

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

Internal Quality Assurance Committee

Minutes of the Meeting

*Agenda: Extended Meeting with Society Teacher Conveners and Respective
Student Representatives*

Dated: 21.08.2018

Minutes of the Meeting

An extended meeting of IQAC was held on 21 August 2018 at 1:00 p.m. in the conference room with the teacher conveners of all the Societies and their respective student representatives.

The following issues were discussed:

1. Need for a systematic and organized mechanism for data collection was discussed. It was decided that documentation of the details of each event organised in the College should be mandatory and shall be stored at some central place for timely availability of data.

Data from the ***central consolidated repository*** will be particularly useful for ranking forms, accreditations, preparation of annual report and other purposes.

With this view the following measures would be put in place:

- a) ***Creation of Information Centre for College:*** Information Center would be created on a Google Drive wherein information about all the events held at the college level and the society level would be stored.
- b) The interface to Information Center would be a Google Classroom by the name of ***GGs Societies Classroom***. This would serve as a common database for all the activities/ events of the college.
- c) The teacher convener would appoint a student convener for uploading of the society related information in the classroom.
- d) A unique domain-based email address will be provided to all the societies. Through this email-id student convener will upload information in google classroom. Teacher Convener and Student Convener will get the email-id and password through the mail sent to their individual domain based email-id. Teacher Conveners and Student Conveners will not change the password provided.

- e) In the domain based email-id of society, email will be sent by Information Centre containing invitation to join 'GGS Societies' classroom. They need to join as student.
2. In the Google classroom, the following information will be uploaded:
- a) **Office Bearers' Details:** A pre-defined format will be sent to Society's domain based email-id and student convener will fill up that document and upload the document in Google Classroom under the respective folder.
 - b) The **Event Plan** for the academic year duly signed by the Teacher Convener is to be uploaded under Event Plan folder.
 - c) For all the upcoming events, Student conveners must send the event poster, brief description of the event and approval from Principal to *websggsc@gmail.com* at least 3 days prior to the event so that information can be displayed on the college website. The event information will be displayed under *News and Events* on the college website.
 - d) After the event, complete details of the event are to be filled in the **Event Description Form** circulated during the meeting. This form duly signed by Teacher Convener along with pictures of the event should be uploaded in Events Organized Folder. Also a google form is to be filled for some specific information related to the ranking and accreditations.
 - e) There is another folder **Participation Folder** in which information about the participation of society members in the events conducted by other colleges and institutions is to be given. There is a google form in which participation details, awards received and other achievements must be filled by the student convener.
3. The Student Cell of IQAC will be created shortly and the nominations would be invited for the same soon.
4. It was suggested that a student should be allowed to be a part of three societies at the most.
5. Societies were also requested to organize only **two** events – one major and one minor during one academic year keeping in mind the number of working days available. And if possible these two events must be in different semesters. Also it was suggested that events must be spread in a way so that almost equal number of events are organized in odd and even semester.
6. Student Conveners must submit their Society's Event Plan duly signed by their Teacher Convener latest by next Tuesday, 28th August 2018.
7. The student representatives put forth a suggestion of removing the minimum attendance criteria for the office bearers of every society to be able to avail the society attendance benefits. It was decided to discuss the same in a separate meeting with the Principal and all the Society Conveners.

The meeting concluded with Vice Principal and Co-ordinator IQAC, Dr. Harpreet Kaur announcing that AQAR form for the years 2016-2017 and 2017-2018 have been sent to NAAC and uploaded on the College website.