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Minutes of 6th IQAC meeting held on 4th March 2020

Attendees: Dr Rakesh Kumar Gupta, Dr Prerna Diwan, Mr Santosh Kumar Sharma (External Expert), Dr S. C. Dabas, Dr Rakesh Kumar (History), Dr N. K.Pandey, Dr Mukta Datta Mazumdar, Dr Seema Gupta, Dr Rakesh Kumar (Hindi), Dr Pardeep Sharma, Dr Sanjay Kumar Sharma, Mr Rajesh Sachdeva, Ms Srishti Bhatia.

Ms Ritu Kalra (External Expert) and Dr. Neena Mittal expressed their inability to attend the meeting.

Decisions: (Refer to Appended Agenda of meeting)

Agenda Item 1: The meeting started with welcome of New IQAC Member, Mr Santosh Kumar, Joint Director, Institute of Company Secretaries of India as external Expert by the Chairman IQAC. He assured the house that he will actively contribute in the quality enhancement of the institution.

Agenda Item 2: Minutes of 5th Meeting of IQAC held on 9th May 2019 were confirmed.

Agenda Item 3: Action Taken Report for decisions taken in last IQAC meeting was presented. **Following decisions were taken upon discussion of Action Taken Report**

a. E-copies the college magazines Samdrishti, Sambhav and RLA Samachar to be shared with parents, Alumni and employers for showcasing and wider publicity of the college activities.

b. Open House Information to be widely publicized through University website and Newspapers for the Admissions 2020-21.

c. Ms Srishti Bhatia appointed as New Single Point of Contact (SPOC) for NPTEL Chapter and also entrusted with the responsibility of motivating students to enrol for online courses.

d. It was decided to prepare a schedule of FDPs to be conducted by each department.

e. A workshop on LMS will be conducted for Faculty in ongoing session.

f. Information about Newly constituted Institutional Academic Integrity Panel (IAIP) to be displayed on website

g. For Next PTM scheduled for 4th April 2020 the parents to be notified by SMS and email in advance.

h. NSS to conduct a 3 day Basic first Aid Training in collaboration with St John's Group.

i. Mr Rajesh Sachdev to explore GeM portal for purchase of Teleprompter, Wireless mikes and Camera for Media Lab

Agenda Item 4: **Implementation Status** of Quality initiatives planned for 2019-20 as per the tasks listed in future plan of AQAR 2018-19 (Refer to Annexure 3 of Agenda)

1. A rigorous, comprehensive and Course wise feedback system to be adopted for Faculty, students, alumni, parents and employers from 2019-20: For this, feedback forms have been modified as per New LOCF framework of Curriculum implemented in I year in 2019-20, incorporating questions on whether objectives and outcomes were explained to students and variety of assessment methods were adopted. Feedback received from students will be discussed with the teacher by Principal in person.

2. To enhance interaction with industrial/corporate houses via Software Training /Application oriented workshops, career counselling session, placement and internships, and Educational Visits: Adequate emphasis to be given to soft-skill

development complementing the regular academic performance thus trying to fill this crucial gap among students. A number of career counselling sessions/soft skill trainings with experts were conducted. 119 students under took internships in session 2019-20 in various prestigious institutions and reputed industries. Inhouse internships were offered in Department of Microbiology to students in ongoing research projects of the faculty members. Department of Hindi also offered inhouse internships on Hindi translation. Several educational visits were conducted for students of various departments in Delhi including Indian Meteorological Department, Parliament of India, Babasaheb Dr. B. R. Ambedkar Memorial, Atomic Mineral Directorate and Exhibition "Superbugs: The End of Antibiotics?" organised by National Council of Science Museums (NCSM). Students were also taken for Outstation educational visits to Kanatal, Mussoorie, Dehradun, Manali, Khetri Underground Copper Mines, Rajasthan, IIT Mandi, Statue of Unity, Sabarmati Ashram, Gujrat Vidyapeeth and Jaipur.

3. To launch following new certificate/ Add on courses to improve the employability of the undergraduate learners : The following certificate courses will be being taken up in vacation and in coming session 2020-21.

    i. Personal Tax Planning and E-filing: Course Coordinator- Ms Pooja Gayatri, Department of Management Studies
    ii. Scientific Communication and Research Ethics: Course Coordinator- Dr Shalini Swami and Dr Prerna Diwan Department of Microbiology under DBT Star College Scheme
    iii. Renaissance Art: Course Coordinator- Dr Deepti Bharadwaj and Dr Urvashi Kuhad, Department of English
    iv. Investments in Stocks: Course Coordinator-Ms Srishti Bhatia, Department of Commerce
    v. Vector Design and Animation: Course Coordinator -Ms Shikha Verma, Department of Computer Science
    vi. Disability Studies by Department of History (Mr Pratik, Dr N K Pandey and Mr Vikas Kumar)

     vii.   Software for editing: BJMC (Course Coordinator: Dr Rakesh Kumar, Department of Hindi)

    viii.   Hindi Translation (Course Coordinator: Dr Neelam Rishikalp, Department of Hindi)

     ix.   Foreign Language Courses: Chinese and Japanese (Course Coordinator: Dr Alankar)

      x.   GST concepts and filing of Returns (Course Coordinator: (Course Coordinator: CA Anil Kumar Bhatt)

     xi.   Exploring Feasible Alternative Technologies to Address Environmental Issues (Course Coordinator: Dr Swagata Karmakar)

     xii.   Modern Web Development Tools (Course Coordinator: Ms. Sakshi Taaresh Khanna)

4. To Introduce value added course: Following Value added courses will be started in 2020-21: Yoga and Meditation, Human Values, Life Skills and Ethics, Personality Development and Soft Skills, Resume Writing, Geology in Profession, Economics analysis with statistical Package SPSS, Public Speaking, English and Hindi Typing, Anchoring/ Jockeying

5. In-house Research Grant fund to faculty and student: II round to be announced.

6. Administrative Audit: Pending.

7. II Parent Teacher Meeting: Pending.

8. Admission Counselling Committee constituted in 2019-20 conducted several sessions for admission seekers during admissions

9. Alumni Interaction and connect with current batch of students to be strengthened through career counselling sessions and lectures: All departments invited Alumni for expert lectures, interactive sessions and counselling sessions (19) in various fields.

10. Preliminary discussion on conducting online Coaching Classes for students appearing in competitive examinations was completed and it was decided to launch classes for CAT (Common Admission Test) classes, Quantitative Ability (QA), Verbal Ability (VA), Reading Comprehension(RC), Data Interpretation

(DI) and Logical Reasoning (LR) sessions. Preparatory classes for MA/MSc entrance will be conducted.

11. Organizing sessions on Stress management for students, faculty and staff: Following workshops have been conducted in 2019-20
    a. Faculty development program on Stress Management from 30th January to 1st February 2020 with 23 participants.
    b. Workshop on "Stress Management", in collaboration with Ethics Craft Club (youth wing of ISKON), conducted by Advocate Anuj Saxena, Supreme Court of India conducted on 22nd October, 2019
    c. Workshop on 'Stress and Anger Management' conducted by Ms. Mahak Vaish from TIE Learnings.
    d. FDP on Stress Management was conducted from 30 Jan 2020 to 1 Feb 2020 under ICT Academy membership renewed on 10 Jan 2020 till 28th Jan 2025 Membership No 99344)

12. Trainings on administrative Rules for Non-teaching Staff: On 16th September 2019, a one-hour session on rules/regulations of leave, LTC, Medical etc. was organized by IQAC for the faculty members, administrative staff and other non-teaching employees. The session was conducted by Dr. Bhuwan Jha, ex-Assistant Registrar, University of Delhi. Another event has been planned planned with IQAC of Sri Guru Nanak Dev Khalsa College on "Benefits of Digital Administration"

13. Developing a "water and soil analysis/testing laboratory": Pending

14. Community radio Development: A proposal of 15 lacs to start community radio in college has been approved by GB and being submitted to Ministry of Information and Broadcasting

15. To organize National and International Seminars/workshops/FDP: Till date 19 workshops, 5 Faculty development programs, 3 international and 4 national seminars have been conducted in 2019-20.

16. To motivate faculty to publish research in reputed National and International Journals with high impact factor: The principal has communicated via email to all faculty members to comply to this decision.

17. Aim towards a cleaner and greener college campus and increasing awareness among students for environmental issues: A number of measures were taken in 2019-20 including adding more medicinal plants to Herbal Garden, development of Rose Garden, Practising Composting and utilizing manure produced for the maintenance of plants, waste segregation, ban plastic awareness drive and implementation of ban on single-use plastic items in canteen as per the mandate of the Government of India, trips for 156 students to Yamuna Biodiversity Park, Aravali Biodiversity Park and Neel Hauz Biodiversity Park, Delhi to sensitize the students towards biodiversity and for showing ecological restoration of degraded soils, 'Campus Bird Count' in collaboration with Meghna Joshi from the Bird Count India and E-Bird India.

18. NSS: organised session on CPR in college, health awareness, financial literacy, hygiene awareness programs in slum adopted by college as per IQAC recommendations

19. Sports: new sports introduced for women, Kho-Kho, Taekwondo, Judo, construction of changing room for boys completed and handed over. "Annual Fitness Assessment Programme" for students as well as for faculty started

20. Infrastructure: Bioinformatics laboratory development and Complete ERP solution yet to be installed: 40 computers have been ordered to take care of the needs of departments of Computer Science, Mathematics, Statistics and Computer Science with estimated cost of 20 lakhs after approval from GB

Agenda Item 5: **Discussion on New quality Initiatives:**

- Book Banks in Departments: Needy students to be given full set of books as per syllabus. Dr Prerna Malhotra will be given responsibility for developing this facility after approval for funding source from GB (Lapsed caution money accumulated can be utilised for this purpose)

- Scaling up Field projects of Students: A committee comprising of Dr N.K. Pandey, Dr Mukta and Mr Alankar will look into this aspect and also on experiential and collaborative learning.

- E-Content Development-Promotion through Incentivising: Teacher wise Schedule for E-content recording will be prepared and executed.

- Formalising the procedures and policies for maintenance of infrastructure: The college will compile all procedures under the supervision of infrastructure committee and brought to website for all stakeholders of college
- Parent Association: Involving Parents for Expert Lectures/Career Guidance: The teachers will be requested to explore in respective departments for this initiative and through parent feedback forms. Philanthropic mode for scholarships from Parents/Alumni to be explored.
- Collaborations/MoU: ICT Academy membership renewed on 10 Jan 2020 till 28th Jan 2025 Membership No 99344); MoU with Virtual Labs (IIT Delhi) renewed on 14 Jan 2020. MoU under Enactus with Family of Disabled (FOD) done to provide a platform to differently abled people to earn livelihood by realising their potential.
- ISO Certification of college: Dr Prerna Diwan and Dr Rakesh Kumar will look into the requirements of ISO 9001 certification of college through arranging meeting with consultants.
- ICT enabling 10 more Class rooms (Including 23 and 28) and Creating Smart Class rooms: The smart classrooms idea was not approved instead committee recommended the installation of projector in PC 5, 6, 7 and 8

Agenda Item 6: **Best Practices 2019-20**: Departments will be requested to identify their 2 best practices each and work on their best practices.

Agenda Item 7: **Appointment of 2 new members/ Industry experts for IQAC.**: It was decided to seek consent from Mr Abhilash Alumnus of Department of Microbiology to be an external expert.

Agenda Item 8: **Reporting Matters**:

a) AQAR 18-19 submitted on 1st February 2020
b) Following Research Projects have been Submitted / approved:
   - College has been granted Star College Status and funding (25 Lacs) under DBT Scheme, Ministry of Science and Technology for various activities in Department of Microbiology for a period of 3 years. (Coordinator: Dr Prerna Diwan).
   - A three year research Project of 1,99,99,820/- entitled "Enhancement of Livelihood Opportunities through Sustainable Development using Multifaceted Support Plans for Village Cluster around Patiya in Takula Block, Almora District, Uttarakhand" has been sanctioned funded by National Mission on Himalayan studies (NMHS) by MOEF&CC GOI (Dr Seema Gupta, Dr Rakesh Kumar, Dr Mukta Mazumdar, Dr Rajesh Sachdev, Dr Prabhas Pandey).
   - 2 Impress-ICSSR projects have been sanctioned: (i) Communicating the science behind the phenomenon of antibiotic resistance to promote social awareness (Dr Prerna Diwan and Dr R K Gupta, Department of Microbiology): 4.99 lacs (ii) A study of Socio-economic and cultural impact of the left-wing Extremism(LWE) in Bastar, Chhattisgarh (Dr Prerna Malhotra, Department of English for 8 lacs).
   - A ICMR funded project entitled "Alterations in oral microbiome of Betel nut chewing population of North Eastern India and its Correlation with Oral Cancers: Prospecting Microbial Consortium for Therapeutic Effect" of 30 lacs has been sanctioned to Dr Prerna Diwan and Dr Rakesh Kumar Gupta, Department of Microbiology for a period of three years.
   - 4 Research Proposals have been submitted under Stride call of UGC in 2019-20. 2 Proposals were submitted to ICSSR , out of which one was shortlisted for presentation. The result is awaited.
c) Progress in process of Appointment of Assistant Professors: Screening Committees for 54 posts advertised under various Departments have been constituted and the members have been given password and user id to access all the online applications

d) Appointment of Research Staff: one JRF and one lab Attendant have been appointed in ICMR funded Research Project. 2 JRFS and 3 Field attendants have been appointed in Ministry of environment funded project

e) 17 New posts have been sanctioned by UGC in OBC second Trench, out of which 8 have been advertised and 9 have been allotted to different departments based on workload submitted by them.

f) Infrastructural Augmentation: In view of EWS expansion, two labs have been added in geology Department. Provision for enhancing seating capacity has been done.3 new classrooms have been handed over after completion for use by CPWD. 40 desktops have been ordered with an estimated cost of INR 20 lakhs. A proposal of around INR 15 lacs to start community radio in college has been approved by GB to be submitted to Ministry of Information and Broadcasting. Infrastructural Audit for PwD facilities has been approved by GB. Vertical extension of amphitheatre to create a multipurpose activity hall and lecture room is being done after approval from GB. Proposal for development of studio theatre in library shed space has been approved by GB for submission to ministry of Culture with a maximum cost 77,59,530/- and maximum funding of 50 lacs with 40% institutional share. Installation of 100 kv electricity generating roof top solar panel approved by GB. Installation of STP in college approved by Gb with an estimated cost of 25 lacs. Installation of HT Electrical Supply System of BSES including 11 KV transformer and required infrastructure (rooms, concrete panel and protective fencing) to meet increased demand of electricity approved by GB with an estimated cost of 40 lacs approved by GB

g) MoUs signed: Enactus and Family of Disabled (FOD) to provide a platform to differently abled people to earn livelihood by realising their potential.

Agenda Item 9: Any other matter with the permission of the Chair:

- A detailed discussion on Career counselling and placements was done. It was decided that Counselling session for all II and III years students will be done department wise by August 2020. Aptitude and Skill assessment of students interested in placements will be done. Interest areas of

Students to be identified for type of job profile through forms. Teachers will be requested to explore various companies for arranging placements drives..

- A certificate course of 6 months in association with ISIC under MoU to be planned with the provision of placements as Patient Care executives/ Hospital Administration Positions

PRERNA DIWAN
Coordinator, IQAC

DR RAKESH KUMAR GUPTA
Chairperson, IQAC

Enclosure:1: Notice with Agenda of the meeting

Dear Members

The sixth meeting of **Internal Quality Assurance Cell (IQAC)** will be held on **Wednesday, 4th March at 3 pm** in the Conference Room, RLA College.

Agenda

1. Welcoming New IQAC Member, Mr Santosh Kumar, Joint Director, Institute of Company Secretaries of India as external Expert.
2. To confirm the minutes of 5th Meeting of IQAC held on 9th May 2019 (refer to **Annexure 1**).
3. Presentation of Action Taken Report (refer to **Annexure 2,2a,2b)**
4. Implementation Status of Quality initiatives planned for 2019-20 as per the tasks listed in future plan of AQAR 2018-19 (Refer to **Annexure 3**)

5. Discussion on New quality Initiatives:
   - Book Banks in Departments
   - Scaling up Field projects of Students
   - E-Content Development-Promotion through Incentivising
   - Formalising the procedures and policies for maintenance of infrastructure
   - Parent Association: Involving Parents for Expert Lectures/Career Guidance
   - Collaborations/MoU
   - ISO Certification of college
   - ICT enabling 10 more Class rooms (Including 23 and 28) and Creating Smart Class rooms.

6. Best Practices 2019-20
7. Appointment of 2 new members/ Industry experts for IQAC.
8. Reporting Matters: AQAR 18-19 Submission, Research Projects Submitted and approved, International and National Seminars held, Progress in process of Appointment of Assistant Professors, Appointment of Research Staff, Infrastructural Augmentation, MoUs signed.
9. Any other matter with the permission of the Chair.

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

Regards

Prerna Diwan

Dr Prerna Diwan,
Coordinator IQAC