

**Dated: 14-08-2019**

**MINUTES OF MEETING**

Minutes of the proceedings of the IQAC meeting held on 14<sup>th</sup> Aug 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. Dr. Sushil Kumar   | Director Education & Management Representative |
| 3. Mrs. Manjit Sodhia | Management Representative                      |
| 4. Dr. Harish Anand   | Industry Representative                        |
| 5. Ms. Meenu Gupta    | Coordinator, IQAC                              |
| 6. Ms. Puja Jain      | Assistant Professor                            |
| 7. Ms. Pooja Mehta    | Assistant Professor                            |
| 8. Dr. Jaspreet Kaur  | Assistant Professor                            |
| 9. Ms. Suvidha Kamra  | Assistant Professor                            |
| 10. Dr. Leenu Narang  | Assistant Professor                            |
| 11. Ms. Sarita Arora  | Assistant Professor                            |
| 12. Mr. Mahesh Kumar  | Assistant Professor                            |
| 13. Mr. Sahil Ghai    | Assistant Professor                            |

**Leave of Absence :**

- |                           |                               |
|---------------------------|-------------------------------|
| 14. Mr. Jashanpreet Singh | Alumni Representative         |
| 15. Mr. Rakesh Kumar      | Senior Administrative Officer |

**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 9<sup>th</sup> May 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 the last date for uploading AQAR (2018-19) is 30<sup>th</sup> September 2019. Further Criterion heads were asked to submit the final draft of their criteria in the revised AQAR format latest by 25<sup>th</sup> August 2019.

**ii. Revision of Faculty Development Policy**

Taking into cognizance of the growing importance of research and to develop and enhance research competencies amongst faculty members, it was proposed that the funds allocated for faculty development should be optimally utilized. It was suggested that the amount of honorarium can be increased so that better and more experienced resource persons can be invited. Further, policy relating to reimbursement of expenses incurred by the faculty for attending workshops/ conferences/ seminars need to be reviewed. In addition, it was proposed that the Faculty development Policy can be made more flexible & incentives can be given to those faculty members who receive any recognition/award for their research publication or innovation. In this regard members of RFDC were asked to go through the Faculty Development policy and suggest the required changes.

**iii. Continuation of SRCC Faculty lecture series**

It was on 16<sup>th</sup> February 2018, when SACCM signed a MoU with Sri Ram College of Commerce(SRCC), Delhi, to share their areas of expertise. But unfortunately, there came a gap in this formal arrangement and it could not emerge properly. Therefore it is decided that the college authorities shall discuss the same with the management of SRCC and plan for more faculty development programs in the near future. It was also recommended that the college must contemplate collaborations with other reputed institutions as well.

**iv. Value Added Courses**

Detailed discussions on various aspects of value-added courses were held. It was informed that talks regarding value-added courses with external agencies are in progress. After contemplating several options the value-added courses which are finalized are GST, Tally, Office automation, and likely to be introduced in the forthcoming semester. But the things regarding the introduction of value-added course on Family Business Management are yet to be materialized.

**v. Strengthening of Alumni**

It is decided that rigorous efforts need to be made for the finalization of the core committee of alumni and to increase their involvement. Further alumni committee is asked to take required measures to strengthen college alumni and submit a detailed report in this regard in the next meeting of IQAC.

**vi. Student Progression data collection**

It is suggested that some mechanism should be developed for student progression data collection. Like a weblink may be created to facilitate a comprehensive collection of data.

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

