

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

Internal Quality Assurance Committee

Dated: 11.04.2019

Minutes of the Meeting

A meeting of IQAC was held on 11th April 2019 at 1:00 p.m. in the Principal's Office.

- The minutes of the previous meeting were read and passed by the IQAC members.
- Principal, Dr.Jatinder Bir Singh congratulated the entire team of IQAC for ranking amongst Top 100 colleges in NIRF ranking. 1302 colleges, all across the country, had applied for the NIRF Ranking under the “college category”.
- Dr.Sangeeta Dodrajka, Co-ordinator, IQAC added that Information Center created by IQAC helped a lot in compilation of data for the NIRF form. She also informed that NIRF form is a very exhaustive form requiring data and information about college finances, to student strength, state wise student strength, gender wise student strength, expenditure, college societies, Infrastructure, faculty and a lot more. It took a lot of work and effort in collection and preparation of the NIRF report.
- The need to stay in touch with the Alumni Students was emphasized by all the members. Dr.Harpreet Kaur and Dr. Satvinder Kaur were requested to pro-actively follow-up the Alumni Connect. Suggestions were made by all the members and it was decided:
 - To float a form among the current third year students asking their alternative e-mail ids and information about their seniors(pass-out batches) who are either placed in industry or pursuing higher studies.
 - To float a form among the faculty members to share information about the pass-out students whom they are in touch with.
 - These forms can be shared with students and faculty through smartprof app.
 - To create an Alumni Registration Form on the college website.
 - It was further decided that Ms. Anju Mathur , Placement Officer would be maintaining the requisite data.
 - It was suggested that department wise collection of alumni data will lead to collection of larger alumni database.
- Dr.Meenu Gupta, Convener, Placement Cell and Ms.Anju Mathur,Placement Officer, were asked to float the Feedback form for Employer.
- Ms.Chanpreet Kaur and Ms.Harpreet Kaur would be floating IQAC Feedback Form for Parents and Infrastructure Feedback Form for this year.

- NIRF Ranking discussion was done. Ms.Rachna Sethi and Dr.Satvinder Kaur had prepared a presentation pointing out the comparison of our college raking in 2018 and 2019. Also a comparative analysis with other DU colleges was shown. It was noted:-
 - We had an overall increase of points by 37 from 2018 to 2019.
 - It was noted that if we are able to achieve increase of another 5-6 points overall, we will be able to achieve a rank in top 50 next year.
 - Principal, Dr .Jatinder Bir Singh, suggested identifying 5 priority areas in which we should work in order to improve our ranking. These areas should be the ones that have higher weightage in calculation of the overall score. Also comparison should be made by taking other top colleges(which have a higher rank) as a base and compare that with our college.
 - Dr.Satviner Kaur and Ms.Rachna Sethi were given the task of identifying the areas we need to work on for the coming year.
 - It was suggested to add “Family Income” in the college admission form so that we can count the Economically Weak Students for the next NIRF ranking form.
- Dr.Sangeeta Dodrajka, pointed out the need to encourage research among faculty members. She suggested that Research Projects at college level can be initiated. A team of 2 teachers and 4-5 students can be made. Research project should get published on Scopus or UGC listed journal. She suggested that we can invite proposals for the research projects which will then be judged by an external Advisory board. A few selected ones can then be provided with financial support for their project.
- Dr.Rekha Sharma, Co-Convener, Research Committee was advised to make a blank research proposal form.
- Another suggestion made in this respect by Dr.Paramjeet Kaur was that the Faculty members who have already taken Innovation Project by University of Delhi should give a brief presentation to staff members about overview of their Research Project, their views, findings and results.
- Media Presence of SGGCC on social media - To improve the social network presence and awareness of our college, it was decided to create official account on Facebook, Twitter and LinkedIn. Ms.Harpreet Kaur was asked to look into the details of these social networks so that we create handles where only admin can post information.
- Dr.Aradhana Nanda and Ms.Chanpreet were asked to create a team of 4-5 students and make a Media Cell of the College to look into the publicity of all college events.
- Also it was suggested to use “University of Delhi” with SGGSCC so as to differentiate with GGSIP University.
- As a quality measure it was suggested that nature of activity for each society should be decided so that same type of events can be avoided in the college. It was decided that Academic Societies should be allowed to conduct only Academic events/Seminars. They should avoid events fun activities like treasure hunt etc.

- Information Centre – It was pointed out that submission of information to the information center about each event conducted by every society should be mandatory.
 - To achieve this, it was suggested that the society teacher convener will be informed in the council meeting, so that they make sure that their student society members are submitting the information to the information center in time.
 - Student society Conveners should mail the event report to society convener too.
 - IQAC student cell should be actively involved in collection of information for IQAC Information Centre.

- Dr.Sangeeta Dodrajka discussed about the redesigning of the Website with the website committee convenor, Mrs.Vandana Kalra.