

Dated: 28-09-2019

MINUTES OF MEETING

Minutes of the proceedings of the IQAC meeting held on 27th Sep, 2019 at 3.00 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. Ms. Meenu Gupta | Coordinator, IQAC |
| 3. Ms. Puja Jain | Assistant Professor |
| 4. Ms. Pooja Mehta | Assistant Professor |
| 5. Dr. Jaspreet Kaur | Assistant Professor |
| 6. Ms. Suvidha Kamra | Assistant Professor |
| 7. Dr. Leenu Narang | Assistant Professor |
| 8. Ms. Sarita Arora | Assistant Professor |
| 9. Mr. Mahesh Kumar | Assistant Professor |
| 10. Mr. Sahil Ghai | Assistant Professor |
| 11. Mr. Rakesh Kumar | Senior Administrative Officer |
| 12. Mr. Sanjay Gupta | Assistant Professor(Special Invitee) |
| 13. Mr. Jinesh Jain | Assistant Professor(Special Invitee) |
| 14. Mr. Vijay Chhabra | Assistant Professor(Special Invitee) |

Leave of Absence :

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| 15. Dr. Sushil Kumar | Director Education & Management Representative |
| 16. Mrs. Manjit Sodhia | Management Representative |
| 17. Dr. Harish Anand | Industry Representative |
| 18. Mr. Jashanpreet Singh | Alumni Representative |

The following issues were discussed:

1. The meeting was commenced with a welcome address by Chairman - IQAC.
2. The minutes of the previous meeting held on 14th Aug 2019 were read out and confirmed.
3. The following issues were discussed:

i. Submission of AQAR for Academic Session 2018-19

It was informed that AQAR for academic session 2018-19 has been compiled and the same will be uploaded on or before 31-12-2019 after getting approval from the college managing committee. Further Criterion heads were asked to review the same before final uploading on college website.

ii. Structured mentorship system for students

The need of introducing a structured mentorship system was deliberated upon in detail. Resolved that a sub-committee comprising two senior teachers namely Prof. Monica Sethi & Dr. Manpreet Kaur be constituted to put forward a draft proposal for the introduction of structured mentorship system for the students from the coming semester.

iii. Strengthening existing feedback mechanism

It was informed that as per revised guidelines of NAAC, a formal Student Satisfaction Survey (SSS) will be conducted by NAAC itself immediately before peer team visit in the coming academic session. Further questions of Student Satisfaction Survey were discussed in detail. Resolved that the existing feedback format be made more comprehensive and beside teaching - learning some questions relating to institution shall be added. In addition, it was decided that faculty members handling the issues of icloudems will develop an online mechanism for collecting the feedback of various stake holders viz. Parents, alumni, employer & teacher.

iv. Performance appraisal of Non- Teaching Staff

It was decided that a formal performance appraisal system shall be put in place for non-teaching staff as well & Mr. Rakesh Kumar (Office-Superintendent) will check the viability of the same.

v. Mechanism for collection of data of students progression

Members of College Alumni Committee informed that a weblink has already been created for collecting data of students progression to higher education and also of students qualifying in state/national/international level examinations (eg: NET/SLET/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations). They also shared that so far as about 500 students have filled their data.

vi Working of Alumni Association

It was informed by the members of Alumni Committee that a google link has already been created & circulated through social media & data of around 500 alumni have already been collected strictly as per NAAC requirements. They further added that two interactive sessions were organized where Mr. Shubhdeep Arora (alumnus of 2013-16 batch) & Mr. Sahil Jain (alumnus of 2007-10 batch) share

their thoughts on topics like Entrepreneurship & importance of goal setting in life with students of BCom 3rd & 5th semester. They also informed that Alumni association is planning to organize a marathon for alumni as well as present students in the form of "Run for Social Cause" & Alumni Meet in the current session (2019-20) itself.

vii MoU/ collaboration with institutions/ industry/corporate house

It was also decided that the college must enter into formal collaborations with institutions of national, international importance, other universities, industries, corporate houses etc. for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc. Recently one batch of Digital Marketing Course was conducted in collaboration with AllSoft Solution, Edu- Partner IBM. It was shared that two more collaborations are in pipeline, one is with Swami Vivekanand Pyramid ,Ludhiana & other is with JCI(Junior Chamber International), a worldwide non profit organization of young active citizens to create positive change in society. Further, it was proposed that Prof. Mahesh Kumar will explore the possibility of tie down with reputed academic & non academic institutes like Amity, IBS, Toastmasters International (a nonprofit educational organization that operates clubs worldwide for the purpose of promoting communication, and public speaking and leadership skills)

viii Functionality of new computer lab

It was discussed that to introduce new skill oriented and short term certificate courses new computer lab should be made functional. Resolved that Prof. Vijay Chhabra will chalk out the details & put forward a budget proposal in this regard.

ix. Compulsary Internship for B Com Hons. Students

Resolved that it will be mandatory for B Com Hons. Students to go on internship after even semester exam and notice in this regard will be put by the concerned teacher in charge.

ix Alumni Representative

Further, Mr. Sumit Sharma, alumnus of 2010-13 batch was nominated as a member of the Internal Quality Assurance Cell (IQAC) for a tenure of two years. He is Managing Director at ALS-IAS (India's Largest IAS Coaching Network) in Ludhiana and is also actively involved in the upliftment of society.

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

Sd/-
(Dr. R.L:Behl)
Chairman-IQAC



Sd/-
(Ms. Meenu Gupta)
Co-ordinator- IQAC