

**SRI AUROBINDO COLLEGE OF COMMERCE AND MANAGEMENT**  
**MINUTES OF THE MEETING OF**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**HELD AT 11:00 AM IN CONFERENCE ROOM ON 09-12-2020**

**The Following were present:**

- |     |  |                  |
|-----|--|------------------|
| 1.  | Dr. Ajay Sharma, Principal                     | Chairperson      |
| 2.  | Dr. Prem Kumar, Educationist                   | Member           |
| 3.  | Asst. Prof. Marinal Gupta, Registrar, SACCM    | Member           |
| 4.  | Asst. Prof. Sanjay Gupta, Dean-Student Welfare | Member           |
| 5.  | Asst. Prof. (Dr.) Jaspreet Kaur                | Member           |
| 6.  | Asst. Prof. Sahil Ghai, COE                    | Member           |
| 7.  | Asst. Prof. Vijay Chhabra                      | Member           |
| 8.  | Mr. Anil Kumar, Librarian                      | Member           |
| 9.  | Mr. Anuj Sharma, Estate Officer                | Member           |
| 10. | Mr. Rakesh Kumar, Office Supdtt.               | Member           |
| 11. | 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 last meeting of the IQAC were read out to the members and the same were confirmed.

2. Following points were taken up in detail:

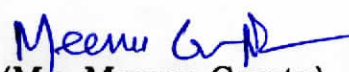
<b>Sr. No.</b>	<b>Agenda Point</b>	<b>Discussion</b>
1	Strategic/ perspective plan for 2020-21 to 2024-25.	Chairman, IQAC, Dr Ajay Sharma shared with all the members, the Perspective Plan: 2020-2025. He emphasized that SACCM needs to make investments in faculty empowerment, research infrastructure and teaching-learning infrastructure (hostels, staff residences, virtual labs, incubation facilities etc.). He added that the college needs to make structural and strategic changes in light of the main doctrines of the upcoming new education policy. Discussion at length took place on various key points like introduction of new courses, collaborations with other stakeholders of higher education, Financial management & Resource Mobilization, research publication and awards etc.
2	Documentation Process	Development and maintenance of institutional database is very important for enhancing the institutional quality and is also pre-requisite under assessment & accreditation of any HEI. To this end, discussion at length took place and it was proposed that IQAC will devise various e-links for the smooth collection of data of various activities/ programmes/ events. Further, faculty

		concerned would update the data in these links on a regular basis and finally, IQAC will compile and finalize the data on 10th day of every month.
3	Teachers feedback on effectiveness of curricula, online classes and IT related issues	A good feedback system has an active role to play for the growth of any higher education institution as it does not only confine to the collection of data, rather it goes beyond that and extends to its in-depth analysis, identification and drawing pertinent pointers to enhance the learning effectiveness. To this end, it was suggested that a comprehensive feedback form would be shared with the members of the faculty to check their level of satisfaction towards the effectiveness of curriculum, teaching, learning, infrastructure and particularly about their online teaching experience.

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 09-12-2020)**

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

S.No.	Decision	Action Taken
1.	Perspective Plan (2020-2025)	It was already shared during the Managing Committee Meeting, but is still awaiting final approval.
2.	Development and maintenance of institutional database	The College's IQAC shared various e-links with all the members of the faculty to streamline the updating of institutional database.
3.	Teachers' Feedback Analysis session	As mentioned at the last IQAC meeting, a comprehensive feedback performa was shared with all faculty members. Following that, a feedback analysis session took place on 06-03-2021, which was presided over by Dr. Ajay Sharma, Principal, SACCM & Dr. Harish Anand, Vice President, Strategic Planning Department, Vardhman Textiles Ltd. In this session, teachers share their experience of delivering online instructions during the Covid-19 Pandemic. Also, numerous valuable suggestions like strengthening of internship programmes, starting with value-added and personality development courses, the conversion of traditional class-rooms to smart class-rooms, emerged from the discussion.

  
**(Dr. Ajay Sharma)**  
**Principal**



(Date: 24-3-2021)