



# 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

Fax : 24112151

E-mail : rlac.du@gmail.com

rlac.bjr.du@gov.in

Website : www.rlacollege.edu.in

Date: 14<sup>th</sup> 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 12<sup>th</sup> Meeting of IQAC held on 28<sup>th</sup> December 2023.
2. Presentation of Action Taken Report on the decisions taken in 12<sup>th</sup> Meeting of IQAC held on 28<sup>th</sup> 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 12<sup>th</sup> IQAC meeting held on 28<sup>th</sup> December 2023 were confirmed.

#### Agenda Item 2:

IQAC coordinator presented the Action taken report from the decisions taken on 28<sup>th</sup> 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. Perna 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



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 Taaresh 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 University, Indore  
केन्द्रीय इन्फार्मेशन सेल

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  
रामलाल आनन्द महाविद्यालय  
Ram Lal Anand College  
दिल्ली विश्वविद्यालय / University of Delhi  
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## 13<sup>th</sup> IQAC Meeting

### Attendance Sheet

A meeting was held on for IQAC on 22<sup>nd</sup> May 2024 at 12:30 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. Mukta Datta Mazumder	
4.	Prof. Rakesh Kumar (History)	
5.	Prof. Neena Mittal	
6.	Prof. Sanjay Kumar Sharma	
7.	Dr. Pradeep Kumar Sharma	
8.	Dr. Nidhi Yadav	
9.	Dr. Ravish Lal	
10.	Ms. Sakshi Taresh Khanna	
11.	Dr. Anurag Sharma	
12.	Ms. Riyanka Jain	
13.	Dr. Parul Lau Gaur (Special Invitee)	
14.	Ms. Pragya Deshmukh (Special Invitee)	
15.	Dr. Rajesh Sachdev (Special Invitee)	

निदेशक, आ.यु.आ.जी. ऑडिटर, IQAC  
रामलाल आर्य विश्वविद्यालय  
Ram Lal Arya College  
दिल्ली विश्वविद्यालय, University of Delhi  
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**Action taken report on the decisions taken in 12<sup>th</sup> IQAC meeting held on 28<sup>th</sup> December 2023 to be presented in 13<sup>th</sup> meeting of IQAC on 22<sup>nd</sup> 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 5<sup>th</sup> January 2023 at 2.45pm
- The ERP modules was implemented from 18<sup>th</sup> 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 Taresh 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**

**Ram Lal Anand College  
University of Delhi**

**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 for Test 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.
			Marking pattern/Rubric/ Key of Assessment for Assignment/Quiz/MCQ /Project work  Discussion and Analysis of results and remedial action (Assignment ...)	Assignment/Quiz/MCQ /Project work (Week 12-14)
	<b>Remedial Class</b>			