



SHRI RAM COLLEGE OF COMMERCE

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January 29, 2016


MINUTES OF MEETING


The meeting of the IQAC Committee was held on Friday, January 29, 2016 at 11:30 A.M. in the Principal office. The following were present:

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| 1. Dr. R.P. Rustagi | Principal (Acting), Chairperson |
| 2. Dr. Rachna Jawa | Coordinator, IQAC & Teacher In-charge,
Department of Commerce. |
| 3. Dr. Suman Bhakri | GBO Course Coordinator |
| 4. Ms. Richa Goel | Assistant Professor, Department of Commerce |
| 5. Mr. Harish Kumar | Assistant Professor, Department of Commerce |
| 6. Mr. P.K. Jain | Administrative Officer (Accounts) |
| 7. Mr. Jatin Lamba | Administrative Officer (Admin) |
| 8. Mr. Sandeep Nawani | Librarian (Offg.) |
| 9. Mr. Shiv Nandan | Sr. P.A. to Principal |
| 10. Mr. Akash Kumar | Executive Assistant |

The following issues were discussed:

1. The meetings of IQAC to be held regularly & the record of the meeting is to be maintained in a separate register.
2. It was proposed to create a Google form for maintaining database of the events and activities organized by the students in the college.
3. It was discussed that external members are required to be a part of Internal Quality Assurance Cell (IQAC) as per guidelines and was decided to send the proposal to the Governing body.
4. Maps of the college should be displayed at 2-3 places on priority basis. The location for the same was identified.
5. Directional Sign boards to be placed at different places in the College as soon as possible.


Dr. Rachna Jawa
Coordinator
IQAC


Dr. R.P. Rustagi
Chairperson, IQAC
Principal (Acting), SRCC