

**MINUTES OF SECOND QUARTER MEETING (2019-2020) OF THE  
INTERNAL QUALITY ASSURANCE CELL (IQAC) OF SRI AUROBINDO  
COLLEGE OF COMMERCE & MANAGEMENT LUDHIANA HELD AT 11:00  
AM IN THE CONFERENCE ROOM ON 17-12-2019**

**The Following were present:**

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|-----|---------------------------------|---------------|
| 1.  | Ms. Marinal Gupta               | Chairperson   |
| 2.  | Dr. Sushil Kumar Mgt. Rep       | Member        |
| 3.  | Mrs. Manjit Sodhia Mgt. Rep     | Member        |
| 4.  | Dr. Harish Anand Ind. Rep       | Member        |
| 5.  | Asst. Prof. Puja Jain           | Member        |
| 6.  | Asst. Prof. (Dr.) Jaspreet Kaur | Member        |
| 7.  | Asst. Prof. (Dr.) Leenu Narang  | Member        |
| 8.  | Asst. Prof. Mahesh Kumar        | Member        |
| 9.  | Asst. Prof. Sahil Ghai          | Member        |
| 10. | Mr. Sumit Sharma Alumni Rep.    | Member        |
| 11. | Asst. Prof. Sanjay Gupta        | by invitation |
| 12. | Asst. Prof. Vijay Chhabra       | by invitation |
| 13. | Asst. Prof. Meenu Gupta         | Coordinator   |

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

- 1 Asst. Prof. Pooja Mehta
- 2 Asst. Prof. Suvidha Kamra
- 3 Asst. Prof. Sarita Arora

The Chairperson opened the meeting by welcoming all.

### **ITEM 1**

#### **REPORTING OF THE MINUTES OF THE FIRST QUARTER (2019-20) MEETING OF THE IQAC OF SACCM HELD ON 27-09-2019**

The minutes of the First Quarter Meeting of the IQAC was read out to the members and the same were confirmed.

The Chairperson informed the members that the Annual Quality Assurance Report for the sessions 2017-18 & 2018-19 have been submitted to the NAAC in the revised format and also been uploaded on the College Website.

It was informed that to bring a structured mentorship system for students, fifty students have been identified based on their past performance & behavioral issues and now every member of faculty will be allotted two students whom they are required to mentor. Besides, it was decided that to inculcate moral values among the students, general discussions may also be held periodically on topics like Cooperation, obedience, regularity and sincerity, drug addiction, etc. Later, Dr. Harish Anand & Mrs. Manjit Sodhia contributed that the College shall also start with the practice of collecting blood samples of students at the time of admission to find out whether they are medically fit or not. This point was well taken by all the members.

Further, it was communicated alumni committee of the college has created a web link for collecting the data of students' progression. Madam Manjit Sodhia also contributed that all members of the faculty must create a sense of belongingness & establish a strong liaison with the students and try to collect the required data at their level.

Regarding entering into MoU/ Collaborations with institutions/ industry/ corporate houses, Prof. Mahesh Kumar informed that the things are in progress in this direction and he also suggested that the college can link up with IIT Delhi.

Regarding the new Computer Lab, Prof. Vijay Chhabra informed all that a formal survey has already been done by a hardware engineer and will submit his report within a day or two.

Regarding Internship for B Com Hons Students, Prof. Mahesh Kumar informed that it can be made compulsory for them in the forthcoming semester and they will themselves make requisite arrangements in this regard. Further chairperson added that they can also be given group assignments/ small projects to cover practical insights of a particular topic.

#### **Decision**

The Minutes of First Quarter meeting of the IQAC held on 27-09-2019 were confirmed.

## **ITEM - II**

**Regarding the introduction of add-on courses offered by the Panjab University and the other value-added courses that can be offered by the College**

The Chairperson informed that Panjab University, Chd. offers 13 add-on courses in Commerce & Management, but for this year the date to apply for the same has already been expired but for next year the College shall surely start with few Courses like Retail & Sales Management, Security Analysis & Portfolio Management, and E-Commerce. She further added that Prof. Esha Jain has been given the task of selecting some motivational videos on the life of Sri Aurobindo, which can be frequently shown to the students so that they can learn some moral values like honesty, truthfulness, compassion, etc. and try to inculcate the same in their personality.

### **Decision**

It was unanimously decided that the College is to add more value-added Courses as offered by the University.

<b>Action By:</b> Esha Jain	<b>Information to:</b> Chairperson
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## **ITEM - III**

**Regarding the feasibility/viability of entering into MoU's with reputed academic institutions/ industry/corporate house**

Prof. Mahesh Kumar informed the house that even though the college has signed an MoU with SRCC yet there is a need to enter into a similar MoU with other institutions of higher learning. Mrs. Manjit Sodhia added that the college could enter into MoU with IIT, Delhi. Dr. Harish Anand seconded the proposal. The chairperson informed the esteemed members that by entering into MoU with more institutions of higher learning there would be an exchange of ideas and the same would be mutually beneficial. Also, the members of the faculty would be immensely facilitated and empowered to use the learning as teaching tools for the students of the College.

### **Decision**

It was decided that the college is to make concerted efforts to contact the key personnel in the institutions of higher learning. The names & Contact Numbers of the nodal persons are to be jotted down in register maintained for the purpose.

<b>Action By:</b> Prof. Mahesh Kumar	<b>Information to:</b> Chairperson
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#### **ITEM – IV**

##### **Regarding the feedback from stakeholders viz. Alumni, Parents, Management, Employer of Alumni & members of the faculty**

Dr. Sushil Kumar informed the esteemed members that even though the College obtains feedback from students and parents but now we shall move a step further and involve other stakeholders also viz. Alumni, Management, Employer of Alumni & members of the faculty. Dr. Harish Anand also seconded the opinion and emphasized upon taking the feedback of all. The point was also well taken by all the esteemed members of IQAC.

##### **Decision**

It was resolved that web links will be created on the College Website in this regard.

<b>Action By:</b> Prof. Sanjay Gupta & Prof. Vijay Chhabra	<b>Information to:</b>  Chairperson & Director- Education
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#### **ITEM – V**

##### **Regarding the revisions of Faculty Development Policy as proposed by RFDC**

Dr. Leenu Narang explained the proposed changes in the Faculty Development Policy regarding reimbursement of expenses relating to Workshops, Conferences/ Seminars in India and Abroad. She also elaborated on the draft proposal of the Policy for granting incentives to SACCM Faculty for research publications in good journals, the publication of books and awards for research contributions. Discussion at length took place on all the above aspects.

##### **Decision**

It was decided that Research & Faculty Development Committee (RFDC) will once again go through the draft proposal and try to make it more liberal for the bonafide interest of the faculty and the College as a whole. Further, they were asked to put the revised proposal again in the next meeting of IQAC

<b>Action By:</b>	<b>Information to:</b>
Research & Development Committee (RFDC)	Chairperson & Director- Education

#### **ITEM – VI**

##### **Regarding framing of code of ethics relating to plagiarism, malpractices and the allied issues in research**

The chairperson informed the members that the college is planning a workshop on plagiarism in January 2020, where Dr. Tejinderpal, Professor- UBS Chandigarh will share his views. Further, she added the College shall also buy some software to check plagiarism in the research/ project work of students.

##### **Decision**

It was decided that the RFDC of the College will check the viability of framing code of ethics relating to plagiarism, malpractices, and the allied issues in research. For this, they can check the websites of other reputed academic institutes and work on the same lines.

<b>Action By:</b>	<b>Information to:</b>
Research & Development Committee (RFDC)	Chairperson & Director- Education

#### **ITEM – VII**

##### **Regarding collaboration with industry, community and NGO's for extension program for students through NSS unit**

Prof. Sanjay Gupta informed that Mr. Sumit Sharma(Member-Alumni Representative), is actively working for the upliftment of society & is at present running two NGO's. Therefore he can be involved in arranging an extension program for students and can work in collaboration with the NSS Team of the College. This point was seconded by all the members of the faculty.

### Decision

It was decided that Mr. Sumit Sharma will discuss the same with NSS Team of the College and put a draft proposal in this regard.

<b>Action By:</b> NSS Team of the College	<b>Information to:</b> Chairperson & Director- Education
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### ITEM – VIII

**Deliberations upon the issues as emerged in the students' feedback for July - December 2019 and the measures required.**

The Chairperson informed that one area which is strongly emerged in the students' feedback is to increase the number of field visits/ industrial visits and to improve the quotient of practical exposure in the teaching-learning process.

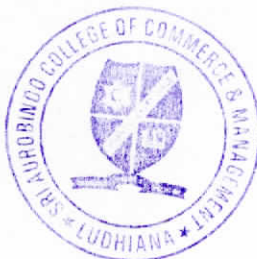
### Decision

It was decided that Prof. Mahesh Kumar will chalk out the plan for increasing the number of industrial visits in the forthcoming semester.

<b>Action By:</b> Prof. Mahesh Kumar	<b>Information to:</b> Chairperson & Director- Education
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There being no other item for discussion, the meeting came to a close with thanks to the Chair.

*Marinal Gupta*  
(Ms. Marinal gupta)  
Chairperson- Officiating



*Meenu Gupta*  
(Ms. Meenu Gupta)  
Coordinator- IQAC

Date: 19-12-2019