



SHRI RAM COLLEGE OF COMMERCE

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March 09, 2016

MINUTES OF MEETING

The meeting of the IQAC Committee was held on Wednesday, March 09, 2016 at 12:00 p.m. in the Committee Room of the College. The following were present:

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| 1. Dr. R.P. Rustagi | Principal (Acting), Chairperson |
| 2. Dr. P. C. Jain | Management Representative |
| 3. Dr. Girish Ahuja | Alumni Representative |
| 4. Dr. Rachna Jawa | Coordinator, IQAC & Teacher In-charge,
Department of Commerce |
| 5. Dr. Anil Kumar | GBO Course Coordinator |
| 6. Dr. Suman Bhakri | GBO Course Coordinator |
| 7. Mr. H.N. Tiwari | Warden, Boys Hostel |
| 8. Ms. Richa Goel | Assistant Professor, Department of Commerce |
| 9. Mr. Harish Kumar | Assistant Professor, Department of Commerce |
| 10. Mr. P.K. Jain | Administrative Officer (Accounts) |
| 11. Mr. Jatin Lamba | Administrative Officer (Admin) |
| 12. Mr. Sandeep Nawani | Librarian (Offg.) |
| 13. Mr. Shiv Nandan | Sr. P.A. to Principal |
| 14. Mr. Akash Kumar | Executive Assistant |

The following issues were discussed:

1. Dr. Rachna Jawa, Coordinator, IQAC briefed about IQAC and its functioning to new members of the cell Dr. P.C. Jain, Management Representative & Dr. Girish Ahuja, Alumni Representative.
2. A coordination committee is to be formed to regulate the activities of the various societies and cells in the college. The committee is to be chaired by the Principal of the college and will comprise of the faculty advisors of the students societies. The coordination committee so formed is proposed to have 3 meetings at the beginning, middle and in the end of each semester. The first meeting is proposed to be held in the week after its constitution.
3. Training programmes for teaching and non-teaching staff are proposed to be organized. The non-teaching has been conducting the training programmes regularly and more such programmes are planned to be conducted in future.

4. There was a proposal to institutionalize the Grievance redressal mechanism in the college. It was resolved that the Suggestion/ Complaint boxes should be opened every Friday and proper documentation of the grievances to be maintained in form of a register noting nature, area of concern and disposal be done under the supervision of Mr. Jatin Lamba, Administrative Officer (Admin).
5. The strategic areas of the college are required to report their yearly targets to the IQAC All units or strategic area of the college to present their yearly proposals for future to the IQAC/ Principal for development of the council. Further, it was suggested that all departments should put forward their reports on quality projection and assessment to the IQAC at the beginning of the Academic term.
6. It was resolved that presentations are to be made by each department of the college for the purpose of NAAC team visit.
7. It was proposed that bilingual directional maps and signage to be set up at specific visible locations in the college.
8. It was resolved that the IQAC meetings with the Management and Alumni representatives should be held once in every three months.

The meeting ended with the vote of thanks by Dr. Rachna Jawa, Coordinator, IQAC to the Chair.

Dr. Rachna Jawa
Coordinator, IQAC

Dr. R.P. Rustagi
Principal (Acting)
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