

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

Internal Quality Assurance Committee

Dated: 23.08.2019

Minutes of the Meeting

A meeting of IQAC was held on 23rd 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.
- The design and layout for the new college website was discussed.
- A few designs were shown to the Principal, Dr. Jatinder Bir Singh and the IQAC committee members. Everyone gave their valuable suggestions for the same.
- Various tabs, screens, layouts, options were discussed in detail.
- A subcommittee was formed to look into the content of each page of the website.
- It was suggested that all departments and societies should give their current introductory page content and pics.
- It was suggested to add complete details of all faculty members with their photo and complete CV.
- It was suggested that faculty members should be given personal login ID and password so as to update their CV whenever required.
- Managing all the data on college website backend would also mean formalizing data collection. This data is needed time and again for annual day report, NAAC visit, AQAR, NIRF, and other ranking forms.
- Website committee convenor, Ms. Vandana Kalra took note of all the suggestions and would be looking after the redesigning of the website.