



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

Minutes of the meeting of IQAC held on 6th October, 2016

Meeting of the IQAC was held on 6th October, 2016 at 9 am in the Conference Room. The meeting was attended by the following members:

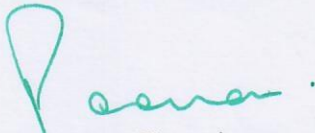
1. Mr. O.M. Aggarwal
2. Mr. Harmit Singh Ahluwalia
3. Dr. H.K. Porwal
4. Ms. Kavita Rastogi
5. Dr. Tarannum Ahmad
6. Dr. Anuja Mathur
7. Ms. Deepti Khatri
8. Mr. S.K. Jairath
9. Mr. Ajitabh Saxena
10. Mr. Anupam Gupta
11. Ms. Samridhi Singhal
12. Mr. Ayush Mohanty
13. Dr. Sanjay Kumar Goyal, Coordinator
14. Dr. Poonam Verma, Principal/Chairperson

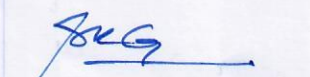
Mr. Anurag Sunder, Mr. Jiten Chopra, Mr. Asheet Makhija, Mr. Chirag Mittal, Dr. Anamika Gupta and Ms. Aantika Tandon expressed their inability to attend.

The proposed road map of action plan to improve the quality of college functioning was discussed. The plan was approved alongwith the following suggestions to be considered for inclusion in the road map:

1. Efforts should be made to publish a Journal, including articles and research papers.
2. Explore the possibilities of national level seminar/Conference/Workshop on contemporary issues to be organized periodically.
3. Periodically organize events to appreciate and to make the college fraternity aware of the contributions of Shaheed Sukhdev.
4. To consider conduct of Certificate Programs in learning foreign languages.
5. To explore the possibilities of Short-term exchange programs with foreign Universities and institutions of repute.

The meeting ended with a vote of thanks to the Chair.


(Poonam Verma)
Chairperson, IQAC


(Sanjay Kumar Goyal)
Coordinator, IQAC

Shaheed Sukhdev College of Business Studies

IQAC		
Road Map for Proposed Action Plan		
Activity	Time Line	Execution
Curricular Aspects		
Introduction of New Academic Programmes: (1) New professional courses to be introduced at the U.G level (2) Introduction of P.G. courses and tutorials for P.G. classes	For New professional courses 2017-18 P.G. courses and tutorials 2018 onwards	Course Committees
Flexibility in Curriculum	At the onset of Each Semester	Departmental meetings
Feedback from stakeholders: (1) Alumni & Recruiters (2) Students (3) Parents & teachers	(1) Mechanism already in place. To be reviewed each year. (2) Mechanism already in place. To be reviewed each year. (3) To be implemented from 2017-18.	(1) CDC & Placement Cell (2) Committee of Faculty & Students to be formed (3) Committee of Faculty to be formed
Up gradation of Syllabus	At the onset of Each Semester	Departmental meetings
Introduction of New Departments	2017-18	Course Committees

Teaching, Learning and Evaluation

Innovative processes adopted in teaching and learning		
Encourage use of open source platforms	Continuous process Annual review	System and Network Administrator
Encourage use of online courses	December 2017 Annual review	Committee to be formed by the Staff Council
Encourage entrepreneurial capability of students	January 2017 Annual Review	Incubation Center
Encourage mentor-mentee program in college	Already in place Annual review	Mentoring Committee
Value added courses to be introduced	Already in place Annual review	Courses Committee
Examination Reforms		
Open Book Examination	Once each subject with effect from 2017 odd semester	Respective teachers
IQAC contribution to teaching and learning process		
Learning outcomes to serve as benchmark for graduating outcomes	By May 2017	Staff Council to form committee

IQAC monitoring of teaching and learning process		
Monthly departmental meetings	Continuous process Annual review	TIC of respective department
Student Feedback	Twice in a semester	Administration
Review after feedback		Respective teacher

Research, Consultancy and Extension

To encourage teachers to guide Ph.D. students	Up to 30 April of every year for June-July admission Up to 30 September of every year for December admission.	Purely on voluntary basis Execution by respective teacher (After above dates college administration to compile all the data and send to concerned departments to consider our teacher(s) for guiding Ph.D. students)
To have proper research center with all facilities required for research	By December 2017	Through Committee Committee composition (5 member Committee) 1 senior faculty from each department 1 Professor 1 Industry Person 1 alumna
To have collaborations, both at national & international levels, in relation to research	By July 2017	Through Committee Committee composition (5 member Committee) 2 faculties with more than 15 years experience 2 faculties with less than 15 years experience 1 Industry person/alumna

Encourage consultancies to generate revenue	By July 2017	Through Committee Committee composition (5 member Committee) 1 faculty with more than 15 years experience 1 faculty with less than 15 years experience 1 professor 1 Industry person 1 alumna
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Infrastructure & Learning Resources		
Move the College to a new state of the art building	By June 2017	Administration
Provide residential facilities to students	By July 2017	Administration
Provide infrastructural facilities to differently abled students	By July 2017	Administration
Provide residential facilities to staff	By July 2017	Administration
Provide on-campus health care facilities	By December 2017	Administration
Create support center dedicated to faculty and students' needs	By December 2017	Administration
Provide more sports facilities – both indoor and outdoor sports	By December 2018	TIC of Sports Society in coordination with the college Purchase Committee
Start N.C.C.	By December 2019	TIC of N.C.C.
Go for office automation by computerization of administration	By December 2018	Administration
Go for office automation by computerization of college accounts	By December 2017	College Accounts Section
Go for office automation by computerization of college pay roll	By December 2017	College Accounts Section
Upgrade computer hardware and software	On going process	Systems and Networks Administrator in coordination with the college Purchase Committee
Provide training to students and teachers in ICT upgradation	On going process	Systems and Networks Administrator in coordination with TIC of Departments
Ensure safety and security of all automated systems in college	On going process	College Office along with the Systems and Networks Administrator

Develop a data base covering the details of publication of research papers, conference papers, articles, books, etc.	On going process	Librarian in coordination with the Research Committee
Add more books on different and newly introduced subjects / courses	On going process	Librarian in coordination with the Library Committee
Add more books for EWS students	On going process	Librarian in coordination with the Library Committee
Make the library services online	By December 2018	Librarian in coordination with the Library Committee and Purchase Committee

Student Support and Progression

To provide information about student support services and all other relevant information to the students	Already in place. To be reviewed every two months.	Website Committee
To keep track record of students progression in terms of internships, projects and their placements	Already in place. To be reviewed every two months.	Placement Cell
To provide to the students all necessary details and facilitate them in preparing to appear for competitive examinations such as CAT, BANK PO, CIVIL SERVICES, SSC etc.	May 2017. To be reviewed every two months.	Committee to be constituted by the Staff Council
Gender sensitization activities to be conducted. Incorporation of theme in different events, activities conducted by different societies	By May 2017	Committee to be constituted by the Staff Council
Collaborate with corporate, alumni etc. for scholarships, Create database of corporates and alumni and developed strategy for scholarship distribution	By May 2017	Committee to be constituted by the Staff Council
Social initiative programs to be conducted through students' societies	Already in place. To be reviewed every two months.	All concerned students' societies

Governance, Leadership and Management

Academic Audit	By May 2018	Committees (Internal and External) to be formed by Staff Council
Parent Teacher Meetings to be encouraged	Periodically	Administration
Activites and Support from Alumni Association to be encouraged	Periodically	Committee to formed along with Placement Officer

Innovations and Best Practices

Implementation of Swacchh Bharat Abhiyan	Ongoing process To be reviewed twice a year	NSS / Kartavya Society
E-Waste Collection Drive	Ongoing process To be reviewed twice a year	NSS / Kartavya Society
Tree Plantation Drive	Ongoing process To be reviewed twice a year	NSS / Kartavya Society
Promote REUSE and RECYCLE (Collection Drives)	Ongoing process To be reviewed twice a year	NSS / Kartavya Society
Promote EACH ONE TEACH ONE program	Ongoing process To be reviewed twice a year	NSS / Kartavya Society