

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

Internal Quality Assurance Committee

Dated: 5th November 2020

Minutes of the Meeting

An extended meeting of IQAC with the external members was held on 5th November 2020 at 2:00 PM on Google Meet Platform.

Dr Sangeeta Dodrajka, Coordinator, IQAC read the minutes of the last meeting and briefed the members about the agendas of Internal Quality Assurance Committee in the past two years. 26 members attended the meeting. A presentation highlighting the significant achievements by the IQAC was presented by Dr Sangeeta Dodrajka. She shared that the college is improving in terms of National rank consistently. College achieved 71st rank in NIRF survey conducted all over India by union govt. Last year we scored 87th rank. Before that, the college was not in first 100. 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**

A few highlights of the presentation are as follows

I. Empowering Support Staff:

i) Workshop for Non-Teaching Staff – Two Workshops for the non-teaching staff of the college were organised keeping in mind the growing digitization in every field and the need to stay abreast with the usage of computers. Around 15 members participated and they were appreciative of the efforts of the college for helping them learn the changes in the technology and software's to make work easy and efficient.

ii) Online mode for Admissions: The entire admission process is done on online mode now, starting from filing up of admission forms to allocation of a valid roll number to the student after admission.

II. Empowering Faculty:

- i) Creation of research corpus/fund for promoting and SGGSCC Centre of Excellence initiated to award faculty members whose manuscripts are published in any Scopus or web of science listed journal, with Rs. 10,000 per article.
- ii) Renovation of Staff Room: Staffroom is being renovated and teachers reading room is being constructed in the basement to provide faculty with state of art facilities and space to encourage research and development.

- iii) Access to Books and Online resources: College Library has taken the initiative of giving an online platform for searching and recommending books to all the faculty. Library has “NETLIB” software for OPAC facility.
- iv) Teachers’ Feedback Form: staff rates their satisfaction levels for different aspects i.e. Curriculum Aspect, Infrastructural Facilities, Professional Development, Campus/Support Services & Institutional Ideology. The survey seeks progressive suggestions from the faculty to ensure they feel empowered and valuable improvements are welcomed. Based upon the same ICT tools have been updated, Faculty staff room is renovated and library resources are updated.
- v) Projects sponsored by the College: In pursuit of facilitating research and faculty-student collaboration, a research grant of ₹ One Lakh each is given to four innovation projects on September 16, 2019.
- vi) Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year.
- vii) Centre of Excellence organised a lecture series for faculty members to motivate and familiarize them with the interdisciplinary innovation projects.
- viii) Faculty Workshop on 'Innovation and Entrepreneurship' in association with Sydney Business School, University of Wollongong, Australia.
- vii) Teachers provided with membership fee of professional bodies during the year: thirteen teachers from Economics department were provided with the membership of Indian economic association and thirteen members from commerce department were facilitated with the Membership of Indian Accounting Association.
- viii) Centre also organized several workshops on research tools and techniques.
- ix) Developing ERP for Faculty for details encapsulating institute related processes: Information Center was initiated. online Faculty profile module on College website.

III. Empowering Students:

- i) Establishing Industry partnerships specially to start add-on courses/ Diploma. - The College has collaborated with various reputed institutions to facilitate students like
- BRICS Chamber of Commerce and Industry,
 - Bombay Stock Exchange Institute Ltd., Weekendr,
 - Delhi Legal Services Authority, North West District and
 - Tally Education Pvt. Ltd., and has offered various add-on courses to students to prepare them for job market.
- ii) Improve class participation and reduce absenteeism- Societies were also requested to organize only two events – one major and one minor during one academic year keeping in mind the number of working days available.
- iii) Parents are informed in case attendance is too short for a student. Text messages are sent to students if the absenteeism is more.
- iv) Developing ERP for student for details encapsulating institute related processes, Creation of student progression tab on student profile on website through smart prof app.

v) ALUMNI registration link form available through Almahine: College purchased a new software to create larger data base of ALUMNI for more engagement in college by ex-students.

vi) Subscription to Zoom Premium was purchased: to organize webinars for student engagement during the pandemic and providing them platform to learn.

vii) Start three Foreign Language Courses including Chinese, Japanese and Korean: Certificate courses in foreign languages (German, French and Japanese) are provided by the Foreign Language Course Committee of the College to the students.

vi) Students and Parents Feedback form: The Students' and parents Satisfaction Survey is a holistic tool designed to obtain formative feedback from students and their parents on curriculum, infrastructure and teaching learning process that is used for making the improvements in course delivery, student learning experiences and infrastructure. This year based on the feedback ICT tools have been updated and Students toilets are renovated.

vii) Personal Counselling and mentoring: College appointed a counsellor to help students with the carrier, stress and other related issues.

viii) Career Counselling Seminars- College conducted 4 Career Counselling seminars for Boosting Self Belief and providing platform for learning about various options available within India and abroad for further studies.

ix) Webinars on 'Importance of Exercise and health' and "Effective Stress Management in Modern Times" were conducted.

x) Meetings with all Stake holders are conducted regularly, staff, student coordinators, HODs

xi) Online teaching was executed through Google Suite for smooth process. Google Classrooms were created for respective subjects and classes during the two semesters. Google meet was used to deliver the online lectures, along with other support applications like Jam-board, google forms, google slides and other google tools.

xii) Assignments and internal evaluation online.

xiii) Teachers also shared e-resources and practice exercises given to third year for OBE last semester.

xiv) Process of creating case studies bank has been initiated.

xv) Formation of Centre of Professional Excellence: The college has set up a Centre of Excellence in association with Bombay Stock Exchange Institute Limited to carry out joint academic activities including seminars, conferences, provision of data, etc.

xvi) College has also instituted an award of INR 50, 000 for incubation of the Best Innovative Idea to be converted into a Start-up.

xvii) Collaboration with International Institutes: College collaborated with many foreign universities like Cape Breton University, Sydney, Nova Scotia, Canada, Ureka Education Group, Oxford Science Park, John Eccles House, Oxford, UK, Alfred University, New York, USA and Dominican College, New York, USA

IV. Infrastructural Growth

- i)* Technological and infrastructural improvements for improving efficiency and speedy delivery of tasks - Creation of the Information Centre to collect details of all college events/societies was further improved. Domain-based Email IDs were created for each Society/Club/Department. An information centre has been created for collection and dissemination of the information. The internal assessment and issue of clearance and admit cards have all been made online through development of a mobile application- smartprof. Solar Panels are being installed on the roof tops of the college. The speed of Internet on campus has been improved by installing new routers on the campus.
- ii)* Renovation of Staff Room, Seminar Hall, Conference Hall, Faculty Rooms etc.: Conference room, Amphi Theatre and Seminar room are renovated with state of art facilities. Staffroom is being renovated and teachers reading room is being constructed in the basement.
- iii)* Air conditioning of the college: New Air conditioning plant of Auditorium has been installed. Also college is planning for making all class rooms air conditioned.
- iv)* Radio Frequency based Library Management System (RFID) is being installed in library
- v)* Another level has been added to the library at its basement for stocking the books.
- vi)* To further strengthen the Rainwater Harvesting System, new machines have been installed near the Gurudwara lawns.
- vii)* 104 Kilo Watt Solar Panels on the college rooftop with Solar Lamps installed throughout the campus premises.

Major Tasks Accomplished by New IQAC

- i) Annual Quality Assurance Report 18-19 and 19-20* – Annual Quality Assurance Report (AQAR) is created for year 18-19 and for the year 19-20 as mandatory under NAAC guidelines. The work of creating and submitting AQAR for the year 18-19 is completed and the AQAR for 19-20 is also compiled and will be soon submitted.
- ii) Improvement in Ranking:* She shared that the college is improving in terms of National rank consistently. College achieved 71st rank in NIRF survey conducted all over India by union govt. Last year we scored 87th rank.
- iii) Case-Study Bank for different subjects* – 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 J.B. Singh apprised the members with few other initiatives undertaken by the college:

- i) The screening process of the faculty forms for the post of assistant professors in the different departments is in pipeline
- ii) The process for the pending promotions of the permanent staff has been initiated and the suggestive list of experts on the panel have been formed and will be presented shortly.
- iii) Additionally, vacant administrative positions will also be filled.
- iv) the institute is also strengthening it's infrastructure facilities by installing solar panels for about 700 KW (including outsourcing) and to be environmental friendly campus college has replaced 80% lights to LED.

Mr. Balvinder Singh Sawhney, the industry nominee appreciated the past initiatives of the IQAC and college. He suggested to adopt best practices followed by institution across globe. He also promoted thought leadership and programs to empower girl students. He emphasized on three R's to be adopted by college post pandemic; Re-Vist, Re-Invent and Re-Bootting.

Dr. Amitabh Gupta, Department of Financial Studies, University of Delhi - Nominee, Local Society appreciated the efforts of the college in different areas such as organization of conferences/workshops, collaborations, research initiatives and infrastructure of the college. He suggested that community building initiatives should be encouraged among students, which will provide a great advantage to students applying in the foreign universities for post-graduation programs.

Capt. L.S. Behl - Member, College Governing Body, appreciated the efforts of the college in all areas and to focus on the development in sports and Principal Dr J.B. Singh mentioned building an indoor stadium will be the part of next agenda.

Dr.Simmarpreet Kaur, Assistant Professor, Department of Commerce, gave multiple suggestion for overall improvement of the institution and majorly emphasized upon lack of media presence on college initiatives. A college should introduce BFIA course to gain a competitive edge in the university. Think tanks must be promoted and developed in the area of commerce, economics etc. Within periphery area of the college there should be signages directing towards the location of the college. The bus stop outside the college are in dilapidated state and efforts should be taken to improvise the same.

Dr.Satvinder Kaur, Assistant Professor, Department of Commerce, emphasized on alumni connect, mentorship program and placement of the students.

Dr. Rekha Sharma, Associate Professor, Department of Economics, shared that SGGSCC Centre for Professional Development conducted a comprehensive Basic Online Course on Monitoring and Evaluation in collaboration with Evaluation Community of India(ECOI). The course was conducted by the trained professionals from esteemed

organizations such as NILERD, NITI Aayog, OXFAM, UNFPA, CMS , NAARM (Hyderabad), for which the college was highlighted at international platform.

Both Dr. Gurminder Kaur, Associate Professor, Department of Commerce and Dr. Paramjit Kaur, Associate Professor, Department of Economics, informed that the online admission process has been running smoothly and flawlessly.

Dr. Aradhana Nanda, Assistant Professor, Department of Economics, shared that the New Education Policy is primarily focusing upon inclusivity and community outreach, hence the college can be the facilitator for the same.

Ms. Bimaldeep Kaur, Assistant Professor, Department of Commerce, suggested re-skilling and up-skilling courses to be conducted by the college for the alumni. Her suggestion was highly appreciated and it was suggested to plan MDP in future.

Manprabh Singh, President, IQAC Student Cell – Student Nominee, appreciated the efforts of the college in conducting online classes and smoothly running the learning process. He also suggested that as a part of community outreach program, English proficiency classes can be provided to the under-privileged section.

The concluding remarks were given by Dr. J.B. Singh and Dr. Sangeeta Dodrajka