



# CHRISTIAN EMINENT COLLEGE

(Academy of Management, Professional Education & Research)

F-Sector, H.I.G., Ravi Shankar Shukla Nagar Main Road, Indore (M.P.) – 452011

• NAAC (UGC) Accredited with 'A' Grade  
• An Autonomous Institution Established in 1996

• Recognized by Govt. of M.P.  
• Approved by NCTE

• Affiliated to Devi Ahilya Vishwavidyalaya, Indore  
• Approved Programmes Study Centre of IGNOU



## Minutes of Meeting of IQAC held on 21/09/2016

A meeting of College IQAC (Internal Quality Assurance Cell) was held on 21/09/2016 at 3.00 pm in College IQAC Office. The following members were present in the meeting.

1	<b>Head of the Institution</b>		
	Dr. Rajesh Vyas, Principal	Chairperson	
2	<b>Senior Administrative Officers</b>		
	Prof. Y. S. Chouhan	Member	
	Shri Sanjay Kanungo	Member	
	Shri Shailendra Pandit	Member	
	Mrs. Swati Gorhe	Member	
3	<b>Teacher Members</b>		
	Dr. Suchita Mishra	Member	
	Prof. Shweta Rai	Member	
	Dr. Anubha Pandya	Member	
	Dr. Prerana Dubey	Member	
	Dr. Kiran Panchal	Member	
	Dr. P. K. Singh	Member	
	Dr. Paresh Vyas	Member	
	Prof. Jeevan Singh Bisht	Member	
	Prof. Shruti Pustake	Member	
	Dr. Shweta Talesara	Member	
	<b>Technical Members</b>		
	Mr. U. A. Khan	Member	
4	<b>Member from the Management</b>		
	Prof. H. N. Gupta	Management Representatives	
	Dr. Ramesh Mangal	Management Representatives	
5	<b>Nominees from the Local Society</b>		
	Dr. Sunanda Jain	Member	
	Shri M. L. Bais	Member	
	<b>Nominees from Alumni</b>		
	Dr. Savita Rai	Member	
	<b>Nominees from Students</b>		
	Ms. Khushbu Rajput	Member	
	<b>Experts From Outside</b>		
	Dr. Ashutosh Mishra	Member	
	Dr. Ashok Sharma	Member	
6	<b>Assistant Coordinator IQAC</b>		
	Dr. Mukesh Keshari	Member & Asstt. Coordinator	
	<b>Coordinator IQAC</b>		
	Prof. Neeraj Jaiswal	Coordinator	

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The Chairperson Dr. Vyas welcomed all the members who were present in the meeting.

The Coordinator Prof. Jaiswal informed about the decisions taken in the previous meeting and the implementation of those decisions. Thereafter the minutes of the previous meeting were confirmed.

To start the proceedings of the meeting, the Teaching Plans, Attendance Registers were presented before the members. The members checked and analyzed the same. The self-appraisal proforma (API) of faculty members were also presented before the committee. The members checked and analyzed the same. It is observed that overall API score was good. One faculty member secured A+ Grade and D Grade secured by four faculty members. The members congratulated the faculty who secured A+ and A Grade.

The AQAR prepared by the College IQAC for the session 2015-16 that was to be sent to NAAC was presented before IQAC for the approval.

Dr. Mukesh Keshari, Assistant Coordinator of IQAC informed that this year CBCS system has been implemented for second year of all courses and the teaching plans are prepared accordingly. He told that the departmental reports regarding course status and students attendance have been received till August 2016. He informed that the completion of syllabus status was good. Annual plans were also discussed in the meeting. Prof. Jaiswal informed the members that an IQAC Calendar had been prepared for current year also and it was presented in the meeting. It was also informed that activities based on the calendar had been already started and continued.

The coordinator Prof. Jaiswal informed the members that annual reports were sent to various bodies such as UGC, University, NSS, and NCTE. The reports submitted by various college committees were also presented before the members. The members observed all the reports and expressed their satisfaction.

The coordinator Prof. Jaiswal also informed the members that during current session three National Conferences were scheduled to be organized by Foundation, Commerce and joint association of Computer and Management Department.

After the discussions, the following decisions were taken:

1. The minutes of the previous meeting were confirmed.
2. AQAR was finalized by IQAC, which decided to send it to NAAC. It was also decided that the same would be placed before the Academic Council and the Governing Body for its perusal.
3. The IQAC appreciated the way in which the content was planned and executed for the classroom teaching. The members also checked and approved the attendance records of the students.
4. The members appreciated the efforts for preparation of IQAC Calendar and after some suggestions, the IQAC Calendar was accepted and approved. It was also decided that the positive efforts should be made to organize the activities as per the calendar.
5. The members appreciated IQAC efforts regarding API based self-appraisal of faculty members. The committee suggested to the departments regarding teaching learning, research publications and academic contribution where they needed to improve any deficiency. It was decided that the faculty members whose performance was not up to the mark, might be asked for their further improvement.
6. The members decided that teachers' feedback from approximate 50% of the students might be taken in future.
7. IQAC members decided that at least one industry person and one member from parents might also be included in IQAC.

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
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8. The members decided that a workshop or seminar on quality issues might also be organized in coming years/semesters.
9. The members also decided that a conference might also be organized by IT and Management Department, Foundation Department and Commerce Departments in the current year.
10. The committee members congratulated Dr. Abhay Gupta for receiving Invitation to attend 5<sup>th</sup> UNESCO-APEID meeting on Entrepreneurship Education to be held on 26-29 September, 2016.

The meeting concluded with a vote of thanks by the Coordinator and refreshment for all the members.

  
Prof. Neeraj Jaiswal  
Coordinator

  
Dr. Rajesh Vyas  
Chairman