

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

Internal Quality Assurance Committee

Dated: 28 December 2020

Minutes of the Extended Meeting with all faculty members

An extended meeting of IQAC was conducted with all faculty members on Monday, December 28, 2020 at 2:00 p.m. on google meet platform to discuss the agenda of preparation of Self Study Report (SSR) for NAAC second cycle accreditation 2020 and visit next year.

Principal, Dr. Jatinder Bir Singh, briefed the staff regarding the preparation of the self study report. He requested the staff to cooperate in collection of information required to fill the different criterions of SSR. He informed the staff that we all must adhere to the deadlines as it's a time-bound process. He also recommended to work in teams and members can be added as per the requirement and quantum of work in each criterion. He also requested staff members to fill the APAR by January 15th, 2021.

Dr Sangeeta Dodrajka, Coordinator, IQAC, explained the complete process for NAAC second cycle accreditation process due next year.

She informed all the staff members that the college has to apply for Cycle-2 Accreditation before March 16th, 2021. Thereafter we will have to submit the Self Study Report (SSR) within 45 days of applying. After submission of the SSR report, Data Validation and Verification (DVV) process will be done by NAAC.

She explained that SSR consists of two types of metrics – Qualitative Metrics (QIM) with 30% weightage and Quantitative Metrics (QnM) with 70% weightage. She also explained Qualitative Metrics and Quantitative Metrics using examples. She shared that whole process will take around 3-4 months and the final outcome will be calculated based on the scores obtained from the three sources :

1. The System Generated Scores (SGS) of the quantitative metrics which comprise about 70% of the total,
2. The scores from the qualitative metrics includes critical appraisal by the Peer Team through on-site visit and
3. The scores obtained on the Student Satisfaction Survey.

Components of SSR are Executive Summary, Profile of the Institution, Extended Profile of the Institution and following Criterias with respective weightages

Criteria 1 - Curricular Aspects	100
Criteria 2 -Teaching Learning and Evaluation	350
Criteria 3 - Research, Innovations and Extension	110
Criteria 4 - Infrastructure and Learning Resources	100
Criteria 5 - Student Support and Progression	140
Criteria 6 - Governance, Leadership and Management	100

Criteria 7 - Institutional Values and Best Practices	100
Total	1000

She shared the different teams handling the respective criterions.

Team for criteria 1 of SSR

- Dr. Rekha Sharma
- Dr. Harvinder Kaur
- Dr. Sarabpreet Kaur
- Dr. Manju Bhatia
- Dr. Gurleen Kaur
- Mrs. Jasmeet Aggarwal
- Mrs. Hersheen Kaur
- Dr. Megha Ummat
- Mrs. Avneet Kaur
- Mrs. Sugandha

Team for criteria 2 of SSR

- Dr. Harpreet Kaur
- Mrs. Riyanka
- Ms. Chanpreet Kaur
- Dr. Gurdeep Kaur

Team for criteria 3 of SSR

- Dr. Aradhna Nanda
- Mrs. Rachna Sethi
- Ms. Chanpreet Kaur
- Dr. Neha Goel

Team for criteria 4 of SSR

- Dr. Paramjeet Kaur
- Dr. Gurminder Kaur
- Dr. Tarvinder Kaur
- Dr. Kajleen Kaur
- Ms. Sakshi Bhandari
- Mr. Balkishan
- Mr. Vaibhav Puri

Team for criteria 5 of SSR

- Dr. Satvinder Kaur
- Mr. S.S.Lamba
- Ms. Harpreet Kaur Chawla
- Mrs. Riyanka
- Dr. Megha Ummat
- Ms. Mussarat
- Ms. Divya
- Mr. Bhupinder Pal Singh

Team for criteria 6 of SSR

- Dr. Simmarpreet Kaur
- Dr. Jappan jyot Kaur
- Ms. Gurveen Kaur
- Dr. Meenu Chopra
- Ms. Nitya
- Ms. Neha Saini

- Ms. Sushmeet Kaur
- Team for criteria 7 of SSR
- Dr. Taranjeet Kaur (Punjabi)
 - Ms. Bimaldeep Kaur
 - Dr. Latika Singh
 - Mrs. Shelly Verma
 - Dr. Kajleen Kaur
 - Mrs. Navdeep Kaur
 - Mrs. Pratibha
 - Dr. Sangeeta Dodrajka

She asked staff members to share their suggestions regarding the same.

Dr Kawal Gill and Dr. Harvinder Kaur, both appreciated the efforts until now and suggested that documentation should be shown at the time of visit of NAAC committee.

Dr. Simmarpreet Kaur suggested that once the department PPTs are prepared, both the former and present head of the department can revisit to add more inputs and golden tips.

Dr. Paramjeet Kaur suggested that a colour laser printer should be installed to ease out the printing process for the documents required for submitting SSR.

Dr. Rekha Sharma stated that the data for this work is in huge quantum, therefore a data management system will be required for smooth preparation of the Report.

Dr. Sangeeta Dodrajka gave the vote of thanks and concluded the meeting.