



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:2025-26/ 22

Date: 08.09.2025

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

A meeting of the IQAC of SACCM was held on 30th August 2025 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. Munish Jindal	Nominated Member
4. Mr. Chetan Jain	Nominated member
5. Ms. Meenu Gupta	Co-ordinator - IQAC
6. Dr. Marinal Gupta	Member
7. Dr. Jinesh Jain	Member
8. Dr. Puja Jain	Member
9. Mr. Sanjay Gupta	Member
10. Ms. Sarita Arora	Member
11. Dr. Manpreet Kaur	Member
12. Ms. Sanyapreet Kaur	Student Member

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

1. Sh. Deepak Jain	Nominated member
2. Sh. Anil Bharti	Nominated member
3. Mr. Parkash Singhi	Nominated member
4. Mr Sumit Sharma	Alumni 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:

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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.

The coordinator presented a report on the actions taken since the last meeting, covering key updates, including the status update of college newsletter "Auro Campus" for the session 2024-25, along with details of the number of books read and student participation in the Book Club, dance workshop and the certificate course introduced by the dance club, updates on the MoU proceedings, details about the comparative analysis of the SSR of Top 20 NAAC Accredited colleges, frequency of advisory committee meetings, fund allocation policy framed by the alumni association and the planning of excursion trips for students.

Actionable Points

- Excursion trips should be planned in consultation with students. In case it is not feasible to schedule a trip on a weekend, it may be organized on a weekday. The details of all trips planned for the academic year should be communicated to students well in advance, either through official WhatsApp groups or by displaying notices on the notice board.
- The Advisory Committee must hold meetings more frequently, and steps should be taken to strengthen and ensure its functionality.
- The college may consider appointing an Art and Craft teacher on a regular basis or engaging one twice a week to polish students' creative skills. This initiative will help in increasing participation in intra- and Inter-college competitions, as well as the Zonal Youth and Heritage Festival.

Agenda Points No. 2: Apprising the members about the first semester admission process and outcomes achieved

Discussion

The Committee was briefed about the first semester admission process, with enrolment statistics and merit-list cut-offs for each course. The outcomes were considered satisfactory, reflecting an intake of meritorious students.

Actionable Point

It was suggested that a detailed list may be prepared showing the number of students who have secured 90% or above marks in the Senior Secondary (10+2) Examination and have taken admission in the first year of B.Com, BBA, and BCA programmes. Preferably, a year-wise comparison with previous

Manish

academic sessions to highlight trends in high-achieving students (90% and above) among the new entrants. This will help in assessing the academic calibre and quality of the incoming batches across the three programmes.

Agenda Points No. 3: Discussion on implementing a Green Audit to assess and enhance the college's environmental sustainability practices.

Discussion:

The members were apprised of the importance of conducting a Green Audit in colleges, particularly in view of its relevance for NAAC and NIRF requirements. The point was well acknowledged, and all members unanimously agreed that the college should initiate the process of undertaking a Green Audit at the earliest.

Actionable Point

It was suggested to compile a list of colleges where the Green Audit has already been implemented and to identify suitable external agencies that can assist in carrying out the process.

Agenda Points No. 4: Discussion on the introduction of the Eco Club at SACCM to foster environmental awareness and sustainable practices.

Discussion:

A detailed briefing was given to the members regarding the rationale for forming an Eco Club in the college, highlighting its difference from the NSS and the proposed activities that would fall within its scope. The proposal was well received, and it was decided to initiate the establishment of the Eco Club.

Actionable Point:

It was suggested to implement the proposal of the Eco club at the earliest.

AGENDA POINT NO. 5: Evaluating the findings and suggestions gathered from feedback provided by stakeholders

The committee reviewed the outcomes and suggestions received from various stakeholders. The key areas identified for improvement included the regular conduct of an annual prize distribution function, organization of the Marketing Fest – *Mettle*, an increase in the number of industrial visits, provision of more internship opportunities, enhanced sports activities, improving alumni engagement, excursion trips, and improved washroom cleanliness. Suggestions from faculty were also discussed, which included refurbishment of furniture in faculty cabins and replacement of UPS in classrooms. The committee acknowledged all the points raised, and after due deliberation, the following decisions were taken in this regard.

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Actionable Points

- It was decided to finalize the date of the Annual Prize Distribution at the earliest.
- It was suggested that Mettle be organized regularly, with the team ensuring transparency and fairness in financial matters. The team should review all aspects, prepare a detailed plan of action, and organize the event in February.
- In response to the students' feedback recommending an increase in industrial visits to enhance practical exposure, it was suggested that at least one visit per class be organized each semester. The Industrial Visit Committee should prepare a schedule accordingly and ensure its implementation in letter and spirit. Furthermore, students should be informed about the proposed visits well in advance.
- Excursion trips should be organized for all classes. If feasible, a common day may be designated for all classes to undertake trips to different locations.
- In response to alumni feedback on enhancing their involvement, it was suggested that regular alumni meets be organized and more guest lectures by alumni be conducted.
- In response to teachers' feedback regarding the refurbishment of furniture in faculty cabins and the replacement of UPS units in classrooms, it was resolved that necessary action be taken at the earliest to ensure uninterrupted teaching and learning.

AGENDA POINT NO. 6: Discussion on strategies for strengthening outreach and extension activities for greater community engagement and impact

Discussion:

The proposal to enhance the number of extension and outreach programmes by involving all committees and clubs, in collaboration with NSS and Government or Government-recognized bodies, was well received. The members unanimously agreed to increase the number of such activities.

Actionable Point:

It was resolved to prepare and enforce a detailed plan, and to explore state/national award nominations for such initiatives.

Agenda Point No. 7: Reviewing the progress of existing research databases and deliberate on subscribing to additional e-resources and research databases for enriching the institution's academic and research infrastructure

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Discussion:

Members were briefed on the status of e-resources. It was suggested to continue existing subscriptions and explore new databases, considering relevance, quality, cost-effectiveness, and usage.

Actionable Point

It was recommended that the subscription of ProQuest be finalized at the earliest.

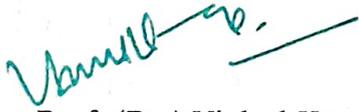
Agenda Point No. 8: Any other point with the permission of the chair.

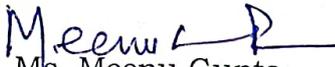
Members also put forth certain suggestions beyond the listed agenda.

Actionable Points

- Members suggested that, given the role of technology in today's dynamic environment, there is a need to strengthen the functioning of the Technology Business Incubator (TBI) and E-Cell. If required, collaborations may be established with institutions such as IIT Ropar to initiate and support startup activities.
- It was proposed to constitute an Extension Lectures Committee to invite industry experts to enhance students' practical exposure.
- In light of feedback from BCA students, it was suggested that periodic meetings be held with them to ensure they do not feel isolated. Additionally, all notices and circulars should be circulated to BCA students in a timely manner.
- Fresher and farewell parties are a regular feature of the college and should be organized on a regular basis.
- It was suggested to examine the feasibility of establishing a cafeteria near the BCA Block to prevent students from losing time in visiting the main canteen and arriving late for lectures after the break.
- Given the incompatibility of existing faculty laptops, it was recommended to purchase new laptops to ensure uninterrupted teaching and learning processes.
- Students attending counselling sessions with the psychologist shall not be granted an attendance exemption.

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


Prof. (Dr.) Vishal Kumar
Principal


Ms. Meenu Gupta
Co-ordinator, IQAC