

Internal Quality Assurance Committee

Minutes of the Meeting

Agenda: Internal Assessment improvement

Dated: 29.12.2016

A joint meeting of IQAC and Internal assessment committee was conducted on 29 Dec 2016 at 1:00 PM in the computer lab.

The minutes of the previous meeting were discussed and passed by the august gathering.

The following things were discussed/suggested by the committee members:

- Fixed schedule of taking assignment and test.
- Students with less than 66.7% attendance should be not allowed to give assignment as well as test(e.g. – Last year the students who had less than 50% attendance was not given society attendance benefit, this measure improved the overall class attendance).
- The attendance will be calculated till start of fixed schedule of assignment and test. The schedule is kept generally before the mid semester break or as decided.
- Students will be communicated about these new criteria formally and informally. In the meeting of Internal Assessment Committee along with IQAC it was decided to propose the following:

1. **Assignments**: In-Class, Open Book Assignment will be conducted. Alternate question to be given to students sitting in alternate rows.

- Exceptions can be given to following categories of students:
 - a. Hospitalisation (should be supported with all documentary proofs- lab tests, prescriptions, discharge slips and chemist receipts)
 - b. Any entrance exam (admit card proof)
 - c. NCC, NSS, Sports (Participation in any activity of DU at state/national/ international level)
 - d. Marriage of real sibling
 - e. Any causality in family
- Prior notice/approval should be obtained from the concerned teacher for retest.

2. Class Test and Class Assignment will be held in the week preceding the mid-sem break.
3. Marks of Class Test and assignment must be uploaded by 31st March 2017.
4. Attendance for each month must be submitted by the teacher within next three working days in the software and the same will be uploaded by the IA committee on the website submitted within next 3 working days.
5. The attendance for the month of April to be submitted by 24th April 2017.
6. Students should bring objection (if any) within next 5 working days (after uploading). Beyond this, no discrepancy shall be entertained and record will be considered as final.
7. All teachers must submit IA record online personally. Administrative staff is not responsible for the same.
8. No grievance record will be altered on the clearance day by the administrative staff. All rights are reserved with the IA committee.
9. Students with less than 44% attendance will be penalised for the class test and assignment marks. Penalty shall be calculated as follows:

(Marks Obtained) - 25% of the Marks Obtained.

Presentation was created to discuss with all staff members in the staff council meeting on 3rd January 2017 for the above Internal Assessment points.

Follow up was taken on creation of domain based email ids(@sggsc.ac.in) for societies/committees.

The following members were added to the IQAC committee:

- a. Mrs. Bhupinder Kaur Lal, Associate Professor, Department of Commerce, SGGSCC
- b. Mr. Sarabjit Singh Lamba, Associate Professor, Department of Commerce, SGGSCC
- c. Mrs. Vandana Kalra, Assistant Professor, Department of Computer Science, SGGSCC

The following members attended the meeting:

Dr. Jatinder Bir Singh

Dr. Kawal Gill

Dr. Harvinder Kaur

Dr. Rekha Sharma

Rekha

Dr. Deen Dayal Chaturvedi

Deen

Dr. Naveen Dua

Naveen

Dr. Manju Bhatia

Manju

Mrs. Ushveen Kaur

Ushveen

Mrs. Hersheen Kaur

Hersheen

Mr. Vaibhav Puri

Vaibhav