



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi-110007
Phone: 27667905, 27666519 ▪ Fax: 27666510
Website: www.srcc.edu ▪ email: srcc@srcc.edu

October 5, 2015

MINUTES OF MEETING

The meeting of the IQAC Committee was held on Monday, October 05, 2015 at 10:30 A.M. in the Committee Room of the college. The following were present:

- | | |
|-----------------------|--|
| 1. Dr. Ashok Sehgal | Principal (Officiating), Chairperson |
| 2. Dr. Rachna Jawa | Coordinator & Teacher In-charge, Department of Commerce. |
| 3. Dr. R.P. Rustagi | GBO Course Coordinator |
| 4. Dr. Suman Bhakri | GBO Course Coordinator |
| 5. Mr. Jatin Lamba | Administrative Officer (Admin.) |
| 6. Mr. Sandeep Nawani | Librarian (Offtg.) |
| 7. Mr. Shiv Nandan | Sr. P.A. to Principal |
| 8. Mr. Akash Kumar | Executive Assistant |

The following issues were discussed:

1. There should be an '**Activity Coordinator**' for the College. (To be appointed by the Principal).
2. There should be a mechanism to address the issues relating to students. This should be published for the benefit of the students.
3. Continuous training for teachers to be followed vigorously to enhance the quality of teaching (FDP).
4. There has to be IT related facility for the faculty. This will promote research & improve quality.
5. Proper maintenance of all the facilities available in the college. This is extremely urgent & important.
6. Notice to be put up on staff Notice board for suggestions.

7. **Infrastructure-**

- Issues related to maintenance, Electricity/ water, house-keeping, should be recorded with Administrative officer (Admin).
- A register needs to be maintained for grievances which should be available for staff & students both.
- There should be an '**Estate Manager**' appointed by the College to look after House- keeping issues.

8. **Library-** Availability of books, journals & other facilities should be hassle-free.

9. **Dealing office**

- Dealing with empathy & proper guidance.
- Help Desk should be made effective.
- Maps of the college should be displayed at 2-3 places.

10. **Committee Room**

Maintenance needs to be done on an Urgent Basis.



Dr. Rachna Jawa
Coordinator
IQAC



Dr. Ashok Sehgal
Chairperson
IQAC