

Internal Quality Assurance Committee

**Minutes of the Meeting**

**Agenda: Student empowerment and Academic Improvement related issues**

Dated: 01.12.2016

An extended meeting of IQAC was conducted on at 1:00 PM in Principal's Office.

The minutes of the previous meeting were discussed and passed by the august gathering.

The following issues were discussed:

**Student Empowerment**

- 1) It was proposed that domain based email ids(@sggsc.ac.in) for conveners of the various college committees and societies should be created. The committees can maintain record of the activities conducted by them using these ids.
- 2) Department heads too must be provided with such email ids for submission of information.
- 3) All committees/societies must submit all information about the activities by them.
- 4) Authorization of a person/committee to ensure periodical submission of the activities conducted in the college.
- 5) It was suggested that the conveners must submit the time/date/info about the event to be conducted before sanctioning of funds from the college and they must submit the report/pics in both manual/register format and electronic format, only then the balance account will be adjusted.
- 6) It was suggested that an Event Calendar must be created for all the events to be organized by the college.
- 7) Responsibility of each society/committee to help IQAC in maintaining information about all the events in the college. All societies must feel as a part of IQAC.
- 8) Each society/committee must maintain a register and by year/semester end this must be submitted at central repository with Principal.
- 9) Student convener/ teacher Convener may be responsible for maintaining this register.
- 10) Information to be shared in the register – Date, Venue, Time, Chief Guest, Event Title & Plan, Summary of event.

- 11) IQAC member (Dr. Naveen Dua) and Annual Day Convener (Mrs. Satvinder Kaur) were entrusted with the responsibility to provide separate registers to respective committees/societies and club conveners to maintain the detailed record of all the activities/events/functions throughout the year.
- 12) No event/society meeting/Practice to be held before 1:00 PM to ensure good attendance in class. Concerned convener and discipline Committee head must ensure this.

### **Academic Improvement**

- 13) Measures were discussed to ensure students attendance in class and reduce absenteeism.
- 14) Reminder to the parents about the ward's absenteeism should be sent through Principal's Office on monthly basis.
- 15) Uploading of attendance on monthly basis.
- 16) It was proposed that students with less than 50% attendance should not be allowed to submit Test/Assignment. It was suggested that Internal Assessment Committee must be consulted to take a final call on this.
- 17) Faculty feedback from students must be conducted, with consideration to the following points:
  - a) Timing of feedback – mid semester
  - b) Mode- Online
  - c) Eligibility – Form from students with more than 60% of Attendance to be sorted.
  - d) Administration – Academic improvement Committee.
  - e) Sample form must be displayed as ppt to all teaching faculty members in staff council meeting.
  - f) It is the responsibility of the respective teacher-in-charge to ensure that feedback forms are filled by the students.

### **Student's Cell of IQAC**

- 18) A dedicated students' cell must be constituted to work for IQAC. The formation of student's cell was recommended as follows:
  - a) Students from the exiting societies/committees.
  - b) Teacher-in-charge can refer some students.
  - c) Students nominated by IQAC

### **Faculty Empowerment**

- 19) It was suggested that an application for feeding Internal Assessment be created for college.



- 20) Details about the Workshops/FDPs/Conference must be notified in the Master Register maintained in Principal Office.
- 21) It should be the responsibility of seminar committee and respective Teacher-in-Charge for submission of the data related to the event.
- 22) It was suggested to formulate Research Committee, with the following scope:
- Maintain corporate event calendar and disseminate the information to everyone.
  - Details about the research projects.
- 23) E-cell may be involved for start-ups/ sponsored projects.
- 24) A new member Mr. Vaibhav Puri (Assistant Professor, Department of Economics, SGGSCC) was proposed and added to the committee.

The following members attended the meeting:

- Dr. Jatinder Bir Singh *J. B. Singh*
- Dr. Kawal Gill *Kawal Gill*
- Capt. L.S. Bahl
- Dr. A.K. Singh *A.K. Singh*
- Dr. Tanuja Aggarwala, FMS *Tanuja Aggarwala*
- Mr. Balvinder Singh Sami *Balvinder Singh Sami*
- Mr. Rajeev Garg *Rajeev Garg*
- Dr. Harvinder Kaur *Harvinder Kaur*
- Dr. Rekha Sharma *Rekha Sharma*
- Dr. Deen Dayal Chaturvedi *Deen Dayal Chaturvedi*
- Dr. Gurminder Kaur *Gurminder Kaur*
- Dr. Naveen Dua *Naveen Dua*
- Dr. Manju Bhatia *Manju Bhatia*
- Mrs. Ushveen Kaur *Ushveen Kaur*
- Mrs. Hersheen Kaur *Hersheen Kaur*
- Ms. Manmohan Kaur *Manmohan Kaur*