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INTERNAL QUALITY ASSURANCE CELL SHRI RAM COLLEGE OF COMMERCE

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Minutes of the IQAC meeting held on April 18, 2019 at 11.30 A.M. in the Committee Room, Shri Ram College of Commerce.

Present:

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|------------------------|---------------------------------|
| 1. Prof. Simrit Kaur | Principal and Chairperson, IQAC |
| 2. Dr. C.S. Sharma | Coordinator, IQAC |
| 3. Dr. R.P. Rustagi | Faculty Member |
| 4. Dr. P.C. Jain | Management Representative |
| 5. Prof. MadhuVij | External Expert |
| 6. Ms. Smita Sharma | Faculty Member |
| 7. Dr. Anil Kumar | Coordinator, PGDGBO Programme |
| 8. Dr. Santosh Kumar | Faculty Member |
| 9. Dr. Rachna Jawa | Faculty Member |
| 10. Dr. Tarun Manjhi | Faculty Member |
| 11. Dr. Monika Bansal | Faculty Member |
| 12. Ms. Karuna | Faculty Member |
| 13. Mr. P.K. Jain | A.O. Accounts |
| 14. Mr. Jatin Lamba | A.O. Administration |
| 15. Mr. Sandeep Nawani | Librarian (Officiating) |
| 16. Mr. Shiv Nandan | Sr. PA to Principal |

Leave of Absence:

- | | |
|-----------------------|--------------------------|
| 1. Dr. Girish Ahuja | Alumni Representative |
| 2. Mr. B.M. Gupta | Community Representative |
| 3. Ms Priyanka Bhatia | Faculty Member |
| 4. Dr. Amit Sachdeva | Faculty Member |

Minutes:

1. The Chairperson welcomed the members to the meeting. She expressed her appreciation of the work done by the outgoing coordinator of the cell Dr. Rachna Jawa underlining the quality assurance initiatives undertaken by IQAC under her leadership such as Faculty Lecture Series, Alumni Lecture Series and starting the Value Added Courses. She also welcomed the new incumbent Dr. C.S. Sharma.
2. The minutes of the previous meeting held on December 14, 2018 were confirmed.
3. **Academic and Administrative Audit**
It was decided that an academic and administrative audit shall be conducted in the College by appointing external auditors to be identified by management representative Dr. P.C. Jain. The format of the audit would be decided by the auditors themselves.

4. Extra-Curricular Activities Calendar

It was decided that IQAC would make a recommendation to the Staff Council to constitute a two member committee which will prepare extra-curricular activity calendar. Also, all the proposals for extra-curricular activities and events shall be routed through this two member committee for final approval from Principal's Office.

5. Efficiency Awards

University requires College to submit names of teachers to give awards on Founder's Day of Delhi University. Nomination of teachers for the award is also important from the perspective of NAAC as well as NIRF ratings. It was therefore resolved to invite applications from the teachers for the purpose. The parameters and aspects on which teachers shall be asked to submit application shall be prepared by Dr. P.C. Jain and Dr. Santosh Kumar. These recommendations shall be forwarded to staff council for its consideration. Once approved the applications shall be screened by the team conducting Academic Audit.

6. Student Progression Data Collection

It was suggested that student progression data should be collected from students at the time of receiving clearance from library in addition to the already existing mechanism of collecting such data at the time of handing over provisional certificates to the students to facilitate comprehensive collection of data.

7. Assistant

The need to prepare reports for NIRF and NAAC has added an additional responsibility of collecting and collating information regarding teachers' publications, their participation in FDPs and conferences, College admissions, scholarships, results, extra-curricular activities, MoUs, lectures, FDPs conducted by the College etc. Currently the administrative support systems do not have seamless mechanism for obtaining and rearranging the data in the formats required by rating agencies. Therefore, the IQAC resolves that an office assistant should be hired for the purpose of collecting data in the format required by NIRF and NAAC and other rating agencies.

8. Reinforcement of Attendance Monitoring System

In order to reinforce attendance monitoring system it was decided that an email would be sent to the parents, sharing attendance of the students from January to March. Further students with low attendance would be required to appear in person before a committee prior to issuing of their admit cards. It was also resolved to link attendance with eligibility to participate in placements, extra-curricular activities and value added courses.

9. Parent Teacher Forum and Graduation Ceremony

It was proposed to constitute a Parent Teacher Forum. The graduation ceremony for outgoing students should be organised on a grand scale involving parents and guardians to facilitate forging strong institutional association with them and also provide them an opportunity to participate in the achievement of their ward.

10. Zero Failure Rate

In order to achieve the target of zero percent failure rate it was decided that the examination results of the upcoming examinations should be analysed in detail to identify the prominent reasons causing occurrence of failure among students so that steps could be taken to overcome them.

11. Best Practices

The members consented to two best practices for AQAR 2018-19 :

1. Solid Waste Management

2. Academic initiatives in the form of projects, training, consultancy and research programmes. The College is carrying out activities under each of these heads. A research project has been sanctioned by the Competition Commission of India. The College is providing training to Reserve Bank of India and Indian Corporate Law Service Trainees. There is an ongoing consultancy project for providing guidance in different spheres of institutional functioning at Government College for Women, Gandhinagar, Jammu. Also the College is undertaking Faculty Development Programmes on regular basis for upgrading research and personal skills of teaching and non-teaching staff.

12. Revision of Reward Schemes

The Chairman governing body has been repeatedly emphasising the need to raise the academic standards of the College to maintain its high ranking and prestigious image. To give a material shape to the vision of the Chairman it was decided that the schemes of "Centre for Academic Excellence" and Reward Scheme for research publications should be revised. A Committee consisting of Dr. P.C. Jain and Dr Santosh Kumar was constituted to make recommendations in this regard.



Dr. C.S. Sharma
(Coordinator, IQAC)



Prof. Simrit Kaur
(Principal)