

PRESTIGE INSTITUTE OF MANAGEMENT AND RESEARCH

INDORE

(An Autonomous Institution Established in 1994)

December 4, 2015

NOTICE

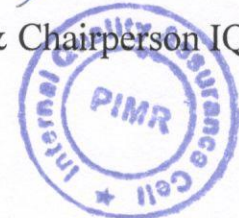
All the faculty members of PG, UG and Law are hereby informed that meeting of Internal Quality Cell (IQAC) is scheduled to be held on December 5, 2015 at 02.30 pm in CH (PG Campus).

Agendas –

1. Review of Manthan 2015 (Annual Management Fest)
2. Preparation of Case Writing Workshop 2016
3. Preparation of NAAC Sponsored Workshop 2016
4. Innovative Suggestions for International Conference 2016

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Dr. Yogeshwari Phatak

Director & Chairperson IQAC



IQAC Meeting Minutes dated December 5, 2015

1. Report of Manthan 2015 shared by Dr. Alok Bansal.
2. Dr. Anukool M. Hyde Shared information about preparation of case writing workshop
3. Dr. Deepak Jaroliya shared information about NAAC Sponsored workshop and suggested some organizing committees and respective responsibilities for the workshop.
4. Many faculty members suggested Innovative ways about International Conferences 2016, some of key suggestions are as follows:
 - Many delegates were not getting information about schedule. One help desk.
 - Coding of abstract and papers to be done.
 - Scheduling of papers as per travel schedule.
 - Standby outside session room for better schedule.
 - Instead of standby, v can have drop down of key guests.
 - Patter of conference report to be changed i.e.
 - Some social pledge relating to society i.e. go green
 - Pre Invitation on Whattapp or Social Media.
 - Post SMS to delegates.
 - Calendar to be distributed to delegates.
 - Expert session for students.
 - BIG LED outside atrium for video conferencing
 - Speaker inside green room
 - Inaugural should be short and this affects best Phd. session i.e. audience is very less.
 - Hospitality volunteer should be invited for lunch with delegates. (Limit Number of students).
 - Coupons distribution to be started for lunch during conference.
 - Role of committee volunteers to be specified by concerned committee coordinator.
 - Absentia paper to be included for presentation
 - Less number of concurrent sessions.
 - Best paper award and in different category without cash prize.
 - Merging of sessions for time management.
 - Time management to be followed strictly.
 - Limited numbers of presentation during sessions. (Only one presentation in one session)
 - Conference banner to be replaced by LED for display of theme.
 - Reception and registration committee, vehicle arrangements to be done to reduce cost.
 - Students delegates to be sent airport to receive guest.
 - One good academican to be awared from the same city.
 - Fruit basket instead of floral welcome.
 - Calories details
 - Menu to be upgraded as per international standard.
 - Certificate alongwith photo to be given combined.



- Presentation photograph to be given to in the certificate of the delegate.
- Session chair to be given plant as memento
- Create FB Event for International Conference.
- Outside Food stall to be organized properly.
- Inaugural session to be kept in second half.
- Poster presentation for display of paper in case of absentia.
- Day wise cost for delegates in case of residential delegates.
- Recording of technical session.
- Social night dinner to be removed.
- Delegates to be taken for sight seen on first day and arrangement of dinner outside only.
- Each guide should motivate research scholars
- One combined session for all streams.
- Set up learned shops for helping presenters.
- Voting session for best papers.
- We should keep plenary sessions.
- Should not keep video conferencing session in evening.
- Student participation to be improved and presentation to be taken.
- Abhigyan to be on CD only.
- Small schedule to be printed for all delegates.

Other Points Discussed as follows:

1. It has been suggested and decided by all faculty members to donate one day salary for Chennai Relief Fund.
2. Further, it was suggested to keep donation box for the same in store for students interested in donation.

Note: Signed list of faculty members attended meeting is attached herewith.



Following members have attended the meeting of IQAC dated December 05, 2015

Dr. Yogeshwari Phatak *YH*

Dr. R.K. Sharma *RKS*

Dr. Manmath Patni

Dr. Alok Bansal *A Bansal*

Dr. Anukool Hyde *Anukool Hyde*

Dr. Ajit Upadhayay *Ajit Upadhayay*

Dr. Deepak Jaroliya *Deepak Jaroliya*

Dr. Manisha Singhai *Manisha Singhai*

Shri M.L. Bais *M.L. Bais*

Shri Manish Anand *Manish Anand*

Shri Praveen Choudhary *Praveen Choudhary*

Shri Rakesh Dubey *Rakesh Dubey*

