



रामलाल आनंद कॉलेज

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Minutes of Fifth IQAC meeting

Meeting Date: 9th May, 2019 at 11 am

Attendees: Dr Rakesh Kumar Gupta, Principal and Chairman IQAC; Dr Prerna Diwan, Coordinator, IQAC; Dr S.C. Dabas, Dr Rakesh Kumar (Department of History), Dr Rakesh Kumar (Department of Hindi), Dr Sanjay Kumar Sharma, Dr Mukta Dutta Majumdar, Dr Neena Mital, Dr Pradeep Sharma, Dr Seema Gupta, Dr Rajesh Sachdeva, Ms Ritu Kalra, Ms Renu Bhatnagar, Ms Srishti Bhatia

Dr N.K.Pandey could not attend the meeting.

Agenda Item 1: Minutes of 4th IQAC meeting were confirmed.

Agenda Item 2: Chairman, IQAC presented the Action taken report including status of tasks completed as per the recommendations of NAAC Peer team, Academic Audit and Green Audit. Following points arising out of Action taken reports were also discussed:

- **Course wise feedback** system will be introduced. It was decided that Dr Seema Gupta and Dr Prerna Diwan will take care of the modifications to be done in existing Google feedback form providing the students to tick the course options. TICs will be entrusted with the responsibility of sending the link to students for filling of feedback form. Feedback form will also be developed for Parents, alumni, employers for which Ms Ritu Kalra will be giving her inputs. The feedback forms will be given to students going for internships also.
- Dr Vandana Gupta and Dr Rakesh Kumar (HS) will prepare the syllabus for the certificate course on Health Care Management in consultation with Ms Ritu Kalra as per the industry requirements. This course will be of 120 hours to be run during one year, with one month of internship in a hospital setting. On similar lines, Dr Rakesh Kumar (HN) will work on proposal for PG diploma in mass communication/media studies in Hindi.
- A detailed discussion on problems faced by CCPC and steps to strengthen was done. Following decisions were taken to be followed by CCPC:
 - i. Preparation of an e-brochure of college (profile and achievements) to be sent to companies.
 - ii. Data will be collected from all III year students on their preference for pursuing higher studies or jobs after graduation and further on their interest for nature of jobs and expected salary bracket through email. Generate database of companies suiting student requirements.
 - iii. Negotiation with companies to hold interviews at their office, in case number of candidates for campus interviews is less.

- iv. Focus on soft skill training of students from I year onwards including basics such as introducing oneself, email etiquettes and resume writing.
 - This can be done through small video clippings in classroom before the lectures.
 - v. To get record on number of students completing internships, CCPC will connect with companies to get their certificates sent directly to college.
- Regarding guidelines for small in-house research grants, Chairman informed the house that Research and IPR cell is in the process and have already conducted one meeting for the same. The projects will be funded in two categories:
 - i. Projects submitted by student will have a maximum of team of 4 students and one mentor
 - ii. Project submitted by Faculty will have a maximum of 4 students
 - To enable use of ICT tools by Faculty, faculty will be requested to incorporate at least 4 power point presentations for curriculum delivery. The college will facilitate the preparation of Power point presentation for those faculty members who submit their content for the same.
 - 23 seats will be allocated in admissions to various programmes in sports quota. For girls, Kho-Kho and Taekwondo will be introduced from 2019-20 session. 12 seats will be reserved for women category (4 for Kho-Kho, 4 for Taekwondo, 4 for Judo). It was decided to urgently look into the possibility of constructing changing room for girls in sports ground and near amphitheatre for boys.
 - Faculty research publications will be maintained under three categories :
 - i. Publications in UGC Approved list of Journals
 - ii. Publications in Refereed journals
 - iii. Publications in Scopus List
 - Similarly the books and chapters published by faculty will be categorized into local, national and international publishers. Faculty presentations in conferences will be categorized under National and International heads.
 - The formats for obtaining this information from faculty will be suitably modified for the same by IQAC.

Agenda Item 3: The College will conduct administrative Audit with Ms Ritu Kalra, Mr Santosh Sharma, Air Marshal (Retd.) Mr Naresh Verma as external experts. Internal Academic audit will be conducted by IQAC two members sub-committee with IQAC Coordinator Dr Prerna Diwan and Dr Rakesh Kumar (HS). TICs and the next faculty member in seniority will take care of documentation at departmental level for AQAR.

Agenda Item 4: following decisions were taken for forthcoming admissions after reviewing admission process 2018-19:

- More realistic cut-offs for admission will be decided from the 1st cut off list to ensure maximum allocated seats to be filled under SC/ST/OBC category. This will be placed in Admission committee.
- To improve the visibility and popularity of college, counselling sessions for parents and students will be held for admission seekers in the college from 10 am to 1pm during registration days. This will be publicized through media, website and banners. A new admission counselling committee will be constituted in Staff Council for the same.
- Prospectus committee will also develop Handbook of Information to be given to Parents and students on orientation day. Prospectus cum annual Report Committee will be responsible for preparation of the same.

Agenda Item 5: After detailed discussion following new Quality Initiatives were decided to be undertaken in the coming session 2019-20:

Capacity Building Quality Initiatives for students

- Open House sessions/counselling sessions will be held for admission seekers before the start of the admission process in the college. The schedule of such session of open house will be made available in advance on the college website and prominently displayed outside the college.
- Department of Hindi will offer Summer internships to students on Hindi translation of Documents of college (Prospectus, handbook, brochures and Annual reports)
- Department of Microbiology will offer internships to students on Water Quality Monitoring (Regular water testing by Microbiological and chemical Techniques)
- As the college has already installed composting machine, student teams will be guided by Eco Club faculty members for Solid waste treatment. These students will be felicitated on annual day.
- More focus on NPTEL registrations (Best practice). Students will be encouraged to register for exams.
- More digital books prescribed in the syllabus of various courses will be subscribed and uploaded on Kindles.

Capacity Building Quality Initiatives for Faculty/Non-teaching staff

- Department wise proposals will be taken for organisation of 2-5 days FDPs/training programs.
- More emphasis will be given to ensure better utilization of IT enabled class rooms by faculty. Every faculty member will be requested to submit at least four PPTs to the IQAC related to his/her course or any other way of using digital mode.
- A half day compulsory session on LMS and power point will be conducted for all faculty members during admission days in the First week of July 2019

- Training programs for non-teaching staff on Administrative rules, GeM and E-tendering, ICT tools –level II will be conducted this year for which Dr Prerna Diwan and Dr Sanjay Kumar Sharma will be Coordinator and Co-Coordinator respectively. Dr Archana Gaur will be Coordinator for training Program on the Use of Hindi in official Communications for Non-teaching Staff.
- A Workshop on library automation using KOHA and other software with funding support from UN info centre, Delhi Public Library Association/Raja Ram Mohan library.
- Faculty will be requested to create their Research gate/Google scholar profile through research and IPR cell. Plagiarism software will be made available to the faculty and students.

Academic Quality Initiative

- Faculty members will be requested to prepare Lesson Plans for their courses in advance and submit the same for the coming semester.
- For attendance management, ERP system software will be utilized. The faculty will be providing username and password to upload student attendance on a regular basis and students will be provide with password to view the same on the portal.
- PTM will be scheduled after semester break in each semester. The Department faculty members will have the student's attendance and performance in DU exams and internal assessment for information to parents.
- Students will be issued Bar-coded Student ID cards , the quotation for the same has been obtained from different vendors.

Outreach/extension activities related Quality Initiatives

- An orientation program to be separately conducted for all registered NSS volunteers to inform them of its benefits and activities. NSS criteria for best student award to be defined by the program Officer.
- Blood Donation drive will be organised in collaboration with Red cross/Youth Red Cross.
- Basic First Aid and CPR training will be conducted in association with Indian Spinal Injury Centre to deal with emergencies.
- Health awareness/digital financial literacy/ educational camps/ cleanliness drive/ personal hygiene/ immunization programmes, etc in the slum adopted by the college. Inputs on new initiatives to be taken from NSS Volunteers.
- Department of Physical Education will carry out Physical parameter assessment of students for a period of 3 years in bi-annual mode and maintaining e-health records of students. This will be developed in the form of best practice of the college.
- Cleanliness committee will continue scheduling regular Cleanliness drives for each department and develop it in the form of best practice.

- Women Welfare Committee will be advised to organise Self Defense training for girls twice a year to accommodate more girl students interested in undertaking this course (best practice)

Infrastructural Quality Initiatives

- Repair and renovation works to be carried out against Rs 1.25 crore sanctioned by UGC.
- Upgradation of computers in Room No 15 (request received from students)
- Replacing 6-8 computers in commerce laboratory.
- Motorised vehicle to be purchased for PwD students. Scanner and Optical Character Recognition software to be made available in library.
- Setting up language Lab as recommended by NAAC Peer team
- LCD projector will be installed in Room No 23 and 28 as requested by Dr Rakesh Kumar, Media Coordinator
- Media studio to be equipped with instruments required for its functioning in consultation with Dr Rakesh Kumar, Coordinator, Media Centre.
- Dr Pradeep Sharma will prepare a proposal for construction of Gym to be developed above canteen in consultation with architect (with regard to civil structure and Equipments) for submission to UGC.
- A Liquid waste Treatment Plant will be installed as an initiative towards sustainable growth of the college. Proposal will be taken from environmental engineering consultant for submission to UGC for funding.
- Gardening committee will maintain the herbal garden and will decide on the types of seasonal flowering plants to be planted in the college.

Agenda Item 6: Alumni Mr Santosh Kumar Sharma, Joint Director, Institute of Company Secretaries of India will be new expert for IQAC.

Prerna Diwan

(Dr. Prerna Diwan)
IQAC Coordinator

Rakesh Gupta

(Dr. Rakesh Kumar Gupta)
Principal