Sri Guru Gobind Singh College of Commerce

UNIVERSITY OF DELHI

**Annual Quality Assurance Report
2017-18**

Submitted to

National Assessment and Accreditation Council
Bangalore

Annual Quality Assurance Report (AQAR)

for

Academic Year 2017-18

of

Internal Quality Assurance Cell (IQAC)
Sri Guru Gobind Singh College of Commerce
University of Delhi

Submitted To

National Assessment and Accreditation Council
Bangalore

Table of Contents

Part – A

1. Details of the Institution

1.1 Name :	Sri Guru Gobind Singh College of Commerce
1.2 Address Line1 :	Opp. TV Tower
Address Line 2 :	Pitam Pura, Delhi
City/Town :	Delhi
Pin :	110034
State :	Delhi
Institution e-mail address:	*principaloffice@sggscc.du.ac.in*
Contact Nos.	91-11-27321855
Name of the Head of the Institution:	Dr. Jatinder Bir Singh
Tel. No. with STD Code:	011-27321109, 011-27321528
Mobile:	9873241108
Name of the IQAC Co-ordinator:	Dr. Kawal Gill (2017-18) Dr. Harpreet Kaur (2018-19)
Mobile:	9212095766 , 9811700465
IQAC e-mail address:	*iqac.sggscc@sggscc.ac.in*
1.3 NAAC Track ID	DLCOGN21234
1.4 NAAC Executive Committee No. & Date:	EC(SC)/13/A&A/32.1 March 17, 2016

1.5 Website address:

http://www.sggscc.ac.in

Web-link of the AQAR:

http://sggscc.ac.in/pdf/AQAR-2017-18.pdf

1.6 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.02	2016	5 Years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC (DD/MM/YYYY) :   21/09/2016

1.8 AQAR for the year   2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

i.   AQAR :   NA   (DD/MM/YYYY)
ii. AQAR :   NA   (DD/MM/YYYY)
iii. AQAR :   NA   (DD/MM/YYYY)
iv. AQAR :   NA   (DD/MM/YYYY)

1.10 Institutional Status

University: State ☐   Central ✔   Deemed ☐   Private ☐

- **Affiliated College**   Yes ☐   No ✔

- **Constituent College**   Yes ✔   No ☐

- **Autonomous college of UGC**   Yes ☐   No ✔

- **Regulatory Agency approved Institution** (e.g. AICTE, BCI, MCI, PCI, NCI)   Yes ☐   No ✔

- **Type of Institution**

Co-education	✓	Men		Women	
Urban	✓	Rural		Tribal	

- **Financial Status**

Grant-in-aid		UGC 2(f)	✓	UGC 12B	✓
Grant-in-aid + Self Financing		Totally Self-financing		

1.11 Type of Faculty/Programme

Arts	✓	Science	✓	Commerce	✓	Management	✓	Engineering	
TEI (Edu)		PEI (PhysEdu)		Health Science		Law		Others (Specify)	

1.12 Name of the Affiliating University (for the Colleges)

University of Delhi

1.13 Special status conferred by Central/ State Government - UGC/ CSIR/ DST/ DBT/ ICMR etc.

Autonomy by State/Central Govt/University	N.A.	UGC-CE	N.A.
University with Potential for Excellence	N.A.	UGC-CPE	N.A.
UGC-Innovative PG programmes	N.A.	DST-FIST	N.A.
UGC-Special Assistance Programme	N.A.	DST Star Scheme	N.A.
UGC-COP Programmes	N.A.	Any other (*Specify*)	N.A.

2. IQAC Composition and Activities

2.1 No. of Teachers | 13

2.2 No. of Administrative/Technical staff | 1

2.3 No. of students | 60

2.4 No. of Management Representatives | 1

2.5 No. of Alumni | 2

2.6 No. of any other stakeholder and community representatives | 1

2.7 No. of Employers/ Industrialists | 0

2.8 No. of other External Experts | 1

2.9 Total No. of members | 79

2.10 No. of IQAC meetings held | 18

2.11 No. of meetings with various stakeholders | 5

Faculty | 6   Students | 3   Non-Teaching Staff | -

Alumni | -   Others | 9

2.12 Has IQAC received any funding from UGC during the year?

Yes ☐   No ☑

If yes, mention the amount | NA

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 5   International | -   National | 1   State | -   Institution Level | 4

(ii) Themes:
1. Theme of National Symposium: *Quality in Higher Education: Road to Employability*
2. Lecture on '*Demographic Trends in South Asia and their Macroeconomic Impacts: The Risk of growing Old before getting Rich*' by Andreas Bauer, Senior Resident Representative for India, Nepal and Bhutan

2.14 Significant activities and contributions made by IQAC

The committee adopted a four quadrant approach to initiate and implement the broad objectives outlined under the purview of UGC NAAC guidelines. The accomplishments under the respective broad categories are as follows:

Infrastructure:

- The faculty and college staff is becoming more tech-friendly as this is the need of the hour. Realising this necessity, the procured 75 iPads were distributed to faculty members. The IQAC members installed the iPads and also created individual iCloud IDs of all faculty members.
- The college has adopted *SmartProf* Application developed by Mobiquel. A custom application and second to none, is used to feed and display real time internal assessment records of all the students in the college. The application was installed for all faculty members including their timetables and student lists. It is being used by students through their personal logins. The application is available on iOS as well as Android platforms and works on mobile phones, iPads alongside a custom web interface.
- Technical committee was constituted under the aegis of IQAC for creating and maintaining website, creating domain based email ids for college and digitalizing Provident Fund Records.
- The Technical committee members undertook the exercise of successfully creating and activating 2284 email accounts and 41 Google Groups across the college.
- The construction of *Mata Sahib Kaur Girls' Hostel* with capacity of 129 has been completed.

Empowering Students:

- Event Calendar for all the events of committees prepared in advance for ease of Academic Semester: January-April 2017.
- Online Access to Attendance and Time Table through SmartProf Application and Website.
- All Students received Domain Based Email ID *(@sggscc.ac.in)* for academic and official communications.
- SmartProf Application was introduced for the first time under innovative digital initiative to 'Feed and Display' the Internal Assessment record of the Students in online/ offline mode in Real Time accessible anywhere-anytime.

- Google Suit license procured for the college enabled innovative classroom teaching tool to disseminate academic content through Google Classroom.
- The students have been giving feedback of the teachers through SmartProf.
- Placement Cell is also using SmartProf Application for placements related information and notices.

Empowering Faculty:

- With strong reinforcement of new Internal Assessment norms, the faculty members were able to innovate the evaluation methodology and this helped in reducing discrepancies by streamlining the process of internal evaluation.
- The iPads were distributed to faculty to enhance their technical skills and encourage them to do research projects. SmartProf application was also installed on faculty iPads to enable them to mark attendance online and feed internal assessment on daily basis.
- Faculty feedback by students at the end of each semester helps to assess their performance and encourages to improve upon their weak areas.
- The college has organised several workshops/FDPs for their knowledge and quality enhancement.

Empowering Non-Teaching Staff:

- Feedback from the non-teaching staff for enhancing and inclusion of technology in administrative work.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To create a mechanism for employability assessment of students by industry experts and preparing them for future roles.	Pre-placements talks were organised regularly to guide students about employability options and how to prepare for them. National level Symposium was also organised in the college by IQAC for this purpose. Theme of symposium was "*Quality in Higher Education: Road to Employability*". Experts were invited from various companies like, FICCI, Deloitte, KPMG, Earnest & Young etc.
Mechanisms to further increase class participation and reduce absenteeism.	Online Access to Attendance and Time Table through SmartProf Application and Website was given to students. Students are

	able to see their attendance on real time basis. A rule was also enforced that student with less than 50% attendance will not be allowed to be a part of the placements being organized by the college. Another rule was of giving "*Society benefits*" in attendance only if student has 50% attendance that helped in reducing absenteeism. Appraising the student details and sharing it with parents through SMS was also implemented.
Alliance with International Universities and Colleges for Student Exchange Programs.	Meetings were held with International Cell to look for collaborations with the foreign universities and colleges. Specific areas were identified for workshops/seminars/lectures for the benefit of students interested in going abroad for further studies. Regular exposure of students to new developments in the academic field was also proposed. Letter of Intent was also exchanged with a number of Universities for academic exchange programme.
Creation of research corpus/fund for promoting and incentivizing research by faculty members.	Proposal for the same was forwarded to Governing Body. Discussions were also held with Alumni association for contribution and assistance.
Internship opportunities for Second Year students to encourage skill building.	Placement cell was guided to hold internship fair for this purpose. This fair was a great success and proved to be a significant tool for increasing internship profiles by offering a number of internships in different fields.
Developing a mechanism to incentivize faculty members to engage in quality research related projects.	The IQAC in collaboration with Research committee organized three workshops to inculcate research culture and enhance technical skills of faculty members. The first workshop was '*Train-The-Trainers at SGGSCC: World Bank Open Data for Research*' by World Bank Group and the next two workshops were on MS-Excel.

	iPads were also distributed to faculty members for research purpose and for feeding internal assessment on daily basis using SmartProf Application.

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body

Yes ☐   **No** ☑

If Yes

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken: NA

Part – B

Criterion - I : Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	-	-	-	-
PG	**01**	-	-	-
UG	**07**	-	**02**	-
PG Diploma	**02**	-	**02**	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	**04**	-	**04**	**02**
Others	College is a center for non-collegiate classes under the Non Collegiate Women Education Board (NCWEB), University of Delhi.			
	NCWEB – 02			
	College is also a centre for School of Open Learning (SOL) classes.			
	SOL – 01			
Total	**17**		**08**	
Interdisciplinary	**04**		**02**	
Innovative				

Level of Programme	Names of Programmes
PG	M. Com.
UG	B.Com. (Hons.), B.Com., B.A. (Hons.) Eco, B.Sc. (Hons.) Comp Sc., B.B.E., BMS, B.A. (H.) Punjabi

PG Diploma	PGDIM, DBJCC
Certificate	Certificate Course in French Language, Certificate Course in German Language, Marketing Stock Market, Integrated Course on Financial Markets
NCWEB	B.A. Program, B.Com. Program
SOL	B.Com.

1.2 (i) Flexibility of the Curriculum - CBCS/Core/Elective option/Open options**: CBCS**

(ii) Pattern of programmes:

Pattern	Number of Programmes	Names of Programmes
Annual	4	M. Com., B.A. Program (NCWEB), B.Com. Program (NCWEB), B.Com. (SOL)
Semester	9	B.Com. (Hons.), B.Com., B.A. (Hons.) Economics, B.Sc. (Hons.) Comp Sc., B.B.E., BMS, B.A. (H.) Punjabi, PGDIM, DBJCC
Trimester		

1.3 Feedback from stakeholders*
(On all aspects)

Alumni ☐   Parents ☐   Employers ☐   Students ☑

Mode of feedback:

Online ☑   Manual ☐   Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The College has highly qualified and experienced faculty who have been very actively involved in the process of curriculum development at the University Level. Many members of our faculty were part of Course Restructuring Committee during Choice Based Credit System (CBCS) implementation. Teachers from all departments regularly participate in meetings held at their respective department of Delhi University for syllabus upgradation.

Mrs. Vandana Kalra, Head, Department of Computer Science participated in course restructuring meeting of B.Sc.(Hons.) Computer Science held in March 2018. In this

restructuring meeting, it was decided that new courses as per demand of industry should replace the existing courses. Many courses that are a need of the recent times were identified. Meetings were also held to start revision of syllabus of PG Diploma Courses.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

1. Bachelor of Management Studies (BMS)
2. B.A. (Hons.) Punjabi

Criterion – II : Teaching, Learning and Evaluation

2.1 Total No. of Permanent Faculty

Total	Assistant Professors	Associate Professors	Professors
42	12	30	

2.2 No. of Permanent Faculty with Ph.D.: 26

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	33								33

2.4 No. of Guest and Visiting faculty and Temporary/Adhoc faculty:

Guest – 17	Temporary - 0	Adhoc – 27

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	26	20
Presented papers	5	10	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The staff is encouraged to adopt technology based methods for teaching. Along with Routine Teaching Methodology, they are using LCD projectors, PowerPoint Presentations, Group Projects, Case studies, Open Book assignments, still and video photography, documentary making and printing of newsletters for the respective departments. Workshops and FDPs are being organised for faculty to update their knowledge and skills and innovate in their teaching and learning.

2.7 Total No. of actual teaching days during this academic year: 180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As a joint initiative between Internal Assessment committee of the college, the IQAC framed fixed schedule for assignments and tests. Open book assignments were introduced.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development Workshop:

The College has highly qualified and experienced faculty who have been very actively involved in the process of curriculum development at the University Level. Many members of our faculty were part of Course Restructuring Committee during Choice Based Credit System (CBCS) implementation. Teachers from all departments regularly participate in meetings held at their respective department of Delhi University for syllabus upgradation.

Mrs. Vandana Kalra Head, Department of Computer Science participated in course restructuring meeting of B.Sc.(Hons.) Computer Science held in March 2018. Meetings were also held to start revision of syllabus of PG Diploma Courses.

2.10 Average percentage of attendance of students: 66%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Com.	549					100
B. Com. (Hons.)	839					100
B.A. (Hons.) Economics	262					100
B.A. (Hons.) Business Economics	113	Grading System is being followed In CBCS as per guidelines of University of Delhi				100
B.Sc. (Hons.) Computer Science	50					100
B. Tech. (Computer Science)	159					100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Regular feedback from students is taken in regard to teaching and learning methods and improvement strategies are made in accordance with the same. Use of open book assignments has shown improvement in the learning process. Regular reviews of case studies and live studies are conducted at the departmental level.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	A one-day faculty development program on *"e-Marketing and Emerging Issues"* was organised in which 10 faculty from college participated.
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training/workshops/FDP conducted by other institutions	16
Summer / Winter schools, Workshops, Trainings organized by the institution	The IQAC in collaboration with Research committee organized three workshops for faculty. The first workshop was '*Train-The-Trainers at SGGSCC: World Bank Open Data for Research*' by World Bank Group and the next two workshops were on MS-Excel. Around 40 faculty benefitted from these workshops.
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	28	17	None	None
Technical Staff	None	None	None	None

Criterion – III : Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The college continually strives to inculcate the spirit of research and scientific temper in the young minds as a matter of routine through curriculum-based efforts and research projects. The WiFi enabled campus and well-developed infrastructure viz., LCD projector aided classrooms; air-conditioned Seminar Room, Conference Room, Auditorium, Computer Labs and well-equipped centrally air conditioned three-storey Library enhance the learning and research potentialities of the students and the faculty.

The IQAC in collaboration with Research Committee organized three workshops to inculcate research culture and enhance technical skills of faculty members.

The first workshop was '*Train-The-Trainers at SGGSCC: World Bank Open Data for Research*' by World Bank Group and the next two workshops were on MS-Excel.

iPads were also distributed to faculty members for research purpose and for feeding internal assessment on daily basis using SmartProf Application.

Initiatives have been taken with regard to publishing the college journal online and offline so that it improves the citation of the papers published by the faculty. Arrangements have been made with IPL Publishing House so that the journal can be indexed in scopus, google scholar, igate and jgate.

3.2 Details regarding Major Projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs.		10,04,400/-		

3.3 Details regarding Minor Projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs.		29,000/-		

3.4 Details on Research Publications

	International	National	Others
Peer Review Journals	1	18	
Non-Peer Review Journals	4	3	
e-Journals			
Conference Proceedings	3		1

3.5 Details on Impact factor of publications:

Range   0-5   Average   3   h-index   -   Nos. in SCOPUS   3

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC	10,04,400/-	8,25,720/-
Minor Projects				
Interdisciplinary Projects				
Industry sponsored	1	KPMG	29000/-	29000/-
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total	4		10,33,400/-	8,54,720/-

3.7 No. of Books Published

With ISBN No.   28   Chapters in Edited Books   9   Without ISBN No.   3

3.8 No. of University Departments receiving funds from

UGC-SAP   N.A.   DPE   N.A.

CAS   N.A.   DBT Scheme/funds   N.A.

DST-FIST   N.A.

3.9 For Colleges

Autonomy   N.A.   CE   N.A.

INSPIRE   N.A.   DBT Star Scheme   N.A.

CPE   N.A.   Any Other(Specify)   N.A.

3.10 Revenue generated through Consultancy: Nil

3.11 No. of Conferences organised by the institute

Level	International	National	State	University	College
Number		1			50
Sponsoring Agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons - 01

3.13 No. of Collaborations

International [-]   National [01]   Any Other [-]

3.14 No. of linkages created during this year: None

3.15 Total budget for research for current year in Rs.:

From Funding Agency [10,04,400/-]   From Management of University/College [ ]

Total [10,04,400/-]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them: - 10

3.19 No. of Ph.D. awarded by faculty from the Institution: - 1

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [-]   SRF [-]   Project Fellows [1]   Any other [-]

3.21 No. of students Participated in NSS events:

University level: 15   State level: Nil
National level: Nil   International level: Nil

3.22 No. of students participated in NCC events:

University level: 78   State level: 07
National level: 05   International level: Nil

3.23 No. of Awards won in NSS:

University level: Nil   State level: Nil
National level: Nil   International level: Nil

3.24 No. of Awards won in NCC:

University level: Nil   State level: Nil
National level: Nil   International level: Nil

3.25 No. of Extension activities organised

University forum: Nil   College forum: 30
NCC: 3   NSS: Nil   Any other: Nil

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

S. No.	Date	Event
1	July 29-30, 2017	Organ Donation Drive, Netaji Subhash Place
2	August 5, 2017	Tree Plantation Drive, Gujranwala Town
3	August 12, 2017	Udaan: Independence Day Celebration, Katyayani Balika Ashram, Jhandewalan
4	August 18-19, 2017	Anwita Naari Sanrakshan: Workshop and Walkathon, Navjyoti India Foundation, Karala
5	August 21-25, 2017	Sangrah: Collection Drive, Adarsh Public School, Vikaspuri
6	September 3, 2017	Mega Blood Donation Camp, Rohini
7	October 4-6, 2017	Health & Hygiene Survey, SDMC Schools, South Delhi
8	October 15, 2017	Diwali Utsav: Old Age Home Visit, Chattarpur
9	October 16-17, 2017	Diwali Stalls, SGGSCC, University of Delhi
10	October 18, 2017	Diwali Utsav: Gifts Distribution, Pitampura
11	October 28, 2017	Tree Plantation Drive, Pitampura

12	November 12, 2017	Siyahi: Adult Literacy Centre Inauguration, Faridabad
13	December 20, 2017	Bachchon Ka Ghar Visit, Daryaganj
14	December 29, 2017	Blind Home Visit, Rohini
15	December 30, 2017	Manthan Sampoorna Vikas Kendra Visit, Mangolpuri
16	January 13, 2018	Meditation Workshop, Navjyoti India Foundation, Karala
17	January 18, 2018	Blood Donation Camp, SGGSCC, University of Delhi
18	January 26, 2018	Navodya: Republic Day Celebration, Kanhaiya Nagar

Criterion – IV : Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	40,000 sq. mts. (Total) 4424 sq. mts. (Built up area)	Girls hostel (410 sq. mts .Total Area) (246 sq. mts.Built up Area)	UGC & Parent Body	40,000 sq. mts. Total Area 6884 sq. mts. Built-up Area
Class rooms	56 Classrooms 6 Tutorial rooms		UGC & Parent Body	62
Laboratories	3	1	UGC & Parent Body	04
Seminar Halls	02 Semainar Halls 01 Conference Room	-	UGC & Parent Body	03

	S. No.	Equipment	Configuration/ Details	Qty.		
No. of important equipment purchased (≥ 10 lakh) during the current year.	1.	Computer	HP ProDesk 600 MT PC (17) & (13)	100	UGC & Parent Body	177
	2.	Projector	Hitachi-CP-X3042WN	10		
	3.	UPS	Numeric 10KVA/ BkW(1Ph-1Ph) (Floor Mout Type) Tru Online double Conversion	01		
	4.	Server	Lenovo TD350. Intel Xeon 8C E5-269v4 17GHz/20MB	03		

			8GB 1TB 3.5in SR 110i			
	5.	A.C.	Daikin (for Girls Hostel)	60		
	6.	Lift	For Girls Hostel	02		
	7.	Camera	MIS OMAX	01		
Value of the equipment purchased during the year (in Rs.)	**S. No.**	**Equipment**	**Configuration**	**Value (Rs.)**	UGC & Parent Body	11,229,690.03
	1.	Computer	HP ProDesk 600 MT PC (17) & (13)	5,455,000.06		
	2.	Projector	Hitachi-CP-X3042WN	423,689.98		
	3.	UPS	Numeric 10KVA/BkW(1 Ph-1Ph) (Floor Mout Type) Tru Online double Conversion	154,999.99		
	4.	Server	• Lenovo TD350. Intel Xeon 8C E5-269v4 17GHz/20MB 8GB 1TB 3.5in SR 110i	618,000.00		
	5.	A.C.	Daikin (for Girls Hostel)	2,220,000.00		
	6.	Lift	For Girls Hostel	2,358,000.00		
	7.	Camera	MIS OMAX	1,34,400.00		
Others						

4.2 Computerization of Administration and Library:

- Biometric attendance software is used for non-teaching staff.
- EIMS software developed by Redox Technologies is used for admission, internal assessment and payroll.
- The College has Computax software from Perfect Solutions for TDS calculation and online submission.
- Library was fully computerized in 2001 through NETLIB Software. With this NETLIB Software the library has automated housekeeping services such as Acquisition, Circulation, Book Bank facility, Cataloging, newspaper, serial, stock checking, bar-coding etc.
- For visually challenged students, library has separate laptop with special software as LEX, Hindi OCR, NDVA, ABBY, Fine Reader etc.

4.3 Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	46935	1,539,82.85	1501	583,266.00	48436	2,123,089.85
Reference Books	751/ Approx.					
e-Books	Through DULS					
Journals	40	43284	33	43052		
e-Journals	Through Delhi University Library System(DULS) & INFLIBNET					
Digital Database	Through Delhi University Library System(DULS) & INFLIBNET					
CD & Video	1028/Approx.					
Others (specify)						

4.4 Technology up gradation (overall):

	Existing	Added	Total
Total Computers	155	100	255
Computer Labs	97	79	178
Internet	155	100	255
Browsing Centres	36	-	36
Computer Centres	-	-	-
Office	25	04	29
Departments	15	01	16
Others	03	02	05

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.):

- College has its own website, *www.sggscc.ac.in* which provides academic information regarding day to day events and also the important information required by the students in the academic sessions.

- College is using *SmartProf App* to benefit students as well as teachers. SmartProf is the easiest way to manage attendance, internal assessment, e-notices, placements, time-table etc.

- In-house training workshop for faculty members has been organized by the trained faculty members of the college to use SmartProf app.

- College provides the domain based email ids to faculty as well as students. It is used for sending important information, messages and documents related to day-to-day events in the college.

- Training for using e-marketing portal for direct purchasing, bidding and reverse of products has been given to faculty and employee (account section) through a workshop organized by another college. Faculty member has trained other employees of accounts section.

- For effective teaching, a number of classrooms have white board, projector facility, mike systems and speakers. Teachers and speakers can use WiFi and Internet facility provided by the University of Delhi.

- The college has four well-equipped air-conditioned computer labs loaded with INTEL P5 systems, printer, scanners, networking, white board, LCD projector and WiFi connectivity to students.

- The college supports EIMS software developed by Redox Technologies for admission, fees and payroll.

- Admission and IA Module of the EIMS software is updated as per the requirement of the college every year. The college faculty trains the lab attendants and the Administration Staff involved in the operations of this software.

- College has "COMPUTAX" software for tax calculation. Accounts section uses Tally Software for managing financial transactions. Accounts section has been given training by the faculty of Computer Science Department of the college.

- Library has "NETLIB" software for OPAC facility.

- The College has AMC for WiFi Server, computer systems, software and hardware.

- Technical upgradation training has been given to accounts, library and administration staff time-to-time depending upon software installed in these departments.

- College has started various add-on courses related to the curriculum in collaboration with the organizations for enhancing the professional skills of students and preparing them for Placements.

4.6 Amount spent on maintenance in Rs.:

ICT		223000+taxes
Campus Infrastructure and facilities		33,878.216.00
Equipment		415,281.00
Others		-
Total		34,516,497.00

Criterion – V: Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Regular meetings with IQAC Students Cell consisting of Society Representatives and Class Representatives were held. Society representative were encouraged to work jointly to get sponsorship for their respective societies' events and also for college level events. Google Communication Method Classroom is being used to spread information about college events and also to collect events information of the societies.

5.2 Efforts made by the institution for tracking the progression

All the academic and cultural societies have well framed structure and conveners for these societies are appointed in staff council meetings. The convenors and coordinators continuously monitor and track the activities and special events of their respective societies and departments. IQAC also conducts regular meetings with IQAC Students Cell to ensure adherence of policies designed.

5.3 (a) Total Number of students:

UG	PG	Ph. D.	Others
2049	109		47

(b) No. of students outside the state

300

(c) No. of international students

30

Men	No	%	Women	No	%
	1173	54.35		985	45.65

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
776	131	36	-	15	958	866	44	13	-	23	946

Demand ratio   100%   Dropout 05%

5.4 Details of student support mechanism for coaching for competitive examinations (If any): NA

No. of students beneficiaries: NA

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc.	-	PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance:

- E &Y GDS - Interview and Resume Building
- KPMG Global Services - Interview Skills and Audit
- Delloitte USI - Interview Skills
- A session organised by the Placement team for the second year students explaining the importance of internships
- Resume and Interview Skills by Talerang
- CV Vetting Process

No. of students benefitted | 80-100 |

5.7 Details of campus placement:

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
29	350	133	23

5.8 Details of gender sensitization programmes

As per University guidelines, four 'Gender Champions' (2 girls and 2 boys) were appointed to spread gender sensitization. A Self-defense Workshop was also organized. Screening of Best Film Award holder movie *'Pink'* was organized on 16th October 2017 to educate students on women equality.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level	National level	International level
06	08	0

No. of students participated in Cultural Events

State/ University level   National level   International level

| 0 | | 0 | | 0 |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level   National level   International level

| 01 | | - | | - |

Cultural: State/ University level   National level   International level

| 0 | | 0 | | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution		
Fee Concession	49	2,65,000/-
Scholarships	98	3,11,705/-
Financial support from government	70	3,50,000/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level   National level   International level

| 0 | | 0 | | 0 |

Exhibition: State/ University level   National level   International level

| 0 | | 0 | | 0 |

5.12 No. of social initiatives undertaken by the students | 25 |

5.13 Major grievances of students (if any) redressed:

1. Computer Lab shortage was felt, so it was constructed.
2. With increasing number of out-station girl students, need for hostel accommodation was being raised and hence, Mata Sahib Kaur Girls Hostel was constructed.
3. Sanitary napkins were placed in the girls' washrooms.

Criterion – VI : Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The motto of the institution is "*Manas Ki Jaat Sabhae Eke Pehchanbo*" meaning "Behold All Human Race as One".

The **Vision** of the college is to emerge as a top commerce college in India and to help students imbibe moral and spiritual values having universal acceptance.

The **Mission** of the college is to offer excellent education to all and serve the society by developing future leaders in business, academia and industry with our commitment, dedication and devotion.

6.2 Does the Institution has a Management Information System?

Yes, the Institution has a well maintained Management Information System.

The EIMS system allows an easy access to all students' information, attendance and internal assessment.

SmartProf Application was introduced for the first time under innovative digital initiative to 'Feed and Display' the attendance and internal assessment record of the students in online/offline mode in real time accessible anywhere-anytime. SmartProf is the easiest way to manage attendance, internal assessment, e-notices, placements, time-table etc. It is also being used to collect faculty feedback from students.

Official domain based email ids were created for Faculty members, students and committees/societies for establishing formal communication channel internally as well as externally. Google Communication Method Classroom is being used to spread information about college events and also to collect events information of the societies.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

All the departments within the institution follow the syllabi as designed by the University of Delhi. Many faculty members were members of Board of Studies and Committee of Courses that restructured curriculum during CBCS implementation at the University level. The institution maintains regularity in sending feedback on the curriculum to the respective University departments. A Syllabus Revision Committee for two PG Diplomas has been consitiuted.

6.3.2 Teaching and Learning

Teaching and Learning is the core of the institution and hence, given the highest priority.

All the classrooms are ICT enabled and are used by faculty and students alike for a comprehensive learning.

The institution encourages learning outside the realm of classrooms as well. For this various seminars, conferences and workshops are conducted for the students as well as the faculty members. Prominent resources persons from academic field and industry are invited on a regular basis to keep the students abreast with the developments in all the relevant fields.

The institution is equipped with software which helps the visually impaired students to study with ease.

The institution also offers various add-on and soft skill development courses for all round development of the students.

Regular feedback from students is taken in regard to teaching and learning methods and improvement strategies are made in accordance with the same.

Students are encouraged to make PPTs and present it in the class room.

Case Studies are discussed in the class rooms. Webinars are also organised.

6.3.3   Examination and Evaluation

Examination and evaluation are strictly conducted as per the framework of the University of Delhi.

The faculty can conduct internal assessment through presentations, open book tests, case studies, practical examinations or written tests as per the demand of the curriculum. The institution also conducts one set of internal assessment examinations in a streamlined manner. The two consecutive working days after the mid semester break are reserved for common written internal tests which are conducted for all the courses in synchronisation.

The examination committee and the internal assessment committee ensure the smooth conduct of all the examinations.

6.3.4   Research and Development

Research and development is the major focus area of the institution. Various activities are planned every year to inculcate research culture and enhance technical skills of faculty. The IQAC in collaboration with Research committee organized three workshops in this academic year. The first workshop was '*Train-The-Trainers at SGGSCC: World Bank Open Data for Research*' by World Bank Group in which the faculty members were taught on how to fetch multiple types of data from the website of World Bank. Two workshops were organised on advanced MS-Excel techniques.

The Research Committee also started with *Lecture Series* to encourage research among faculty members.

The institution has been successfully publishing its annual journal, '*The Journal of Business Thought*' and strides to make continuous improvements in the same. The iPads were distributed to faculty to enhance their technical skills and encourage them to do research projects. SmartProf Application was also installed on iPads for feeding internal assessment on daily basis.

The Fourth National Conference was successfully organised in the month of February 2018 on the topic, "*Contemporary Reforms in Management, Economy and Applied Business*".

6.3.5 Library, ICT and physical infrastructure / instrumentation

All the classrooms are ICT enabled and used by faculty and students alike for a comprehensive learning. Whole campus is WiFi enabled.

Biometric attendance software has been implemented for non-teaching staff.

EIMS software developed by Redox Technologies is being used for admission, internal assessment and payroll.

The college has Computax software from Perfect Solutions for TDS calculation and online submission. Tally 9.0 is also used for accounting purpose.

Library was fully computerized in 2001 through NETLIB Software. With this NETLIB Software the library has automated housekeeping services such as Acquisition, Circulation, Book Bank facility, Cataloguing, newspaper, serial, stock checking, bar-coding etc.

For visually challenged students, library has separate laptop with special software including, LEX, Hindi OCR, NDVA, ABBY, Fine Reader etc.

A new computer lab was constructed with a seating capacity of 45.

The girl's hostel is to be operational from July, 2018 and will be providing accommodation to nearly 129 girl students.

6.3.6 Human Resource Management

Training and Development Programmes are organized regularly for the faculty members.

Staff members (both teaching and non-teaching) are encouraged to accept responsibilities beyond their usual responsibilities to help them to widen their knowledge and expertise in varied areas.

6.3.7 Faculty and Staff recruitment

All recruitments are done as per the UGC and University guidelines.

6.3.8 Industry Interaction / Collaboration

Placement Cell regularly organises Career Counselling sessions and Pre Placement talks in collaboration with companies like KPMG, Deloitte, E&Y etc.

IQAC organised a National Level Symposium in which experts were invited from various companies like FICCI, Deloitte, KPMG, Earnest & Young etc. Collaboration proposals with Deloitte, KPMG and Earnest & Young are under process.

Two Add-on Courses - Marketing Stock Market and Integrated Course on Financial Markets in collaboration with Bombay Stock Exchange Training Institute are being successfully running in the college.

E&Y and KPMG organized Soft Skill Workshop for students and faculty.

6.3.9 Admission of Students

The admission process is fully transparent and completely online as per the University guidelines.

The institution holds open houses counselling sessions for parents as well prospective candidates before the commencement of the admission procedure.

6.4 Welfare schemes for:

Teaching and Non-Teaching:
College has various welfare schemes for its teaching and non-teaching staff members like:
- Group Insurance Scheme (GIS), Children Education Allowance, Medical Reimbursement, Leave Travel Concession, Auto Loans etc.
- Child Care Leave is granted as per rules of University of Delhi.
- A branch of Punjab and Sind Bank is available in college premises with ATM facility for the convenience of staff.
- Timely Provident Fund Loan facility as per PF rules.
- Free Health checkup camps are oraganised regularly for staff. Doctor on demand facility is also available.
- Subsidised canteen and Café Coffee day outlet.
- Well-maintained and sanitized rest rooms.
- Gymnasium facility for staff.

Students
- Book Bank facility for students belonging to economically weaker sections.
- A branch of Punjab and Sind Bank is available in college premises with ATM facility.
- Online Fee submission is available.
- Free Health checkup camps are oraganised regularly in the college.
- Subsidised canteen and Café Coffee day outlet.
- Well-maintained and sanitized rest rooms. For girl students, sanitary napkins are kept in girl's washrooms.
- Mata Sahib Kaur Girls Hostel is constructed to provide accommodation to 129 girl students.

6.5 Total corpus fund generated

> Rs. 5,77,000/-

6.6 Whether annual financial audit has been done

☑ Yes   ☐ No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes	✓	Yes	☐	No
For PG Programmes	✓	Yes	☐	No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

The institution organises an alumni meet every year in the month of February. The alumni contribute various resources in multiple events of the college.

They have also constituted scholarships for meritorious students that are disbursed on the Annual Day of the college. These are Shankdhar Scholarship, Mata Raj Kaur Scholarship, S.S. Gulshan Scholarship etc.

Feedback from alumni is a valuable source of suggestions for making improvements in the institution.

Alumni act as the linking pin between the industry and college, and help in pitching in key resource persons for college seminars, conferences and other important events.

This year alumni working in FICCI helped in organising National Level Symposium in college. Theme of symposium was '*Quality in Higher Education: Road to Employability*'.

6.12 Activities and support from the Parent – Teacher Association

Parent's feedback is taken on a regular basis.

6.13 Development programmes for Support Staff

The Faculty of Computer Science Department regularly provides training and support to the non-teaching staff in Administration and Accounts departments giving them training to use the various Softwares being used in these departments like, EIMS, Tally, and Trace etc. FDP on Advance Techniques of Microsoft Excel and other e-techniques to facilitate work procedures was conducted in June 2018 to enhance the technical skills of support staff that was well attended by support staff from various colleges.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The institution makes conscious and voluntary efforts to ensure that more than 60% of the college area is left green.

Wide variety of flora and fauna in the campus.

Mata Sahib Kaur Girls Hostel, constructed this year, has lush green surroundings.

The foundation of rain water harvesting system has been laid. The ground drainage system has been spread and one of the pits for water collection has been set up. The inter-linkage of reservoir and drains have been created and the network has now become operational.

The institution has installed 20 solar light panels which is an initiative towards considerable energy saving. These solar lights help to light up the campus from 7:00 p.m to 6:00 a.m.

The Rotaract Club of SGGSCC organises regular plantation drives to make the surroundings clean and green.

The campus is a non-smoking zone.

Criterion – VII : Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- For making use of the non-conventional sources of energy, establishment of number of high quality solar panels and wind panels for clean energy have been installed on the terrace.
- Establishment of another well equipped and highly sophisticated computer lab with latest technology.
- Completion of Girls Hostel with all facilities for overall development of students. Hostel has well-equipped rooms for 129 students.
- Laying of foundation for rain water harvesting system in the college.
- Steps towards making the campus clean and green through implementation of cleanliness and plantation drives.
- Digitization of records of Administrative Department, Accounts Department and Governing Body and Library for ease of access and speedy redressal of requests.
- Adoption of SmartProf Application developed by Mobique to feed and display real time internal assessment records of all the students in the college. The application has been installed for all faculty members with their timetables and student lists. It is being used by students through their personal log-ins.
- Creation of Google groups for each class/section for easy sharing of data/ assignment/ feedback form with the students.
- Introduction of two new career-oriented courses at undergraduate level in collaboration with Bombay Stock Exchange (BSE) Institute Limited.
- Introduction of a professional course, "*Bachelors in Management studies (BMS)*" and *B.A. (Hons.) Punjabi*.
- Organization of three Workshops for students and a One-day Faculty Development Program for imparting technical skills to the faculty members.
- Conducting Hands–on workshop in collaboration with Centre of Electronics, Design & Technology, NSIT and Sincgrid for students to give an insight on working over digital screens.
- National Conference on "Contemporary Reforms in Management, Economy and Applied Business" with Sh. Montek Singh Ahluwalia, Former Deputy Chairman of Planning Commission as Chief Guest.
- Seminar on Positive Thinking & Stress Management for students to help them in achieving their potential as a learner and maximising academic results.
- *Marketing Mavericks*, Social Awareness Campaign in support of 'Rally for Rivers' project launched by Isha Foundation to spread the message of saving our invaluable rivers by reaching out to the college students and faculty members in the college premises.

- Infinity - The Tech Society of the college started a weekly newsletter called, 'The Blue Matter', which presents unique facts and tricks centred around technology and some of the biggest technical news of the week in a short, summarized and easy to read manner. The newsletter witnessed great response and many people from colleges around Delhi / NCR subscribed to the newsletter.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

- Seminars and conferences organised as planned by the departments.
- The process of establishment of solar and wind energy plants in the college premises was started.
- Setting up of a new Computer lab.
- Construction of Girls Hostel was completed and ready for allotment from July 2018.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

Best Practice I: Diversity and Inclusiveness

Upholding the motto *Manas Ki Jaat Sabhe Eke Pehchaan Bo*, meaning 'Behold All Human Race As One' the college has been in the forefront to recognize the need to build an egalitarian society along 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.

Some of the important initiatives that foster the spirit which encourages the acceptance of diversity and inclusiveness among the students are listed below:

- Since its inception, the college can boast of a *Students-Aid Committee* which provides fee concessions and aid to the financially weak and needy students without any discrimination. A Book Bank facility is specially made available to these students in order to boost their moral, motivate and help them to come forward in their academic pursuits.
- The students of the college through its Dramatic Society, *Manchtantra*, presents many street and stage plays addressing the social issues and evils prevalent in the society thus creating an awareness regarding same in today's youth who are the future of tomorrow.
- The *Equal Opportunity Cell* of the college has been continuously striving to provide assistance to underprivileged students and the minority in the campus. EOC aims to make college facilities accessible to all students irrespective of all the differences. The society ensures its better functioning through its lectures, remedial classes, career counseling and group discussions, etc.
- *Jaagriti*, the Enabling Unit of Sri Guru Gobind Singh College of Commerce is very active in sensitizing the college students towards differently-abled students in the college. The society organizes different workshops, seminars, lectures, visit to NGOs

as part of inclusion, expansion, equity, opportunity, excellence and *Jaagriti* i.e., awareness in true sense of the word. The main feature of Jaagriti is that disabled teachers and disabled students play instrumental role for the welfare of their own and for the welfare of the disabled community not only in the college but also outside the college. It is here that all work together for the attainment of one common motive that is promoting social welfare.

Best Practice II: Entrepreneurship

Sri Guru Gobind Singh College of Commerce aims to provide an environment in which entrepreneurial abilities of the students are nurtured and cultivated to cater to the needs of a growing economy. Primary goal is to tap the true potential of our students and equip them for the future by providing them with the necessary entrepreneurial skills, knowledge and values. These abilities are indispensable but at the same time available at a premium rate. Realising fully well that in the coming years entrepreneurial spirit among the youth will not only create job for them but it will also have a multiplier effect on the employment opportunities, the college has taken upon itself to inculcate these young minds with an infectious energy and optimism about the power of business to shape the world for good. Helping young students to become economically independent through employment and entrepreneurship is the principal challenge that the college seeks to address through the e-cell and ENACTUS.

Our *E-Cell* constantly works with a focus to provide a vibrant platform to meet the different needs of students for employability. It acts as a stepping stone for our students to fulfil their professional needs and goals. The E-Cell of the college organizes various lectures, conducts seminars and provides hands-on experience. Entrepreneurial Talk was organised in November 2017 in which noted personalities Harsh Beniwal (Youtube Viner), Priyanka Gill (Popxo Owner), Tarun Gill (Fitness Entrepreneur), RJ Ginni (91.1 FM), Appurv Gupta (Comedian), Ashutosh Gaur (Founder Firemud) and Aashish Beergi (Founder MASH) were invited. A seminar was also conducted in February 2018 in collaboration with Indian School of Business, Hyderabad to guide and motivate students.

ENACTUS connects students with entrepreneurial projects. This enables them to convert opportunities to reality and thereby empowering themselves and their communities. This year ENACTUS is successfully running two projects – *Tabeer and Book a Plant*.

Placement Cell is also directed towards an ardent attempt to guide and motivate the students about the placement and career opportunities. Career Counselling sessions and pre placement talks are organised in collaboration with companies like KPMG, Deloitte, E&Y etc.

The *Academic Societies* also organise lecture series, workshops, seminars and conference in which experts from fields related to their course are invited. *Achievers Talk* is organised by URJA society every year in which experts from industry are invited. Addresses by renowned CEO of companies and entrepreneurs in these programmes help in bridging the gap between today's leaders and achievers and Gen-Z who are going to be the future leaders and change -makers by achieving something worth in their lives thereby inspiring others to follow their footprints.

National level Symposium was also organised in the college by IQAC for this purpose. Theme of Symposium was "*Quality in Higher Education: Road to Employability*". Experts were invited from various companies like, FICCI, Deloitte, KPMG, Earnest & Young etc.
Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

The College is extremely concerned about the Environment and Environmental issues and makes efforts to sensitize students towards the same. The college makes conscious and voluntary efforts to ensure that more than 60% of the college area is left green. The college has a 10 acres campus. About 40% of this area is built up. The rest of the campus can be categorized as playgrounds, lawns and gardens. The campus is dotted with a large number of trees that are above six feet in height in addition to several species of shrubs and small plants.

EcoCal is an environmental community service program, undertaken by the college students. It aims at bringing together college and senior school students and small–medium scale enterprise/ organizations to help reduce environmental damage and take steps to minimize their impact on the environment by reducing resource consumption and adopting eco-friendly measures and practices. The students were informed about environmental issues and got training for conducting the task of auditing. Trained students conducted audits in organizations and provided their recommendations and suggestions to reduce the negative environmental impact. The audit was followed by a reaudit to assess the impact of the suggestions implemented. It helped the enterprises/ organizations to reduce their costs and promoted the 3R's (Reduce, Reuse, Recycle) of the environment.

7.5 Whether environmental audit was conducted?

Yes ☐   **No** ☑

7.6 Any other relevant information the institution wishes to add. (for example, SWOT Analysis)

Strengths

- Sri Guru Gobind Singh College of Commerce is the second Commerce college of University of Delhi, which gives innumerable opportunities to its students for critical thinking, openness and receptiveness to new ideas.
- The college follows the practice of inclusiveness with diverse student mix.
- The college provides holistic development to the students and works to create scientific and tech-savvy environment.
- The strategic location of the college, opposite to TV tower, Pitampura and next to Netaji Subhash Place, Metro Station, makes it well connected with various parts of the city.

- The college has very soothing and calming effect on the people. It makes conscious efforts to ensure that more than 60% of college area is left green. The college has a 10 acres campus with large play grounds and gardens. The campus is totally environment friendly.

- The college has active placement cell which has entered its 10th year. It focuses on the placements of students in companies of repute.

- Internal Quality Assessment Cell (IQAC) plays a crucial role in the monitoring and enhancing the overall quality of education in the college.

- The ocllege emphasizes on good practices like ban on the use of plastic bags and declaring college campus as 'No Smoking' zone.

- The college is equipped with fully automated, three-storey, airconditioned library and three computer labs.

- The college enjoys impressive infrastructure including WiFi enabled campus, state-of-the-art auditorium, seminar hall, conference hall and classrooms with projectors and laptops.

- The college has installed solar lights panels which are part of an initiative towards considerable energy saving. These lights help to light up the college campus from 7.00 p.m. to 6.00 a.m. every day.

- *Enabling Unit- Jaagriti* takes care of the needs of differently-abled students, to integrate them into the mainstream and to sensitize the public at large towards issue of disability.

- The college offers excellent sports infrastructure and coaching leading to National level sports achievements.

- Equal opportunity Cell of the college works on issues of women empowerment, human rights and inclusive society.

- The faculty members of the college have authored many books for various undergraduate, postgraduate and professional courses which are on the recommended reading lists of many universities across India.

- *Journal of Business Thought*, the college's journal is a very reputed journal amongst academicians.

- Website of college is well-maintained and user friendly. The class-wise time table is uploaded on the website before the commencement of the new session every semester.

- The Alumni of the college are spread in diverse fields and many are in leadership positions in their respective areas.

- The college encourages faculty to consistent update their domain knowledge through refresher courses and faculty development programmes.

- The college has a very transparent, carefully planned and well administered admission process.

- The college emphasizes student-centric learning and skill development.

- The college possesses dedicated, sincere and experienced faculty and support staff whose members are experts in the respective disciplines.

- The college offers many need and merit based scholarships and fee concessions to students from marginalized and economically deprived section.

Weakness

- As the college focuses on under-graduate courses, there is a need to enhance the scope and facilities for research in the college.
- For the benefit of the students, the Industrial interaction avenues need to be developed.
- The college doesn't enjoy autonomy so it can't frame its own curriculum and evaluation process.
- The college can't raise internal resources as it is an aided college. That leads to non-salary expenses not being covered by UGC.
- The college site is off-campus and is at a considerable distance from North Campus as well as South Campus.

Opportunities

- The college may seek support from its well-placed alumni, in terms of information and other resources.
- The college has the option to organise add-on courses in various subjects.
- The linkage between the college and industry need to be strengthened for the benefit of the students.
- The college may organise workshops on latest techniques to inculcate research culture and enhance technical skills of faculty.
- The International cell of college may seek collaborations with foreign universities and explore in areas of student exchange programs.
- The college can tap the potential of its faculty by encouraging them towards providing consultancy services to the industry. The college can further enhance its industry academia interface.

Challenges

- To understand shift in academic paradigm across the globe and adopting global standards.
- There is a huge gap between number of applicants and students admitted in the college. The demand ratio for various courses is quite high.
- The limitations to digital culture in all aspects is dependent on the strength of upgrading of technology which in turn is contingent on funding.
- To motivate teachers towards technical skill upgradation, research work and academic growth.
- To nurture students to win national and international awards.
- To enhance the employability of students.

8. Plans of institution for next year

1. Establishing Industry partnerships especially to start add-on courses.
2. Alliance with International institutions like Universities and Colleges.
3. Creation of research corpus/fund for promoting and incentivizing research by faculty members.
4. Student Exchange Program for enabling student and exposure to new developments in the academic field.
5. Improve class participation and reduce absenteeism.
6. Technological and infrastructural improvements for improving efficiency and speedy delivery of tasks.
7. Developing ERP for student and teacher details encapsulating institute related processes.
8. Renovation of Staff Room, Seminar Hall, Conference Hall, Faculty Rooms etc.
9. Air conditioning of the college.
10. Start three Foreign Language Courses including Chinese, Japanese and Korean.

Name: Dr. Harpreet Kaur   *Name :* Dr Jatinder Bir Singh

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Annexure II

Event Calender:

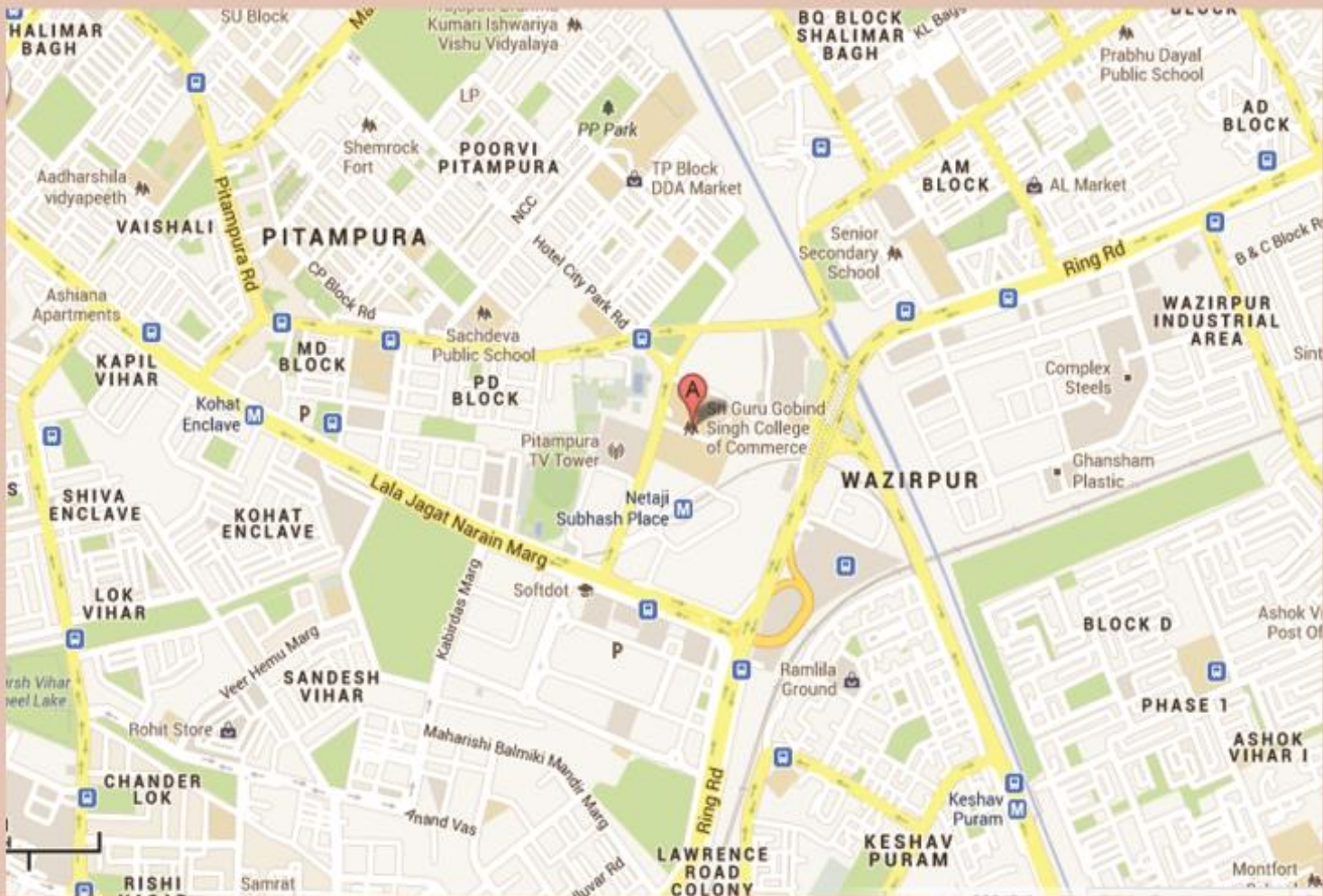| Tentative Academic Calendar (January - April 2018)	
Events	**Dates**
Blood Donation Camp	18 January 2018 (Thursday)
Kirtan Darbar (Founder's Day Celebration)	23 January 2018 (Tuesday)
Achievers' Talk	2 February 2018 (Friday)
Conference	9 February 2018 (Friday)
Alumni Meet	10 February 2018 (Saturday)
Academic Fest: ZEST (Including PG Courses)	16 February 2018 (Friday)
Cultural Fest	23 February 2018 (Friday) / 28 February 2018 (Wednesday)
Individual Society Fest (Other Societies & Clubs)	Between 15 February 2018 (Thursday) to 28 February 2018 (Wednesday)
Mid Semester Exams	8 March 2018 (Thursday) & 9 March 2018 (Friday)
IQAC Symposium	Between 16 March 2018 (Friday) to 23 March 2018 (Friday)

Annexure III

Analysis of Feedback

The college has a systematic mechanism for feedback from students. Students are asked to submit online feedback at the end of each academic year on following points:

- Teacher Assessment
- Infrastructure and Services
- Societies and extra-curricular activities

This feedback is analysed and used for developing road map of next academic year. Regular departmental level feedback is also taken from faculty and students to enhance teacher learning processes.

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