his also would add on to the quality in the college.

The IQAC coordinator said that a team their off has been formed which can take care of the same this will also help to enhance the quality related to administration at SPIPS.

### **Decision Taken**

1. The proposal of bringing the student database in the college was accepted by the House they were happy that all the information of the faculty student and staff members will be in a systematic manner.
2. In order to make the students industry ready, the House accepted the inclusion of add-on and certificate courses as a part of co-curricular activities of the college

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

Dr. Goldie Zaki  
IQAC Coordinator

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## Internal Quality Assurance Cell Meeting

**Venue:** Conference Hall

**Date** : 10 February 2017

**Time** : 11.00 a.m.

S. No.	Names of the Members	Designation	Member Present for the Meeting
1.	Dr. Vishal Mehta	Acting Principal, Chairperson	
2.	Rev. Dr. Fr. C. Michael John	Director	
3.	Rev. Fr. Simon Raj	Governing Body Representative	
4.	Rev. Fr. Antony Samy	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	



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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. Tanisha Dalal	Senior Student	Tanu

Dr. Fr. C. Michael John

Director

The meeting began with a silent prayer.

**The agenda for the meeting was to discuss and decide about:**

1. Deciding the CCE (Continuous Comprehensive Evaluation) criteria
2. Suggestion from members
3. Any other matter with the permission of chair

The Director said that the specific purpose of this meeting is to prepare a guideline that has to be followed by all with regard to the CCE and Practical Marks. He added that at present the procedure of giving CCE Marks is not clear.

The Director read out the proposals given by the members in a meeting of Academic Committee held on 26<sup>th</sup> October. One of the proposals was as follows:-

Two Objectives Type Test, One Assignment and ‘Best of Three’ as CCE Marks.

The Director said that there is a need for more clarity with regard to our syllabus and hence there is a need to prepare a file year wise which would contain the syllabus of each class and also the marks to be given. He said that we have to begin by preparing a file containing the detailed syllabus of each year and each course stating clearly the subject marks assigned for University Exam, CCE/Internal Mark, and Practical Marks etc. The Director said that the class teachers would be asked to prepare such documents. He said that the Committee would prepare a format for the same and distribute to the class teachers.

It was said that the CCE Marks has to be given on the basis of the following:-

- a. Internal Test/ Class Test

- b. Assignment
- c. Pre University Exams (PUE)
- d. Attendance

Regarding the Unit Tests, the Principal informed that per semester two tests are taken. The Director said that we would continue with the same.

Rev. Fr. Antonosamy was said that the Assignment could be in the form of Written Assignments, Group Discussion, Presentation, Poster Making etc.

The Principal suggested that instead of the 'Best of Three', 'Averaging' of the above mentioned four criteria could be done. Prof. Goldie Zaki said that the 'Best of Three' is done for the benefit of the students and averaging may lessen their aggregate marks. Prof. Rahat Ahmed said that the result would be affected if 'Averaging' is done.

The Principal said that the students should be aware about the methodology of giving Internal Marks.

The Director said that at present the college would not be rigid but gradually become strict. He suggested that we can decide the criteria and permanently put it on the Notice Board.

It was decided that the Guidelines and the Criteria for giving the Internal

Marks will be as follows:-

Guidelines

1. Internal Test/ Class Test, Assignment and PUE would not be optional.
2. 'Best of" would not be taken into consideration.

3. 'Averaging' would be taken into consideration.

#### Criteria

1. A= Average of two Unit Tests.
  2. B= Average of Assignment and Pre University Exams.
  3. C= Attendance
  4. Final marks would be:-  
$$A+B+C/3$$
- This guideline would be given to CA/CS students at the time of admission.

#### **Decision Taken**

- Per semester two tests are taken. The Director said that we would continue with the same.
- The students should be aware about the methodology of giving Internal Marks.
- The Director suggested that we can decide the criteria and permanently put it on the Notice Board.

#### Guidelines

1. Internal Test/ Class Test, Assignment and PUEwould not be optional.
2. 'Best of" would not be taken into consideration.
3. 'Averaging' would be taken into consideration.

The meeting ended with a formal vote of thanks by Prof. Stafard Anthony.

Minutes written by  
Dr. Goldie Zaki *(Signature)*  
IQAC Coordinator *10/02/2017*

*(Signature)*  
10/02/2017

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## Internal Quality Assurance Cell Meeting

**Venue:** Conference Hall

**Date** : 28 March 2017

**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. Dr. Fr. C. Michael John	Director	<u>Whe</u>
3.	Rev. Fr. Simon Raj	Governing Body Representative	<u>Fr. S. Raj</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>M.</u>
6.	Dr. Goldie Zaki	IQAC Coordinator	<u>Goldie</u>
7.	Prof. Stafard Anthony	Joint Coordinator	<u>G.</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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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. Tanisha Dalal	Senior Student	Tanisha

Sr. Alice Thomas  
28/3/2017

Dr. Sr. Alice Thomas

**Principal**

**PRINCIPAL**  
St. Paul Institute of Professional Studies  
INDORE

**Date : 28 March 2017**

The meeting began with a silent prayer.

The Minutes of the last meeting was read out by Dr. Goldie Zaki.

**The agenda for the meeting was to discuss and decide about:**

1. Value Addition course for the B.Com (Hons)
2. Project Guides
3. Common Class Test (CCT)
4. Suggestion from members
5. Any other matter with the permission of chair

### **1. Value Addition course for the B.Com (Hons)**

Discussing on the minutes of the last meeting the Principal enquired about the Value Addition course for the B.Com (Hons) students. The details regarding this were explained by Dr. Goldie Zaki and Dr. Anil Mirchandani. They said that in each semester except for two in which Industrial Visit and Internship are there, regular classes are arranged and the faculty cover the syllabus duly.

### **2. Project Guides**

The Principal also enquired about the Project Guides and the preparation pertaining to this. Dr. CP Mathew proposed that the Subject Teachers could be the Project Guides. The Director asked about the classes that would have the Project in their curriculum. Dr. Anil Mirchandani replied that B.Com (Plain, Tax, FT and CA), B.A. and B.Sc. III Year students have it. Next, the Director inquired about the topics that are to be chosen. Dr. Anil Mirchandani answered that the topics could be general and may not be compulsorily related to the subjects and thus any faculty can become the Guide. Dr. Anil Mirchandani proposed that eight students could be there under one Guide. The Principal enquired as to who took care of the projects in the previous year. To this Prof. Rahat Ahmed replied that the Class Teachers took care of the Projects.

Taking note of all the proposals and information that were given, the Director requested the members to proceed in the following manner:-

1. To make a list of the subject teachers of the classes having project.
2. To calculate the number of students in these classes.
3. To find out the number of faculty teaching in V Sem.
4. To prepare a format containing name of the professor, subject, class and number of student.
5. To inform the students that one faculty can guide 7 to 8 students.
6. Ask the students to select the Topic and the Guide.

Prof. Bhavana Sangamnerkar said that this year the number of the students is less but from the next year the number would be more so it could be done Department-wise from the next year. The Director advised to co-opt even those faculty who are not teaching in the V Sem. He asked to display the list of the professors available as Guide on the Notice Board and request the students to choose the Guide according to the Department to which they belong. This task was handed over to the Section Heads of B.Com, B.A. and B.Sc. that is Dr. Vishal Mehta, Prof. Rahat Ahmed and Dr. Pragati Jain respectively.

The Principal then said that all that is decided in the meeting of the IQAC Committee is to be informed to the whole body of faculty.

### **3. Common Class Test (CCT)**

Next the procedure to be followed for the Common Class Test (CCT) was discussed. Prof. Stafard Anthony said that on the day of Exam a different time table could be followed. Thirty minutes would be allotted for each subject and so for the classes having 5 subjects, the exam would be for two and a half hours and for those having 6 subjects the exam would be for three hours. He proposed to have the exam with a break but the Director said that since the University Exams are of 3 hours so the students could be expected



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## Internal Quality Assurance Cell Meeting

**Venue:** Conference Hall

**Date :** 6 May 2017

**Time :** 12.00 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. Dr. Fr. C. Michael John	Director	<u>W.M.J.</u>
3.	Rev. Fr. Simon Raj	Dean Governing Body Representative	<u>—</u>
4.	Rev. Fr. Antonysamy	Finance Committee Representative	<u>R. Jammal</u>
5.	Dr. C.P. Mathew	Principal, School of Social Work, Indore Member	<u>M.</u>
6.	Dr. Goldie Zaki	IQAC Coordinator	<u>G. Zaki</u>
7.	Prof. Stafard Anthony	Joint Coordinator	<u>O.Y.</u>
8.	Prof. Bhavana Sangamnerkar	Joint Coordinator	<u>B. Sangamnerkar</u>
9.	Dr. Anil Mirchandani	Senior Faculty	<u>A.M.</u>
10.	Prof. Rahat Ahmed	Member Faculty Representative	<u>R.A.</u>



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12.	Ms. Shilpa Dhoble	Librarian	
13.	Mr. Sahil Isidore	Administrative Staff	
14.	Mr. Jatin Gera	Alumni	
15.	Ms. Tanisha Dalal	Senior Student	

Sr. Alice Thomas  
6/5/2017

Dr. Sr. Alice Thomas

**Principal**

**PRINCIPAL**

St. Paul Institute of Professional Studies  
INDORE

**Date : 6 May 2017**

The meeting began with a prayer administered by the Principal. The Principal welcomed all to the meeting. Dr. Vishal Mehta, Dr. Ravi Vyas and Prof. Vikas Rathore was specially invited to be a part of the meeting.

The Minutes of the last meeting was read out by Dr. Goldie Zaki.

**The agenda for the meeting was to discuss and decide about:**

1. New Syllabus of the First Year
2. Teaching Methodology
3. French Language Classes
4. Suggestion from members
5. Any other matter with the permission of chair

### **1. New Syllabus of the First Year**

Next, Dr. Vishal Mehta informed that the new syllabus of the first year has been received for all the subjects except for English Literature and Computer Science. He added that for the vocational subjects (specialization subjects of B.Com) the details will be received from the University in a day or two and there is a possibility of change. To this the Director said that we would wait till the final notification comes from the University.

### **2. Teaching Methodology**

Talking on the Teaching Methodology, the Principal enquired whether the Lesson Plans are prepared in an analytical manner presenting different methods of teaching, that is, the PPTs, practical etc. or not. To this the Principal replied that the Lesson Plan contains a column relating to the use of the AV Room and the faculty make use of the AV Room as and when needed.

### **3. French Language Classes**

The Director informed that 326 students have made a request for studying French language. He added that this number was received before the start of the BBA and BCA III and V Sem classes and there is a possibility that this number could rise. He asked the

members to propose the way these classes could be conducted. The Principal said the four lecture schedule should not be disturbed and the number of lectures needed for French should be found out. Prof. Vikas Rathore proposed that the classes could be organized on the second and fourth Saturdays. The Principal suggested that we should go for Registration of the students and also charge fee from them. The Director advised to fix a date and call a meeting of the interested students after the classes. Dr. Vishal Mehta said that before proposing it to the students a few matters like the faculty, number of lectures needed, fee amount etc. could be decided first so that something concrete can be put to the students. He proposed that the students can be asked to deposit a higher amount and if their attendance in French classes is more than 75% then 75% of the amount could be refunded and if the attendance is less, then the amount could be forfeited. Dr. Ravi Vyas said that this proposal is good. The Director said that the same criteria can be applied for the other Certificate courses as well. He added that gradually all such courses should be made self-financed.

Dr. Vishal Mehta requested the Director to tell about the number of hours needed to learn French. The Director said that if lectures of one and a half hours are taken in a week then the course could be completed in around 10 weeks' time because 20-30 lectures are needed to complete the course.

Dr. Vishal Mehta proposed that the Certificate could be given on the basis of the performance of the students in the exam. The proposal was accepted by all. The Director said that all these matters should be put to the students and then they should be asked to register their names.

The members Dr CP Mathew, Reverend Antonysamy PPA representative and the students were very happy with the kind of initiatives taken by the faculty members in the college with regards to the growth and development of the students.

### **Decision Taken**

- As regards to new syllabus of the first year, the Director said that we would wait till the final notification comes from the University
- Dr. Vishal Mehta proposed that the Certificate could be given on the basis of the performance of the students in the exam.

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

Minutes prepared by:

*(Goldie Zaki)*  
Dr. Goldie Zaki

**IQAC Coordinator**



*Sr. Alice Thomas*  
6/5/2017  
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