

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

Internal Quality Assurance Committee

Dated: 28.09.2018

Minutes of the Meeting

An extended meeting of IQAC with the external members was held on 28 September 2018 at 1:00 p.m. in Principal's Office.

- Dr.Harpreet Kaur, Coordinator, IQAC briefed the members about the purpose of creation of Internal Quality Assurance Committee. A presentation highlighting the milestones achieved since the new IQAC committee assumed charge on 16th April, 2018 was presented by Dr.Harpreet Kaur. She also pointed out the broad objectives outlined under the purview of NAAC's four-quadrant approach, namely
 - ***Empowering Students***
 - ***Empowering Faculty***
 - ***Empowering Support Staff (Non-Teaching Staff)***
 - ***Infrastructural Growth***

- The committee took the opportunity to communicate the progress and initiatives taken so far:

I. Empowering Support Staff:

i) Workshop for Non-Teaching Staff - A two-day workshop namely, ***Smart E-Office Techniques 1.0 @ 2018 on Stock Management and Data Handling Techniques*** was organized for the Non-Teaching Staff on 4th -5th June, 2018.

The purpose of the workshop was to equip the Support Staff i.e., the administrative and accounts staff as well as the library staff of various colleges affiliated to University of Delhi with some key Internet tools. The workshop was to equip the staff to enhance their soft skills and enable them to organize their database in an efficient manner that would be instrumental in enhancing their overall productivity, empowering them and fostering safe and supportive environment at the workplace. Sessions were conducted on topics like, Advanced Excel Techniques in Data Handling, Goods & Services Tax (GST), Stock Management, DPL and Library Administration and Google Services. Awareness regarding GST and its intricacies is imperative for everyone especially those who are involved in key administrative assignments was covered in one session.

Resource Persons from the Academia, Research and Corporate arenas acquainted them with the necessary information on the relevant and contemporary topics, equipped them to increase their proficiency in required e-tools and assisted them in individual queries.

The workshop was well attended and appreciated. Many of the participants said that it was for the first time they had attended such a FDP that has been organized exclusively for the Support Staff.

ii) Online Stock Maintenance- IQAC has objective to maintain all types of stocks online and for this sub-committee of IQAC team including Dr. Harpreet Kaur, Vice Principal and Co-ordinator, IQAC, Mrs. Vandana Kalra, HOD, Computer Sc. and Ms. Rasleen Kaur have taken up initiative to create software.

II. Empowering Faculty:

i) Online Salary Slip - With an objective of making functioning of the college paperless, it was recommended that the monthly salary slips should be available online. Monthly Salary Slip is made available to the employees on the SmartProf App.

ii) Digitization of Provident Fund Records of Faculty Members – All Provident Fund Records since 2000 till date for the Faculty members have been digitized and made available as yearly drop down record on the Smartprof App. Also from then on monthly PF record is automatically updated on Smartprof App.

iii) Faculty Profile on College Website– The IQAC has initiated the process of creating individual Faculty's Profile on the College Website. Each Faculty member will be able to update his/her profiles themselves. Faculty Profile on the College website will help a lot in increasing the public perception of the Institute.

iv) Creation of Information Center – Information Center is formulated to collect information and details about all the events of the college and serve as a repository of the information on pertinent matters and developments. Data from this **Central Consolidated Repository of Information** will be particularly useful for ranking forms, survey forms, accreditations, preparation of annual report and other purposes.

v) Faculty Workshops - Workshop for Faculty were conducted on topics like, MS Excel/ MS Office/Power Point. These workshops were well attended by faculty from all the departments and were very helpful for staying technologically updated.

vi) Creation of Academic Calendar – Academic Calendar for the July-Nov 2018-19 semester was created and approved in the staff council meeting. Defining the timeline of events in the Academic Calendar in the beginning of the session helps in smooth conduct of classes during the semester along with the society events.

vii) Creation of Data Bank in the Library

viii) Creation of Book Bank in the College Library – A Book Bank is created to facilitate economically weak students. Faculty members can give their books which can be issued to the students for a semester to refer.

III. Empowering Students:

i) Punjabi Language Remedial Classes - Punjabi Language Remedial Classes were conducted for the first year students of the college.

ii) Mata Sahib Kaur Girls' Hostel –Upholding the motto *Manas Ki Jaat Sabhe Eke Pehchaan Bo*, i.e., ‘Behold All Human Race As One’, the college has been in the forefront to recognize the need to build an egalitarian society with professional competence. Constant efforts are being made to ensure that all students, irrespective of their economic and social background are provided access to all college facilities and given the opportunity to build their professional knowledge as well as to shape their individual personalities.

In this vein, Mata Sahib Kaur Girls Hostel has been fully functional from 18th July 2018. The Hostel has well-equipped rooms for 129 students with all facilities for overall development of students. Solar energy is being used to heat water. It has lush green and well-manicured lawns. The Girls Hostel enhances inclusivity for its residents come from many states of India including, Kerala, Punjab, Haryana, NCR etc.

iii) Infirmary/Medical Room- Infirmary/Medical Room is created for the students of the College in Mata Sahib Kaur Girls Hostel.

iv) On-campus Summer Internships/Part time Assignments/Jobs for students of our College– A student from B.Sc. (Hons.) Computer Science was appointed as On-Campus Summer-Intern. He helped in data entry of the Faculty PF Records, Faculty CV Records and is working on on-line stock maintenance software.

v) Workshop for Placement Cell - Workshop for Placement Cell was conducted on MS Excel.

v) Online Registration Desks – Offline Registration Desks were not encouraged for any Society/Club/Association, so that routine classroom teaching is not disturbed. They were asked to go in for online registrations to the best of capacity.

IV. Infrastructural Growth

i) Preliminary survey for air conditioning of the classroom block done.

ii) Renovation of Staff Room, Seminar Hall, Conference Hall and Faculty Rooms etc. discussed .

iii) Use of solar energy in Girls' Hostel operationalized.

Major Tasks Accomplished by New IQAC

i) Annual Quality Assurance Report 16-17 and 17-18 – Annual Quality Assurance Report (AQAR) is created for year 16-17 and for the year 17-18 that is a mandatory provision under NAAC guidelines. The work of creating AQAR for the year 2016-2017 was discussed by the former IQAC in its meetings conducted on

9/12/2016 and AQARs of 2016-2017 and 2017-2018 on 23/02/2018 but the task of filling these forms did not commence. The New IQAC formulated sub-committees for each criteria of the AQAR to expedite the work. This humungous task was completed at priority because we were already running behind the schedule. Procuring society information for last 2 years was a very difficult task.

ii) Drshiti Undergraduate Colleges Survey 2018 submitted.

iii) Meeting of IQAC with Head of the Departments- A joint meeting of IQAC was conducted with Head of each department to discuss quality measures in the Institute. HODs were requested to facilitate in CV collection in their respective departments. Also the progress of AQAR was shared with them.

iv) Meeting of IQAC with Internal Assessment Committee – A joint meeting of IQAC with Internal Assessment Committee was conducted to discuss measures to improve student attendance in the class, and other pertinent issues like making the Attendance Clearance largely online from this semester.

v) Feedback Forms - Following Feedback forms were *reviewed and finalized* for upcoming semester:

- IQAC Feedback Form for Parents
- IQAC Infrastructure Feedback Form
- IQAC Feedback Form for the Alumni
- IQAC Feedback Form for the Employer

vi) Initiatives to go Paperless in day-to-day working of the College - All fee are taken online- Annual fee, Hostel Fee, Hostel Mess Fee, Examination Fee, Add-On Courses Course Fee, etc.

vii) Domain based email id- Domain based email ids are created for each Society/Club/Department. The id and password id shared with the Teacher Convener and Student President. This will help them to join the Google Classroom for Information Center. Also each society will be able to maintain their society data systematically using the Google Drive of their respective id.

viii) Creation of Google Classroom - Google Classroom is created for systematized data collection in the IQAC Information Center. **Google Classroom** is a free web service developed by Google for the educational institutes that aim at simplifying, creating and distributing information in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between Administrative Department 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. For this a sub-committee has been

constituted with Dr. Harpreet Kaur, Co-ordinator, IQAC, Dr. Satvinder Kaur, and Ms. Rachna Sethi. A Meeting with the Societies' Conveners was held & a form incorporating details of each event was circulated that is to be filled by the Societies and Departments after every event.

ix) Digital I-cards for the Students, Faculty and Support Staff – The task of creating Digital I-cards for the students, faculty and support staff (Administration, Accounts, Library Dept.) is near completion. Dr. Harpreet Kaur, Co-ordinator, IQAC and Ms. Ushveen Kaur are part of this sub-committee.

x) Question Bank for each subject – IQAC along with the Head of the Department of each subject have initiated the task of creating question bank for each subject. This question bank will be particularly useful for the students during their exam preparation and will help them a lot.

- Principal, Dr. Jatinder Bir Singh, discussed about the purpose and need for Accreditations and Ranking. He also emphasized on the need of NAAC accreditation and NIRF ranking.
- The need for Drishti Outlook Ranking and India Today Ranking was discussed. These ranking develop the public perception of the college.
- Alumni Association agreed to financially support approx 5-6 research projects (Max Rs 2,00,000/-).
- AQAR 16-17 and AQAR 17-18 was discussed and passed in the meeting.
- Capt. L.S. Behl suggested that mock drill can be conducted every year to prepare for the NAAC visit.
- Capt. Behl also suggested that internal audits should be conducted – Administration Audits, Accounts Audit, Environment Audit.
- Mr. Rajiv Garg, Alumni, SGGSCC, suggested that the college can meet the alumni of each batch in small groups so that association can be build up between the college and the Alumni.
- He further suggested that College can hold a special one-on-one session with alumni completing 25 years of passing out from the college. Such initiatives grow the bonding of the alumni towards the Institute.
- Add-on courses started with Industry (Chartered accountant Association, Weekender) were appreciated by all.
- It was suggested by Dr. Sushil Sharma that Add-on courses to bridge the DU syllabus gap should be conducted .
- S. Gurvinder Pal Singh suggested partnership with British Council, wherein our students can go for Exchange Programs.
- Dr. Sushil emphasized the need to build association with International Universities and to start building association with universities at tier-2 level initially. He also pointed out that just signing MoU with a University will not serve the purpose, we must look into the details of what we have offered them and what we got. We must focus on feasibility of working of MoU.
- It was suggested to create Center for Professional Development in Higher Education (CPDHE) at college level where training programs for our faculty and support staff can be organized. Principal, Dr. Jatinder Bir Singh requested the college governing body members for feed money for such excellence centers in our college.
- It was suggested to create excellence center with Dept. of Environment.

- Dr.Sushil Sharma suggested that in order to develop positive public perception about the college, the college must connect with all the stakeholders – Industry, Parents (Parent Teacher Association should be formed, informal interaction once a year), media cum industry, FDP for research, Adopting technology(digital icard)
- The need for reaching out was pointed out. If an event is conducted in our college, we must send invite to the alumni, other colleges and parents, so that they can attend if they find it interesting. Send mails to parents regarding all events-perception
- To promote research among the faculty member, a financial motivation/recognition for suggested.
- Dr.J.B.Singh informed everyone regarding the waste recycling and Solar Panels installed in the College.
- Capt.L.S.Behl suggested that our college must add a new sport, for eg -new small golf range
- Dr.Harpreet Kaur discussed the future plans and targets with the committee:
 - i)** Online Leave Submission Mechanism through the App
 - ii)** Revamp of College Website
 - iii)** IQAC Student Cell
 - iv)** Renovation of toilets
 - v)** Fully air-conditioned college campus
 - vi)** Alumni Connect
 - vii)** Establishing Industry Partnerships especially to start add-on courses.
 - viii)** Alliance with International institutions like, Universities and Colleges.
 - ix)** Research corpus/fund for promoting and incentivizing research by faculty members.
 - x)** Complete ERP Solution for all the software required by the college in different departments like Internal assessment, examination, attendance, etc.
 - xi)** Need for creation of *Center of Excellence* with Ministries and Organizations like CIA, IMF, FICCI, WORLD BANK etc. at our college.
 - xii)** Online Examination Form.
 - xiii)** Student Exchange Program for enabling student and exposure to new developments in the academic field
 - xiv)** Renovation of Staff Room, Seminar Hall, Conference Hall, Faculty Rooms etc.
 - xv)** Start three Foreign Language Courses including Chinese, Japanese and Korean.
 - xvi)** Online/Paper-free student semester clearance