



# 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

QAC

## Minutes of Meeting of IQAC held on 05/09/2020

A meeting of College IQAC (Internal Quality Assurance Cell) was held on 05/09/2020 at 11.00 am at main Campus No. 1, RSS Nagar Main Road, Indore. 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> Shri Sanjay Kanungo Shri Shailendra Pandit Mrs. Swati Gorhe Mr. Anant Pal Singh Monga	Member Member Member Member	
3	<b>Teacher Members</b> Prof. Neeraj Jaiswal Prof. Shweta Rai Prof. Amit Nilosey Dr. Mukesh Keshari Dr. Maya Rathore Dr. Seema Modi Dr. Varsha Sakargaye Dr. Susmita Paul Dr. Deepali Sharma Prof. Namrata Sharma Dr. Anita Gour Prof. Jeevan Singh Bisht	Member Member Member Member Member Member Member Member Member Member Member Member	
	<b>Technical Members</b> Mr. U. A. Khan	Member	
4	<b>Member from the Management</b> Dr. Ramesh Mangal Prof. Y. S. Chouhan	Management Representatives Management Representatives	
5	<b>Nominees from the Local Society</b> Dr. Sunanda Jain Shri M. L. Bais	Member Member	
	<b>Nominees from Alumni</b> Dr. Savita Rai	Member	
	<b>Nominees from Students</b> Ms. Aqsa Khan	Member	
	<b>Experts From Outside</b> Dr. Ashutosh Mishra Dr. Sheela Joshi	Member Member	
	<b>Industry Persons</b> Mr. Bhupesh Singh Chouhan Mr. Atul Sharma	Member Member	
	<b>Parent</b> Mr. Mahesh Janwa	Member	
6	<b>Assistant Coordinator IQAC</b> Dr. Deepika Gupta	Member & Asstt. Coordinator	
	<b>Coordinator IQAC</b> Dr. Rashmi Thakur	Coordinator	



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The Chairperson Dr. Rajesh Vyas welcomed all the members who were present in the meeting. He also informed that due to some family issues Coordinator Dr. Rashmi Thakur is unable to join the meeting, in her absence Asst. coordinator Dr. Dipika Gupta act as Coordinator. The Coordinator 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 Physical verification report 2019-2020 was presented by all departments including library before the IQAC members for their perusal. The proposed academic calendar for next academic session 2020-2021 was presented before the IQAC members for their perusal.

Various online activity Reports of webinars and international conference were submitted by all departments. IQAC Coordinator informed that IQAC and Examination cell of Christian Eminent college in association with IQAC of Pioneer institute of professional studies organized one day webinar on "Online Examination Procedure during Covid Epidemic: A Roadmap in Special Reference to Autonomous College" on 2<sup>nd</sup> September 2020. Apart from this Reports of various webinars organized on IPR and Academic writing were submitted by Research cell and IQAC.

Chairperson, Dr. Rajesh Vyas informed the members about preparation, guidelines & time table for exam for session 2019-2020. He also informed the members about cancellation of yearly examination and semester examination April-May 2020 as per the government orders till the next govt. notification. It was also informed that according to notice No. 771/8/2020/38-3 by M.P. Govt, Higher Education, Vallabh Bhawan Bhopal by dated 13/08/2020 and 811/969/2020/38/Sha-3, Bhopal by dated 26/08/2020 included norms to conduct these pending examinations, undertaking this notices in account a meeting by autonomous institution committee were held in which some oral instructions were given for conduction of examination and declaration of results by taking this in account a meeting of examination committee to organize postponed exams and their result declaration which involved the guideline formation for the result preparation and presented to academic council. As per the guideline formed for final year classes and final semester, open book system/online examination technique has been adopted and their result preparation has been started and for other classes result preparation according to internal assessment and assignment marks was adopted. He also informed the members about conduction of theory classes based on online mode for session 2020-2021.

The Coordinator informed the Committee members about various beneficial webinars conducted by all departments during lockdown period. The Chairperson congratulated all department heads for various online activities done by them. He also congratulated head of department of Chemical Science for successful organization of three days international conference at online platform.

The Self Appraisal format (API) data of teaching staff from all departments was submitted and analyzed by IQAC members. Committee members were advised staff members to attend online FDP for betterment in online teaching techniques.

The Assistant Coordinator informed the members that the preparation of AQAR was not started till date due to COVID-19 pandemic situation. It was suggested by IQAC all members to complete AQAR data till 30<sup>th</sup> September, in the prescribed proforma of NAAC.

The Coordinator informed the Committee members that preparation of College Annual Report, UGC Annual Report and various research projects reports from various departments for session 2019-2020 preparation are under progress and will be completed as soon as possible.

*Ras*

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After the discussions, the following decisions were taken:

1. The members of IQAC confirmed the minutes of the previous meeting held on 17/03/2020.
2. The members agreed that the preparation of AQAR should start in prescribed proforma of NAAC and the Annual Report (which will be submitted to UGC), should start immediately. All the preparations will be put up before the IQAC in the next meeting.
3. It was suggested all members to complete AQAR data before 30<sup>th</sup> September in the prescribed proforma of NAAC.
4. Reports of National webinars and International Conference submitted by IQAC, Research Cell, and departments were seen and perused.
5. The IQAC Committee appreciated to the international conference organizing committee to publish the selected research papers in UGC enlisted journals.
6. The Physical verification report from all departments including library were seen and perused by Committee Members.
7. The API data perused and appreciated by Committee members and gave some suggestions for more enhancements in API score of faculty members.
8. The Committee appreciated the decision to take theory classes via online mode.
9. The Chairperson expected high quality of research work from faculty members and motivated them to write a book for the benefit of students.
10. The Committee decided to speed up the preparation of the draft of AQAR and other annual reports and also gave some suggestions for improvement.
11. The Committee approved the validation of duration for the session 2019-2020 from 01<sup>st</sup> July, 2019 to 30<sup>th</sup> September, 2020 and given instructions for data collection accordance to discussion.
12. The members agreed and guideline adopted for final year classes and final semester via open book system/online examination technique and their result preparation and for other classes result preparation according to internal assessment and assignment marks.

Chairperson informed to members that in the today's morning a very sad news received that the External Academician Member of our IQAC Dr. Sheela Joshi lost her a very young son in the age of only 36 Years. Her son Mr. Rohit Joshi was also associated with our college as an Assistant Professor of Computer Science department of our college till year 2005 thereafter he switched to software industry and shifted to Pune. Few days ago he suffered from brain disease and hospitalized in Pune. Yesterday during treatment he was no more. On the sad demise of Mr. Rohit Joshi, the only son of Dr. Sheela Joshi, all the members were shocked with news and offered heartfelt condolence to the family and prayed for peace and comfort for him and for his family to bear the thunder stroke. After condolence meeting were ended.

  
Dr. Deepika Gupta  
In-charge Coordinator

  
Dr. Rajesh Vyas  
Chariman



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**IQAC** Internal Quality Assurance Cell

**IQAC Meeting Notice: Date - 05/09/2020**

1	<b>Head of the Institution</b>		
	Dr. Rajesh Vyas, Principal	Chairperson	
2	<b>Senior Administrative Officers</b>		
	Shri Sanjay Kanungo	Member	
	Shri Shailendra Pandit	Member	
	Mrs. Swati Gorhe	Member	
3	<b>Teacher Members</b>		
	Mr. Anant Pal Singh Monga	Member	
	Prof. Neeraj Jaiswal	Member	
	Prof. Shweta Rai	Member	
	Prof. Amit Nilosey	Member	
	Dr. Mukesh Keshari	Member	
	Dr. Maya Rathore	Member	
	Dr. Seema Modi	Member	
	Dr. Varsha Sakargaye	Member	
	Dr. Susmita Paul	Member	
	Dr. Deepali Sharma	Member	
	Prof. Namrata Sharma	Member	
	Dr. Anita Gour	Member	
	Prof. Jeevan Singh Bisht	Member	
4	<b>Technical Members</b>		
	Mr. U. A. Khan	Member	
	<b>Member from the Management</b>		
	Dr. Ramesh Mangal	Management Representatives	
	Prof. Y. S. Chouhan	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. Aqsa Khan	Member	
	<b>Experts From Outside</b>		
	Dr. Ashutosh Mishra	Member	
	Dr. Sheela Joshi	Member	
	<b>Industry Persons</b>		
	Mr. Bhupesh Singh Chouhan	Member	
Mr. Atul Sharma	Member		
<b>Parent</b>			
Mr. Mahesh Janwa	Member		
6	<b>Assistant Coordinator IQAC</b>		
	Dr. Deepika Gupta	Member & Asstt. Coordinator	
	<b>Coordinator IQAC</b>		
	Dr. Rashmi Thakur	Coordinator	



www.christianeminent.com

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Ref. No.: CEA/IQAC/2020/8558(A)

Date: 28/08/2020

## NOTICE

The meeting of IQAC of Christian Eminent College will be organized on **Saturday, the 05<sup>th</sup> September, 2020** at **11.00 am** at Main Campus No. 1, RSS Nagar Main Road, Indore.

Your presence in the meeting is cordially requested.

(Dr. Deepika Gupta)  
Asstt. Coordinator, IQAC

## Agenda

1. Confirmation of Last Meeting Minutes.
2. Observation and discussion of college activities.
3. Observation of Physical Verification Reports for the year 2019-20 of various departments and the library.
4. Observation and discussion related to college examinations for session 2019-20.
5. Observation of Self Appraisal Format (API) of staff and its analysis.
6. Discussion on preparation of College Annual Report, UGC Annual Report, AQAR and other Reports submitted to various bodies for the Session 2019-20.
7. Discussion on various academic and other activities for the session 2020-21.
8. Discussion on preparation/up-gradation of IQAC calendar, Academic Calendar and other Calendars for session 2020-21.
9. Any other matter with the permission of chair.

*Agenda is not prepared  
discuss the agenda  
A date will be taken up 31 Sep  
Minutes forward every 30th*