



Sri Guru Gobind Singh College of Commerce
University of Delhi
Pitam Pura
Delhi 110034

Internal Quality Assurance Committee (IQAC): Extended Meeting (16 November 2017, Thursday)

Milestones Achieved

Since the inception of IQAC, the committee has been zealously involved in engaging stakeholders towards planning, implementing and assessing quality initiatives for holistic development of the institution. The committee has been sincerely executing the agendas of Academic and Administrative improvements, laid down since its first meeting in October 2016.

The committee took the onus of communicating the progress and achievements of the institution to ranking/rating agencies. IQAC has been involved in collated macro level data of placement, faculty academic diversity, college infrastructure and funds utilisation which was used for several private surveys conducted by agencies like Times of India, Neilson and India Today.

Currently, the committee is working with focused attention towards NIRF ranking of the college by engaging Faculty and non-teaching staff, current students and alumni through online and offline methods for data capturing.

The committee adopted a four quadrant approach to initiate and implement the broad objectives outlined under the purview of UGC NAAC guidelines. The accomplishments under the respective broad categories are as follows:

Infrastructure:

- The faculty and college staff is becoming more tech-friendly as this is the need of the hour. Realising this necessity, the college procured 75 iPads which were distributed to faculty members. The IQAC members installed the iPads and also created individual iCloud IDs of all faculty members.
- The college has adopted *SmartProf* Application developed by Mobiquel. A custom application and second to none, is used to feed and display real time internal assessment records of all the students in the college. The application was installed for all faculty members including their timetables and student lists. It is being used by students through their personal logins. The application is available on iOS as well as

Android platforms and works on mobile phones, iPads alongside a custom web interface.

- Another laurel added to the college is the free of cost license of *Google Suite* for Education. G-Suite services include unlimited email domain based email accounts and unlimited drive space and more than 43 applications free for the college.
- Technical committee was constituted under the aegis of IQAC for creating and maintaining website, creating domain based email ids for college, initiating provident fund records and faculty salary and personal details accessible online through individual login.
- The committee members undertook the exercise of successfully creating and activating 2284 email accounts and 41 Google Groups across the college.

Empowering Students:

- As a joint initiative between Internal Assessment committee of the college, the IQAC reformulated the norms for internal assessment (following the University of Delhi guidelines) to ensure student class participation and reduce absenteeism. The norms were formulated keeping in mind the interest of students especially, outstation students and those with medical and other emergencies.
- Event Calendar for all the events of committees prepared in advance for ease of Academic Semester: January-April 2017.
- Online Access to Attendance and Time Table through SmartProf Application and Website
- All Students have received Domain Based Email ID (@sggsc.ac.in) for academic and official communications
- SmartProf Application introduced for the first time under innovative digital initiative to 'Feed and Display' the Internal Assessment record of the Students in online/offline mode in Real Time accessible anywhere-anytime.
- Google Suit license procured for the college enabled innovative classroom teaching tool to disseminate academic content through Google Classroom.

Empowering Faculty:

- Staff council is kept well informed about the reforms and initiatives taken by IQAC and has been equally supported by the faculty members for the same.
- To foster and enhance quality research by faculty members, the Research Committee was constituted and is being convened by Dr. Paramjit Kaur this year. Aimed to escalating research projects and supplementing the faculty with necessary skills and research adeptness, the committee has formulated initiatives for the current academic session.
- With strong reinforcement of new Internal assessment norms, the faculty members were able to innovate the evaluation methodology and this helped in reducing discrepancies by streamlining the process of internal evaluation.

- The IQAC in collaboration with Research committee organised three workshops for imparting technical skills to the faculty members. The first workshop was '*Train-the-Trainers at SGGSCC: World Bank Open Data for Research*' by World Bank Group and the next two workshops on MS-Excel.
- Faculty members were presented iPads by Sr. Bhupinder Singh Anand, Chairman-Governing Body and personally interacted with the members seeking suggestions and encouraging faculty members for initiating college building exercise.
- The iPads are used for research purpose and for feeding internal assessment on daily basis using SmartProf Application.
- Official domain based email ids were created for Faculty members as well as committees/societies in the college for establishing formal communication channel internally as well as externally.
- Faculty feedback by students to assess performance on semester basis.

Empowering Non-Teaching Staff:

- Feedback from the non teaching staff for enhancing and inclusion of technology in administrative work.
- Digitisation of records of Administrative department, Accounts department and Governing Body and Library.



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Agenda for Current Meeting

1. To report the progress of IQAC in one year of its incorporation.
2. To create a mechanism for employability assessment of students by industry experts and preparing them for future roles.
3. To discuss the different dimensions of research, as highlighted below:
 - a. Extending and establishing Industry partnerships
 - b. Alliance with International institutions like Universities and Colleges.
 - c. Creation of research corpus/fund for promoting and incentivising research by faculty members. Alumni contribution and assistance needed.
 - d. Developing a mechanism to incentivise faculty members to engage in quality research related projects.
 - e. Student Exchange Program for enabling student and exposure to new developments in the academic field.
4. Internship opportunities for second year students to encourage skill building. Endorsing the incentive to increase class participation and reduce absenteeism.
5. For inclusive growth, involvement of parents for improving student performance. Appraising the student details and sharing it with parents on regular basis.
6. Immediate attention to technological and infrastructural improvements for improving efficiency and speedy delivery of tasks.
 - a. An urgent need for developing ERP for student and teacher details encapsulating institute related processes.
7. To facilitate and market the success stories by students, faculty and other stakeholders for promoting individual and institutional development.

An Extended Meeting of Internal Quality Assurance Committee (IQAC) on 16 November, 2017, Thursday in Principal's Office at 1:00 p.m.

The following members attended the meeting -

- 1) Dr Jatinder Bis Singh P. S. Singh
- 2) Dr Rawal Gill Gurpreet Singh
- 3) ~~Mrs. Bhupinder Kaur Lal~~
- 4) Dr Gurminder Kaur Utkarsh
- 5) Dr Paramjeet Kaur P. S. Singh
- 6) Prof. Tanya Agaswala Gandhi
7. RASIV GARG Gandhi
- 8 Prof. Ajay Kumar Singh 16/11/2017
9. Vandana Kalia V. S. S.
- 10 Ushreen Kaur Ushreen K
11. Dr. Maveen Dha Maveen D
- 12 Manju Bhatia Manju
18. Husheer Kaur Husheer
- Rachna Sethi Rachna