



Estd. 1971

# Aggarwal College Ballabgarh

(Affiliated to M.D. University, Rohtak)

NAAC ACCREDITED 'A' GRADE (CGPA:3.40)

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Ref. No.....

Date 06-05-2016

14<sup>th</sup> Meeting of the IQAC was held on Friday, the 6<sup>th</sup> May 2016 at 1.00 p.m. in the Principal's Office, Wing-I(For Girls), Aggarwal College Ballabgarh and following members were present.

*Manoj Shukla*  
Dr. Manoj Shukla  
Co-ordinator IQAC

*Krishan Kant*  
Dr. Krishan Kant  
Chairman IQAC

## 1. Chairperson

Dr. Krishan Kant, *Principal*

## 2. Administrative Officers

Ms. Kamal Tandon, *COE*

Dr. Naresh Kamra, *Bursar*

Dr. Usha Aggarwal, *In-Charge Wing II*

Dr. Ram Chander, *Librarian*

## 3. Faculty Members

Dr. Reena Chaudhary, *Associate Professor*

Dr. K.L. Kaushik, *Associate Professor*

Dr. Ajit Yadav, *Associate Professor*

Dr. Poonam Anand, *Associate Professor*

Dr. Kiran Anand, *Associate Professor*

Dr. Jaypal Singh, *Associate Professor*

Dr. Parveen Gupta, *Assistant Professor*

Dr. Shilpa Goel, *Assistant Professor*

Dr. Sachin Garg, *Assistant Professor*

## 4. Management Nominee

Sh. Dinesh Gupta, *Advocate*

## 5. Nominee from Local Society, Students and Alumni

CA Deepak Garg (*Alumnus*)

Sh. Gopal Sharma, *Advocate* (*Society*)

Ms. Dimple, M.A. (Economics) (*Student*)

Ms. Jyoti Pandey, M.Com. (*Student*)

Mr. Dikshant, M.Sc. (Physics) (*Student*)

Ms. Karnika, M.Sc. (Maths) (*Student*)

## 6. Nominee from Employers/ Industries/ Stakeholders

Sh. M.C. Mittal

Sh. Lokesh Aggarwal

Sh. R.S. Goel, *Former Principal, Aggarwal College Ballabgarh*

Dr. S.K. Chakarvarti, *Ex-NIT, Kurukshetra*

Dr. S.K. Aggarwal, *Professor, YMCAUS&T, Faridabad*

## 7. Coordinator of IQAC

Dr. Manoj Shukla, *Associate Professor*

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## AGGARWAL COLLEGE, BALLABGARH

**Minutes of the 14<sup>th</sup> meeting of IQAC held on 6<sup>th</sup> May, 2016 at 1.00 p.m in the IQAC office.**

### **Members**

#### **1. Chairperson**

Dr. Krishan Kant, *Principal*

#### **2. Administrative Officers**

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Dr. Manoj Shukla, *Associate Professor*

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#### **14.1 Opening remarks by the Hon'ble Principal Dr. Krishan Kant, Chairman IQAC and Welcome to the members of IQAC**

Principal Dr. Krishan Kant, Chairman IQAC welcomed the members of IQAC and extended a special welcome to Mr. R.S. Goyal, Former Principal Aggarwal College Ballabgarh. All the members of the Cell were present thus taking the quorum to 100%. The Principal apprised the house that college is one of the 124 colleges of India who have been awarded CPE status by the UGC. He further said that this is an honour not only to the college but to the whole state of Haryana and grant received due to CPE status will be used for the improvement of the infrastructure and academics of the college. Dr. S.K. Chakarvarti attributed this grand success to the untiring efforts of the Principal and his farsightedness along with his entire team in making it happen. He accorded special kudos and appreciation to the Principal for his unparalleled enthusiasm and single minded devotion towards his duty.

#### **14.2 Confirmation of the minutes of the 13<sup>th</sup> meeting of IQAC held on 20<sup>th</sup> Feb., 2016.**

Considered the minutes of the 13<sup>th</sup> meeting of IQAC held on 20<sup>th</sup> Feb., 2016(Annexure A2).

Resolved that the minutes of the 13<sup>th</sup> meeting of IQAC held on 20<sup>th</sup> Feb., 2016 be confirmed (Annexure A2, Already circulated).

#### **14.3 Report of follow up action taken on the decision adopted by the IQAC in its 13<sup>th</sup> meeting held on 20-02-2016**

To note the follow-up actions taken on the decisions taken by the IQAC in its 13<sup>th</sup> meeting held on February 20, 2016. (*Annexure A3 (A3.1, A3.2, A3.3 & A3.4)*),

#### **13.3 Report of the follow up action taken on the decisions adopted by the IQAC in its 12<sup>th</sup> meeting held on 12-12-15**

##### **12.4.2 To prepare and submit record of students attending classes for slow learners**

It was decided that the qualitative aspects of remedial coaching classes be assessed and evaluated. The data regarding no. of students enrolled and percentage of their attendance should be presented in the next meeting subject wise and class wise.

**Action to be taken by Dr. Naresh Kamra.**

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#### **12.4.8 To arrange special classes for students preparing for NET (UGC/CSIR) Examination**

It was decided that a track record of students who registered, attended, appeared and cleared their NET exam should be maintained.

**Action to be taken by concerned co-ordinator, Dr. Manoj Shukla.**

#### **13.4 To Review the Action taken on the recommendations given under NAAC Peer Team Report (Annexure A3)**

##### **13.4.2 Foreign Languages course be started**

It was decided that a survey may be conducted to know the response/ interest of students towards the foreign languages in which college is going to start classes in phases. Then only the most sought after language will be adopted for running the classes. The admission form will have a question to know the preference of the student for any of the five foreign languages being introduced in the college. Students' response will be known through admission form.

##### **13.4.3. Develop a strong institution-industry interface and have more collaboration with corporate and other training institutes to start career focused courses**

Keeping in view the need for strong academia industry linkage for more exposure to students (same has been emphasised by NAAC Peer Team also), each department should independently sign MoUs with NGOs and other organisations and each department will be given a target regarding no. of MoUs.

##### **13.4.4 Complete ICT thrust in teaching-learning**

The IQAC resolved that IT should be leveraged for making teaching interesting and participative and for that faculty should use IT in teaching, learning & evaluation. A format showing the use of IT has been approved and the same would be given to each faculty which they have to deposit latest by 10<sup>th</sup> July 2016 in the office. Principal also assured that our target is 100% ICT based teaching learning. All the class rooms will be fully equipped with IT facilities from the grants received under CPE scheme of UGC and from other agencies.

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### **13.4.5 Student Support Services be made more vibrant**

The house applauded the efforts by concerned conveners in popularising the various schemes under student support services. It was resolved that data regarding students enrolment, attendance and taking of examination should be placed before the house.

It was also resolved that a seminar on the theme 'College to Corporate' should be conducted in consultation with Prof. S.K. Aggarwal.

#### **Action to be taken by Dr. Manoj Shukla.**

It was decided by the IQAC that the Modus Operandi of membership of Alumni Association along with general information about its aims and objectives be provided in the prospectus and consent form can be have at the end of 3<sup>rd</sup> year (UG) and 2<sup>nd</sup> year (PG) students.

### **14.5 To consider the new initiatives and practices in college**

#### **14.5.1 Approval of Proforma for Academic Audit**

Format-I	(Departmental Data)
Format - II	(Faculty Profile and Progression Proforma) To be filled by Faculty Member
Format-III	(Course wise year wise students strength)
Format – IV	(Teaching Diary)
Format –V	(Departmental Activities and List of Registers and Folders to be maintained)

All the formats were approved by IQAC with minor changes to be incorporated so that the same may be given to concerned persons/departments for filling up.

**Action to be taken by the Head of the Institution by calling meeting of HODs.**

#### **14.5.2 Approval of Alumni Feedback and Progression Report Proforma**

The proforma was approved in the meeting of IQAC.

**Action to be taken by office at the time of Convocation Function.**

#### **14.5.3 Approval of ACB Alumni Association (Regd.) Membership Form**

The Form was approved in the meeting of IQAC.

**Action to be taken by office at the time of withdrawal of security.**

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#### 14.5.5 To suggest two best practices for sustaining quality in education in the College

**Samarth Scheme:** The house was informed about the Samarth Scheme introduced by the college Management for the specially for differently-abled students under which fee concessions, free books, free stationary and scholarships will be provided in the coming academic year.

**Water Conservation Drive:** It was also decided to design a scheme such as water conservation drive for students for social awareness regarding proper utilisation of air, water, road and basic amenities. A lecture on proper garbage disposal will be conducted in July. NSS volunteers will adopt a particular area and go from door to door to create awareness regarding conservation and its report be prepared and submitted in next meeting.

**The Coordinators of NSS, YRC and NCC Units of the college will get this project implemented.**

**Senior Students taking Classes:** Dr. S.K. Chakarvarti suggested about part time jobs for students under which brilliant PG students will be teaching UG classes and individual students teaching in small groups for which suitable honorarium will be given.

**Action to be taken by Co-ordinators/HODs of respective departments.**

**Optimum Utilisation of Infrastructure:** Another suggestion was that MoUs can be reached with some NGOs if they desire to use our premises on Sundays and off hours, so as to help the needy. CA Deepak Garg will give his input. He was also asked to arrange for a workshop on some new topics for faculty and students.

**Action to be taken by Dr. Manoj Shukla, Co-ordinator IQAC & Ms. Shobhna Goyal, HOD Commerce.**

The meeting ended with thanks to the worthy Chairman IQAC, Dr. Krishan Kant and vice versa.