



रामलाल आनंद कॉलेज

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

Ram Lal Anand College

University of Delhi

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Date: 14th May 2024

Dear Members

The Thirteenth meeting of Internal Quality Assurance Cell (IQAC) will be held on Wednesday, 22nd May 2024 at 12:30pm in the Conference Room, RLA College.

Agenda for meeting

1. To confirm the minutes of 12th Meeting of IQAC held on 28th December 2023.
2. Presentation of Action Taken Report on the decisions taken in 12th Meeting of IQAC held on 28th December 2023 and
3. Conduct of Audits
 - Gender Audit
 - Energy Audit
 - Green and Environment Audit
4. Drafting of SoP for College Events.
5. Review of Preparation for ISO Stage-I audit
6. Reporting Matter: AQAR 2022-23 submission on 29.4.2024

All the members are requested to kindly make it convenient to attend the meeting.

Regards

Dr Prerna Diwan,
IQAC Coordinator



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Minutes of Thirteenth IQAC meeting

Meeting Date: 22 May 2024 at 12:30 pm

- Attendees:** Dr. Rakesh Kumar Gupta, Principal and chairman IQAC; Prof. Prerna Diwan, Coordinator, IQAC; 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, Ms Sakshi Taresh Khanna, Dr. Anurag Sharma, Ms. Riyanka Jain
- Special Invitee:** Dr. Parul Lau Gaur, Ms. Pragya Deshmukh, Dr. Rajesh Sachdev

Agenda Item 1:

Minutes of 12th IQAC meeting held on 28th December 2023 were confirmed.

Agenda Item 2:

IQAC coordinator presented the Action taken report from the decisions taken on 28th December 2023.

Agenda Item 3:

Conduct of Audits

- Gender Audit:** A detailed discussion was held on requirements for the process of these audits. A committee will be constituted and notified to identify certified vendors to conduct Gender Audit. The purpose of gender audit was discussed by members, and it was decided to include the following points:
 - To evaluate current practices
 - To identify strengths and weakness
 - To assess gender representation
 - To gather feedback, develop recommendations and monitor progress

It was decided that both these audits will be conducted in the coming session.

Energy Audit & Green and Environment Audit

- Members discussed the following parameters to be included under Energy Audit & Green and Environment Audit:
 - Energy and financial saving
 - Cost cutting
 - Power saving
- Dr. Parul Lau Gaur and Dr. Swagata Karmakar, Dr. Rajesh Sachdev, Prof. Prerna Diwan were assigned the responsibility of identifying vendor to conduct Energy audit Green and Environment Audit.
- It was decided that both these audits will be conducted in the coming session.

Agenda Item 4:

Drafting of SOPs for College Events:

The members provided suggestions for drafting of SOP's for College Events. Prof. Mukta Datta Mazumder was requested to prepare the draft for the same. Once finalized, it will be uploaded on website and will be communicated to all the stakeholders.

Agenda Item 5:

Review of Preparation for ISO Stage-I audit

The IQAC discussed the progress of the college's preparation for the ISO Stage-I audit.

- It was informed that the Pre-audit for ISO 210001: 2018 was done on 18th to 19th January 2024 for departments and societies. The pre audit review report was shared with all faculty members by email (Annexure).
- The ISO Coordinator informed all the process owners, department In-charges and Conveners of societies/ committees about the internal non-conformities, corrections and required corrective actions.
- A Management review meeting will be done in the month of May 2024.
- It was unanimously decided that the stage 1 audit will be scheduled after consultation with the auditors in the month of June 2024.
- The draft of Quality manual will be reviewed in the month of June 2024 and final version will be uploaded on the college website.

Reporting Matter:

The IQAC coordinator informed the Chairman that the AQAR 2022-23 was submitted on 29.4.2024.



Prof. Prerna Diwan
IQAC Coordinator



Prof. Rakesh Kumar Gupta
Principal

**Ram Lal Anand College
University of Delhi**

Academic Audit Report

The academic audit was conducted on 18-19 January 2024 of 15 departments jointly by the coordinator, Internal Quality Assurance Cell (IQAC) and the team of Internal auditors, Ram Lal Anand College in the following aspects:

- Teaching activity (Details of lectures, Lesson plans, tutorials, practical, syllabus completion and other teaching related activities)
- Use of IT tools in teaching-Learning Process
- Internal Assessment Process as per SOP
- Student Grievance Handling
- Semester end examination results conduct and analysis
- Course content development
- Details of attended and conducted refresher / orientation course / research methodology / workshop / teaching - learning-evaluation / technology programs / faculty development programs
- Mentor-mentee sessions
- Remedial classes
- Lab equipment maintenance schedule
- Stock register
- Events conducted and their records: Poster/ geotagged pictures/ attendance/ feedback report and analysis
- Academic Society – Activity Calendar; Society Office bearer selection process and related documents
- Result analysis and Student achievers' data
- Seminar, workshop, Alumni engagement, Career Counselling, Event documents-poster/ geotagged pictures/ attendance/ feedback & action taken report.
- Outreach activities
- Collaborations and MoUs
- SWOC analysis

The committee members audited the above processes department wise:

Sl No	Department	Faculty Attended
1	Physical Education	Dr Pardeep Kumar Sharma Dr Vishal Goswami

Prerna Kumar

2	Mathematics	Mr Basant kumar Mishra Dr Sandeep Bhatt Ms Pratima Negi Dr Pawan Kumar Mr Ankit Kumar Mr Brijendra Yadav Mr Hemant Bhardwaj
3	History	Prof Rakesh Kumar Prof Rajiv Kumar Dr Krishan Gopal Tyagi Dr Parul Lau Gaur Dr Arvind Mr. Shyamjeet
5	Management Studies	Dr. Deepti Gupta Mr Siddharth Gupta Ms Riyanka Jain Ms Srijna Singh Dr Anubha
5	Commerce	Dr Ritu Vats Dr Nupur Saboo Dr Rajeev Vashisth Dr Shikha Makkar Mr. Rajinder Singh Ms Supriya Kamra Dr. Anubhuti Yadav Ms Neera Pal Ms Shalini Rawal Sh Krishan Kumar Ms Sonal Gupta
6	Computer Science	Dr. Vandana Gandotra Prof. Neeraj kumar Sharma Ms Saakshi Taresh Khanna Ms Dikscha Sapra Ms Shikha Verma Dr Arun Kumar Gautam Ms Manisha Wadhwa Ms Sakshi
7	Geology	Dr Sarbari Nag Dr Ravish Lal Mr Arun Kumar Ms Pooja Yadav
8	Microbiology	Prof Rakesh Kumar Gupta Prof Prerna Diwan Prof Vandana Gupta Dr M Salome john Dr Sunila Dr Nidhi S Chandra Dr Shalini Swami

Hemadwan

9	B. A Program	Dr Suneyana Sharma Dr Debashree Das Ms Megha Yadav Mr Manoj Kumar
10	Statistics	Prof Seema Gupta Prof Mukta Datta Mazumdar Dr Seema Joshi Prof Neena Mittal Dr Rita Jain Dr Kuldeep Singh Chauhan Dr Anurag Sharma Mr Bhukya Rajendra
11	English	Dr Deepti Bhardwaj Ms Deepshikha Kumari Dr Ritambhara Misra Ms Pragya Deshmukh Dr Kamal Kumar Raut Ms Minaxi Brahma
12	Environmental Studies	Dr Virendra Bahadur Singh Dr Swagata Karmakar
13	Political Science	Dr Kshama Sharma Dr Triranjana Raj Dr Alankar DR Vijay Kumar Bhatia Dr Nidhi Yadav Dr Jatin Kumar Dr Soma Patnaik Mr Kaptan Mr Gandharv Koushiy Dr Deepak Setia
14	Hindi Patrakarita Evam Jansanchar	Prof Rakesh Kumar Dr Atal Tiwari Dr Pradeep Kumar Dr. Seema Bharti Dr. Nisha Singh
15	Hindi	Prof S.C. Dabas Prof Rakesh Kumar Prof Sanjay Kumar Prof Archana Gaur Prof Shruti Anand Dr Rajesh Kumar Dr Manvesh Nath Das Dr Annie Ray Dr Reena Dr Roshan Lal Meena Ms Sadhna

Manoj Kumar

Dr. Manoj Kumar
Hani Lal Agrawal College
Devi Ahilya Mahila Education Society
Warananagar, Warananagar

The following recommendations were submitted by the Committee for continual improvement of the teaching learning process:

- Uniform lesson plans should be developed with program and course outcome and be communicated to the students in ERP portal
- Compliances of all College's Policies
- Academic Calendar to be prepared at department level at the start of semester
- Proper documentations are to be followed for all the activities; all reports to be uploaded on website and ERP portal
- More collaborations need to be encouraged
- Encourage and design more community outreach activities
- Alumni engagement needs to be enhanced.
- Results analysis is to be done
- Conduct a SWOC analysis of the department once in a year.

Rahgupta

Prof. Rakesh Kumar Gupta
Principal
Ram Lal Anand College
(University of Delhi)
Benito Juarez Road,
New Delhi-110021

Pernadiwan

Prof. Perna Diwan
Coordinator, IQAC

निदेशक, आ.गु.आ.प्र. / Director, IQAC
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