



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

• Recognized by Govt. of M.P.

• Affiliated to Devi Ahilya Vishwavidyalaya, Indore

• An Autonomous Institution Established in 1996

• Approved by NCTE

• Approved Programmes Study Centre of IGNOU



Minutes of Meeting of IQAC held on 29/06/2019

A meeting of College IQAC (Internal Quality Assurance Cell) was held on 29/06/2019 at 1.30 pm in Campus 1 of College. The following members were present in the meeting.

1	Head of the Institution		
	Dr. Rajesh Vyas, Principal	Chairperson	
2	Senior Administrative Officers		
	Prof. Y. S. Chouhan	Member	
	Shri Sanjay Kanungo	Member	
	Shri Shailendra Pandit	Member	
	Mrs. Swati Gorhe	Member	
3	Teacher Members		
	Prof. Neeraj Jaiswal	Member	
	Prof. Shweta Rai	Member	
	Dr. Mukesh Keshari	Member	
	Prof. Amit Nilosey	Member	
	Prof. Jeevan Singh Bisht	Member	
	Dr. Maya Rathore	Member	
	Dr. Seema Modi	Member	
	Dr. Shweta Talesara	Member	
	Dr. P. K. Singh	Member	
	Prof. Namrata Sharma	Member	
	Dr. Anita Gour	Member	
	Technical Members		
	Mr. U. A. Khan	Member	
4	Member from the Management		
	Prof. H. N. Gupta	Management Representatives	
	Dr. Ramesh Mangal	Management Representatives	
5	Nominees from the Local Society		
	Dr. Sunanda Jain	Member	
	Shri M. L. Bais	Member	
	Nominees from Alumni		
	Dr. Savita Rai	Member	
	Nominees from Students		
	Ms. Shweta Kumari	Member	
	Experts From Outside		
	Dr. Ashok Sharma	Member	
	Dr. Sheela Joshi	Member	
	Industry Persons		
	Mr. Bhupesh Singh Chouhan	Member	
	Mr. Atul Sharma	Member	
	Parent		
	Mr. Anand Kasiwai	Member	
6	Assistant Coordinator IQAC		
	Dr. Deepika Gupta	Member & Asstt. Coordinator	
	Coordinator IQAC		
	Dr. Rashmi Thakur	Coordinator	



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The Chairperson Dr. Vyas welcomed all the members who were present in the meeting. The Coordinator Dr. Thakur informed about the decisions taken in the previous meeting and the implementation of those decisions. Thereafter, the minutes of the previous meeting were confirmed.

The Assistant Coordinator informed the committee members about the various activities organized by different departments post the previous meeting. Prof. Sumit Sharma, Convener of Science conference and Dr. Prerana Dubey, Convener of Education conference informed about the successful conduction of their conferences. They also informed that all the papers of the conferences have published in UGC enlisted journal. Both the conference got good response from other institute.

The teaching plans, attendance registers, feedback received from various stakeholders and reports of the various committees for the conducted activities during the session were also presented before the members. The members perused the same. Dr. Maya Rathore informed the members that the feedback proforma should covers some more points regarding the quality of institution so she has restructured the feedback proforma for all the parameters, which will implemented from next academic session 2019-20. She also informed the committee about preparation of structured academic audit format that will implemented from next academic session 2019-20.

Prof. Y. S. Chouhan, Examination Controller informed that as per the scheduled academic calendar, all the final / end semester examinations concluded smoothly and all the results were also declared timely. The results even semester and annual examinations were presented before the IQAC for their perusal. The coordinator informed the members that students had obtained good results. The Principal also gave information about the explanations called from few faculty members whose results had not been up to the mark. Prof. Chouhan informed the members that a special examination for ATKT students was going on as per the directions of government and the university. He also informed about the preparation of supplementary examination, which would commence from third week of July 2019. The respective timetable presented before the members for their perusal.

The proposed timetable for the upcoming academic session 2019-20, was presented before the committee. The members also discussed the plan for the next session. The IQAC decided that as per the requirement and admissions, the faculty student ratio would be decided again, and only after this, the appointment of the faculty will take place. The IQAC calendar proposed for the next academic session 2019-20 presented before the members for their perusal and approval.

The chairperson presented the drafts of Annual Report of the College, UGC Annual Report, AQAR for the year 2018-19 before IQAC for perusal of members. The Assistant Coordinator, Dr. Gupta informed the members that AQAR in new format would submit only through online mode and this was the first time for college, therefore its understanding and preparation would take time and the second draft would present before the members in next meeting.

After discussions, the following decisions were taken:

1. The minutes of the previous meeting confirmed.
2. Members of IQAC shown their happiness and appreciated the activities conducted by all the departments in accordance with Academic, IQAC and Green calendars. The members also appreciated the activities organized by other committees. The members had been gone through various activities report submitted by the various departments.
3. The members suggested that all the activities are carry out in accordance with the finalized academic and other calendars. The IQAC also advised that conferences and seminars of national and above level would conduct for two to three days.

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4. The departments may also conduct the seminar and conference only for students.
5. IQAC perused the academic timetable for next academic session and approved it with the suggestion that all the teachers would follow strictly.
6. IQAC perused the results of even semester and annual examinations and appreciated it. The IQAC congratulated the Examination Committee on its efficient efforts to declare the result in the stipulated time. The members also congratulated the students and faculty on good results.
7. The members perused the proposed restructured feedback formats and approved the same for applicable from next academic session. After some inputs, IQAC also approved format of academic audit from next academic session.
8. IQAC perused the drafts of various annual reports and guided for further improvements. It was decided that improved reports would present again before the committee in its next meeting.
9. Members of IQAC perused the teaching plans, attendance registers, feedback received from various stakeholders. The IQAC appreciated the way of content planning and execution for the classroom teaching. ICT teaching- learning would get emphasis by installing two more smart boards in next academic session.
10. It was decided that the institution would initiate the process of establishment of recognised research centre of affiliating university in commerce and chemical sciences at the earliest.
11. Collaborative activities for research, faculty development and extension may be enhancing.
12. Initiation might be taken for organization to conduct at least one event of International level in the next academic session.
13. Emphasis on placement activities should improved and entrepreneurship training including field and Industry visits may enhanced.
14. IQAC suggested the faculty members to give emphasis for their research publication in UGC approved journals with Scopus, Web of Science, and Citation Index etc.

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

Dr. Rashmi Thakur
Coordinator

Dr. Rajesh Vyas
Chairman



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IQAC Internal Quality Assurance Cell

IQAC Meeting Notice: Date - 29/06/2019

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	Dr. Ashok Sharma	Member	
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	Mr. Bhupesh Singh Chouhan	Member	
	Mr. Atul Sharma	Member	
	Parent		
6	Mr. Anand Kasliwal	Member	
	Assistant Coordinator IQAC		
	Dr. Deepika Gupta	Member & Asstt. Coordinator	
	Coordinator IQAC		
	Dr. Rashmi Thakur	Coordinator	



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IQAC

Ref. No.: CEA/IQAC/2019/290619

Date: 19/06/2019

NOTICE

The meeting of **IQAC** of Christian Eminent College will be organized on **Saturday the 29th June, 2019 at 2.00 p.m.** at Campus No. 1, RSS Nagar Main Road, Indore.

Your presence in the meeting is cordially requested.

(Dr. Rashmi Thakur)
Coordinator, IQAC

Agenda

1. Confirmation of Last Meeting Minutes.
2. Observation and discussion of college activities of IQAC, Academic, Green Calendar and other activities.
3. Observation of Teaching Plans, Attendance Registers and Feedback received from various stakeholders for the session 2018-19 and its analysis.
4. Observation and discussion of even semester and annual examination results of the current session 2018-19 and its analysis.
5. Information regarding conduction of special ATKT and supplementary examination for the current session 2018-19.
6. Discuss Plans for the next academic session 2019-20 and observation and observation of IQAC calendar for upcoming session 2019-20.
7. Observation and finalization of College Annual Report, UGC Annual Report, AQAR and other Reports submitted to various bodies for the Session 2018-19.
8. Any other matter with the permission of chair.