

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

Internal Quality Assurance Committee

Dated:27.08.2019

Minutes of the Meeting

A meeting of IQAC was held on 27th August 2019 at 1:00 p.m. in the Principal's Office.

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

It was suggested by IQAC Co-ordinator, Dr.Sangeeta Dodrajka to conduct some technical workshops for Non-Teaching Staff of the college. She emphasized on the need for technical knowledge by the non-teaching staff.

Last year too workshops were conducted for them. These workshops are well attended and appreciated by the staff members.

It was suggested that a workshop on MS-Excel is the need of the hour. MS-Excel will help them a lot in their daily office work too.

It was also pointed out that few non-teaching staff members of the college have never worked on computer but are enthusiastic about learning, while others are already working on MS-Office on daily basis, so they want to learn advance MS-Excel.

Thus it was decided to conduct two workshop for the college non-teaching staff – one for the beginners and one advance excel workshop.

Dept. of Computer Sc. was delegated this work of conducting a review regarding who all want to attend workshop for the beginners and who all are interested in advance excel workshop.