



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: 12.12.24

Dear Members

The Twelfth meeting of Internal Quality Assurance Cell (IQAC) will be held on Thursday, 28th December 2023 at 1 pm in the Conference Room, RLA College.

Agenda

1. To confirm the minutes of 11th Meeting of IQAC held 12th June 2023 at 3 pm.
2. Presentation of Action Taken Report on the decisions taken in Meeting of IQAC held 12th June 2023.
3. Status of implementation of ERP.
4. Drafting and revision of College Policies
 - Gender Policy
 - E-Governance Policy
 - Anti-ragging and discipline policy
 - Grievance Redressal Policy
 - Data protection and Retention Policy
5. Revision of format of Teaching Lessons plans.
6. Revising the procedure for attainment and mapping of Programme outcome and Course outcome.

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 Twelfth IQAC meeting

Meeting Date: 28th December 2023 at 2 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 Taaresh Khanna, Dr. Swagata Karmakar, Dr. Anurag Sharma, Ms. Riyanka Jain
- Special Invitee:** Dr. Vishal Goswami, Ms. Pragya Deshmukh, Dr. Sunila, Prof. Rakesh Kumar (Hindi), Dr. Deepti Gupta, Dr. Reena

Agenda Item 1:

Minutes of 11th IQAC meeting on 12th June 2023 were confirmed.

Agenda Item 2:

IQAC coordinator presented the Action taken report from the decisions taken on 12th June 2023.

Agenda Item 3:

Status of implementation of ERP

The IQAC coordinator apprised the members of the status of ERP procurement. A detailed discussion was held on the ERP implementation process. It was decided that:

- The ERP modules will be implemented in the coming semester (January 2024 onwards).

- The data of the students, faculty and papers being offered by college and other relevant as per the requirement of modules will be provided to the ERP vendor.
- Prof. Prerna Diwan, Dr. Sandeep Bhatt and Mr. Sanjay Nagaliya were handling the data requirement for the smooth implementation of ERP modules.
- ERP training of all the teaching and non-teaching staff will be done in the first week of January 2024.

Agenda Item 4:

Drafting of Policies: Gender Policy, E-Governance Policy, Anti-ragging and discipline policy and Grievance Redressal Policy , Data retention and Protection Policy

The members provided suggestions for drafting of policies for Gender, E-Governance, Anti-Ragging and Discipline, and Grievance Redressal. It was decided that a subcommittee ISO internal auditors will be formed to finalize the policies.

Agenda Item 5:

Revision of format of Teaching Lessons plans

- The IQAC discussed the need to revise the format of teaching lesson plans for ISO certification requirement. Members shared their ideas and experiences regarding effective lesson plan design. The IQAC will develop a template for lesson plans that aligns with the curriculum and assessment guidelines of University of Delhi. The template will be prepared and shared by ISO team.

Agenda Item 6:

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

- The IQAC discussed the need to revise the **procedure for attainment and mapping of Programme outcome and Course outcomes**. Prof. Seema Gupta and Ms. Sakshi Taresh Khanna were assigned the responsibility to revise the PO and CO.



Prof. Prerna Diwan
IQAC Coordinator



Prof. Rakesh Kumar Gupta
Principal



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Action taken report on the decisions taken in 11th IQAC meeting held on 12th June 2023 to be presented in 12th meeting of IQAC scheduled for 28th December 2023 at 1 pm

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

1. Nominations of members and planning of NIRF process 2024

NIRF committee was constituted to prepare the college for NIRF process and notified (Annexure 2)

2. Detailed Planning for ISO stage-I audit

a) Preparation of SOP's of all processes

The preparation of all SOP's is under process and individual responsibility has been assigned as per the annexure 3.

b) Preparation of Quality manual as per ISO 21001:2018

The first draft of the college Quality Manual has been prepared and discussed with ISO team of internal auditors separately in the meeting of internal auditors.

- Internal audits were conducted for Library, administration, examination, procurement and maintenance processes was completed on 20th September 2023. Recommendations have been shared with the respective departments for further necessary action.
- A meeting of Teacher-in-Charges with the ISO team was held on 22nd November to acquaint them with the process of ISO certification.

3. Discussion on the process for ERP implementation

- The requisition for the ERP procurement and implementation was submitted by IQAC coordinator to the principal and approved by GB on 7th October 2023.
- A committee of teaching and non-teaching staff for coordinating the ERP implementation has been constituted on 28th November 2023. (Annexure 4)

Prerna Diwan

**Prof. Prerna Diwan,
Coordinator IQAC**

Rakesh Kumar Gupta

**Prof. Rakesh Kumar Gupta
Chairperson, IQAC**



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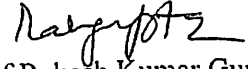
RLAC/Notice/2023/262

Date : 12/06/2023

NOTICE

The following faculty members are being nominated as the member of committee constituted to prepare the college for NIRF (2024):

Convenor	Dr.Vandana Gangotra
Co-Convenor	Ms. Riyanka Jain
Member	Prof. Prema Diwan
Member	Prof.Mukta Mazumdar
Parameter I: Teaching, Learning & Resources	
Convenor	Dr.Parul Lau Gaur
Co- Convenor	Dr.Nidhi Yadav
Member	Dr.Swagata Karmakar
Member	Mr.Sanjay Jain
Parameter II :Research & Professional Practice	
Convenor	Prof.Vandana Gupta
Co- Convenor	Dr. Jatin
Member	Dr. Virendra Bahadur Singh
Member	Dr.Neeraj Kumar Sharma
Parameter III: Graduation Outcomes	
Convenor	Dr. Salome John
Co- Convenor	Prof. Neena Mittal
Member	Mr. Basant Mishra
Member	Dr.Manvesh Nath Das
Parameter IV: Outreach & Inclusivity	
Convenor	Ms.Shikha Verma
Co- Convenor	Dr.Urvashi Kuhad
Member	Dr.Roshan Lal Meena
Parameter V: Perception	
Convenor	Prof.Rakesh Kumar (Hindi)
Co- Convenor	Dr.Rajesh Gautam
Member	Ms. Anubha
Member	Dr.Atal Tiwari
Member	Ms.Shweta Arya


Prof Rakesh Kumar Gupta
Principal



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Annexure 3

Date: 7/7/2023

Notice

The following faculty members are assigned to prepare the SOP's of all processes required for ISO 21001:2018 certification.

S. no	Process	Name of The faculty
1	Procurement & Maintenance Process	Ms Pragya Deshmukh, Dr. Swagata karmakar
2	Library Process	Dr. Sunila
3	Admission Process	Dr. Anurag Sharma
4	Academic Planning Process	Ms Pragya Deshmukh , Dr. Reena
5	Teaching and Learning Process	Dr. Deepti Gupta, Dr. Swagata karmakar
6	Training and Placement Process	Ms Sakshi Taaresh Khanna, Dr Ravish Lal
7	Sports Process	Dr. Sunila, Dr. Vishal Goswami
8	Examination Process	Dr. Anurag Sharma
9	Administrative Process	Ms Sakshi Taaresh Khanna. Dr. Sunila


Prof. Rakesh Kumar Gupta
Principal



Fwd: RLA SmartProf ERP Implementation - Data Formats - Mobiquel

RLA College university of delhi <rlac.du@gmail.com> Tue, Nov 28, 2023 at 5:01 PM
 To: PRERNA DIWAN <dr.pdiwan@gmail.com>, RLA IQAC <rlaiqac@gmail.com>, Neena Mittal <n_mittal@yahoo.com>, Siddharth gupta <siddharthdce3108@gmail.com>, Riyanka Jain <riyankajain@sggsc.ac.in>, srijana.bms@rla.du.ac.in, sandeep bhatt <bhattsandeeep026@gmail.com>, Bhukya Rajender <rajendernaik10jai@gmail.com>, Sanjay Nagaliya <sanjaynagaliya@gmail.com>, Amit Sharma <amitsharma1967123@gmail.com>, AD JOSHI <rlaoffice11@gmail.com>, shalini rawal <shalinirawal10@gmail.com>, ankit.maths@rla.du.ac.in, Nidhi S <nehajagjit@gmail.com>, Neera neera pal <neerapal39@gmail.com>, Sonal Gupta <sonalgupta952@gmail.com>, Ritu Vats <vats.ritu@yahoo.com>, nupursaboo.com@rla.du.ac.in, Deepti Gupta <deepti.4k@gmail.com>, NUPUR SABOO <nupurphd2009@gmail.com>

Dear Colleagues

This is with reference to the ERP system Modules purchased by the College and to be implemented from the current academic session. The following team of faculty members along with the office staff will be coordinating with the ERP vendor Mr Vibhore Gupta in order to provide the required data of students, faculty and papers being offered by the college and other data as per the requirements of the modules.

Student Data

Ms Riyanka Jain
 Ms Srijana Singh
 Ms Shalini Rawal
 Mr Sanjay Nagalya
 Mr Amit Sharma
 Mr Deepak

Placement Module

Prof Neena Mittal
 Mr Siddharth Gupta

Paper Module including options being offered

Dr Sandeep Bhat
 Mr Rajender Bhukya
 Mr Ankit Kumar
 Mr Sanjay Nagalya

IQAC Module

Prof Prerna Diwan
 Dr Nidhi Chandra
 Ms Neera pal
 Ms Sonal Gupta

Extra Curricular Societies including Departmental

Dr Ritu Vats
 Dr Nupur saboo
 Dr Deepti Gupta

All the above faculty members are requested to coordinate with the college ERP team further for smooth implementation of ERP modules.

Prof Prerna Diwan
 Ms Riyanka Jain
 Ms Sakshi Sharma

Regards

Dr. Rakesh Kumar Gupta
(Ph.D Microbiology, PDF USA)
Professor Principal
Ram Lal Anand College
 (UNIVERSITY OF DELHI)

5, Benito Juarez Road
New Delhi-110021

----- Forwarded message -----

From: **Prof. Prerna Diwan** <prernadiwan.mic@rla.du.ac.in>
Date: Tue, Nov 28, 2023 at 10:50 AM
Subject: Fwd: RLA SmartProf ERP Implementation - Data Formats - Mobiquel
To: rla college <rlac.du@gmail.com>

Sir
The requirements for ERP
Regards

Prof. Prerna Diwan,
Department of Microbiology
Ram Lal Anand College, University of Delhi
5, Benito Juarez Road, New Delhi-110021
Phone- 91-11-24112557 (Office)
Email: prernadiwan.mic@rla.du.ac.in
Mobile- 91-9871290711

----- Forwarded message -----

From: **Mobiquel India** <mobiquel@gmail.com>
Date: Wed, Nov 22, 2023 at 8:42 PM
Subject: RLA SmartProf ERP Implementation - Data Formats - Mobiquel
To: prernadiwan.mic@rla.du.ac.in <prernadiwan.mic@rla.du.ac.in>
Cc: Mobiquel <contact@mobiquel.com>, Ajay Weekendr <ajay@weekendr.in>

Dear Ma'am,

As discussed in the meeting today, PFA data format files to configure the portals. Also please keep college roll no prefixed with year of admission for ease of reference throughout the portal.
For e.g. 21XXXX or 22/XXXX as preferred.

Other than this we also need:

- 1) College Logo in High resolution format (preferably Photoshop, Adobe Illustrator file)
- 2) College Background Image in good resolution (could be jpg, png)
- 3) Domain to map to ERP System (pls suggest and we'll check its availability and procure)
- 4) I-Card formats
- 5) Team Contact at RLA to coordinate for:

- Attendance & IA system
- Optional Paper module
- IQAC modules

In addition to above, as per college requirement, modules as listed below in addition to the tendered scope to be considered. Will be sharing a separate proposal with costing for the same.

- 1) Leave Management System
- 2) Provisional Certificate
- 3) Online Fee Collection with Payment Gateway

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Vibhor Gupta
Founder at Mobiquel

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MOBI UEL

5 attachments

 **Student Data Format - RLA.xlsx**
9K

 **Room List Format.xlsx**
10K

 **Course List Format.xlsx**
10K

 **Faculty Data Format.xlsx**
10K

 **Exam Data Format - RLA.xlsx**
18K