

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

Internal Quality Assurance Committee

Dated: 17.01.2020

Minutes of the Meeting

A meeting of IQAC was held on 17th January 2020 at 1:00 p.m. in the Principal's Office.

- The minutes of the previous meeting were read and passed by the IQAC members.
 - Various issues for the upcoming NAAC visit were discussed and suggestions were pursued.
 - Dr. Sangeeta Dodrajka briefed the members about the “Alma shine” Software to be used to maintain alumni records. All the members were requested to share alumni email ids.
 - Dr. Paramjeet Kaur and Ms.Hersheen Kaur will look into the details of Unnat Bharat scheme. As discussed by members we can show the work done by Enactus under the Unnat Bharat scheme, for which Dr. Simmar preet will give the required details. College Retract Team can also help in the same.
 - IQAC Parents and Infrastructure Feedback Form to be circulated by Ms.Chanpreet Kaur and Ms.Harpreet Kaur for this year.
 - Ms.Chanpreet Kaur and Ms.Harpreet Kaur were asked to mail the previous year feedback form summary report.
 - Based on the previous feedback, Principal Dr. Jatinder Bir Singh apprised the IQAC team about the infrastructure improvements done -
 - Conference room and Seminar room is renovated with state of art facilities.
 - Solar Panels are being installed on the roof tops of the college
 - Washrooms in the college are renovated
 - Staffroom is being renovated and teachers reading room is being constructed in the basement.
6. To further improve the infrastructure of the college following changes were suggested:
- Renovation of Medical Room
 - Girls Common Room
 - Charitable Dispensary can be set in Porta Cabin on college campus.
 - Air conditioners to be installed in the classrooms
 - Sanitary Napkins vending machines to be installed in girls' washroom.

7. A Counsellor is appointed by the college to help students over various issues, and she will be visiting once a month, for which students will be intimated well in advance.

8. Members suggested various ways in which counselling sessions can be made effective and at the same time maintain the privacy of the student.

9. Information regarding counselling sessions to be displayed on college notice boards and message through smartprof App to be send to students.

10. Dr. Satvinder Kaur was requested to work on Mentorship execution and share the list of mentors and the students assigned to them on smartprof.

11. She will also give this list to respective mentors. As suggested by various members during meeting mentors assigned in last semester can continue for the current semester and email ID of the mentor teacher should be shared with the students he/she is mentoring.

12. Principal Dr. Jatinder Bir Singh will put a notice regarding every teacher contact hour/ place where the teacher will be available at that hour. Then the same will be communicated to the respective students.

13. As discussed by members a notice should be displayed on college notice board and uploaded on smartprof regarding IQAC mentorship program.

14. Dr. Shelly Verma will update about the student satisfaction survey, and the responses received for the same.

15. Dr Satvinder Kaur will look if register can be maintained in admin department regarding Letter of Recommendation (LOR) issued to the students. Please communicate this on teachers group too so that all faculty members know to send the student to fill the LOR register in admin first and only then they should sign the student's LOR.

16. As discussed a notice will be circulated to the third year students regarding the percentage required for issue of LOR to the student and same is needed to be informed the faculty members.

17. IQAC Community Connect Program was allocated to Dr. Simmarpreet and Dr. Satvinder Kaur.

a) Dr.Satvinder Kaur was asked to submit the report and pics of the school visit (young student interaction) that she has already done.

b) Team was asked to identify the schools that can be covered for young student interaction and other faculty members can be requested if they can get us

permission from any school. Principal Sir can help to outreach management committee schools.

c) Two teams constituting of one member from each department can be made and Power-point presentation can be updated to give presentation in the schools over the future prospects for the non-science and science students.

21. Dr Sangeeta Dodrajka request all department heads to make proposal for UGC 2-day seminar by each department, so that we can send the proposal to UGC and thereby raise funds for the same.

22. Teachers encouraged to send Reserach Project Proposal to Centre of Eminence, University of Delhi.

23. New Course Committee

a) It was suggested if our college can apply for a two-year course on GBO.

b) It was also pointed out that course curriculum of Post graduate diploma courses of our college, PGDIM and DBJCC, needs to be revised.