

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

Internal Quality Assurance Committee

Minutes of the Meeting

Agenda: Academic Calendar for the Forthcoming Semester

Dated: 30.05.2018

A meeting of IQAC was conducted at 11:00 P.M. in Principal's Office.

The minutes of the previous meeting were discussed and passed by the IQAC members.

- It was suggested that alternate email id should be collected from the current IIIrd Year Students so that the college can stay in touch with them after they graduate from the college.
- It was suggested that no Society/Club Convenor should change the password of the official e-mail id so that Principal is able to access the society data whenever required.
- A template was created for information collection of the events organised in the college. Each Society/Club should fill the form and submit the form in hard copy and mail too so that it can be maintained at the information centre.
- It was suggested that an infirmary/medical room should become operational. The students can be asked to sign an undertaking if he/she is administered with some medicine.
- It was suggested in the meeting that the CVs of all faculty members should be put on college website and the data in the CV should be organized in systematised format. Login should be provided to each faculty member in order to update their CV.
- IQAC team has gone into the details of NIRF ranking requirements and Annual Quality Assurance requirements to find the areas to be strengthened. The plan of action will be decided with consensus of all team members, which will be put forward to the different stakeholders and then all can start working in the same direction. It was found and discussed in the meeting to work in the following directions:
 1. A tentative format has been designed and a common Information Centre to be created to have all data at one place.

2. Number of events and area of the event is to be pre-decided so as to avoid duplication.
3. To hold more research workshops with emphasis on the following areas, such as research publications, innovative ways of teaching, quality circles, corporate consulting etc.
4. Alumni network strengthening programs.
5. Different suggestions have come to suggest improved ways and methods to conduct events and maintaining database and feedback mechanisms.
 - It was decided that HOD of each department should be asked to remind its faculty members for speedy submission of their respective CVs.
 - It was suggested that a Visitor Book should be kept in the Principal's Office for the Guests to share their remarks/experiences at our college. It was also suggested that each Society/Club must share a feedback form with their invited guests on the same day of the event asking them about their experience at our college.
 - It was suggested that Executive Development Programs/Talks should be arranged where our Pass-out students can conduct the talk for our students/Faculty on topics like GST, etc.
 - In order to strengthen the Alumni Connect, it was suggested that regular greetings on Diwali/New Year/Gurupurab should be sent to the Alumni.
 - It was resolved that on-campus summer internships/part time assignments/jobs should be created @ Rs.100 per hour to utilise the abilities and expertise of our shortlisted students for the purpose as per requirement at the college level. It was proposed in the meeting that the bright students with a weak financial background can be given preference based on merit/skill/interviews.
 - It was again pointed out that Remedial Classes can be conducted for those students of B.A.(Hons.) Punjabi 1st Year who have never studied Punjabi.
 - It was suggested that we can conduct special classes for 10-15 meritorious students from each course. These classes can be conducted on topics like, Research Techniques/Advanced MS-Excel. This will incentivise and motivate the meritorious students. Dr. Aradhana Nanda and Dr. Harpreet Kaur (Gurugram) were assigned the task to identify the students and plan a course according to the need of the students.
 - It was suggested that books should be made available in the library at a nominal amount or on returnable basis for the complete semester for economically weaker students. It was suggested that a Book Fair can be

organised for the students where teachers can give books to the students and the publishers too can be called for providing books at discounted rates. Dr.Tarvinder Kaur was assigned the task of working out the feasibility of these suggestions with the Library and Publishers.

- It was pointed out that the Library should have friendly environment conducive for the faculty and students to read. The Library staff should facilitate a cordial atmosphere to further encourage the students to use library facility more.
- It was suggested that Placement Cell should conduct counselling sessions for IInd year students to guide them regarding higher studies. This will help students take informed decisions regarding their future.
- It was suggested to conduct workshop on Innovative Teaching Methodology for the faculty.
- It was suggested that the college should have all round association with few NGOs so that we all can make our contributions in kind and cash to them. It was suggested that carton boxes can be kept in the specified places in the college. The students, faculty and staff can put their contributions in these boxes and once a month these things can be collected by the NGO.
- It was suggested that training sessions should be conducted by our college Faculty for the Faculty/Staff of other colleges on topics like, GEM / IT Reckoner where our college staff posses expertise.
- It was suggested that courses for the Faculty should be conducted on topics like, MS Excel/ MS Office/Power Point where 2-hour class can be conducted every week. The faculty of our own college who has expertise can conduct the course or expert can be called for it.
- It was suggested that Department wise Research Targets should be given to the Faculty members to motivate them to do research.
- The committee members reiterated the need for creation of **Center of Excellence** with Ministries and Organizations like CIA, IMF, FICCI, WORLD BANK etc. at our college.
- It was suggested to pre-pend the name of the college and department with every employee's employee id. Eg.- GGS-ECO-001
- It was suggested that provision should be provided to the Faculty members to submit application for all type of leaves online. Once the Admin. Officer sanctions their leave; the Faculty member should immediately be notified about the number of leaves left with him/her. This will also help in informing the Principal and the students if a teacher is on leave.

- It was suggested that Outreach Program for the Parents should be conducted and the college should establish a Parents Association.
- The Academic Calendar for July-Nov 2018 was finalized and would be presented in the Staff Council Meeting to all the Faculty members on 6th June 2018 as:

Academic Calendar for July-Nov 2018

- Orientation Programme for the incoming Batch on 19th July i.e., before the Session commences.
- Society Auditions- Only Online Registrations (Strictly no Offline Registrations)- So, no Help Desks.
- Orientation can be through *Online Introductory Document* sent to the selected members of the society (*Suggestive Measure*).
- Events of Academic/Cultural Societies & Clubs – To be held in the month of September and the dates would be decided in a meeting of the Teacher Conveners and Student Conveners with IQAC in the month of August.
- Mid Semester Break – 15th October, 2018 (Monday) -21st October, 2018 (Sunday).
- Mid Sem. Exams- 22nd October, 2018 (Monday) & 23rd October, 2018 (Tuesday) as per previous practice.
- We would like to request all Academic/Cultural Societies & Club Conveners to organize one event in each semester rather than all the societies organizing their events in even semester.