

**Sri Guru Gobind Singh College of Commerce
University of Delhi**

Internal Quality Assurance Committee

Dated: 14.08.2018

Minutes of the Meeting

A meeting of IQAC was held on 14 August 2018 at 1:00 p.m. in Principal's Office.

The following issues were discussed:

1. Need to create Google Classroom was emphasized for systematized data collection in the IQAC Information Center.

Google Classroom is a free web service developed by Google for educational institutes that aim to simplify creating and distributing information in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between admin and participants.

Google Classroom combines Google Drive for task creation and distribution, Google Docs, Sheets and Slides for writing, Gmail for communication, and Google Calendar for scheduling.

Each class creates a separate folder in the respective user's Drive, where the participant can submit their work. Users can take photos and attach to their files.

Admin can monitor the progress for each participant, and can return the work, along with comments.

This will be very useful in maintaining and tracking data from each society.

2. Domain based email id would be created for each Society/Club/Department. This will be used by the Teacher Convener and Student President to upload the information regarding their society in the Google Classroom.
3. Need for joint meeting of IQAC with Internal Assessment Committee was pointed out to discuss the following agenda –
 - a) A student can be part of Maximum 3 societies.
 - b) Attendance benefit of only one society will be given to the student.
 - c) Reminder should be sent to the students who have less than 33% attendance till 31 August 2018.
4. It was suggested that a meeting with Discipline Committee should be conducted to discuss strong enforcement of rule regarding no Society event/practice/meeting before 1:00p.m. This rule is imperative for maintaining student attendance in class.

5. Dr.Simmarpreet Kaur and Ms.Rasleen Kaur were assigned the task to organize a talk for our College students. Principal Sir suggested that talk can be convened by our college Alumni who have pursued Chartered Accountancy after graduation and are well settled now.
6. A sub-committee for Alumni Connect was created to connect with the Alumni. It constituted of the following members:
 - a) Ms.Vandana Kalra
 - b) Ms.Anju Mathur
 - c) Ms.Rachna Sethi
 - d) Ms.Rasleen Kaur

It was suggested to look for an interesting way to engage the Alumni in building association with the College.

7. Ms.Tarvinder Kaur was appreciated for conducting Punjabi Language Remedial Classes for the Ist Year College students.
8. Dr.Aradhna Nanda and Dr.Harpreet Kaur(Eco) were asked to identify meritorious students from each course. These students can be given some extra classes to discuss the last year's question papers of DU. As per the need of the subject, extra classes on some topics can be arranged for these students, to help them attain expert advice on the topics required. These type of classes will help meritorious students of our college attain University rank positions too.
9. It was proposed to conduct a meeting with the Library Committee to discuss the following issues –
 - a.) Creation of bookbank for students. Ms.Tarvinder Kaur was assigned the task to look into this suggestion.
 - b.) Improving Quality in the Library for the Library Staff as well as the students.
 - c.) Measures to help the Library Staff be cordial and polite with the students.
 - d.) Faculty ID used in the Library should be uniform as in all the college records. Faculty ids used in the Library need to be updated.
- 10.It was suggested that small, portable Mike Systems should be provided to each faculty to facilitate them in taking classes. Ms. Vandana Kalra was assigned this task of procurement of Mike systems.
- 11.It was suggested that our college must get associated with some NGO and the staff members can contribute in kind towards the NGO. Boxes can be kept at appropriate locations where everyone can donate. Ms.Taranjeet Kaur, Ms.Gurdeep Kaur and Ms. Tarvinder Kaur were assigned this task.
- 12.It was suggested that Ms.Narinder , Accounts Dept, should be trained to help Ms.Vandana Kalra in working of Government e-Marketplace (GEM) Portal.
- 13.It was suggested to engage parents of the students for building public perception of the Institute. Some group of parents from each course, each batch must be identified and some mechanism must be created so that they

get associated with the college. Ms. Ushveen Kaur, Ms.Chanpreet Kaur and Ms.Harpreet Kaur(Comm) were assigned to look into this task.

- 14.It was suggested to build a software for online stock management. Ms.Vandana Kalra and Ms. Rasleen Kaur were assigned this task.
- 15.Research Committee and Department of Computer Science were appreciated for conducting workshops for the faculty on MS-Excel and MS-Powerpoint.
- 16.It was suggested to conduct workshop on topics like – “How to calculate Index Impact Factor” , “How to write a Research Paper”, “How to improve citations of your paper”
- 17.It was suggested to install Data Banks and the related software on the systems in the Library, so that it can accessed and used by Faculty and students. Ms.Vandana Kalra and Ms.Gurveen Kaur were asked to look into this. Also it was suggested that new computer systems should be installed on the ground floor of the library so that they can be used by the faculty.
- 18.It was suggested to create a whatsapp group for Teacher Convener and Student President of each Society/Club/Association/Dept, so that collection of data and dissemination of information regarding the Information Center and Google Classroom can be done easily. Dr.Satvinder Kaur was assigned this task.
- 19.Dr.Simmarpreet Kaur was asked to look into Innovation in half yearly Examination Reforms.
- 20.It was suggested that Question Bank should be created for each subject. This will facilitate the students during the time of their exams and will help them prepare well. Head of the Department for each subject was asked to look into this.
21. It was suggested to revise the syllabus of PGDIM and DBJCC post graduate diploma courses.
- 22.It was suggested that student research projects must be taken up and encouraged.
- 23.It was suggested to create center for Professional Excellence.
- 24.It was suggested to create a sub-committee to look into the gap between the need of the industry and DU course syllabus. Add-on courses can be conducted to bridge these gaps once indentified.
- 25.It was suggested that Academic, Administrative and Environmental Audit must be conducted periodically.

The following members attended the meeting:-