

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

Internal Quality Assurance Committee

Dated: 1.10.2019

Minutes of the Meeting

A meeting of IQAC was held on 1st October 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.
- The design of Student Satisfaction Survey was discussed in detail with all the members. SSS form is a mandatory requirement as per NAAC.
- The following questions were passed by the committee for the SSS keeping in mind the SSS NAAC format:
 1. Information about syllabus, readings, reference materials, course/subject objectives and outcomes is provided by the teachers.
 2. A large proportion of teachers come prepared for the class.
 3. A large proportion of teachers explain concepts using relate-able and simple examples.
 4. A large proportion of teachers adopt a problem solving approach in their teaching.
 5. The majority of the teachers are effective in communicating the subject especially difficult topics.
 6. The majority of the teachers use technology aided tools in class like presentations, online material or videos to enhance the learning experience.
 7. A large proportion of teachers take extra pains to address student doubts and devote extra time to explain difficult topics.
 8. A large proportion of teachers are willing and accommodating for solving individual problems beyond normal classes.
 9. Teachers take lecture classes and tutorials regularly.
 10. Teaching sessions are participative and interactive
 11. Overall quality of teaching-learning process is good.
 12. The internal assessment system and its components are made clear at the beginning of the Semester/ Course.

13. The method of assessment of assignments, and class examinations is adequate
14. Assessments are rated correctly and fairly.
15. Test performances are individually discussed by the teachers.
16. You are provided with opportunities to improvise on your internal assessment scores.
17. Students are encouraged to be interactive with peer groups and teachers.
18. Efforts are made to inculcate good values and best practices around college and in approach to society issues.
19. The College lays emphasis on enhancing the cognitive skills, social interactions and emotional growth of students.
20. Workshops, additional courses and seminars are conducted regularly in College to inculcate relevant soft skills, life skills, and employability skills.
21. The College offers students enough opportunities to be prepared to meet the challenges in future.
22. There is an effective platform like Complaint Boxes. Teacher or Student Representatives who can be approached in case of problems in College.
23. Placement and internship opportunities are frequently advertised and provided by the College.
24. Students are assigned mentors other than Teachers. *
25. Interactive sessions are arranged to encourage students to understand their individual strengths and weaknesses.
26. Field trips and industrial visits are arranged by the College.
27. Student exchange programmes are encouraged and arranged by the College.
Would you like to give some suggestions to improve or enhance your overall experience provided by the College.