



Aggarwal College Ballabgarh

(A Post Graduate Co-educational College)
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA : 3.40)


College with Potential for Excellence (CPE) Status by UGC




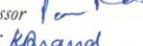
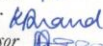
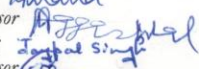



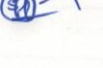
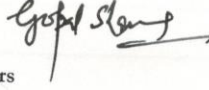
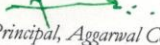




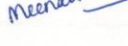

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Dated.....

The 19th Meeting of the IQAC was held on Saturday, 01st September 2018 at 2:30 pm in the IQAC room, Wing-I, Aggarwal College Ballabgarh and the following members were present:


Dr. Manoj Shukla
Coordinator IQAC


Dr. Krishan Kant
Chairman IQAC

1. **Chairperson**
Dr. Krishan Kant, *Principal* 
2. **Administrative Officers**
Ms. Kamal Tandon, *COE*
Dr. Ram Chander, *Librarian* 
3. **Faculty Members**
Dr. K.L. Kaushik, *Associate Professor*
Dr. Ajit Yadav, *Associate Professor* 
Dr. Poonam Anand, *Associate Professor* 
Dr. Kiran Anand, *Associate Professor* 
Dr. Usha Aggarwal, *Associate Professor* 
Dr. Jay Pal 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*) 
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*
Prof. Munish Vashishath, *YMCAUS&T, Faridabad* 
Sh. Balram Chawla, *HES-1 (Retd.)* 
7. **Dy. Coordinator of IQAC**
Dr. Naresh Kamra, *Associate Professor & Bursar* 
8. **Students Members**
Ms. Sanchi, *M.Sc. (Maths) Final Year* 
Ms. Meenakshi Kaushik, *MA (Economics) Final Year* 
9. **Coordinator of IQAC**
Dr. Manoj Shukla, *Associate Professor* 

Wing-I (For Girls) : Tigaon Road, Ballabgarh (Faridabad)-121004, Ph. +91-129-2241391, 2308348
Wing-II (Co-ed) : Milk Plant Road, Sector-2, Ballabgarh (Faridabad)-121004, Ph. +91-129-2240976, 2308350
Wing-III (Co-ed & Self Finance) : Tigaon Road, Ballabgarh (Faridabad)-121004, Ph. : 0129-3296241, 2308349
E-mail: aggpqcollege@gmail.com; Website: www.aggarwalcollege.com

MINUTES of 19th MEETING OF THE IQAC

Date: 01st Sep, 2018
Time: 2:30 p.m.
Venue: IQAC Room, Aggarwal College, Ballabgarh

PRESENT

1. Dr. Krishan Kant, Principal
2. Dr. Ram Chander, Librarian
3. Dr. K.L. Kaushik, Associate Professor
4. Dr. Ajit Yadav, Associate Professor
5. Dr. Poonam Anand, Associate Professor
6. Dr. Kiran Anand, Associate Professor
7. Dr. Usha Aggarwal, Associate Professor
8. Dr. Jay Pal Singh, Associate Professor
9. Dr. Parveen Gupta, Assistant Professor
10. Dr. Shilpa Goel, Assistant Professor
11. Dr. Sachin Garg, Assistant Professor
12. Dr. Dinesh Gupta
13. Sh. Gopal Sharma, Advocate
14. Sh. Lokesh Aggarwal
15. Prof. Munish Vashishath, YMCAUS&T, Faridabad
16. Sh. Balram Chawla, HES-1 (Retd.)
17. Ms. Sanchi (Student)
18. Ms. Meenakshi Kaushik (Student)
19. Dr. Naresh Kamra, Associate Professor & Bursar, Dy. Coordinator IQAC
20. Dr. Manoj Shukla, Associate Professor, Coordinator IQAC

Following member could not attend the meeting:

1. Ms. Kamal Tandon, COE
2. CA Deepak Garg
3. Sh. M.C. Mittal
4. Sh. R.S. Goel, Former Principal, Aggarwal College Ballabgarh
5. Dr. S.K. Chakarvarti, Ex-NIT, Kurukshetra

19.1 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 nineteenth meeting of the IQAC with special mention of Prof. Munish Vashishath and Sh. Balram Chawla inducted as new members of IQAC. The Principal informed the house about the new development in the college which are as follows:

- All the three wings of the college have been put on solar panels with total capacity of 160 kW.
- On the initiation of Energy Conservation Club of the College, considering that energy saved is energy produced, the process of putting stickers on the switch boards in the rooms of the college with the message '**to put off the switches while leaving the room so as to save electricity**' is in progress thereby involving all the students and

employees of the college to take part in energy conservation/saving. On this, it was suggested by some members to put classrooms on individual MCB (Single Switch) for efficient utilization of the electricity.

- Innovation Hub of the college is doing some innovative things and an MoU has been signed with Innove Intellects, NOIDA, UP on 13-08-2018 and Dr. Krishan Kant along with Dr. S.K. Chakarvarti and Romesh Chaudhary has also filed one patent on 20-08-2018 and filing of second patent is in the process.
- Energy Audit of the campus has been completed and suggestions given by them for sustenance have also been implemented.
- The College has also received Green Certificate award on 31-07-2018 for its activities like installation of solar roof top systems inter alia making thereby the campus green and less carbon emitting.

19.2 Confirmation of the minutes of the 18th meeting of the IQAC held on 27.05.2018

Resolved that the minutes of the 18th meeting of the IQAC held on 27.05.2018 be confirmed (Annexure C1 already circulated).

19.3 Report of the follow up action on the decision taken by the IQAC in its 18th meeting held on 27-05-2018 (Annexure A2)

The follow up actions taken on the decisions of the IQAC in its 18th meeting held on 27-05-2018 were noted (Annexure A2)

19.4 To consider the new initiatives and practices in college

19.4.1 Internal and External Academic and Administrative Audit

The College is all prepared for the Audit and it was approved that college should go for both Internal and External Academic and Administrative Audit. The dates for Internal Audit and External Audit are 16.09.2018 and 30.09.18 respectively. The HoDs were asked to keep the records ready. The audit will be done for five previous academic years 2013-14 to 2017-18. It was also resolved that hence onwards internal AAA will done annually and external audit biennially.

[Action to be taken by Dr. Manoj Shukla, Coordinator, IQAC]

19.4.2 Departmental Files (2013-14 to 2018-19)

It has been resolved that all the HODs to submit their respective departmental files by 10.10.2018 with the IQAC office.

[Action to be taken by all HODs]

19.4.3 Achievements of Fora and Societies

It has been resolved that all the conveners/ incharges of different fora/ society/ club should submit hard copy and soft copy of their respective achievements and activities latest by 10.10.2018. Soft copy containing pictures (with caption), video should also be provided.

[Action to be taken by the conveners of all society/fora/club]

19.4.4 Office record files

It was suggested to keep the files ready and submit the same to IQAC Office. Approved as suggested.

[Action to be taken by Sh. Manmohan Singla]

19.4.5 College Library

It was resolved that the librarian of the College will maintain and update a record of library books, magazines, journals and other periodicals along with other facilities.

[Action to be taken by Dr. Ram Chander]

19.4.6 Computer Labs

It was resolved that IT Cell of the college along with Hardware Engineer should submit a detailed report of computer labs and smart class rooms along with requirements (if any) within a week. It was further resolved that pictures of all computer labs and a few smart class rooms should be reflected on the college website.

[Action to be taken by Dr. Sachin Garg and Dr. Sundeep Chaudhary]

19.4.7 Best Practices File

It was suggested to keep the compiled report of best practices in the college in last five years.

Approved as suggested

[Action to be taken by Dr. Manoj Shukla]

19.4.8 Administrative Office

Approved as suggested

[Action to be taken by Sh. Manmohan Singla]

19.4.9 To sign more MoUs with institutions imparting job oriented skills

IQAC members were apprised about the Foreign Language Course being run in the college. Taking a positive view of such kind of job oriented courses, Prof. Munish Vashishath, External Expert, IQAC suggested that languages courses in German and Japanese should also be made available to the students and notice be put on the notice board.

[Action to be taken by Dr. Sarika Kanjlia, Department of English]

19.4.10 Involving and Recognizing Alumni's contributions

Although alumni of the college are regularly invited to the college, yet in order to increase their contribution in each department, it was suggested that two Alumni may be invited every month by each department and the report will be submitted to IQAC.

Approved as suggested.

[Action to be taken by all HODs]

19.4.11 Each One Teach One

A proposal that each department will identify five students who will be taking up teaching in their neighbourhood for students of primary of secondary classes came from some of the members. It was further proposed that college sports person should create awareness about sports among the children in their neighbourhood. A list of such students along with detailed report should be submitted to the IQAC within 10 days.

Approved as proposed.

[Action to be taken by all HODs]

19.5 Any other item with the permission of the Chairman, IQAC

19.5.1 Series of Lectures

Sh. Lokesh Aggarwal, External Expert, IQAC suggested that each department should organize series of lectures on the theme 'Evolving Materialism, Depleting Human Values'.

The department teachers and students will speak on the related theme and guest speakers may also be invited. Each department will submit the report to the office on monthly basis.

[Action to be taken by all HODs]

19.5.2 Energy Conservation Club (17.4.2)

Prof. Munish Vashishath, External Expert, IQAC appreciated the activities of Energy Conservation Club headed by Dr. Poonam Anand. To make the energy campaign more effective, he suggested that some creative programmes including rally on the theme 'Energy Conservation' should be organized under the aegis of energy conservation club for making general public of the town aware and benefits of energy conservation. He further suggested guest faculty from nearby institutes may also be invited to deliver talks on energy related issues.

[Action to be taken by Dr. Poonam Anand, Convener, Energy Conservation club]

19.5.3 Workshop on SPSS (17.5.4)

Prof. Munish Vashishath, External Expert, IQAC appreciated the seven day workshop conducted on SPSS by the department of commerce. He further pointed out that the report should mention the total number of participants and further clarifying participants from outside the college and from college.

[Action to be taken by Dr. Praveen Gupta, HOD, Department of Commerce]

19.5.4 Peer Group Feedback

Feedback from stakeholders is very necessary for sustaining quality parameters in teaching and learning. The house was informed that college takes feedback from all stakeholders regularly and action taken is available on the college website. Prof. Munish Vashishath, External Expert, IQAC highly appreciated this effort by the college. He suggested that the college should maintain a structured feedback from visitors like guest faculty, practical examiners, other dignitaries and visitors visiting the college on various occasions on Peer Group Feedback Proforma.

[Action to be taken by Dr. Manoj Shukla, Convener, IQAC]

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