

Dated: 02-07-2018

MINUTES OF MEETING

Minutes of the proceedings of the IQAC meeting held on June 28th, 2018 at 10:30 A.M. in the Conference Room, Sri Aurobindo College of Commerce and Management.

Present:

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| 1. Dr. R.L. Behl | Principal and Chairperson |
| 2. Dr. Sushil Kumar | Director Education & Management Representative |
| 3. Mrs. Manjit Sodhia | Management Representative |
| 4. Dr. Harish Anand | Industry Representative |
| 5. Ms. Meenu Gupta | Coordinator, IQAC |
| 6. Ms. Puja Jain | Assistant Professor |
| 7. Ms. Pooja Mehta | Assistant Professor |
| 8. Dr. Jaspreet kaur | Assistant Professor |
| 9. Dr. Leenu Narang | Assistant Professor |
| 10. Ms. Sarita Arora | Assistant Professor |
| 11. Mr. Mahesh Kumar | Assistant Professor |
| 12. Ms. Sugandh Ahuja | Assistant Professor |
| 13. Mr. Sahil Ghai | Assistant Professor(Special Invitee) |
| 14. Mr. Rakesh Kumar | Senior Administrative Officer |
| 15. Mr. Jashanpreet Singh | Alumni Representative |

Leave of Absence :

- | | |
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| 1. Ms. Suvidha Kamra | Assistant Professor |
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The following issues were discussed:

1. The meeting was commenced with welcome address by Chairman - IQAC.
2. The minutes of the previous meeting held on 26th March, 2018 were read out and confirmed.
3. The revised guidelines for preparation & submission of AQAR were discussed & distributed to apprise the members about the changes and it was decided that a separate meeting shall be held with the criteria heads for detailed discussions on these guidelines.

4. From agenda items the following issues were taken up

A. Nurturing Culture in College

I. It was proposed that at the time of induction of new entrants, an Alumnus may be invited to speak about the vision & mission of the college and also share with them about his experience during his stay in the College..

II. It was resolved that in order to reduce the stress level amongst students, a lecture on meditation shall formely be a part of college time table for first year students(both B Com & BBA).

III. Further resolved that in order to suggest the measures to be adopted for inculcating cultural values amongst students and for building a sense of responsibility, belongingness & pride amongst faculty members, following committees be constituted.

Committee for nurturing culture in the college

Members: Ms.Sarita Arora, Dr.Leenu Narang & Mr.Sahil Ghai

Committee to review Dress Code for Faculty -

Members: Ms.Puja Jain, Dr.Jaspreet Kaur, Mr.Sahil Ghai & Ms. Esha Jain

B. Reviewing and Strengthening the Infrastructure

A detailed discussion took place to assess the impact of new colleges/ universities coming in surrounding/nearby area on our college in terms of courses offered & infrastructure facility.

It was proposed that a committee shall be formed to do a survey of nearby colleges and submit a report on the same.

Committee for reviewing & strengthening infrastructure in the college

Members: Mr.Jinesh Jain, Mr.Mahesh Kumar & Mr.Rakesh Kumar.

C. Value added / Short Term Certificate Courses Courses

I. It was proposed that in order to strengthen the teaching learning ambience, to give practical exposure to students and to bridge the gap between the curriculum and the requirement of the global work environment, college shall introduce a variety of value added/ short term certificate courses. It was also discussed, as most of the students who took admission in Sri Aurobindo College of Commerce and Management belong to Business Class, so a course on family business can be offered.

II At the end it was resolved that Committee shall be formed to appraise the existing value added courses and also to explore the viability of introducing more value added courses in near future.

Committee for appraising Value added Courses/ Short Term Certificate Courses

Members: Ms.Pooja Mehta, Mr. Sanjay Gupta, Dr. Manpreet Kaur, Mr.Mahesh Kumar, Ms.Sugandh Ahuja and Mr.Jashanpreet Singh(Alumnus)

D. Use of IT to increase efficiency and productivity

I. A discussion at length took place as to how IT can be used to improve the efficiency and productivity of ongoing activities of the college.

II It was decided that communication with Parents regarding the achievements/ failures of their ward shall be done through college software only. Furthermore Parents of critical cases shall be called in Parent Teacher Meet(PTM)

III Also Instruction Manuals and Auro campus from now onwards be uploaded on website or software.

E. Seminars

It was proposed that the RFDC shall explore, plan and organise seminars for students in which they can interact with CEO's of successful companies.

5. The meeting ended with a vote of thanks to the chair.

(Dr. R.L.Behl)

Principal & Chairman-IQAC

(Ms. Meenu Gupta)

Co-ordinator- IQAC

