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

A meeting of the IQAC of SACCM was held on 24th October 2026 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. Mr Vedant Bagri	Alumni member
4. Ms Meenu Gupta	Co-ordinator - IQAC
5. Dr Sanjay Gupta	Member
6. Mr Kanwaljit Singh	Member
7. Ms Sarita Arora	Member
8. Dr Manpreet Kaur	Member
9. Mr Rakesh Kumar	Member

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

1. Sh. Deepak Jain	Nominated member
2. Dr. Munish Jindal	Nominated Member
3. Sh. Anil Bharti	Nominated member
4. Mr Pankaj Gupta	Nominated member
5. Dr Jinesh Jain	Member
6. Dr Puja Jain	Member
7. Ms Sanyapreet 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 previous IQAC meeting were read and confirmed by the members.

The Co-ordinator presented the Action Taken Report highlighting the major developments since the last meeting. The report noted the constitution of the

Industry Cell and its initiatives, including a one-year MoU with Christian Medical College & Hospital (CMC), Ludhiana, and interaction with ten IT companies at IT Park, Chandigarh and IT Park, Mohali; the organisation of 15 industrial visits during August–October 2026; the constitution of the "Auro Society" for the promotion of value-based education and the Indian Knowledge System (IKS); and the career guidance session organised by the CGPC with resource persons from the Ludhiana Branch of ICMAI. The Co-ordinator also shared updates regarding the installation of achievement boards and softboards, the proposed cafeteria facility near the BCA Block, and the follow-up with Panjab University for establishing a Research Centre within the College. The members were further informed about the constitution of the Mental Health and Wellness Cell and the Equal Opportunity Cell for Persons with Disabilities (EOC-PwDs) in compliance with statutory and regulatory directives.

Actionable Points

- The roles and responsibilities of the members of the Industry Cell should be clearly fixed. As far as possible, responsibilities may be assigned sector-wise, with separate teams of members looking after specific industries such as textiles, forgings and steel, for organising industrial visits, internships and other industry-related activities.
- A calendar of industrial visits should be prepared to ensure that all students are covered. Feedback should be obtained from students after every visit, and the College Psychologist may be involved in conducting a survey of students to assess the learning outcomes of the visit.
- A suitable alternative name may be considered for the "Auro Society" constituted for value-based education. The syllabus of the Value-Added Course on IKS should be designed carefully, with the help of a subject expert if required, so that students are clearly made aware of what the Indian Knowledge System comprises.
- The CGPC should invite more Chartered Accountants to deliver expert lectures on career opportunities and, if possible, enter into a tie-up with the ICAI and ICMAI Ludhiana Branch.
- The work of installing achievement boards and softboards should be completed at the earliest, without any further delay.
- Since a vending machine near the BCA Block would offer only limited and packaged food options, the existing canteen vendor may be approached to set up a counter or canopy near the BCA Block for the convenience of students.
- The Office Superintendent was entrusted with the responsibility of liaising with the concerned authorities of Panjab University to complete the formalities for establishing a Research Centre within the College. It was advised that the matter should not be delayed any further.

- The members appreciated the establishment of the Mental Health and Wellness Cell and advised that good habits should also be promoted among students. Students showing exemplary behaviour should be recognised with an award, to be conferred in the Annual Prize Distribution Function.
- It was further advised that the Annual Prize Distribution Function be conducted at the earliest.

Agenda Point No. 2: Discussion on Digital Documentation and Referencing of Institutional Records in view of the forthcoming accreditation system.

Discussion

The members were apprised of the revised Accreditation Framework of NAAC, under which the assessment will be conducted fully online, and the submitted data will be verified through AI tools, cross-checked with AISHE and NIRF, and validated by randomly selected stakeholders. The proposed Standard Operating Procedure for the digital documentation of activities, covering data collection, verification, referencing, criterion-wise mapping, uploading and maintenance of a master index, was presented. The members acknowledged the need for digital documentation and referencing of institutional records keeping in view the revised accreditation framework.

Actionable Points

- Since digital documentation is a complex and continuous task, the services of an expert may be engaged to design the complete structure of the digital documentation system.
- If required, a visit may be made to the IT Department of Vardhman to understand how the institution can proceed in this regard.
- Needy students may be involved in the data entry work.

Agenda Point No. 3: Discussion on identification of Community partners for implementation of the Community Outreach Component (NEP 2020).

Discussion

The members were apprised of the guidelines framed by Panjab University for the Community Outreach (CO) component of undergraduate programmes under NEP 2020, which carries 2 credits (60 hours) and may be opted for by students in place of an internship. The list of proposed community partners identified by the faculty team, along with their area of work and the scope of student involvement, was presented. The proposal was well received by the members.

Actionable Point

It was decided that a committee be designated to enter into MoUs with the community partners. The college may select as many community partners as required for the effective implementation of the Community Outreach component.

Agenda Point No. 4: Discussion on the feasibility of starting with new Value Added/ Add on/ Certificate Courses.

Discussion

The members deliberated on the proposal to introduce value-added/add-on/certificate courses in emerging areas such as Artificial Intelligence, Data Analytics, Cyber Security, Digital Marketing, Advanced Excel, Web Designing, GST and Income Tax Return Filing, and Business Communication and Employability Skills, with a view to enhancing the skills and employability of students.

Actionable Point

It was suggested to begin with two to three courses initially and gradually increase their number. To start with, courses may be selected from Artificial Intelligence, Digital Marketing, Advanced Excel, Data Analytics, and GST and Income Tax Return Filing. Resource persons from outside may be engaged for conducting these courses.

Agenda Point No. 5: Deliberation on the requirement of establishing language lab to improve English language proficiency of the students.

Discussion

The members were apprised that under the NEP 2020 curriculum of Panjab University, undergraduate students study Ability Enhancement Courses (AEC) in English language skills, each requiring 4 hours of practical work per week in groups of not more than 20 students, covering listening, speaking, pronunciation, reading and writing skills. The point was well taken by all the members. It was apprised that there are two computer labs in the BBA Block, one of which can be converted into a language lab; hence, space is not a constraint.

Actionable Points

- Efforts should be made to promote all languages through the lab, and not English alone.
- The requirements of the language lab should be assessed and a proposal prepared accordingly, which should be presented to the management for approval.

Agenda Point No. 6: Review of the functioning of the Technology Business Incubation Centre (TBIC) and the need for institutional funding.

Discussion

The members were apprised of the progress of the TBIC, including the selection of thirteen startups for incubation, five of which are operating from the dedicated TBI room, the support system put in place for incubatees, and the MoU signed with IIT Ropar for joint incubation, under which seed funding is available only on a co-funding basis. The members agreed on the growing importance of innovation and expressed that the management may extend support to startups with potential.

Actionable Points

- A competition should first be organised to identify potential startups.
- It may be explored whether other colleges are providing funds to their incubation centres.
- The possibility of collaborating with any agency for supporting the startups may also be explored.

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

1. Requirement of a comprehensive Research Policy

Discussion

The IQAC Co-ordinator, among other points, highlighted that in view of the growing importance of research in NAAC assessment, NIRF rankings and NEP 2020, measures should be taken to promote and strengthen research among the faculty, and that there is a need to frame a comprehensive Research Policy for the College. Besides the existing provisions of allowing faculty members to pursue Ph.D. coursework with paid duty leave, and providing assistance for attending refresher courses, workshops, etc., the policy should include provisions for research incentives for faculty members who publish in good quality journals.

Actionable Point

The suggestion was welcomed by all the members. It was decided to frame a comprehensive Research Policy for encouraging and promoting research among the teachers, including awards and incentives for good quality publications. It was advised that the policy be framed under the guidance of Dr Gunmala Suri, Professor, University Business School, Panjab University, Chandigarh.

2. Trips and tours for students and faculty

Discussion

A detailed discussion took place regarding the planning of trips and tours for students.

Actionable Points

- Students may be taken on trips either on weekends or during any lean period, provided regular teaching is not disturbed due to such excursion activities.
- Get-togethers and trips for the faculty should also be arranged on a regular basis, as these would provide an opportunity for members to connect with each other. These trips shall be sponsored by the management.
- It was also advised to hold a get-together on the occasion of the coming Diwali.

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