



SHRI RAM COLLEGE OF COMMERCE

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November 9, 2015

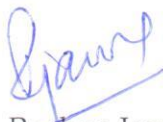
MINUTES OF MEETING


The meeting of the IQAC Committee was held on Monday, November 9, 2015 at 10:30 A.M. in the Committee Room of the college. The following were present:

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| 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. Mr. Jatin Lamba | Administrative Officer (Admin.) |
| 5. Mr. Sandeep Nawani | Librarian (Offtg.) |
| 6. Mr. Shiv Nandan | Sr. P.A. to Principal |
| 7. Mr. Akash Kumar | Executive Assistant |

The following issues were discussed:

1. Proper committee to be formed to address the issues relating to students.
2. Continuous training for teachers to be followed vigorously to enhance the quality of teaching (FDP).
3. Proper maintenance of all the facilities available in the college.
4. There should be an '**Estate Manager**' appointed by the College to look after House-keeping issues.
5. A person (Receptionist) is to be appointed for Help Desk.
6. Maps of the college should be displayed at 2-3 places.
7. Directional Sign boards made of stone to be placed at different places in the college.


Dr. Rachna Jawa
Coordinator
IQAC


Dr. Ashok Sehgal
Chairperson
IQAC