



ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਕਾਲਜ ਆਫ ਕਾਮਰਸ  
श्री गुरु गोबिंद सिंह कॉलेज ऑफ कॉमर्स  
Sri Guru Gobind Singh College of Commerce  
(University of Delhi)

NAAC A++ Accredited

Pitampura, (Opposite TV Tower), Delhi-110034

**Internal Quality Assurance Cell**  
**Minutes of Meeting**

**Date:** 09/01/24

**Agenda:** Quarterly Review Meeting

- The logistics of conducting a seminar on "Role of Indian Knowledge System in higher Education" was discussed and the duties regarding the same were divided. The seminar would be held on 15<sup>th</sup> Feb, 2024. The tentative division of work for the same is:
  - Dr. Harpreet Kaur, Dr. Aradhna Nanda: Program Committee/ Call For Papers
  - Ms. Jasmit Kaur: Finance
  - Ms. Hersheen kaur, Dr. Megha Ummat, Ms. Avneet Kaur: Registration/ Abstracts/ Certificates
  - Dr. Savinder Kaur: Reception
  - Mr. Vaibhav Puri: Logistics
  - Dr. Rekha Sharma: Decoration
  - Dr. Paramjeet Kaur: Student Participation
  - Ms. Rachna Sethi, Ms. Ushveen Kaur: IT Support
  - Ms. Ravneet Kaur, Harpreet Kaur Chawla: Refreshments
  - Dr. Vandana Kalra: Gifts for Dignitaries
  - Ms. Tarvinder Kaur: Report in Punjabi/ Hindi
  - Ms. Avneet Kaur: Report in English
- It was discussed that the status of projectors and internet connection will be assessed in all the classrooms and corrective actions will be taken wherever required.

- A proposal for a workshop to be conducted for the Non-Teaching staff during the summer break on Taxation and General Financial rules was discussed.
- A proposal for infrastructure enhancements including the following was discussed
  - A “video wall” to be set up which would display the upcoming events of the day , live AQI, current temperature etc.
  - Installation of smart screens in lab, meeting room and staff room.
  - Installation of charging stations for electric vehicles in the parking lot.
  - Install a device/ industrial RO in the hostel to soften the hard water.
  - Two more lifts to be installed.
  - A new washroom for the female staff.
  - Printer for the research cubicles
- A meeting of the IQAC to be held with all the society conveners and student office bearers once the session convenes.
- All the events and meetings to be planned during the semester should be scheduled post 1 PM.
- Student Aid Committee
- It was discussed that an on call doctor should be available to attend any emergency in college.

Following members were present in IRAC meeting  
held on 9th Jan 24 at 11:00 PM.

Name	Sign
1. Dr. Sangata Dodrajka	Sangata Dodrajka
2. Ms. Rachna Sethi	Rachna Sethi
3. Dr. Rekha Sharma	Rekha Sharma
4. Dr. Aradhna Nande	Aradhna Nande
5. Ms. Jasmit Kaur	Jasmit Kaur
6. Ms. Rameet Kaur	Rameet Kaur
7. Mr. Vaibhav Puri	Vaibhav Puri
8. Ms. Harsheer Kaur	Harsheer Kaur
9. Dr. Megha Ummat	Megha Ummat
10. Vaibhav Puri	Vaibhav Puri
11. <del>Prof. Aradhna Nande</del>	
Dr. Kamal Gill	Kamal Gill
Dr. Harpreet Kaur	Harpreet Kaur