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# **SRI AUROBINDO COLLEGE OF COMMERCE & MANAGEMENT**

(Managed by Sri Aurobindo Socio Economic and Management Research Institute)

**Accredited with Grade 'A' by NAAC**

**AFFILIATED TO PANJAB UNIVERSITY, CHANDIGARH**

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**REF:SACCM:IQAC:2023-24/07**

**Date: 03.02.2024**

## **MINUTES AND ACTION TAKEN REPORT OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

A meeting of the IQAC of SACCM was held on 27<sup>th</sup> January 2024 in the Conference Room at 03:00 pm. The following members were present:

1. Prof. (Dr.) Vishal Kumar	Principal and Chairperson
2. Mr. R. K. Rewari	Secretary – Governing Body
3. Dr. Pooja Mehta	IQAC Co-ordinator
4. Dr. Marinal Gupta	Member
5. Dr. Jinesh Jain	Member
6. Dr. Puja Jain	Member
7. Mr. Sanjay Gupta	Member
8. Dr. Manpreet Kaur	Member
9. Ms. Meenu Gupta	Member
10. Ms. Sarita Arora	Member
11. Sh. D. K. Sindwani	Nominated member
12. Sh. Anil Bharti	Nominated member

**The following members could not attend the meeting and were granted leave of absence.**

1. Mr Sumit Sharma	Alumni member
2. Sh. Deepak Jain	Nominated member
3. Dr Munish Jindal	Nominated member
4. Mr. Parkash Singhi	Nominated member
5. Ms. Harneet Kaur	Student Member

The IQAC Co-ordinator opened the meeting, and the Chairperson welcomed all the members. The following agenda points were reviewed, and decisions were taken:

**Agenda Point No. 1: Reporting of the minutes of the last IQAC meeting.**

**Discussion**

The minutes of the last meeting of IQAC were read out to the members and the same were approved.

**Actionable Points**

- The committee members proposed a comprehensive plan to enhance the internship programme, including pre-preparation of tentative project area lists, seeking assistance from Vardhman Group to tie up with organizations for internships, assigning mentors to students for project support, and organizing industry practitioners' lectures for students.
- In light of NAAC's proposal to adopt energy conservation measures in college, the committee members advanced the idea of using dry leaves along with canteen trash for creating compost.
- To ensure that the college strives for continuous progress, the committee members proposed reviewing the minutes report of the IQAC meetings of other reputed institutions, which would also help to gather better insights and inputs.
- Regarding the proposal to fully air condition the reading area of the college library, the committee members suggested carrying out an independent offline assessment of the utilization of the college library.
- The committee members recommended compiling a list of distinguished figures in the field of academia and research to be invited for the upcoming National Conference and forwarding the same for the management's approval.
- Regarding the proposal of enhancing the sports infrastructure in college, the committee members suggested revising the conceptual plan for the same to include provision for vital amenities in it.

**Agenda Point No. 2: To apprise the members of the Annual Quality Assurance Report (AQAR) 2022-23 submission.**

**Discussion**

The members were informed of the timely submission of the Annual Quality Assurance Report (AQAR) 2022-23 to NAAC.

### **Actionable Points**

- The committee members advised going over each recommendation brought forward by the NAAC peer team during their visit to the college for the second cycle assessment, point by point.
- Members of the committee also suggested that the college's endeavors be assessed in light of the several impediments that the NAAC peer team had come across during their visit. Besides this, the members also proposed to include this as the agenda item for the following IQAC meeting.

### **Agenda Points No. 3: To explore the strategies for advancing faculty teaching skills and professional development.**

#### **Discussion**

The following recommendations were thoroughly considered in order to improve the professional growth and teaching abilities of the faculty:

- Evaluating existing teaching & professional development opportunities
- Assessing institutional support mechanisms
- Exploring innovative teaching methods
- Integrating technology effectively
- Establishing feedback mechanisms

#### **Actionable Point**

- In order to foster the idea of practical-based learning, the committee members recommended compiling data on case studies that the teachers utilize to deliver the curriculum.

### **Agenda Points No. 4: To deliberate upon SACCM's preparedness of National Education Policy (NEP) from next academic session 2024-25.**

**Discussion:** The committee members were apprised of the syllabi (2024-25) of B.Com 1<sup>st</sup> and 2<sup>nd</sup> semester under NEP regime, as provided by the Panjab University. Along with this, various basket of value added courses (VAD) & skill enhancement courses (SEC) were discussed. Furthermore, it was informed to the committee that the university has not given any guidelines on the syllabus for other courses, including BBA and BCA. Also, the syllabus given for B.Com course is still a draft syllabus only, which is yet to be passed by the board of studies.

**Actionable Points:** The committee deliberated upon the choices of the subjects that can be offered to the students from among the basket of subjects provided by the university. It was emphasized that SACCM, known for its



strong academic standing, will provide students with a selection of all available subjects, allowing them to choose according to their preferences.

**Agenda Points No. 5: To invite inputs and ideas for enhancing the effectiveness of SACCM students' clubs initiatives.**

**Discussion**

The members were apprised of the various activities planned by the newly formed students' clubs such as:

- *Finance & Investment Club*
  - Workshop on "income tax return filing"
  - Expert talk on "financial planning-safeguarding the future"
- *EduTalk Club*
  - Expert talk on "from chaos to calm: mastering the crisis"
  - Open mic: feel the free
- *SACCM Impacters (Marketing) Club*
  - Designing your digital canvas
  - Phoenix: rebranding of failed brands

**Actionable Points**

The committee members recommended giving students full responsibility over club operations. Furthermore, it was suggested that the teacher's role should be more of a facilitator, with students planning and carrying out club projects and activities independently.

**Agenda Points No. 6: To apprise the members of the major activities planned for the Current Semester.**

**Discussion**

The committee members were briefed on the main events that are scheduled for the current semester, namely The Model United Nations (MUN), Rangmanch-Cultural Eve, The Mettle Fest, The Convocation Ceremony, and the National Conference.

**Actionable Points**

The Committee members appreciated the college's efforts in taking the lead and organizing these extracurricular events, keeping in mind the goal of holistic development of students.

**Agenda Points No. 7: Any other point with the permission of the chair.**

**Discussion**

The committee members were apprised of the recent UGC Regulation (dated 08<sup>th</sup> January 2024) to bring BBA and BCA courses under AICTE (All India Council for Technical Education) regulations.

**Actionable Points**

To ensure that the college remains abreast with all recent directives, the committee members proposed that timely action should be initiated in this regard, and that the college fills out the necessary details on AICTE portal as soon as feasible.

There being no other item for discussion, the meeting was closed with thanks to the chair.



Prof. (Dr.) Vishal Kumar  
Principal



Dr. Pooja Mehta  
Co-ordinator, IQAC

TQAC Meeting  
27<sup>th</sup> January, 2024.

The Agenda Points for the TQAC meeting conducted on 27<sup>th</sup> January, 2024 at 3 p.m. in the Conference Room, are as follows:→

1. Reporting of the minutes of last TQAC meeting.
2. To apprise the members of the Annual Quality Assurance Report (AQAR) 2022-2023 submission.
3. To explore the strategies for advancing faculty teaching skills and professional development.
4. To deliberate upon SACCM's preparedness of National Education Policy (NEP) from next academic session 2024-25.
5. To invite inputs and ideas for enhancing the effectiveness of SACCM students' club initiatives.
6. To apprise the members of the major activities planned for current semester.
7. Any other point with the permission of the chair.



1. Mr. R.K. Riwari Riwari
2. Prof. (Dr.) Vishal Kumar Vishal
3. Sh. D.K. Sindwani Sindwani
4. Sh. Deepak Jain
5. Dr. Menish Jindal
6. Sh. Anil Bharti Bharti
7. Mr. Parkash Singh
8. Mr. Sumit Sharma
9. Dr. Pooja Mehta Mehta
10. Dr. Marinal Gupta Gupta
11. Dr. Jinesh Jain Jain
12. Dr. Pooja Jain Jain
13. Mr. Ranjay Gupta Gupta
14. Mrs. Parita Arora Arora
15. Dr. Manpreet Kaur Kaur
16. Mrs. Meenu Gupta Meenu
17. Mrs. Harpreet Kaur