Minutes of the proceedings of the IQAC meeting held on February 10th, 2017 at 11:00 A.M. in the Committee Room, Shri Ram College of Commerce.

Present:

1.	Dr. R. P. Rustagi,	Principal and Chairperson
2.	Dr. Rachna Jawa,	Coordinator
3.	Dr. Anil Kumar,	Associate Professor
4.	Dr. Suman Bhakri,	Associate Professor
5.	Mr. S.K. Chaudhary	Associate Professor
6.	Mr. H.N.Tiwari	Assistant Professor
7.	Dr. P.C. Jain	Management Representative
8.	Mr. P.K. Jain	Administrative Officer
9.	Mr. Jatin Lamba	Administrative Officer
10.	Mr. Shiv Nandan	Sr.P.A. to the Principal
11.	Mr. Sandeep Nawani	Officiating Librarian

Leave of Absence:

1.	Mr. Rajiv Jha,	Associate Professor
2.	Dr. Girish Ahuja	Alumni Representative

1. The meeting commenced with welcome of all members of IQAC.

2. The minutes of the previous IQAC meeting held on 26th September 2016 were redistributed amongst the members of the IQAC.

3. The peer team report (PTR) given by the NAAC peer team was distributed to the members along with the suggestions of Dr. P. C. Jain as an attachment to the PTR.

4. The guidelines for IQAC were redistributed to the members so that they could familiarize themselves with its mandate, the reporting requirements and the obligations of the Cell in addition to the timelines for such mandate.

5. The following issues were taken up by discussion:

   a. **Departmental Meetings:**
   i. The Convenor informed the IQAC that the Internal subject meetings were being held course wise per semester and a copy of minutes of such meetings were kept with the IQAC.
   ii. Resolved that the Principal to constitute an Interdisciplinary Committee for discussing the common issues and formulating solutions with a view of quality assurance.

   b. **Course and Subject Options:**
   i. It was reported that the Shri Ram Centre for Personal Growth was conducting the remedial classes and the funding for the same had been received from the University.
   ii. The viability for **add-on-courses** should be explored. Keeping in mind, the funding requirements of such add-on courses, it was proposed that a proposal for the value-add on courses be prepared and sent to the Governing Body for consideration. The use of the Center for Academic Excellence for funding the add-on courses was also proposed.
   iii. It was proposed to explore the possibility of Statistics as a value-add-on course for B.Com(Hons) course in lieu of its absence from CBCS syllabus.
   iv. In view of the upcoming UGC revision of the current syllabus, it was proposed that a sub-committee for identifying the missing papers for value-add-on courses be constituted.
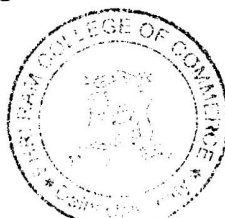
c. **Attendance Monitoring:**

A draft proposal for Attendance Monitoring system in the College was discussed. It was proposed that a new system of attendance monitoring be developed wherein the faculty notifies the Principal Office if certain attendance benchmarks are not met and the Principal Office would take further action on such notification. An alternative view was proposed (keeping the existing system intact) wherein the Computer Centre would send emails to the parents of the students who had failed to meet the University mandated minimum attendance criterion.

d. **College Academic and Activity Calendar:**

  i. The need for maintaining an adequate balance between academic rigor (with focus on attendance) and extracurricular activities was discussed.

  ii. It was informed that the College has taken a step in this direction by preparing an activity planner in conjunction with the Student Union to coordinate and systematically plan the extracurricular activities in the college. The pros and cons of such academic calendar was discussed.

 iii. It was proposed that the college should further develop the academic calendar for better management of students' academic and extracurricular activities simultaneously.

e. **Consultancy:**

It was stated that a consultancy cell was formed and the Cell will explore the possibility of faculty-industry-government tie-up.

f. **Best Practices:**

It was proposed that the societies and cells of the College must work to create at least one best practice model each year under their extension and outreach programmes. To encourage them, the college may institute additional funds, incentives or prizes, in addition to the grants other than from the College to the societies.

g. **Additional Journals:**

i. It was stated that a student journal has been planned and the work on it is being done.

ii. The College should also make additional efforts to introduce journal for subjects such as Economics as well as interdisciplinary journals such as a Journal of Humanities and Social Sciences.

h. **College Manual:**

i. In view of the humungous task of preparation of an extensive college manual for various schemes, initiatives, opportunities, rules, regulations, guidelines, etc., it was proposed a sub-committee of willing members of the College for the same be formed.

ii. The sub-committee shall decide upon the structure and compilation of the manual within responsible timelines.

iii. It was further proposed that such a manual be made available in an electronic format for greater transparency and dissemination of information.

i. **Infrastructure:**

i. The current state of infrastructure, cleanliness and maintenance of the College campus was discussed. It was reported that the cleanliness and maintenance of hygiene were given adequate attention.

ii. A mechanism to ensure timely and regular cleanliness along with garbage cleaning from room to room and other open areas to be developed. The housekeeping staff should be sensitised on maintenance of adequate cleanliness. Awareness must be spread amongst students on the same to maintain the due cleanliness and setup of the room.

iii. The issues pertaining to hygiene of drinking water were taken up. It was reported the AMC of the RO machines had been given and due cleaning of the RO's were taken on a periodic basis. However, it was felt that the college should set up adequate water purifiers with regular maintenance to ensure safe drinking water.

iv. The status of the progress in Wi-Fi was taken up. Seamless Wi-Fi facility in each area and corner of the college to be made available as soon as possible. It was stated that the work of Wi-Fi is being taken on diligently and the multiple alternatives, keeping in view the cost-benefits and procedures, were being considered.

j. Administrative Functioning:

i. The services of administration should be made seamless, user friendly, proactive and responsive. In this regard, it was proposed that the administrative wings establish certain benchmarks and gradually improve on these benchmark by some measurable standards (Say, 10% a year). The administrative wings could improve their competitiveness by focusing on such marginal year-to-year increase in benchmark.

ii. MIS in administrative functioning should be introduced.

iii. Digitisation of records should be given priority. The progress on such digitisation was discussed.

k. Feedback Mechanism:

i. The informal feedback received from library was discussed. In light of this, it was felt that a student centric feedback mechanism on every aspect of the College be developed.

ii. Resolved that the Feedback Committee to meet as soon as possible and discuss the modalities of the feedback mechanism.

l. Student Progression:

i. The status of student progression was discussed. It was informed that the administrative office had developed an online form for the same and a database of the previous three batches has been developed.

ii. It was proposed to further this initiative more vigorously.

m. Seminars:

It was proposed that the IQAC should plan and organise seminars on different areas pertaining to quality.

6. The meeting ended with a vote of thanks to the Chair.

Dr. Rachna Jawa
(Coordinator, IQAC)

Dr. R. P. Rustagi
(Principal)