



Aggarwal College Ballabgarh

(Affiliated to M.D. University, Rohtak)

Aided by Haryana Govt. & Included under Section 2(f) & 12(B) of UGC

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Ref. No.....

Date..... 11.11.2017

17th meeting of the IQAC was held on Saturday, the 11th November 2017 at 2:30pm in the IQAC Room, Wing-I, Aggarwal College Ballabgarh and the following members were present:

Manoj Shukla
Dr. Manoj Shukla
Co-ordinator IQAC

Dr. Krishan Kant
Dr. Krishan Kant
Principal

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**
Dr. Dinesh Gupta
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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Wing-II (Co-ed) : Milk Plant Road, Sector-2, Ballabgarh (Faridabad) -121004, Ph. 0129-2240976, 2308350

MINUTES of 17th MEETING OF THE IQAC

Date: 11th Nov, 2017
Time: 2:30 p.m.
Venue: IQAC Room, Aggarwal College, Ballabgarh

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

The Principal Dr. Krishan Kant, Chairman IQAC, welcomed the members to the seventeenth meeting of the IQAC with special mention of Sh. R. S. Goel, Dr. S.K. Chakarvarti and Sh. Lokesh Aggarwal.

17.2 Confirmation of the minutes of the 16th meeting of the IQAC held on 17.5.2017

Resolved that the minutes of the 16th meeting of the IQAC held on 17.5.2017 be confirmed (Annexure A2 already circulated).

17.3 Report of the follow up action on the decision taken by the IQAC in its 16th meeting held on 17-5-2017 (Annexure A3)

The follow up actions taken on the decisions of the IQAC in its 16th meeting held on 17-5-2017 were noted (Annexure A3)

13.4 To review the action taken on the recommendations given under NAAC peer team report.

13.4.2 Foreign languages course

It was noted that the permission of M.D. University, Rohtak for the commencement of the foreign language courses as additional subject w.e.f. session 2017-18 is still awaited. It was resolved that the college should sign an MOU with some external agency for imparting course (Certificate/ Diploma) w.e.f. January 2018. Dr. Sarika Kanjlia and Dr. Shilpa Goel are assigned the job for contacting such agencies.

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

The committee was apprised regarding the Industrial visits undertaken by concerned departments as per schedule mentioned in the academic calendar. It was resolved that a comprehensive report showing the number of MOUs and places visited by each department should be prepared and placed in the next meeting of IQAC.

[Action to be taken by Respective HODs]

13.4.4 Complete ICT thrust in Teaching-Learning

The external experts in the committee emphasized for more extensive use of IT in teaching and learning with more vigor to make outcome effective. It was resolved that a complete summary of ICT usage in delivering lectures (Total lectures delivered and the lectures delivered using ICT

mode and the %) in the odd semester should be prepared by each department. For even semester, it was resolved that each department will show that how many lectures (in percentage) will be delivered using IT.

[Action to be taken by Respective HODs]

13.4.5 Student Support Services be made more vibrant

The Chairman Dr Krishan Kant, Principal informed the house that two new societies namely – ‘Swachchhta Senani Team’ and ‘Health Awareness Club’ have already been formed. It was resolved that the Swachchhta Senani Team (50 students from each wing) should be supplied proper uniform with caps. The coordinators of each wing will prepare a schedule of programmes to be undertaken in the even semester to be carried out in surrounding areas. The details regarding the activities of both ‘Health Awareness Club’ and Swachchhta Senani Team will be put up in the next meeting of the IQAC.

[Action to be taken by Respective Co-ordinators]

15.4.1 Two day Multi Disciplinary Seminar for PG students

The Principal informed the house that the Two Day Multi Disciplinary Seminar for PG students was a great success. The students have shown keen interest in PPTs by thirty two participants from different departments. The house congratulated Ms. Kamal Tandon and Dr. Poonam Anand for making this seminar a great success through their strenuous efforts. It was also resolved that an inter-university PPTs seminar for post graduate students ‘should be organized.

[Action to be taken by Ms. Kamal Tandon and Dr. Poonam Anand]

15.4.2 Two day Maharaja Agrasen Cultural Fest

The Principal appraised the house about the mega success of two day Inter-University Maharaja Agrasen Cultural Fest (Navrang) being organized in the college in which 7 universities and 11 colleges participated. The house placed on record excellent efforts put in by Dr. Poonam Anand, Convener, Dr. K.L. Kaushik, dy. Convener and other members of organizing committee for this stupendous event. The managing committee of the college motivated the winners through financial awards.

15.4.3 Quiz Contest on Freedom Struggle

Inter College Quiz Contest on Freedom Struggle (1857-1947) was organized by the department of History and Political Science jointly involving students from all the streams under convenership of Dr. Jay Pal Singh.

15.4.4 Three day PPT Learning Workshop

Keeping in view the need for upgradation of IT skills for teachers of the college, It was resolved that a workshop on IT skills will be organized on non teaching days and for PG students during the month February, 2018.

[Action to be taken by HOD Computer Science and his Department]

15.4.5 Three day workshop on SPSS

Dr. Praveen Gupta appraised the house about the conduct of three day SPSS workshop in which faculty members from various other institutions participated. Emboldened by the success of this workshop, the house resolved that the seven day workshop on SPSS should be organized in the month of December, 2017 during winter break.

[Action to be taken by Deptt. of Commerce, Economics and Management]

15.4.6 Preparation Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) and their Evaluation and Attainment method/ mechanism

POs, PSOs and COs have already been uploaded on college website and the attainment level has also been measured as per the method/ mechanism approved by Academic Council of the college.

16.4 To consider the new initiatives and practices in college

16.4.2 Visit to Women Police Stations

The house took a very positive view of the visits by the girls students to the women police station under the convenership of Ms. Kamal Tandon. It was further resolved that such visits should be organized every year.

17.4 To consider the new initiatives and practices in college

17.4.1 To conduct lectures on Nobel Laureates by each PG Department.

It was resolved that departments having PG classes shall organize a seminar on Nobel Laureates in their respective departments for UG (final year) and PG students. There will be two groups viz. Science Group (Physics, Chemistry, Maths & Computer Sc.) and Social Sciences (Economics, Political Science, History, Languages along with Commerce). Dr. Ajit Yadav will be convener of Science Group and Ms. Kiran Anand will be the convener of Social Science group. It should be made a regular practice in every academic year.

17.4.2 To form Energy Conservation Club

It was resolved that **Energy Conservation Club** will be formed in the college. Dr. Poonam Anand, Convener, Science Forum will constitute a committee comprising faculty members from different streams. The club will enroll thirty committed volunteers from amongst the students from different streams. The club will spread the message of energy conservation among the students and in the nearby localities through posters, campaigns and will organize special talks by the experts to create an energy conservative mentality. The college can foster an energy saving attitude among students and staff.

17.4.3 Documentaries on Science / Personalities / Historical and Religious Events

It was resolved that the various departments in the college will procure documentaries and related materials to be shown to the students for exposure and enlightenment. The HODs will prepare a list of such documentaries to the college library. Each department should at least organize one show open to all the interested students in the coming semester after the college hours or even on Sundays or on holidays.

17.4.4 Nurturing and promoting potential students

It was decided that students who have potential to perform extraordinarily should be identified in each subject by the concerned faculty. The HODs will prepare a list of such students. Such students should be given extra attention and be provided books and study material. It is accepted that combined efforts by all will place such students in the university merit list.

17.4.5 Miscellaneous

Dr. S.K. Chakarvarti, external expert in the IQAC suggested the formation of two entities for developing and nurturing creativities among students.

17.4.5.1 Innovation Hub

‘Innovation Hub’ will encourage students to transform ideas from imagination to reality. Students’ ideas will be captured and incubated towards reality.

[Action to be taken by respective HODs]

17.4.5.2 Socio Cultural and Economic Awareness- Video Club

This club shall be established with a view that the students may shoot videos showing social, economic and cultural fabric in the city. A contest shall be organized to encourage them. Dr. Manoj Shukla and Dr. Shobhna Goyal will coordinate the process.

17.4.5.3 FDP- Faculty Development Programmes

It was proposed that Faculty specific FDPs (Faculty Development Programmes) be organized in the college and time span be decided depending upon the availability of the participants.

17.4.5.4 Platform for Group Discussion

It was resolved that students should be given a platform for discussion on topics of social, economic and culture issues under the guidance of faculty members. It will improve communication skills and develop confidence in students.

17.5 To introduce new Job oriented courses

Sh. Lokesh Aggarwal, External Expert in the IQAC suggested that the some new job oriented courses be introduced in the college.

A committee was formed to review and suggest the introduction of new job oriented courses. The committee is as below:

- Dr. Krishan Kant Principal (Chairman)
 - Prof. S.K. Chakarvarti
 - Mr. Lokesh Aggaral
 - Dr. Naresh Kamara
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- Dr. K.L Kaushik
 - Dr. Manoj Shukla
 - Dr. Shilpa Goel

17.6 Any other item with the permission of the Chairman IQAC

17.6.1 Green Audit/Energy Audit

IQAC proposed that the college will go for green audit/energy audit of the campus in the next semester. That requires the review of existing greenery and cleanliness of the campus in all the three wings of the college. A committee should be constituted to recommend the ways to improve upon the existing facilities of water treatment plant, solid waste management, energy conservation, carbon neutrality, recycling of waste, plants, trees and grassy loans

17.6.2 Proforma related to structured work plan for teaching provided by directorate.

Proforma related to structured work plan for teaching as provided by Higher Education department was circulated among the members of the IQAC and approved.

[Action to be taken by various Deptt.]

17.6.3 Mr. Balram Chawla H.E.S (Rtd.) has been nominated as external expert in place of Dr. S.K. Agarwal, YMCA US&T, Faridabad.

[Coordinator IQAC to inform Mr. Balram Chawla pl.]

The meeting ended with thanks to the Hon'ble Chairman IQAC, Dr. Krishan Kant and other members of IQAC.
