



CHAMELI DEVI GROUP OF INSTITUTIONS, INDORE

## Internal Quality Assurance Cell

### Minutes of Meeting held on 9 July, 2020

Sl.No.	Particulars	Details
1	Date & Day	9 July, 2020 (Thursday)
2	Place	Online (Zoom Meeting)
3	Time	4:00 PM
4	Representative	Refer the table below for list of members present

The following members were present:

Sl. No.	Name	Designation	Position
1	Dr. Joy Banerjee	Group Director	Chairperson
2	Prof. K.S.Jairaj	Dean	Member
3	Prof. K Srikant	Prof. in-charge, I & R	Member
4	Mr. Deepak Phalke	HOD, ME	Member
5	Mr. C A Patil	HOD, EC	Member
6	Mr. Shailendra K Mishra	HOD, CSE	Member
7	Mr. Prashant N Nilugal	HOD, CE	Member
8	Mr. Radheshyam Acholiya	HOD, IT	Member
9	Dr. Vijay Bhat	HOD, ESH	Member
10	Dr. Manmohan Singh	Prof., CSE	Member
11	Mr. Dharmendra Pathak	Asst. Prof., CSE	Member
12	Ms. Palak Khandelwal	Asst. Prof., MBA	Member
13	Dr. Varun Keshari	HOD, MBA	Head, IQAC

The Chairperson initiated the meeting and announced that Dr. Varun Keshari will be the Head of IQAC from now. He informed that as our Institute is planning for NAAC accreditation and the role of IQAC is very crucial for the same, now Dr. Keshari will head the IQAC and guide all the departments as per NAAC requirements.

Dr. Keshari expressed his gratitude to Chairperson and all the members present in the meeting. He said that our Institute is already in-tune with the NAAC guidelines with respect to events and activities conducted by departments. He further added that with the continuous support of all the member it would be possible to achieve better results.

Head requested all the members to present a summary of the events and activities organized by their department during the pandemic for the benefit of their students and faculty members.

HOD-IT mentioned that a five days faculty development program on "Data Science using R" under TEQIP-III was organized and there was an overwhelming response from the participants. During regular interaction with students and based on discussions with many of them, it was observed that they wanted some sessions arranged highlighting the changes adopted in the recruitment process due to online mode. Further based on their feedback, some sessions by Industry experts were arranged, wherein they shared their working knowledge pertaining to the way in which they could prepare for recruitments in online mode.



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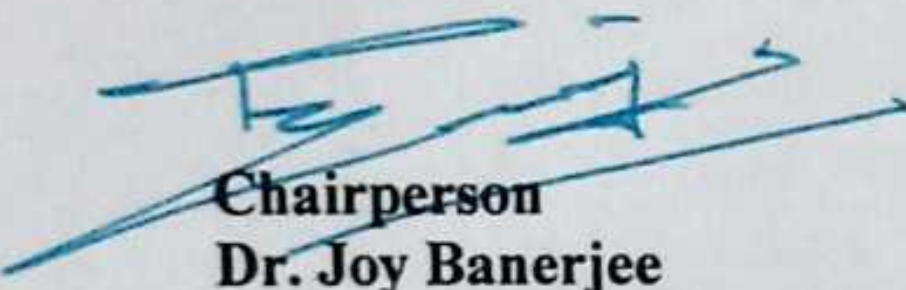
HOD-ME informed that with the active support of TEQIP-III, a series of expert technical talks were arranged using the services of different experts from various industries, who shared their useful insights. There was active participation from the students' side which was very encouraging.

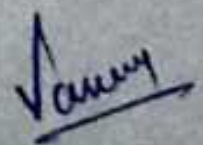
Mr. Dharmendra Pathak informed that the Coding Club of CDGI organized events related to coding skills and programming skills which helped students to get familiar with the on-line platform and there was an overwhelming response from the students.

The Chairperson appreciated the efforts of all the members and congratulated them for their efforts which would definitely help the students to achieve their goals.

Head mentioned that as the new session is about to start in online mode once again, it would be required to enhance the level of all the activities conducted earlier, so that the coming session would create interest in the students to take part in all the programs arranged for them.

The meeting concluded with a vote of thanks proposed by the Head to all the members present.

  
Chairperson  
Dr. Joy Banerjee





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### Minutes of Meeting held on 22Jan, 2022

Sl.No.	Particulars	Details
1	Date & Day	22 Jan, 2022 (Saturday)
2	Place	Offline
3	Time	11:00 AM
4	Representative	Refer the table below for list of members present

The following members were present:

Sl. No.	Name	Designation	Position
1	Dr. Joy Banerjee	Group Director	Chairperson
2	Dr. Manish Shrivastava	Principal	Member
3	Dr. Arvind Shrimali	Prof. in-charge, I & R	Member
4	Mr. Deepak Phalke	HOD, ME	Member
5	Mr. C A Patil	HOD, EC	Member
6	Mr. Shailendra K Mishra	HOD, CSE	Member
7	Mr. Prashant N Nilugal	HOD, CE	Member
8	Mr. Radheshyam Acholiya	HOD, IT	Member
9	Dr. Vijay Bhat	HOD, ESH	Member
10	Dr. Manmohan Singh	Prof., CSE	Member
11	Mr. Dharmendra Pathak	Asst. Prof., CSE	Member
12	Ms. Palak Khandelwal	Asst. Prof., MBA	Member
13	Dr. Varun Keshari	HOD, MBA	Head, IQAC

Chairperson started the meeting with a warm welcome of new Principal Dr. Manish Shrivastava and introduced him with all the members of IQAC. He informed the Head IQAC to brief about the role of cell to the Principal.

Head IQAC briefed about the working of IQAC with role and responsibility of all the members. He informed that our Institute is going for NAAC Accreditation and by the month of June we are planning to submit the IQA.

Principal appreciated the efforts of all the members and assured that with the contribution of all members we will achieve the target of NAAC Accreditation.

He suggested few initiatives which can help the Institute to achieve good grades in Accreditation. He suggested to open students' chapters and create a culture of research related activities as these are expected from Accreditation bodies. He also suggested to plan International Conference in this year.

All the members were agreed with the suggestion of Principal.

Chairperson appreciated the suggestions of Principal and informed the members to start work on the suggestions given. Chairperson informed the Head IQAC to plan sessions for staff members to provide complete briefing about NAAC Accreditation process as active involvement of each and every member is very important to achieve success.



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Head IQAC assured that we will plan criteria wise sessions for staff members and will brief all the points in detail.

HOD CSE on behalf of all heads informed that, department wise briefing sessions are also planned to provide a complete picture about NAAC Accreditation process.

Chairperson appreciated the efforts of all members and he informed that with the active involvement of all members definitely we will be able to mark success in NAAC Accreditation.

Meeting ended with vote of thanks by the Head IQAC.

  
**Chairperson**  
**Dr. Joy Banerjee**

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*Joy*



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### Minutes of Meeting held on 30 July, 2022

Sl.No.	Particulars	Details
1	Date & Day	30 July, 2022 (Saturday)
2	Place	Offline
3	Time	3:00 PM
4	Representative	Refer the table below for list of members present

The following members were present:

Sl. No.	Name	Designation	Position
1	Dr. Joy Banerjee	Group Director	Chairperson
2	Dr. Manish Shrivastava	Principal	Member
3	Dr. Arvind Shrimali	Prof. in-charge, I & R	Member
4	Mr. Deepak Phalke	Prof, ME	Member
5	Mr. Manish Gome	HOD, ME	Member
6	Mr. C A Patil	HOD, EC	Member
7	Mr. Shailendra K Mishra	HOD, CSE	Member
8	Mr. Mayank Soni	HOD, CE	Member
9	Mr. Radheshyam Acholiya	HOD, IT and AI-DS	Member
10	Ms. Shruti Vohra	HOD, ESH	Member
11	Dr. Vijay Bhat	Prof., ESH	Member
12	Mr. Dharmendra Pathak	Asst. Prof., CSE	Member
13	Dr. Palak Khandelwal	Asst. Prof., MBA	Member
14	Dr. Varun Keshari	HOD, MBA	Head, IQAC

Meeting started with the warm welcome to all the members by IQAC Head and he informed that with the support of all members, the IIQA was submitted on 30 June and is has been approved by NAAC on 27 July.

All the members congratulated the Head IQAC for tireless efforts done in submission of IIQA.

Head IQAC informed that as our IIQA has been approved so now we need to submit the SSR within 45 days as per NAAC guideline. He further added that lot of data has been received from the departments and process of submission of SSR is been started.

Chairperson congratulated all the members for IIQA approval and informed that all the departments need to submit the data to IQAC on time bases and weekly reports will be provided on work status. He also informed to keep current semester documents ready as the team might ask for the current semester data.

The meeting ended with an assurance by all the members for timely submission of SSR.

Head IQAC proposed vote of thanks to all the members.

Chairperson  
Dr. Joy Banerjee

*Varun*



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**Internal Quality Assurance Cell**

Minutes of Meeting held on 25 June, 2022

Sl.No.	Particulars	Details
1	Date & Day	25 June, 2022 (Saturday)
2	Place	Offline
3	Time	11:00 AM
4	Representative	Refer the table below for list of members present

The following members were present:

Sl. No.	Name	Designation	Position
1	Dr. Joy Banerjee	Group Director	Chairperson
2	Dr. Manish Shrivastava	Principal	Member
3	Dr. Arvind Shrimali	Prof. in-charge, I & R	Member
4	Mr. Deepak Phalke	Prof, ME	Member
5	Mr. Manish Gome	HOD, ME	Member
6	Mr. C A Patil	HOD, EC	Member
7	Mr. Shailendra K Mishra	HOD, CSE	Member
8	Mr. Mayank Soni	HOD, CE	Member
9	Mr. Radheshyam Acholiya	HOD, IT and AI-DS	Member
10	Ms. Shruti Vohra	HOD, ESH	Member
11	Dr. Vijay Bhat	Prof., ESH	Member
12	Mr. Dharmendra Pathak	Asst. Prof., CSE	Member
13	Ms. Palak Khandelwal	Asst. Prof., MBA	Member
14	Dr. Varun Keshari	HOD, MBA	Head, IQAC

Chairperson started the meeting with welcome address to all the members of IQAC. He informed the IQAC Head to brief about the work progress from last meeting.

IQAC Head informed that based on the suggestions received from Principal, three students' chapters were introduced namely IEI, ISTE and NPTEL. He further added that the research policy is also been revised which encourage faculty members to contribute in research part.

He informed that in the coming session International Conference is also planned based on the suggestion received from Principal.

Principal informed that with the great support and guidance of Group Director, the Institute has signed an academic agreement with IIT Indore which help the students to get the exposure of IIT.



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Head IQAC also informed about the NAAC work update and briefed that with the great support of all members, we will submit the IIQA by the end of June month. He added that once the IIQA will be approved the process of SSR submission will start and the departments have already started sharing the data which need to be submitted in SSR.

Chairperson appreciated the efforts of all members and informed them to keep the pace continue so that SSR submission will be done within the deadline given by NAAC.

Head IQAC ended the meeting with vote of thanks to all the members.

**Chairperson**

**Dr. Joy Banerjee**

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**Internal Quality Assurance Cell**

Minutes of Meeting held on 18 Dec, 2021

Sl.No.	Particulars	Details
1	Date & Day	18 Dec, 2021 (Saturday)
2	Place	Offline
3	Time	2:00 PM
4	Representative	Refer the table below for list of members present

The following members were present:

Sl. No.	Name	Designation	Position
1	Dr. Joy Banerjee	Group Director	Chairperson
2	Prof. K.S.Jairaj	Dean	Member
3	Prof. K Srikant	Prof. in-charge, I & R	Member
4	Mr. Deepak Phalke	HOD, ME	Member
5	Mr. C A Patil	HOD, EC	Member
6	Mr. Shailendra K Mishra	HOD, CSE	Member
7	Mr. Prashant N Nilugal	HOD, CE	Member
8	Mr. Radheshyam Acholiya	HOD, IT	Member
9	Dr. Vijay Bhat	HOD, ESH	Member
10	Dr. Manmohan Singh	Prof., CSE	Member
11	Mr. Dharmendra Pathak	Asst. Prof., CSE	Member
12	Ms. Palak Khandelwal	Asst. Prof., MBA	Member
13	Dr. Varun Keshari	HOD, MBA	Head, IQAC

Head IQAC started the meeting with a warm welcome to all the members present in the meeting. He informed that chairperson that he has received details of activities conducted by the departments. He added that all the departments are on the right pace with reference to provide quality training and exposure to students via different possible modes.

Chairperson appreciated the efforts of all departments and informed them to continue the same. He informed the head to brief about the progress on NAAC accreditation work.

Head informed that all the departments had gone through the manual and submitted a summary report of present status of the department. The reports were analyzed and it was found that all the departments are in sync with the accreditation process as already the Institute is following the same process from long time.





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Chairperson was satisfied with the discussion held and he informed that we need to submit the IIQA by the month of June as the academic session will also complete by the same time.

All the members were agreed with the decision of Chairperson.

The meeting ended with vote of thanks by the Head IQAC.

**Chairperson**

**Dr. Joy Banerjee**

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## Internal Quality Assurance Cell

### Minutes of Meeting held on 10 July, 2021

Sl.No.	Particulars	Details
1	Date & Day	10 July, 2021 (Saturday)
2	Place	Online (Zoom Meeting)
3	Time	3:00 PM
4	Representative	Refer the table below for list of members present

The following members were present:

Sl. No.	Name	Designation	Position
1	Dr. Joy Banerjee	Group Director	Chairperson
2	Prof. K.S.Jairaj	Dean	Member
3	Prof. K Srikant	Prof. in-charge, I & R	Member
4	Mr. Deepak Phalke	HOD, ME	Member
5	Mr. C A Patil	HOD, EC	Member
6	Mr. Shailendra K Mishra	HOD, CSE	Member
7	Mr. Prashant N Nilugal	HOD, CE	Member
8	Mr. Radheshyam Acholiya	HOD, IT	Member
9	Dr. Vijay Bhat	HOD, ESH	Member
10	Dr. Manmohan Singh	Prof., CSE	Member
11	Mr. Dharmendra Pathak	Asst. Prof., CSE	Member
12	Ms. Palak Khandelwal	Asst. Prof., MBA	Member
13	Dr. Varun Keshari	HOD, MBA	Head, IQAC

Chairperson started the meeting with welcome address to all the members and informed the Head IQAC to present the semester report.

Head IQAC informed that he has received the details of events and activities conducted by the departments and well as different clubs. The response from the students was encouraging and the variety of events conducted by the departments bridged the industry-academia gap.

He congratulated all the members for their tireless efforts to organize the activities in such a planned manner adhering to the academic calendar.

Chairperson also appreciated the efforts of the departments and informed all the members to prepare the action plan for the coming session keeping the present scenario in mind.

Chairperson also informed all the members that now we need to plan for NAAC Accreditation. He addressed that our target to apply for NAAC in Next Year, so every department need to activate the process. IQAC Head will brief you about guidelines and process of NAAC accreditation so that we can start the work from today itself. He informed IQAC Head to brief all the members about NAAC Accreditation process.



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IQAC Head briefed about the process and stages of NAAC Accreditation. He informed that we all are having documentation as per NAAC requirements, now just we need to keep the pace high so that we can accomplish the work within set deadline. He further added that complete manual will be provided from his end to all the members so that all can have a detailed study of the same.

Chairperson informed all the members to go through the manual thoroughly and keep the documents arranged as per NAAC requirement.

The meeting ended with the vote of thanks by the Head IQAC to all the members

~~Chairperson~~  
Dr. Joy Banerjee

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## Internal Quality Assurance Cell

### Minutes of Meeting held on 29May, 2021

Sl.No.	Particulars	Details
1	Date& Day	29May, 2021 (Saturday)
2	Place	Online (Zoom Meeting)
3	Time	3:00 PM
4	Representative	Refer the table below for list of members present

The following members were present:

Sl. No.	Name	Designation	Position
1	Dr. Joy Banerjee	Group Director	Chairperson
2	Prof. K.S.Jairaj	Dean	Member
3	Prof. K Srikant	Prof. in-charge, I & R	Member
4	Mr. Deepak Phalke	HOD, ME	Member
5	Mr. C A Patil	HOD, EC	Member
6	Mr. Shailendra K Mishra	HOD, CSE	Member
7	Mr. Prashant N Nilugal	HOD, CE	Member
8	Mr. Radheshyam Acholiya	HOD, IT	Member
9	Dr. Vijay Bhat	HOD, ESH	Member
10	Dr. Manmohan Singh	Prof., CSE	Member
11	Mr. Dharmendra Pathak	Asst. Prof., CSE	Member
12	Ms.Palak Khandelwal	Asst.Prof,MBA	Member
13	Dr. Varun Keshari	HOD, MBA	Head, IQAC

The meeting started by welcome of all the members present in the meeting by IQAC Head. He informed that as the semester is in the mid, all members are requested to provide the updates about recent activities and achievements of the department.

HOD CSE briefed that training was conducted from Zensar RPG foundation as a part of MoU for ESD students. He informed that we have recently launched CTDC (Coding & Technical Development Cell) which is the combination of Coding Club and MTA training. He mentioned that CTDC will help all the students to undergo different training program as well as create a competitive environment among the students which help them to achieve success in their career. He also mentioned the achievements of students under GATE examination and Paid Internship.

HOD EC informed that as a part of extension activity under UBA, the Institute has installed UV Water Purifier at Govt. School Mirzapur.



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HOD CE and ME briefed about the training, visits and events organized by the department.

HOD MBA briefed about the recent activities conducted in Department of Management.

Chairperson was satisfied with the excellent work done by all the departments and informed them to continue the same as this will create an environment and help the students in their placements.

The meeting concluded with a vote of thanks proposed by the Head to all the members present.

**Chairperson**  
**Dr. Joy Banerjee**

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Minutes of Meeting held on 28 January, 2021

Sl.No.	Particulars	Details
1	Date & Day	28 January, 2021 (Thursday)
2	Place	Online (Zoom Meeting)
3	Time	4:00 PM
4	Representative	Refer the table below for list of members present

The following members were present:

Sl. No.	Name	Designation	Position
1	Dr. Joy Banerjee	Group Director	Chairperson
2	Prof. K.S.Jairaj	Dean	Member
3	Prof. K Srikant	Prof. in-charge, I & R	Member
4	Mr. Deepak Phalke	HOD, ME	Member
5	Mr. C A Patil	HOD, EC	Member
6	Mr. Shailendra K Mishra	HOD, CSE	Member
7	Mr. Prashant N Nilugal	HOD, CE	Member
8	Mr. Radheshyam Acholiya	HOD, IT	Member
9	Dr. Vijay Bhat	HOD, ESH	Member
10	Dr. Manmohan Singh	Prof., CSE	Member
11	Mr. Dharmendra Pathak	Asst. Prof., CSE	Member
12	Ms. Palak Khandelwal	Asst. Prof., MBA	Member
13	Dr. Varun Keshari	HOD, MBA	Head, IQAC

The Chairperson initiated the meeting with a warm welcome to all the members and informed the Head to proceed further.

The Head informed that the new academic session has been planned and it would be a combination of both Offline as well as Online. He informed that as students will be reporting to the college after the pandemic, it is very much necessary to brief them about all the safety measures to be followed in the college campus.

HOD-ME mentioned that as the session will be in offline mode, they have planned all the laboratory sessions in offline mode, so that students will be able to perform the experiments and complete the laboratory work early. Apart from laboratory classes, it is also planned to conduct offline classes for theory subjects which are numerical based for better understanding.

HOD-CSE mentioned that apart from classes and laboratory work, certain events and activities will be planned both in offline and online mode depending on the availability of the resource persons.

The Chairperson expressed his satisfaction regarding the planning and preparations made for the coming academic session. He mentioned that as the students will be reporting to the college nearly after one year, it is very much necessary to connect with the students and understand their requirements for better



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learning. He added that interactions with students should be planned effectively and based on their feedback, activities have to be planned and organized for the satisfaction of the students.

All the members assured that they would plan for some interactive sessions with students to find out their requirements and the level of learning which they have gained through online mode. Based on the feedback received from students' the academic and non-academic activities would be planned, so that they can derive certain benefits from these activities.

The meeting concluded with a vote of thanks proposed by the Head to all the members present.

  
Chairperson

Dr. Joy Banerjee

CDGI





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### Minutes of Meeting held on 4 December, 2020

Sl.No.	Particulars	Details
1	Date & Day	4 December, 2020 (Friday)
2	Place	Online (Zoom Meeting)
3	Time	4:00 PM
4	Representative	Refer the table below for list of members present

The following members were present:

Sl. No.	Name	Designation	Position
1	Dr. Joy Banerjee	Group Director	Chairperson
2	Prof. K.S.Jairaj	Dean	Member
3	Prof. K Srikant	Prof. in-charge, I & R	Member
4	Mr. Deepak Phalke	HOD, ME	Member
5	Mr. C A Patil	HOD, EC	Member
6	Mr. Shailendra K Mishra	HOD, CSE	Member
7	Mr. Prashant N Nilugal	HOD, CE	Member
8	Mr. Radheshyam Acholiya	HOD, IT	Member
9	Dr. Vijay Bhat	HOD, ESH	Member
10	Dr. Manmohan Singh	Prof., CSE	Member
11	Mr. Dharmendra Pathak	Asst. Prof., CSE	Member
12	Ms. Palak Khandelwal	Asst. Prof., MBA	Member
13	Dr. Varun Keshari	HOD, MBA	Head, IQAC

Head IQAC initiated the meeting by welcoming all the members of the cell. He presented a report pertaining to the academic session which was concluded recently.

He informed that the previous session which was carried out totally in online mode was successfully completed as planned. The departments were able to conduct a lot of events and activities during the session along with the regular classes and laboratory work. The response from students was also found to be very encouraging.

He added that some of the students registered themselves for external online courses and online internship programs which helped them to enhance their practical knowledge.

He informed that due to the advantages derived by the students from online sessions the department invited experts from all over the country and foreign countries, who shared their hands-on working knowledge with our students.

Head IQAC further added that the examination results were declared by the university and the performance of our students was observed to be very good. The good performance of the students would help them to possess good academic credentials which will help them in placements.





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The Chairperson expressed his satisfaction and appreciated the efforts of all the members which received very good response from the students pertaining to the online sessions planned and executed. He also reminded the members to plan for the coming session as it is expected to be a mix of both offline and online mode.

He cautioned all the members to follow the safety guidelines issued by the Government and ensure that they are implemented rigidly in their respective department classrooms and laboratories when students start attending offline classes. He mentioned that in the present situation, the safety of each and every individual has to be the first priority.

The meeting concluded with a vote of thanks proposed by the Head IQAC to all the members present.

**Chairperson**  
**Dr. Joy Banerjee**

CDGI

*Very*