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)

Tel. No. : 011-24112557
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E-mail : rlac.du@gmail.com
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Website : www.rlacollege.edu.in

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

Prernadiwan

(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
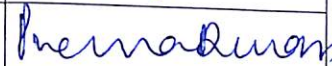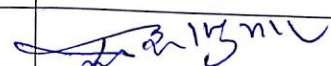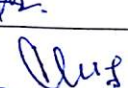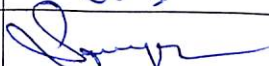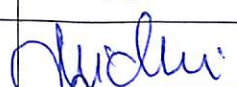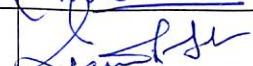
External Experts:

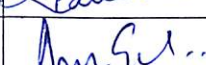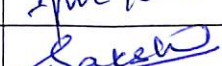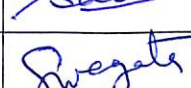15. Dr. Santosh Kumar Sharma: Joint Director, Institute of Company Secretaries of India; Alumnus RLA College
16. Mr Abhilash Chakraverty: Board member, Startup LarkAI, Angel Investor

Prof Rakesh Kumar Gupta
Principal

11th IQAC Meeting

Attendance Sheet

A meeting was held on for IQAC on 12 June 2023 at 3:00 pm in the Conference Room, of the college. The following members were present.

S.No.	Name of IQAC Member	Signature
1.	Prof. Rakesh Kumar Gupta (Principal and Chairman IQAC)	
2.	Prof. Prerna Diwan (Coordinator, IQAC)	
3.	Prof. rakesh Kumar (Hindi)	
4.	Prof. Mukta Datta Mazzumder	
5.	Prof. Rakesh Kumar (History)	
6.	Prof. Neena Mittal	
7.	Prof. Sanjay Kumar Sharma	
8.	Dr. Pradeep Kumar Sharma	
9.	Dr. Nidhi Yadav	
10.	Dr. Ravish Lal	
11.	Mr. Arun Gautam	
12.	Ms. Saakshi Taaresh Khanna (Special Invitee)	
13.	Dr. Swagata Karmakar (Special Invitee)	

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Action taken report of the decisions taken in 10th IQAC meeting held online on 29th May 2023
Presented in 11th IQAC meeting held on 12 June 2023

Actionable items only

1. **Agenda Item 3:Quality Initiatives for Academic session 2023-24**

   (i) **Steps to be taken for "Optimum Utilization of College resources"** submitted to university of Delhi and implementation initiated.

   (ii) **FDPs and certificate courses to be offered by departments in coming session**: A few proposals have received; Hands on Training workshop on Medical Sales Representative – MSR and Environment Sustainability Practices – ESP in collaboration with Life Sciences Sector Skill Development Council (LSSSDC) and Department of Environment Studies, RLAC ; National FDP on ─Essential Skills in Genomics‖ in collaboration with Centre for Innovation in Infectious Disease Research, Education and Training (CIIDRET) and Delhi School for Skill Enhancement and Entrepreneurship Development (DSSEED), Hands on training workshop on ─Metagenomics Sequencing and Analysis: 16S and WGS‖ in collaboration with Biokart India Ltd and Department One-Day workshop on ─Basic IT tools and Document Preparation‖.

   (iii) **Constituting new committee for social media handling (Twitter, Instagram, Facebook) for wide community reach:** Complied with

   (iv) **Utilizing Community radio to enhance the perception and presence of the college by highlighting programmes/departments distinctiveness for prospective students to be admitted in academic session 2023-24**: Completed

   (v) **Developing digital resources by faculty for UGCF curriculum:** Under process

   (vi) **Planning ISO 21001-2018** certification for management system for educational organizations (EOMS: ISO preparation underway; Preaudit of all departments to be conducted around 18-19 January 2024.

(vii) **Planning NIRF application process**: IQAC organized an orientation session of one hour conducted on 1st June 2023 at 11.30 am for the faculty to ensure everyone gets clarity on NIRF quality parameters. Ms Riyanka Jain, from Department of Management Studies gave a presentation to the faculty members

(viii) **Infrastructural upgradation**: Process of purchase underway.

(ix) **Adoption of villages at Pattiya Village Cluster, Almora, Uttarakhand**: Activities and field visits by Departments underway

(x) **Inhouse Summer Internships**: Research and IPR cell's second call SRI 2.0 for Summer Research Internship proposals on 31st May 2023 through an email sent out to all the faculty members and responses were collected through the Google form. After screenings and some revisions the final list of sanctioned SRI proposals was communicated to the PIs on 20 June 2023 along with Professional ethical guidelines, general guideline for the conduct of the internships and undertaking format. Summary of the Second call for summer internships for RLAC students: College sanctioned a total grant of Rs. 109,000/- for the conduct of technically approved Summer internships.

(xi) **MoU with IGNOU: Signed on 19.9.2024**

Prof. Prerna Diwan,   **Prof. Rakesh Kumar Gupta**