

# SHRI RAM COLLEGE OF COMMERCE

## Minutes of Internal Quality Assurance Cell

A meeting of the IQAC held on August 26, 2016 at 12.30 pm in the College Committee room.

### Members present:

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

### Leave of Absence:

1. Dr. Girish Ahuja	SRCC Alumni
2. Dr. Suman Bhakri	Associate Professor

At the outset the Principal placed his observation about the NAAC Peer Team visit. He mentioned that the three-day interaction with the Peer Team member was very interactive, prolific, and insightful that ended with valuable inputs by the Peer Team. The Principal further mentioned that he is looking forward to a very respectable grading for SRCC.

After a long discussion and deliberations on different issues placed by the Coordinator, the IQAC made the following recommendations:

#### 1. **IQAC Mandate:**

The guidelines for IQAC as provided by the NAAC should be circulated to the members so that they could familiarize themselves with the mandate given to the IQAC, mandatory / desired reporting to be prepared by it, and obligations to be fulfilled by the Cell in the time schedule period.

#### 2. **Review of Peer Team Report:**

It was desired that after the grading of college is out by the NAAC the IQAC should take up the Peer Team report for discussion and work on the suggestions offered by the team for enhancing the quality in concerned area and work to fill the gaps in its initiatives, if any, observed by the team.

#### 3. **Departmental Meetings:**

The faculty in-charge of the academic departments should hold regular meetings for curriculum planning and its effective delivery. This may be in the form of an Academic Manual in the beginning of each academic year. The department may also seek feedback from the students on the issue for better understanding of their perspective. Parallel to the departmental committee meetings, there should also be an interdisciplinary committee meetings for discussing the common issues and formulating solutions with a view of quality assurance.



4. **Courses and Subject options:**

- (i) Necessary efforts should be made by the College for starting relevant professional courses, matching the ethos of the College, at UG level besides traditional B.Com. (Hons.) and B.A. (Hons.) Economics.
- (ii) Viability for a few relevant add-on courses should also be explored.
- (iii) Remedial classes for needy students should be reinforced as per need in a planned manner.
- (iv) Scoring and in-demand subject options, including interdisciplinary subjects, where provided in the Course should be offered to students within the scope of given faculty strength and existing departments.

5. **Students Attendance Monitoring:**

The college should ensure and follow-up regular attendance of the students. In case of deviation from the attendance rules, notice/warning should be sent to the students and their parents. The teachers should be requested to provide information forthwith to the College Office in case a student remains absent continuously for five days or total eight days in a month without any prior intimation.

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

The college should work out a viable plan to maintain an adequate balance between the maintenance of required attendance and extracurricular engagement of students in and outside the college. The college should prepare its extracurricular activities calendar for better management of students' academics and extracurricular activities simultaneously.

7. **Consultancy:**

It was felt that it is the need of the hour to encourage faculty for consultancy assignments. It was suggested that college should start a 'Consultancy Cell' to tap faculty expertise in their relevant area and create tie-ups with the industry and government agencies/departments for consultancy work by the faculty. This may also be initiated under one of the eight Centers of Excellence approved by the Governing Body.

8. **Best Practices:**

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 additional funds, incentives or prizes may be instituted for the same, in addition to grants other than from the college to the societies.

9. **Additional Journals:**

Efforts should be made by the college to start journals in economics and other interdisciplinary subjects in addition to the Business Analyst.

10. **College Manual:**

The college should prepare an extensive manual for different schemes, initiatives, opportunities, rules, regulations, etc. for its fraternity members. The manual should also contain the details of each society and cell with their aims, objectives, structure, functioning, funding, etc.



11. **Infrastructure:**

- (i) Hygiene, cleanliness and maintenance of wash-rooms, class-rooms and tutorial rooms should be given high priority. Mechanism to ensure timely and regular cleanliness and garbage clearing from rooms and other open areas should be evolved. The housekeeping staff should be sensitized on maintenance of adequate cleanliness. Similarly, awareness should also be spread amongst students that when they use rooms for activity purposes they should maintain the due cleanliness and setup of the room. Fine may be imposed on erring students breaching the norms.
- (ii) Availability of clean and safe drinking water should be ensured. The college should setup adequate water purifiers with regular maintenance so as to ensure safe drinking water.
- (iii) Seamless Wi-Fi facility in each area and corner of the College for the fraternity should be made available. In addition to University Wi-Fi services, the college should also have its own Wi-Fi arrangements.

12. **Administrative Functioning:**

- (i) The services of administration should be made seamless & more responsive user friendly, proactive and responsive.
- (ii) Information technology should be applied in administration with interactive students interface.
- (iii) MIS in administrative functioning should be introduced.
- (iv) Digitization of records should be given priority.
- (v) The faculty and administrative wings of the college should develop their future plans towards good governance and quality assurance.

13. **Feedback:**

The college should evolve a constructive feedback mechanism for teaching-learning and other aspects of the college which should be further used for improvement and quality assurance.

14. **Students Progression:**

The college must maintain records of students' progression..

15. **Seminars:**

Seminars to be planned and conducted by IQAC on different-matters.

Dr. Rachna Jawa  
Coordinator (IQAC)



Dr. R.P. Rustagi  
Principal (Officiating)