



Sri Guru Gobind Singh College of Commerce

(University of Delhi)
Pitam Pura, Delhi-110034

Internal Quality Assurance Committee

Dated: September 6th 2022

Minutes of the Meeting

A meeting of IQAC with the Student Office Bearers of the different College Societies was held on September 6th 2022 at 1:00 PM in the Mini Auditorium.

Dr Jatinder Bir Singh Principal, Sri Guru Gobind Singh College of Commerce and Dr Sangeeta Dodrajka, Coordinator, IQAC appreciated the contribution of the different societies during the NAAC visit and also cherished their achievements. They also briefed the office bearers about the agendas for the meeting along with Ms. Rachana. Dr Dodrajka also shared that the college is improving in terms of National rank consistently. College achieved 63rd rank in NIRF survey conducted all over India by union government.

The agendas discussed by Principal and IQAC Coordinator in the meeting are as follows:

1. Students were guided for the attendance criteria for the society work.
2. Geotagged photographs for the events organized are required to be submitted to Information centre along with reports of online events/ offline events by the societies.
3. A PR member from each society will be circulating every all the information and achievements of the societies on the social media and across DU groups to improve public perception and outreach. Students were suggested that every information should be shared through official PR handles of the college.
4. Society mandates – they are required to stick to their work and objectives and flagship events should not be prioritised.
5. Students were asked to plan events throughout all semesters and not just even or odd semesters.
6. Budget should be planned and utilised wisely as the society office bearers are answerable to the college for the actions. Also accounts should be maintained and misuse of budget should not be done. Students were also asked to minimize reimbursements as it is a complex process. Proper maintenance of accounts are also required by them.
7. Community engagement should be focused.
8. Dr Jappanjyot Kaur suggested that Hashtag #SGGSCC to be introduced and mandatorily be used with every post/ poster by the societies.
9. Ms Rachana Guided the students on the following issues for Information Centre:
 - Official page of college to be tagged with every poster/ event.
 - Reports signed by convenors to be uploaded on information centre.
 - Selected 2-5 geotagged photographs must be uploaded. Drive link with 100 pictures shall not be accepted.
 - Create a list of participants for every event and upload it in PDF format on information centre.
 - Login into smartprof and update your internship certificates, achievements.



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- Every society to have a PR coordinator.
- Information centre is a portal where all work done by societies is collected.
- Every society has been given email IDs.
- Make a list of societies which are not registered with info centre.
- One person should be solely working towards providing information to the info centre.
- Inter college event details also to be uploaded along with Annual reports (by the end of the year).
- List of participants/ awards or medals won in events/ competitions should also be uploaded.

B. Singh

PRINCIPAL
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