

SRI AUROBINDO COLLEGE OF COMMERCE AND MANAGEMENT
MINUTES OF THIRD QUARTER MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)
HELD AT 12:00 NOON IN CONFERENCE ROOM ON 24.06.2020

The Following were present:

1.	Dr. Ajay Sharma, Principal	Chairperson
2.	Mr. D.L.Sharma, Mgt. Rep	Member
3.	Dr. Prem Kumar, Educationist	Member
4.	Asst. Prof. Marinal Gupta, Registrar, SACCM	Member
5.	Asst. Prof. Sanjay Gupta, Dean-Student Welfare	Member
6.	Asst. Prof. (Dr.) Jaspreet Kaur	Member
7.	Asst. Prof. Mahesh Kumar	Member
8.	Asst. Prof. Sahil Ghai, COE	Member
9.	Asst. Prof. Vijay Chhabra	Member
10.	Mr. Anil Kumar, Librarian	Member
11.	Mr. Anuj Sharma, Estate Officer	Member
12.	Mr. Rakesh Kumar, Office Supdtt.	Member
13.	Asst. Prof. Meenu Gupta	IQAC-Coordinator

The following members could not attend the Meeting and were granted leave of absence:

- 1 Dr. Harish Anand, Mgt. Rep
- 2 Mr. Sumit Sharma, Alumni Rep.

The Coordinator- IQAC opened the meeting by welcoming all.

1. The minutes of the Second Quarter Meeting of the IQAC were read out to the members and the same were confirmed.
2. The Chairperson, Dr. Ajay Sharma discussed the first draft of Self Study Report(SSR) highlighting the areas where there is scope for improvement.
3. Following points were taken up in detail:

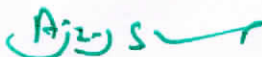
Sr. No.	Agenda Point	Discussion
1	Introduction of M Com Course (as suggested by NAAC peer team in 2015)	SACCM has already applied to the Panjab University, Chandigarh for M Com course, the status of which has not been communicated so far. The College is still waiting for the response from the University side.
2	Introduction of Add on /Certificate/ Diploma programs as per University Curriculum	It was informed by the Chairperson that thirteen add-on courses for commerce and Management students are offered by the Panjab University, Chandigarh. Last year, the College was unable to apply for few courses as last date of applying for courses had been over. This year, if situation permits, SACCM will be applying for course in the area of 'Retail & Sales Management', 'E-Commerce' and 'Security Analysis and Portfolio Management'.

3	Mechanism for feedback on Curriculum	Recognizing the need for having feedback on curriculum - as desired by NAAC - Google forms for gathering feedback from various stakeholders viz teachers, alumni, parents, students have already been created, the link of which has also been shared with the respective stakeholders via WhatsApp group. Once the data is amassed, responses will be analyzed and requisite action will be taken accordingly.
4	Subsidy for purchase of laptop	Recognizing the accelerated adoption of digital technology to make curriculum delivery more effective and productive during COVID'19 pandemic, it is suggested that the members of the faculty be given a subsidy of 50% for purchasing a laptop, with a condition that such faculty member will not leave the organization for a period of three years. In case such member of faculty leaves before the completion of said term, he / she will reimburse the amount of subsidy given.
5	Twinning Programmes with Professional bodies	Twinning with professional bodies such as ICAI, ICWAI and ICSI was one of the major recommendations given by NAAC peer team in 2015. To this, detailed discussions took place and it was suggested that SACCM can collaborate with professional bodies for offering short term professional courses.

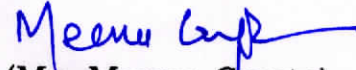
6	Library Resources	Library offers the resources and encourages the thinking process, creativity, inquisitiveness and makes the learning more fruitful. Average annual expenditure incurred by SACCM for the purchase of books/e-books during the last five years is INR 56,774 and for subscription to journals/e-journals during the last five years is INR 1,07,987. After due deliberations, it was decided to purchase good reference books and subscribe more journals/e-journals as recommended and required by the members of the faculty.
7	Research Augmentation	Research now a days has been considered crucial for academic progression of a teacher. The Chairperson informed that as SACCM isn't covered under Sec 2(f) & Sec 12(B) of UGC Act 1956, therefore the members of the faculty can't apply for major/ minor research projects. Therefore, the College should apply for Sec 2(f) & Sec 12(B) of UGC Act 1956.
8	NCC Wing	After discussions and deliberations, it emerged that SACCM can tie up with educational institutions having NCC wing and start with NCC activities.
9	Representatives in the University's Board of Studies	The Board of Studies (BoS) is the basic constituent of the academic system of an Institute. It's functions includes framing the content for various courses, reviewing and updating the content from time to time,

		introducing new courses of study etc. It is also emphasized in the NAAC Self Study Report that members of the faculty of any institute must participate in the curriculum development and assessment practices of the affiliating university. After long discussion it emerged that SACCM can nominate one or two members every year to be a part of BoS.
10	Perspective/Strategic plan and Deployment documents or Vision document with executable action plan	For an organization, strategic planning is very essential to accomplish its Vision and Mission. Strategic Planning and deployment document is based on analysis of current obstacles and future opportunities, and envisages the direction towards which an organization should move to achieve its set goals and objectives. Moreover, it was one of NAAC Peer Team 's major recommendations in 2015 that SACCM should prepare an executable action plan to make its vision a reality and periodically revise it. The Chairperson informed the members of IQAC that the work of preparing SACCM's strategic plan is under way and will be discussed in the next IQAC meeting.

There being no other item for discussion, the meeting came to a close with thanks to the Chair.


(Dr. Ajay Sharma)
Principal




(Ms. Meenu Gupta)
Coordinator IQAC

**SRI AUROBINDO COLLEGE OF COMMERCE AND MANAGEMENT
LUDHIANA**

**ACTION TAKEN REPORT
(for IQAC Meeting Held on 24-06-2020)**

To implement the decisions taken in the meeting of the IQAC, the following actions were taken:

S.No.	Decision	Action Taken
1.	Introduction of M Com Course (as suggested by NAAC peer team in 2015)	The University's Inspection Committee had already been on site to verify documents and adherence to university norms. The final report of the Inspection Committee has not yet been released.
2.	Subsidy for purchase of laptop	To enable seamless digital communication between students and faculty and to make curriculum delivery more effective and productive during COVID'19 pandemic, 31 laptops (Model HP 250 G7) were purchased and issued to members of the faculty.
3.	NCC Unit	SACCM has been allotted NCC Air Wing under FSFS (Fully Self-Financed Scheme). To start with, the college has applied for one troop of 30 Cadets. As per the norms of the NCC Office, Ludhiana, the college is required to comply with certain formalities like provision for NCC expenses in the revenue budget, fully furnished NCC Office, store-room, etc. Work is in progress and is expected to be introduced during academic sessions 2021-22.
4.	Library Resources	IQAC recommended the subscription of more reference books and journals. To this, a good number of books are added. Total Expenditure incurred by SACCM for the purchase of books/e-

		books from July 2020 onwards is INR 1,55,872 and renewal fees paid for various journals/e- journals, magazines/ newspapers is INR 46,785. Also, membership of the British Library is taken by paying an annual fees of Rs 1800.
5.	<p>Perspective/Strategic plan and Deployment documents</p> <p>or</p> <p>Vision document with executable action plan</p>	Draft Ready but yet pending for final approval from the governing body of SACCM.
6.	Feedback from Stakeholders	Feedback received from students, teachers and parents has already been analysed, but as the response from alumni and parents is very less, therefore the college is planning to organize some session with both Parents and Alumni through Parent Teacher association & Alumni Association respectively. Further, for acing up the academics, the college intends to form a committee comprising the Principal, Registrar, Controller of Examination, Dean Student Welfare, Dean Extra Curricular and Coordinator IQAC. The said committee will hold bi-annual meetings in order to discuss various proposals and recommendations put forward by various stakeholders (parents, teachers, students, alumni) and the resultant steps to be taken up in future regarding curriculum implementation and enrichment.
7.	Introduction of Add on /Certificate/ Diploma programs as per University Curriculum	SACCM has applied for B.Voc. (Retail Management) course of Panjab University but the status is still pending as University is not approving any new application this year.

Ajay Sharma
(Dr. Ajay Sharma)
Principal



(Date: *3-12-2020*)