

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

Internal Quality Assurance Committee

Minutes of the Meeting

Agenda: Composition of the New IQAC

Dated: 16.05.2018

Minutes of the Meeting

The first meeting of IQAC with new composition was conducted on 16 May, 2018 in the Principal's Office at 1:00 p.m.

- Co-ordinator, IQAC, Dr. Harpreet Kaur emphasized on the need for Non-Teaching workshop in our College. The details about the workshop were discussed. It was decided that IQAC will organize a two-day workshop for the non-teaching staff of all the colleges of Delhi University on 4-5 June, 2018 on topics like Library Management, GST, Data Handling, Stock Management, Google Services etc.

The sessions for the workshop were to be planned in a way, so that it helps administrative, accounts and library staff.

- A Sub-committee was formed to see into the details of our college's NIRF Ranking and do a comparative study with other colleges with a good score. The committee consisted of:
 - Dr. Satvinder Kaur
 - Dr. Tarvinder Kaur
 - Ms. Chanpreet Kaur
- It was suggested to emphasize on making efforts to forge Industry linkages and look forward to opportunities for opening *Excellence Centers* in our college.
- It was suggested that the faculty members should be given incentive to encourage them for research and publications.

- It was also proposed that the college should give seed money to the budding entrepreneurship projects of our college students.
- Keeping in mind the urgency to prepare pending AQAR forms for the years, 2016-17 and 2017-18, the different sections of the form were allocated to the IQAC members. Further, sub-committees were formed for every section of AQAR to work on.
- To help in procuring data required for the AQAR, it was decided to include Ms. Meenu Gupta, Mr. Gurdev, Mr. Sarabjeet Singh Lamba, Mr. Sandeep and Ms. Anju Mathur to the AQAR Data Collection Team.
- It was suggested that the college should organize Remedial Classes with an objective of bringing inclusiveness. Such classes can include topics like, English Communication, Interview facing techniques etc. and some topics from disciplines including Commerce, Economics etc. Dr. Aradhana Nanda, Dr. Taranjeet Kaur, Dr. Harpreet Kaur and Ms. Anju Mathur were allocated the task of working on feasibility and details of this.
- With an objective of making functioning of the college paperless, it was recommended that monthly salary slips should be available online.
- It was suggested that an *Information Collection Center* should be formulated to collect information and details about all the events of the college and serve as a repository of the information on pertinent matters and developments. This information can then be used by any of the committee heads, as and when required.
- It was decided that a lot of data is required department wise for the AQAR, so a meeting of Head of the Department of each subject was to be called on 21st May, 2015 for facilitating inputs.