

MINUTES OF MEETING

Minutes of the proceedings of the IQAC meeting held on September 27th, 2018 at 2.30 p.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. Ms. Meenu Gupta | Coordinator, IQAC |
| 5. Ms. Puja Jain | Assistant Professor |
| 6. Ms. Pooja Mehta | Assistant Professor |
| 7. Dr. Jaspreet kaur | Assistant Professor |
| 8. Ms.Suvidha Kamra | Assistant Professor |
| 9. Ms. Sarita Arora | Assistant Professor |
| 10. Ms. Sugandh Ahuja | Assistant Professor |
| 11. Mr. Jinesh Jain | Assistant Professor (Special Invitee) |
| 12. Mr. Rakesh Kumar | Senior Administrative Officer |

Leave of Absence :

- | | |
|---------------------------|-------------------------|
| 13. Dr. Harish Anand | Industry Representative |
| 14. Dr. Leenu Narang | Assistant Professor |
| 15. Mr. Mahesh Kumar | Assistant Professor |
| 16. Mr. Jashanpreet Singh | Alumni Representative |

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 28th June, 2018 were read out and confirmed.
3. From agenda items the following issues were taken up:

A. Discussion on report submitted by Committee for nurturing culture in the College

It was resolved that a lecture on Sri Aurobindo's philosophy shall be conducted for students as well as faculty. The Resource-person for the same will be invited from Sri Aurobindo Ashram, Delhi.

B. Discussion on report submitted by Committee for reviewing dress code for faculty

It was decided that the uniform of faculty will be different from that of students and the same shall be strictly observed w.e.f 27-10-2018.

C. Discussion on report submitted by Committee for reviewing and strengthening the infrastructure.

IQAC welcomed the suggestions given by the said committee for the improvement of current infrastructure facilities available in the college. It was proposed to equip all the class rooms with Smart Boards and the committee was asked to chalk out the cost involved in it.

D. Discussion on report submitted by Committee for appraising Value Added Courses/ Short Term Certificate Courses

After having discussion on the report submitted by the committee and taking into consideration the time constraint, it was resolved that following courses shall be introduced:

| S.NO. | COURSE | CLASS | TIME |
|-------|------------------------------------------------|-----------------|-----------------------|
| 1. | Certificate Course in Tally | B COM 1 & 2 SEM | 12:00 noon - 12:45p.m |
| 2. | Certificate Course in GST | B COM 3 & 4 SEM | 2.30 p.m - 3.30 p.m |
| 3. | Certificate Course in Filing Income Tax Return | B COM 5 & 6 SEM | 2.30 p.m - 3.30 p.m |

Committee was asked to prepare the detailed schedule in this regard and start with the said courses as early as possible. It was further proposed to explore the viability of suitable courses for BBA students as well.

E. Re- constitution of Alumni Association

Three members committee was formed to reconstitute the alumni association of the College
Committee Members : Jinesh Jain, Pooja Mehta, Sanjay Gupta.

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


(Dr. R.L.Behl)

Principal & Chairman-IQAC


(Ms. Meenu Gupta)

Co-ordinator- IQAC

