

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

Internal Quality Assurance Committee

Dated: 18.10.2019

Minutes of the Meeting

A meeting of IQAC was held on 18th October 2019 at 1:00 p.m. in the Principal's Office.

- The minutes of the previous meeting were read and passed by the IQAC members.
- It was decided that Students Satisfaction Survey, NAAC Survey form as designed by Ms. Shelly Verma will be floated amongst the students as a requirement for NAAC.
- It was proposed that a checklist will be uploaded on SMARTPROF APP covering student satisfaction survey form, teacher's feedback form, library clearance and accounts clearance before the final clearance to ensure that students complete all these formalities before the end of semester.
- It was suggested to automate the clearance process and students who are not defaulting in any area should directly collect their admit-card from the college admin department.
- It was further suggested that all the clearance and Internal assessment data of a student should be available on smartprof app so that students can raise their grievances well before the admit card distribution.