



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 30/06/2018

A meeting of College IQAC (Internal Quality Assurance Cell) was held on 30/06/2018 at 3.30 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. 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	
	Dr. Maya Rathore	Member	
	Prof. Shruti Pustake	Member	
	Dr. Shweta Talesara	Member	
	Dr. Rashmi Thakur	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. Deepika Rajput	Member	
	Experts From Outside		
	Dr. Ashutosh Mishra	Member	
	Dr. Ashok Sharma	Member	
	Industry Persons		
	Mr. Bhupesh Singh Chouhan	Member	
	Mr. Atul Sharma	Member	
Parent			
Mr. Kamlesh Sen	Member		
6	Assistant Coordinator IQAC		
	Dr. Mukesh Keshari	Member & Asstt. Coordinator	
	Coordinator IQAC		
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.

The Coordinator informed the committee members about the various activities organized by different departments post the previous meeting. He also informed that as per the academic calendar, the final examinations for all the courses were concluded smoothly and all the results were declared.

The chairperson presented the Annual Report of the College for the year 2017-18 before IQAC for its approval for further presentation before the Governing Body for approval. The IQAC perused and checked the Annual Report. The Annual Report, prepared for UGC and University, was also presented before the IQAC for its approval.

The results for the session 2017-18 were presented before the IQAC for their perusal. The coordinator informed the members that the Examination Cell had declared all the results within time limit after the completion of examinations and the students had obtained good results. The Principal also gave information about the explanations called from some faculty members whose results had not been up to the mark. Prof. Y. S. Chouhan informed the members that a special examination for ATKT students was going on as per the directions of Government and the University. The supplementary examination for first year of annual system courses was going to begin from 16th July 2018 and the timetable regarding this was displayed on notice boards.

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.

The IQAC perused the Annual Academic Calendar for the next session 2018-19. The members also discussed the plan for the next session. The proposed timetable for the session 2018-19 was put up before the committee. The IQAC decided that as per the requirement and admissions, the faculty student ratio will be decided again, and only after this, the appointment of the faculty will take place.

AQAR Proforma submitted by the Departments was also put up before the IQAC. The final draft of AQAR was also presented before the members.

The College Principal intimated about the new guidelines regarding AQAR to be submitted in new format by the NAAC accredited institutions. The Principal also informed that the information in the new format was to be submitted in online mode only. The members perused the various parameters of new AQAR proforma.

After discussions, the following decisions were taken:

1. IQAC approved the Annual Report for further and final approval by Governing Body. The members also decided that the Annual Report, prepared for UGC and University, should be sent to them (UGC & University) first and afterwards it should be presented before the Governing Body in its next meeting for their perusal and its approval. The members specially congratulated on successful organization of National Conference conducted on 23rd June 2018.
2. 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.
3. The IQAC appreciated the way of content planning and execution for the classroom teaching. The members perused the attendance records and feedback of the students.

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4. The members also appreciated the implementation of the preplanned activities conducted by various committees.
5. The members instructed that all the activities must be carried out strictly in accordance with the academic calendar, and academic timetable was to be strictly followed. The activities like seminars workshops etc., not included in Academic calendar, were to be organized for the faculty and the students.
6. IQAC approved the final draft of AQAR for the current session 2017-18 for sending it to NAAC. The Coordinator was instructed to put up final AQAR before IQAC in next meeting and afterwards it should be presented before the Governing Body in its next meeting for their perusal and approval.
7. Looking to enhancement towards ICT teaching- learning, at least two more Smart Board might be installed during next session.
8. Looking to the NAAC new format of AQAR, members decided that before adopting the new format, all staff members were to be informed about it, and, thereafter, preparations must be taken on the top priority basis, and then follow-up actions were to be initiated. For the next meeting the time of first/second week of September was decided.

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

Prof. Neera Jaiswal
Coordinator

Dr. Rajesh Vyas
Chairman



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Ref. No.: CEA/IQAC/2018/

Date: 22/06/2018

NOTICE

The meeting of **IQAC** of Christian Eminent College will be organized on **Saturday the 30th June, 2018** at 3.30 pm at Main Campus No. 1, RSS Nagar Main Road, Indore.

Your presence in the meeting is cordially requested.


(Prof. Neeraj Jaiswal)
Coordinator, IQAC

Agenda

1. Confirmation of Last Meeting Minutes.
2. Discuss activities of IQAC and college.
3. Observation of College Annual Report and other Reports submitted to various bodies.
Observations of various Committees Reports.
4. Observation of Academic Calendar of next Academic Session 2018-19.
5. Observation and discussion about AQAR of session 2017-18.
6. Discussion about new format of NAAC AQAR.
7. Any other matter with the permission of chair.