

CHRISTIAN EMINENT ACADEMY OF MANAGEMENT, PROFESSIONAL EDUCATION & RESEARCH INDORE (M.P.)

Affiliated to Devi Ahilya Vishwavidyalaya, Indore



An Autonomous Institution



ACTION TAKEN REPORT

MINUTES OF IQAC MEETINGS

ATR
2018-19

Prepared For
National Assessment and Accreditation Council (NAAC)
Nagarbhavi, Bangalore - 560072
Karnataka

FROM JULY 2018 TO JUNE 2019

IQAC 2018-19

	Name & Designation	Position
1 Head of the Institution	Dr. Rajesh Vyas Principal	Chairperson
2 Senior Administrative Officers	Prof. Y. S. Chouhan Director (Admin.)	Member
	Mr. Sanjay Kanungo Office Superintendent	Member
	Mr. Shailendra Pandit Librarian	Member
	Mrs. Swati Gorhe Office Staff Member	Member
3 Teachers	Prof. Neeraj Jaiswal Professor, Comp. Sc. & Former Coordinator, IQAC	Member
	Ms. Shweta Rai Assistant Professor, Mathematics	Member
	Dr. Mukesh Keshari Prof. & Head, Commerce Department	Member
	Mr. Amit Nilosey Assistant Professor, Computer Science Department	Member
	Mr. Jeevan S. Bisht Assistant Professor, Computer Science Department	Member
	Dr. Maya Rathore Associate Professor, Computer Science Department	Member
	Dr. Seema Modi Assistant Professor, Education Department	Member
	Dr. Shweta Talesara Assistant Professor, Education Department	Member
	Dr. Pramod K. Singh Assistant Professor & Head, Bioscience	Member
	Mrs. Namrata Sharma Assistant Professor, Management Department	Member
	Dr. Anita Gour Assistant Professor, Chemical Science Department	Member
4 Management Representatives	Prof. H. N. Gupta Hon'ble Member, Governing Body & Director, CEA, Indore	Member
	Dr. Ramesh Mangal Hon'ble Member, Governing Body & Former Principal	Member
5 Members from Local Society	Dr. Sunanda Jain Former Member, E.C., DAVV, Indore & Sr. Gynecologist	Member
	Shri M. L. Bais Former Deputy Registrar, DAVV, Indore & Examination Controller	Member
6 Alumni Member	Dr. Savita Rai Alumni, B.Ed. Programme & Director, Advance Academy, Indore	Member
7 Student Member	Ms. Sweta Kumari Student, M.Sc. (Mathematics) Programme	Member
8 Outside Experts	Dr. Ashok Sharma Professor & Head, School of Chemical Science, DAVV, Indore	
	Dr. Sheela Joshi Professor, School of Chemical Science, DAVV, Indore	Member
9 Industry Persons	Shri Bhupesh Chouhan Deputy General Manager, V E Commercial Vehicles Limited	Member
	Shri Atul Sharma M.D., Crop Growth India Pvt. Ltd.	Member
10 Parent Member	Shri Anand Kasliwal Parent of Mr. Aniket Kasliwal, Student of B.Sc. III (Bioscience)	Member
IQAC Coordinators	Dr. Deepika Gupta Assistant Professor, Commerce Department	Assistant Coordinator
	Dr. Rashmi Thakur Assistant Professor (English), Foundation Courses Department	Coordinator

**ACTION TAKEN REPORT OF IQAC MEETINGS
(2018-19)**

S. No.	Meeting Date	Context	Agenda/Discussion	Decision and Action taken
1.	09/10/2018	<ul style="list-style-type: none"> • Quality enhancement. • Learner-Centric environment. • Quest for excellence. • Research enhancement. • Skill orientation. 	<ul style="list-style-type: none"> • Confirmation of last meeting minutes. • Observation of teaching plans, attendance registers for previous session and its analysis. • Observation of Self Appraisal Format (API) of staff and its analysis. Observation of feedback received from students and other stakeholders and its analysis. • Discuss Annual Plan for the academic session 2018-19 of IQAC. • Information regarding submission of College Annual Report, AQAR and other Reports submitted to various bodies for the Session 2017-18. Observations of various College Committees Reports. • Information regarding working on NAAC new format of AQAR and SSR. • Research Enhancement Activities. • Other Quality Enhancement Activities. 	<ul style="list-style-type: none"> • Minutes of the previous meeting held on 30/06/18 were confirmed. • Attendance records of the students were checked and approved. Teaching Plans also checked and approved. • 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 on any deficiency. It decided that the faculty members, whose performance was not up to the mark, could be asked for their further improvement. • The members appreciated the efforts for preparation of IQAC Calendar and approved. • The members approved various annual reports including AQAR for previous session 2017-18. • The members appreciated the efforts for working on new AQAR and SSR Performa of NAAC and discussed various issues with the criteria in-charges. • The members appreciated the efforts made by the Research Cell and the institution for research enhancement and after some suggestions, the Policy was approved for further course of action. The members also suggested that this research policy be submitted to the academic council meeting and governing body meeting for their final approval. Accordingly the Research Policy was subsequently approved by academic council and governing body in their following meetings.

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				<ul style="list-style-type: none"> • The draft of Hand Book on code of conduct for students approved for its publication at the earliest. The same was published on 12-10-18. • The members went through various activities report submitted by various departments and cells and appreciated performance of various activities according to the IQAC calendar. Discussions and planning for the smooth and successful conduction of activities of next quarter also held and the members suggested commencing the preparation of the NET-ITM V. • Faculty Development Programs conducted from 09-07-18 to 16-07-18 and 01-08-18 to 08-08-18. • Office Staff Computer Training Programme conducted on 25-07-18. • Two Day Workshop on Entrepreneurship conducted on 31st July & 01st August 2018. • Successful conduction of National Conference on 'Recent Advances and Innovations in Realm of Commerce' on 06-10-18. • Workshops on Moral Values and Herbal Colour Making were conducted in the month September 18.
2.	26/02/2019	<ul style="list-style-type: none"> • Quality enhancement. • Learner-Centric environment. • Research enhancement. • Skill orientation. • Moral and ethical values. • Cultural and extension 	<ul style="list-style-type: none"> • Confirmation of last meeting minutes. • Information regarding revised IQA Cell. • Information regarding plan and implementation of the research policy. • Observation of Class Time Tables of ongoing even 	<ul style="list-style-type: none"> • Minutes of the previous meeting held on 09/10/18 were confirmed. • After congratulating newly appointed members including coordinator and assistant coordinator, it was suggested that the preparation of AQAR should start in new online format of NAAC and preparations be presented before the IQAC in the next

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		activities.	<p>semester.</p> <ul style="list-style-type: none"> • Observation of Teaching Plans, Attendance Registers for odd semester of the current session and their analysis. • Observation and discussion of odd semester results of the current session and their analysis. • Observation and discussion of college activities of IQAC, Academic, Green Calendar and other activities. • Discuss further plans for the current academic session. 	<p>meeting. The first draft of AQAR was prepared and presented before IQAC in the following meeting.</p> <ul style="list-style-type: none"> • The members congratulated on the approval of research policy by statutory bodies. • Even semester class timetables approved by IQAC. • The committee perused and appreciated the content planning and its execution for the classroom teaching. The members also checked the attendance records of the students and approved them. • The odd semester results perused and recommended for improvement in some subjects. Suggestions were made to all the heads of the departments for proper and smooth conduction of upcoming yearly examination along with regular and proper teaching of semester classes and which were followed sincerely. • Cultural fest 'Kalavrind' of inter and intra college competitions in different genres were conducted smoothly and successfully from 16 to 19 January 19. The college students also performed well and got prizes in some of the events at intercollegiate competitions. • One week special camp of The NSS unit organized at Village Piwadai for social cause from 10th to 16th February 19. • Research Methodology Workshop conducted from 10 to 12 October 18. • One week Workshop on PHP Programming conducted from 22 to 29 October 18. • Two Day Workshop on Curriculum of Current Scenario

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				<p>and Effective Teaching in the same month.</p> <ul style="list-style-type: none"> • Seminar conducted on "Mentoring System and Role of Teachers" on 31/12/18. • On 04th January 19, a workshop on Ethical Living and Social Responsibility was conducted. • Two-Week Workshop on "Stress Management: Is a Need of the Hour for Enhancement of Qualities in Higher Educational Institutions" was conducted in the month of February 19 in association with Pioneer Institute. • The committee perused academic calendar of the next academic session 2019-20 and approved the same. • Discussions and planning for the smooth and successful conduction of activities of next quarter also held. Appreciation for the efforts made for preparation of NET-ITM V and also suggestions for commencing the preparation of the two more conferences which were later organized by Education and Science Departments.
3.	16/04/2019	<ul style="list-style-type: none"> • Quality enhancement. • Research enhancement. • Institutional activities. • 	<ul style="list-style-type: none"> • Confirmation of last meeting minutes. • Observation and discussion of college activities of IQAC, Academic, Green Calendar and other activities. • Information regarding preparation and working on AQAR in new format of NAAC and other reports. • Discussion on further plans for the current 	<ul style="list-style-type: none"> • Minutes of the previous meeting held on 26/02/19 were confirmed. • National Conference 'NET-ITM-V' on 16-03-19 conducted successfully. • Awareness Program on Women Entrepreneurship conducted on 11th and 12th March 19. • Preliminary preparations of annual reports including AQAR were presented and suggested for speeding up the preparation. Some suggestions for improvements also given. • As per the Research Policy for

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			<p>academic session.</p> <ul style="list-style-type: none"> Information regarding achievements of faculty and students during current session. 	<p>the financial 2018-19, the amount of financial assistance under various heads were disbursed to the faculty members for enhancement of research work.</p> <ul style="list-style-type: none"> Discussions and planning for the smooth and successful conduction of activities of next quarter and suggestion for commencing the preparation of the next events including the conferences of Education and Science Departments. It was suggested to the conference-organizing committees to convert the selected research papers of high caliber into book form. New research guides were congratulated. IQAC appreciated and congratulated the faculty members on their awards and recognition, and, the students' achievements as well.
4.	26/06/2019	<ul style="list-style-type: none"> Quality enhancement. Quality assurance. Learner-Centric environment. Learning outcome. Technology enabled-Learner- centric approach. Academic Planning. Research enhancement. Institutional activities. 	<ul style="list-style-type: none"> Confirmation of last meeting minutes. Observation and discussion of college activities of IQAC, Academic, Green Calendar and other activities. Observation of Teaching Plans, Attendance Registers and Feedback received from various stakeholders for the session 2018-19 and their analysis. Observation and discussion of even semester and annual examination results of the current session 2018-19 and 	<ul style="list-style-type: none"> Minutes of the previous meeting held on 16/04/19 had confirmed. Various activities report submitted by the departments presented before IQAC. Two week Faculty Enrichment Program conducted from 20-04-19 to 04-05-19. Workshop on New NAAC Accreditation Process conducted on 09-05-19. Conduction of National Conference- Recent Advances in Basic Sciences III on 25-05-19. National Conference - Constructivist Trends for Quality Education conducted on 08-06-19. Faculty Training Program for Efficient Use of Smart Board conducted on 14-06-19.

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			<p>their analysis.</p> <ul style="list-style-type: none"> • Information regarding conduction of special ATKT and supplementary examination for the current session 2018-19. • Discuss Plans for the next academic session 2019-20 and observation and observation of IQAC calendar for upcoming session 2019-20. • Observation and finalization of College Annual Report, UGC Annual Report, AQAR and other reports for the Session 2018-19 submitted to various bodies. 	<ul style="list-style-type: none"> • On 20-06-19 a guest lecture on Outcome Based Education was conducted. • It was advised that conferences and seminars of national and above level would be conducted for two to three days from next time. • The departments may also conduct the seminar and conference only for students. • The results of even semester and annual examinations were perused. Appreciation towards Examination Committee on its efficient efforts to declare the result in the stipulated time. Congratulated the students and faculty on good results. • IQAC perused the academic timetable for next academic session and approved it with the emphasis that all the teachers would follow strictly. The same has been followed. • Restructured feedback formats approved, applicable from next academic session. After some inputs, IQAC also approved format of academic audit from next academic session. • IQAC perused the drafts of various annual reports and guided for further improvements. It was decided that improved reports would be presented again before the committee in its next meeting. • Teaching plans, attendance registers, feedback received from various stakeholders presented before IQAC. 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

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				<p>session.</p> <ul style="list-style-type: none"> • It was decided that the institution would initiate the process of establishment of recognised research centres of affiliating university in commerce and chemical sciences at the earliest. The applications were submitted to the university. • Initiatives may be taken for organization to conduct at least one event of International level in the next academic session. • Emphasis on placement activities should be improved and entrepreneurship training including field and Industry visits may be enhanced. Accordingly, the Placement Cell was restructured. • IQAC suggested the faculty members to give emphasis on their research publications in UGC approved journals with Scopus, Web of Science, and Citation Index etc. Accordingly, a notice circulated amongst the faculty.