

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

Internal Quality Assurance Committee

Minutes of the Meeting

Agenda: Formal handing over of the charge by previous IQAC and pending AQARs

Dated: 24.05.2018

A meeting of IQAC was conducted at 12:00 P.M. in Principal's Office.

The minutes of the previous meeting were discussed and passed by the IQAC members.

The members of the former IQAC were invited for the meeting and they briefed about their work during 2016-2018. The following things were pointed out:

- 30 meetings of IQAC were conducted during 2016-2018.
- Four Ranking Forms were filled.
- Placement data, collected and compiled for these 4 forms is with Ms. Anju Mathur.
- Following Internal Assessment rules were formulated to improve the student strength in the classroom:
 - Students having attendance less than 50% will not be allowed to be a part of placement drive.
 - The Internal Test/Assignment will not be evaluated for the students having less than 33% in any subject.
 - Students with less than 50% attendance will not get society attendance benefit.
- IQAC Student Cell was formed.
- G-Suite's license was taken for the domain @sggsc.ac.in
- An SMS pack for 3 Lakh messages was bought.
- Faculty Feedback was taken from students.
- Online Attendance on SmartProf App.
- Symposium on Higher Education was held in April.

The former IQAC Co-coordinator handed over the all the Minutes of the Meetings held during April 2016-April 2018 and the keys of the IQAC room to Dr. Harpreet Kaur, Coordinator, IQAC.

IQAC members conducted another meeting right after the dispersal of former IQAC members.

The following things were discussed:

- It was suggested that a form should be created for collection of data about each event organized in the College. It was further suggested that the advance form of the respective organizing society/dept. would not be cleared until they fill the data collection form and submit all the information about the event conducted.

- It was suggested that alternate e-mail id of third year students should be procured from Mr. S. S. Lamba, President, Alumni Association so that alumni database can be maintained and IQAC Alumni Feedback form can be sent to them.
- Domain based email ids of the current III year students of the college need to be transferred to the sub-domain @alumni.sggsc.ac.in
- It was pointed out that the Societies/Departments/ Committees must send notice regarding events on the domain based email id of the students so as to increase the usage of this email id.
- Principal Sir insisted on doing research and requested the senior faculty members to mentor the young faculty members.
- 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 had formulated sub-committees for each criteria of the AQAR in the last meeting. Their progress was discussed.
- A few questions of the AQAR regarding the vision, plan and actions of IQAC 2016-2017 and 2017-2018 were handed over to the former IQAC.
- It was unanimously decided in the meeting that a sub-committee should be formed for compilation of AQAR form, the inputs of which are being collected by member conveners of different criteria. Dr. Satvinder Kaur will convene the sub-committee. Members will be Ms. Harpreet Kaur (Eco.), Ms. Rachna Sethi, Ms. Rasleen Kaur, Dr. Tarvinder Kaur, Ms. Riyanka, Ms. Chanpreet Kaur and Ms. Harpreet Kaur (Comm.). The committee was asked to prepare the first draft of the form latest by 6 June, 2018.
- Four feedback forms were discussed and finalized:
 - IQAC Feedback Form for Parents.
 - IQAC Infrastructure Feedback Form.
 - IQAC Feedback Form for the Alumni.
 - IQAC Feedback Form for the Employer.
- It was decided that the IQAC Feedback Form for Parents will be sent to parents of II Year students of the college. The filling up and data collection of this form was assigned to Ms. Chanpreet Kaur.
- Data collection of IQAC Infrastructure Feedback Form was assigned to Ms. Harpreet Kaur (Comm). It was decided that this form would be sent to current III Year students of the College.
- IQAC Feedback Form for Alumni was assigned to Ms. Harpreet Kaur (Eco.). It was suggested that she should do this with Mr. S. S. Lamba, President, Alumni Association.
- It was decided that the IQAC Feedback Form for the Employer would be sent to the companies that come to our college for Placement/Internship by Mrs. Meenu Gupta (Placement Cell Convenor) and Ms. Anju Mathur. Mrs. Vandana Kalra, member IQAC will follow it up with them.
- It was suggestion that an Alumni Student Cell (consisting of current students) should be formulated to stay with touch with college Alumni because Alumni feel a greater sense of connect when a College student tries to contact them.

IQAC TEAM MEMBERS

Dr. Jatinder Bir Singh, Principal

- Dr. Harpreet Kaur, Vice Principal, Co-ordinator IQAC
- Dr. Paramjeet Kaur, Dept. of Economics
- Dr. Simmarpreet Kaur, Dept. of Commerce
- Dr. Satvinder Kaur, Dept. of Commerce
- Dr. Gurminder Kaur, Dept. of Commerce
- Dr. Harpeet Kaur, Dept. of Economics
- Dr. Aradhana Nanda, Dept. of Economics
- Dr. Taranjeet Kaur, Dept. of Punjabi
- Dr. Vandana Kalra, Dept. of Computer Sc.
- Mrs. Rachna Sethi, Dept. of Computer Sc.
- Mrs. Ushveen Kaur, Dept. of Computer Sc.
- Dr. Gurdeep Kaur, Dept. of Pol. Sc.
- Dr. Tarvinder Kaur, Dept. of Punjabi
- Ms. Rasleen Kaur, Dept. of Commerce
- Ms. Harpreet Kaur, Dept. of Commerce
- Ms. Chanpreet Kaur, Dept. of Commerce
- Ms. Gurveen Kaur, Dept. of Commerce