SRI AUROBINDO COLLEGE

(University of Delhi)
MALVIYA NAGAR, NEW DELHI - 110017
E-mail : principal@aurobindo.du.ac.in
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श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)
मालवीय नगर, नई दिल्ली-110017

Dated 09.04.2019

Ref. No. ....

Minutes of the Meeting XII - IQAC

The meeting of the IQAC Committee was held on Tuesday, April 09, 2019 at 12:30 PM in the Principal's Office. The following were present.

1.	Dr. Vipin Kumar	Chairman (Principal Offg.)
2.	Dr. SangeetaKaul	Coordinator
3.	Mr. B Raja Rajan	External Member, Joint Registrar of College's DU
4.	Mrs. VandanaBhalla	Faculty Member
5.	Dr. RashmiMathur	Faculty Member
6.	Dr. SoniRastogi	Faculty Member
7.	Dr. AprajitaChauhan	Bursar
8.	Dr. MeetaMathur	Faculty Member and NAAC Convener
9.	Mrs. MeenuPanwar	Section Officer (Administration)
10.	Mr. Ravinder Singh	Section Officer (Accounts)
11.	Ms. Shalini	Librarian
12.	Dr. Prem Lata Singh	Faculty Member
13.	Mrs. Suman Lata	Faculty Member
14.	Mrs. Anjali Bhatnagar	Faculty Member
15.	Ms. Hema Nagpal	Faculty Member
16.	Mr. Manoj Sharma	Alumni Representative
17.	Mr. Sandra Sunil	Student, B.Com (H), Second Year
18.	Ms. Sakshi Sharma	Student, B.Com (H), Second Year

The following issues were discussed during the meeting :

1. Confirmation of the minutes of the meeting held on 07th of January, 2019.

2. All the committees and departments are required to report to the IQAC, the events organized by them, within a week's duration, along with the pictures and notice of the event.

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3. Library : A detailed report is submitted by Dr. Shalini highlighting the of the upgradation activities of the library resources done till date and the work in progress. The same report is attached herewith for the reference of the members.

4. The cultural committee of the college successfully organized three-day annual cultural extravaganza 'Mehak 2019' on 1st, 5th and 6th March 2019, successfully in the college premises.

5. Teacher-in-Charges of the various departments mentioned that they were conducting regular meetings with their respective departments to follow up the courses that were taught by the faculty members.

6. Discussions with the teaching as well as non-teaching staff were held in order to highlight the issues that were faced during the conduction of the classes and events during the Semester. Measures were suggested to rectify the same and further to focus on the smooth conduction of the upcoming Semester end Examinations.

7. Discussion with the Infrastructure Committee to highlight any issues faced in the infrastructure of the college, especially, focusing on the upcoming Semester End Examinations.

8. Strict action to be taken against the students falling short of attendance. Following measures were decided to be taken upon:

    a. An attendance committee to be created with immediate effect so as to look into the matter of shortage of attendance.

    b. Affidavits to be issued to the students who donot complete the mandatory requirement of a 67% attendance to appear in the examination.

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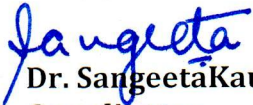
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c. Notices will be sent to the parents / Gaurdians of the students who are falling short of the attendance, asking them to report to the attendance committee, along with the student.

Dr. SangeetaKaul
Coordinator
IQAC

Dr. VipinAggarwal
Chairman
IQAC

Enclosures : Report submitted by Dr. Shalini highlighting the of the upgradation activities of the library resources.

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LIBRARY REPORT

Please find attached a detailed report highlighting the of the upgradation activities of the library resources done till date and the work in progress.

1. Library system is fully automated with use of NETLIB Integrated Library Management System, version 3.0, since the beginning of millennium in year 2000.
2. Currently there are 60, 000 text books with accessioning of 1502 text books to the library arena in year 2018-19 worth Rs7.5 Lakhs
3. There are 10, 000 Reference books with addition of 150 Reference books of value of Rs5000, on various subjects including special collection on the theme of J& K state conditions during the year 2018-19.
4. Approx. 100 E-books too have been disseminated to users via email or through USB for their reading and sharing of resources in current year 2018-19.
5. Ten prominent research journals pertaining to course and subjects offered by the college for study are subscribed on Annual renewal basis for users at the UG level to match their study requisites.
6. E-journals (online version of subscribed by SAC library) and others subscribed by DULS(more than 1000 via (Delhi University Library System) and the free public domain e-resources are provided for access through College Library E-section terminal and via campus LAN.
7. Digital database in the form of open access resources matching to needs of undergraduate students and faculty are hyperlinked to the site for accessing and surfing through.
8. Approximately 250 CDs and DVDs are in collection with ongoing reservoir furnishing Audio's too.
9. Approximately 1302 titles are under consideration for the weeding in the hard bound form along with consideration for retention in the soft copy format for future use of hard to find literature.

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10. Amongst others special sites and membership subscriptions of the braille library along with access to latest technology based braille software like NVDA and JAWS 2019 too have been pooled in for visually impact users.

11. The procedure to borrowing and use of books and use of E-resources are made familiar to users through the orientation programme held in August and on special occasions like National Library week in November 14-21.

12. The purchase recommendation is collected from students through interaction in library reading room and via Web2.0 OPAC accessible through campus link 10.145.1.191:8080//webopac/ which facilitates searching, browsing titles, reservation of books and user's accounts details along with display of New Arrivals.

13. In certain cases, users are provided with e-copies of the books in order to save their time to their doorsteps.

14. During the year 2018-19, the Reading room facility has been extended to students upto 4:45pm with half hour allocation in every sitting with records of entry and purpose.

15. User statistics too have been maintained to assess for the daily circulation hours' increase.

16. Extra chairs and magazines have been added to acquire pool of periodicals with inclusion for Science magazines like Science Refresher, Science Reporter, and Electronics for you, Chronicle.

17. Current Affairs magazines too are acquired both on demand and requests.

18. Web-based versions of ongoing advancements in ILMS and OPAC are requisitioned.

19. Library bay guides, book support systems have been installed for ease of users within stacks.

20. New split ACs have been installed for better air conditioning of Reading room with enhanced capacity and better natural lighting system through windows.

21. Daisy players for VI users too are distributed on annual basis.

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22. Laptops from E-library wings are issued to users with upgraded system facility as handson training during workshops within college or else for use at home.

23. Powerpoint presentation on 'how to access E-resources' and searching techniques along with information about plagiarism and Citation rules were made familiar to students via one day lecture on 14th November 2018.