



INTERNAL QUALITY ASSURANCE CELL
SHRI RAM COLLEGE OF COMMERCE
University of Delhi, Maurice Nagar, Delhi – 110007
Phone: 27667905, 27666519 • Fax: 27666510
Website: www.srcc.edu • Email: coordinator.iqac@srcc.du.ac.in

Minutes of the proceedings of the IQAC meeting held on May 3, 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, IQAC
3. Dr. Anil Kumar	Associate Professor
4. Dr. Suman Bhakri	Associate Professor
5. Mr. Rajiv Jha	Associate Professor
6. Mr. S.K. Chaudhary	Associate Professor
7. Dr. Santosh Kumar	Assistant Professor
8. Mr. H. N. Tiwari	Assistant Professor
9. Dr. P.C. Jain	Management Representative
10. Dr. Girish Ahuja	Alumni Representative
11. Prof. Madhu Vij	External Expert
12. Mr. B. M. Gupta	Community Representative
13. Mr. P.K. Jain	Administrative Officer
14. Mr. Jatin Lamba	Administrative Officer
15. Mr. Shiv Nandan	Sr. P. A. to the Principal
16. Mr. Sandeep Nawani	Officiating Librarian

1. The Principal welcomed the new members to the IQAC.
2. The Coordinator explained the functioning of the IQAC to the new members and the progress of the AQAR was detailed.



3. The Coordinator read out the minutes of the previous IQAC meeting held on February 10, 2017.

4. The minutes of the previous meeting held on February 10, 2017 were confirmed in accordance with the following issues:

a. Departmental Meetings:

Resolved that the Principal to constitute an Interdisciplinary Committee for discussing the common issues across various Departments and formulating solutions with the view of quality assurance. Such a committee would be constituted at the beginning of the academic year 2017-18.

b. Course and Subject Options:

A Committee for add-on courses had been formed. It was stated that add-on courses for undergraduate programme have been prepared. To ensure funding for the same, it was resolved that a note/proposal be put forward for onward submission to the Governing Body for approval.

c. Attendance Monitoring

Resolved that from the next academic year, strict attendance monitoring system be put in place. It was noted that the requisite instructions for the same have been given to the Computer Centre.

d. College Academic and Activity Calendar

i. Resolved that a sub-committee with Mr. H. N. Tiwari as convenor be constituted for the purpose of creation of the Extra-curricular academic calendar.

ii. Keeping in mind the judicious blend of the academic and extracurricular activities, the following proposals were made:

1. Each society could be allocated a specific number of days to organise their events.



2. The registered societies which require elections for their post holders could have their events scheduled in the even semester whereas the societies not requiring elections could have their events in the odd semester.

e. Consultancy:

It was informed that a committee with Dr. Anil Kumar as the convenor has been constituted to explore the possibility of consultancy in the College.

f. Best Practices:

It was decided that from the next semester, every student society would be mandated to develop a best practice model for the society that would fit into the larger objective of quality sustenance and development.

g. Additional Journals:

It was proposed that the College explore the possibility of a 'Journal of Humanities and Social studies'.

h. College Manual:

A committee has been constituted for the compiling of the College manual.

i. Infrastructure:

It was informed that the Annual Maintenance Contracts were in place for the infrastructure units. It was proposed that stricter monitoring norms be kept on the cleanliness and hygiene of the College.

j. Administrative Functioning:

It was proposed that MIS in administrative functioning should be introduced. A draft proposal detailing the requirements of the College was to be made and submitted to the Governing Body for approval. For drafting such a proposal, it was felt that adequate representation from all sections/ offices of the College be taken.



k. Student Progression:

It was informed that a student progression mechanism was in place and it was being administered by the Administration office.

l. Seminars:

The progress of the seminars and other related activities with respect to teaching and non-teaching staff were discussed.

5. The Coordinator detailed the process and progress of the AQAR to the members. It was explained that the preparation of AQAR has been detailed in sequential phases with stipulated timelines. The data collection phase had been initiated by the IQAC and data was being collected from the following:

- Administrative Office
- Accounts Office
- Department of Commerce
- Department of Economics
- Department of Physical Education
- Faculty Members
- Library
- Principal's office
- Placement Cell
- GBO Office

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



Dr. Rachna Jawa
(Coordinator, IQAC)



Dr. R. P. Rustagi
(Principal)

