रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय
बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

Ram Lal Anand College

University of Delhi
Benito Juarez Road, New Delhi-110021 (India)

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1st June 2023

Dear Members

The Eleventh meeting of Internal Quality Assurance Cell (IQAC) will be held on Wednesday, 12th June 2023 at 3 pm in the Conference Room, RLA College.

Agenda

1. To confirm the minutes of **10th** Meeting of IQAC held on 29th May 2023.

2. Action Taken report on the decisions taken in 10th IQAC meeting held online on 29th May 2023

3. Nominations of committee members and planning of NIRF process 2024.

4. Detailed Planning for ISO stage-I audit
   - Preparation of SOP's for all processes
   - Preparation of Quality manual as per ISO21001:2018

5. Discussion on the Process for ERP implementation

All the IQAC members and the trained Internal Auditors are requested to kindly make it convenient to attend the meeting.

Regards

(Prof. Prerna Diwan)
IQAC Coordinator

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Minutes of Eleventh IQAC meeting

Meeting Date: 12ᵗʰ June 2023 at 3 pm

1. **Attendees:** Dr. Rakesh Kumar Gupta, Principal and chairman IQAC; Prof. Prerna Diwan, Coordinator, IQAC; Prof. Rakesh Kumar (Hindi), Prof. Mukta Datta Mazumder, Prof. Rakesh Kumar (History), Prof. Neena Mittal, Prof. Sanjay Kumar Sharma, Dr. Pradeep Kumar Sharma, Dr. Nidhi Yadav, Dr. Ravish Lal, Mr. Arun Gautam

2. **Special Invitee:** Ms Saakshi Taaresh Khanna, Dr. Swagata Karmakar

Agenda Item 1: Minutes of 10ᵗʰ IQAC meeting were confirmed.

Agenda Item 2: IQAC coordinator presented the Action taken report from the decisions taken on 29ᵗʰ May 2023.

Agenda Item 3: Nominations of committee members and planning of NIRF process 2024.

A detailed discussion was held on the college preparedness for NIRF application process. The parameter wise conveners were identified for the same and a committee will be constituted for planning and upload of data for NIRF ranking and will be notified.

Agenda Item 4:

1. Detailed Planning for ISO stage-I audit

    - Preparation of SOP's for all processes
    - Preparation of Quality manual as per ISO21001:2018

The college is planning to apply for ISO certification. A detailed discussion was held and it was decided to apprise the departments for maintain the documents related to Teaching Learning Process in a uniform format that will be shared later by ISO team. After a brief discussion, following points were agreed:

1. The internal auditors will be assigned the responsibility of preparing the SOP's of different process. The following processes have been identified:

   - Procurement & Maintenance Process
   - Library Process
   - Admission Process
   - Academic Planning Process
   - Teaching and Learning Process
   - Training and Placement Process
   - Sports Process
   - Examination Process
   - Administrative Process

2. Scope of certification was also discussed and following scope of certification was agreed upon.

"Providing Undergraduate Degree Programs in Commerce, Science, Management Studies, Humanities (including language), Journalism & Mass Communication in Hindi; Postgraduate Degree Program in Hindi as per the University of Delhi curriculum, and Part-time Certificate & Diploma courses in Chinese and Japanese languages as per Department of East Asian Studies, University of Delhi curriculum"

3. A management review meeting will be held in the first week of August.
4. Internal audit of library, administration, examination, procurement and maintenance processes will be held in the 3rd week of September.
5. Prof. Mukta Dattta Mazumder and Prof. Prerna Diwan will prepare the college Quality manual as per ISO 210001:2018.

Agenda Item 5:

Discussion on the process of ERP implementation

A demonstration of ERP was held on Ist June 2023 which was attended by the following faculty members including Prof. Prerna Diwan, Prof. Rakesh Kumar (history), Prof. Mukta Datta Mazumder, Dr. Sandeep Bhatt, Ms Sakshi, Dr. Sunila, Ms Riyanka Jain. On their recommendation, it was decided that the following modules will be procured:

1. Module with Timetable, Attendance, Internal Assessment and notifications
2. Placement and Internship Module
3. Societies Activity Management module
4. Faculty Profile and student Profile and progression

- IQAC coordinator will submit a requisition for the same to the principal.
- An ERP committee will be constituted to coordinate the entire procurement from purchase to implementation. The heads will be assigned to monitor the individual modules.

Any other item:
IQAC coordinator informed the chairman to nominate new members of IQAC committee for the period 2023-2025.

Prof. Prerna Diwan
IQAC Coordinator

Prof. Rakesh Kumar Gupta
Principal

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RLAC/Notice/2023/263   Date: 12.6.23

NOTICE

The following faculty members and external experts are being nominated as the members of Internal Quality Assurance Cell (IQAC) of the college for a period of two years:
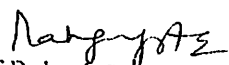
1. **Chairperson:** Prof. Rakesh Kumar Gupta, Principal:

2. **Coordinator/Member Secretary:** Prof. Prerna Diwan, Professor, Department of Microbiology

Members:

3. Prof. Rakesh Kumar, Professor, Department of History; Advisor, Building Cum Infrastructure Committee
4. Prof. Mukta D. Mazumdar, Professor, Department of Statistics; Convener, AISHE/Scholarship/Fee Concession/ECA
5. Prof. Rakesh Kumar, Professor, Department of Hindi; Secretary, Staff Council, Liaison & Anti - discrimination officer
6. Prof. Neena Mittal, Professor, Department of Statistics; Convenor, Career Counselling and Placement Cell
7. Prof. Sanjay Kumar Sharma, Professor, Department of Hindi; NCC Officer
8. Dr. Pradeep Kumar Sharma: Associate Professor, Department of Physical Education; Convenor, Sports
9. Dr. Nidhi Yadav: Assistant Professor, Department of Political Science
10. Dr. Ravish Lal: Assistant Professor, Department of Geology
11. Ms Sakshi Taaresh Khanna: Assistant Professor, Department of Computer Science
12. Dr Swagata Karmakar: Assistant Professor, Department of Environmental studies
13. Dr. Anurag Sharma: Assistant Professor, Department of Statistics
14. Ms. Riyanka Jain: Assistant Professor, Department of Management Studies

External Experts:

15. Dr. Santosh Kumar Sharma: Joint Director, Institute of Company Secretaries of India; Alumnus RLA College
16. Mr Abhilash Chakraverty: Board member, Startup LarkAI, Angel Investor

Prof Rakesh Kumar Gupta
Principal

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Action taken report on the decisions taken in 12th IQAC meeting held on 28th December 2023 to be presented in 13th meeting of IQAC on 22nd May 2024 at 12.30 pm in the conference room, RLA College

List of Actionable Items only (Refer to Appended Agenda and Minutes of meeting in **Annexure 1**)

1. **Status of implementation of ERP**

   - The data of the students, faculty and papers being offered by college and other relevant as per the requirement of modules was provided to the ERP vendor by Prof. Prerna Diwan, Dr. Sandeep Bhatt and Mr. Sanjay Nagaliya.

   - ERP training and Demo of the app and desktop version for faculty was held in Amphitheatre on 5th January 2023 at 2.45pm

   - The ERP modules was implemented from 18th January 2024 onwards

2. **Drafting and revision of Policies: Gender Policy, E-Governance Policy, Anti-ragging and discipline policy and Grievance Redressal Policy, Data Protection Policy**

   The subcommittee formed to finalize the Gender, E-Governance, Anti-Ragging and Discipline, and Grievance Redressal, Data Protection Policy policies has submitted a draft which will be further discussed, approved and will be uploaded on the college website.

3. **Revision of format of Teaching Lessons plans**

   A revised template for teaching lesson plans was finalized by Prof. Mukta Datta Mazumder in consultation with IQAC coordinator. The new template was circulated and implemented. (Annexure attached)

4. **Revising the procedure for attainment and mapping of Programme outcome and Course outcome**

For attainment and mapping of Programme outcome and Course outcomes, an assessment tool using grade equivalence table based on percentage scale was finalized. For CO attainment direct assessment tool is divided into two phases i.e. internal assessment (assignment and test based) and university examination. The level of attainment was mapped through three categories: Low, Medium and High. Prof. Seema Gupta and Ms. Sakshi Taaresh Khanna have submitted revised procedure for attainment and mapping of Programme outcome and Course outcomes. They will be uploaded on website and communicated to the concerned stakeholders.

Prof. Prerna Diwan,
Coordinator IQAC

Prof. Rakesh Kumar Gupta
Chairperson, IQAC

Lesson Plan Format
Lesson Plan _____ (Semester_____)

Name of the Faculty _____
Department_____
Course Name_____ Specify - DSC/DSE/GE/SEC/VAC/AEC   Credit -

Learning Objectives:

Learning Outcomes:

Course Content (Unit wise)

ESSENTIAL READINGS

SUGGESTIVE READINGS (if any)

Facilitating the Achievement of Course Learning Outcomes:

Unit No./Week	Topics of the Course	Course Learning Outcomes	Teaching and Learning Activity	Assessment Tasks
I/(Week)	Unit wise	Unit-wise outcome	Classroom Lectures and discussions.Practical Session/ Tutorial for smaller group interaction	Participation in class discussion. Assessment.
II/(Week)	Unit wise	Unit-wise outcome	Classroom Lectures and discussions.Practical Session/ Tutorial for smaller group interaction.	Participation in class discussion. Assessment. _____ Class test 1 (Week 4-6)
			Question paper marking pattern/Rubric/ Key of Assessment for Test 1 Discussion and Analysis of results and remedial action(Test 1)	Class test 2 (Week 8-10)

			Question paper marking pattern/Rubric/ Key of Assessment forTest 2 Discussion and Analysis of results and remedial action (Test 2)	
III/(Week)	Unit wise	Unit-wise outcome	Classroom Lectures and discussions.Practical Session/ Tutorial for smaller group interaction.	Solving Problems/ Discussion. Assessment. _____ Assignment/Quiz/MCQ /Project work (Week 12-14) _____
			Marking pattern/Rubric/ Key of Assessment for Assignment/Quiz/MCQ /Project work Discussion and Analysis of results and remedial action(Assignment ...)	
	Remedial Class			