Sri Guru Gobind Singh College of Commerce
University of Delhi

For Staff Council to be held in 12 January 2018

Internal Quality Assurance Committee of the college discussed and decided upon the solution to the following issues for the overall academic improvement in the coming semester:

Attention was drawn to an emergent issue of enhancing Student Attendance in classes. Issues discussed included:

   a. How to encourage students to attend classes?
   b. Scheduling of Meetings before 1PM (student/faculty meetings) and the disturbance caused.
   c. Allocating meeting slot/ day within Time Table.
   d. Objections to placement drives being held in the morning hours and the enforcement on students to attend interaction sessions.
   e. Effective implementation of academic calendar.

The committee listed some suggestions and measures for the same:

   • Keeping in mind the events and festivities and to increase effective classroom teaching, the Academic Calendar for this Semester is as follows:

Tentative Academic Calendar (January - April 2018)

Events	Dates
Blood Donation Camp	18 January 2018 (Thursday)
Kirtan Darbar (Founder's Day Celebration)	23 January 2018 (Tuesday)
Achievers' Talk	2 February 2018 (Friday)
Conference	9 February 2018 (Friday)
Alumni Meet	10 February 2018 (Saturday)
Academic Fest: ZEST (Including PG Courses)	16 February 2018 (Friday)
Cultural Fest	23 February 2018 (Friday) / 28 February 2018 (Wednesday)
Individual Society Fest (Other Societies & Clubs)	Between 15 February 2018 (Thursday) to 28 February 2018 (Wednesday)
Mid Semester Exams	8 March 2018 (Thursday) & 9 March 2018 (Friday)
IQAC Symposium	Between 16 March 2018 (Friday) to 23 March 2018 (Friday)

- A sub-committee was formulated to enter the lists and time table of the next semester in SmartProf app. Entering the lists of all Optional papers/ Core papers, along with their codes and complete time table with teacher details and room number was done on priority to enable teachers take online attendance on the SmartProf App in this semester. The sub-committee constituted of Head of the Dept. of all dept and Time Table Committee Convenor.

- Empowering Students: An IQAC Student Cell was formulated in which Student Head and 1-2 senior student representatives of all Societies/ Cell/ Class Representative of each class, each course was included.

- A joint meeting of IQAC and IQAC student cell was fixed on 9th January, 2018, Tuesday to discuss about the role of IQAC Student Cell with the students.

- Freezing of attendance in the 'first week' of succeeding month. Maximum 5 working days to make submissions and changes.

- Lists of students pertaining to all Optional Papers (Generic/AECC/DSE/SEC) to be ready well in advance of every new session.

- Time Table was also be made available along side the student lists with immediate effect, incorporating all necessary changes.

- In order to engage the parents, it was suggested to share the access of SmartProf Application with them for their ward. A monthly text message should be sent to parents of those students who have attendance less than 67% with subject wise details. This message should be sent automatically from the app every month.

- Society convenors should ensure that all meetings to be scheduled post 1 PM.

- The matter of attendance should also be put up in staff council to seek measures for controlling absenteeism.

- Teachers should be strictly discouraged for giving extra attendance on back date.

- Minimum attendance of 50% in aggregate for enabling student for Society benefit strictly implemented and followed.

- The committee agreed upon the effectiveness of Internal Assessment (Test) week after the mid semester break. Adding to this, student with less than 33% attendance in individual subjects should not be allowed to appear for this Internal Assessment (Test).

- Students with less than 50% attendance should be barred from placement opportunities.

- It was proposed to provide internship opportunities to only those 2nd year students who met the minimum attendance benchmark.

- Society Conveners can avail the facility of sending SMS of their society events through an application form available on the college website.

- Addressing the issue of participation by students in college events, it is suggested that conveners of all society must appoint 5 students as representatives to all such events.