

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

Internal Quality Assurance Committee

Minutes of the Meeting

**Agenda: Joint meeting of IQAC with HODs of all departments to collect data for
AQAR 16-17 and AQAR 17-18**

Dated: 21.05.2018

A joint meeting of IQAC and Heads of all departments was conducted at 1:00 P.M. in Principal's Office.

A presentation was shown to the HODs to brief them regarding the AQAR form and to make them understand about the data required from each department.

A small questionnaire was also handed over to Head of each Department, which helped them identify the questions that they needed to answer for their respective departments. The HODs were requested to submit this form latest by 30th May, 2018 so that the task of pending questionnaires could be expedited.

The HODs were also requested to remind the Faculty of their Departments to submit their CV urgently so that necessary inputs to the questionnaires could be filled in.