



## Minutes of Third IQAC meeting

**Meeting date: 11 July, 2018 at 11 am**

**Attendees:** Dr Rakesh Kumar Gupta, Principal and Chairman IQAC; Dr Prerna Diwan, Coordinator, IQAC; Dr S.C. Dabas, Dr Rakesh Kumar; Dr Sanjay Kumar Sharma, Dr Mukta Dutta Majumdar, Dr Neena Mital, Dr Pradeep Sharma.

Dr Rakesh Kumar (Department of Hindi), Dr N.K.Pandey, Ms Ritu Kalra expressed their inability to attend the meeting.

**Agenda Item 1:** The chairman opened the meeting by welcoming the members and the coordinator presented the Action taken report.

**Agenda Item 2:** Quality initiatives to be taken for the coming session 2018-19

- a. After detailed discussion, It was decided that since Chinese and Japanese languages are in high demand in current scenario and are not being offered in neighbouring colleges, the college can start certificate courses with prior approval from GB. To begin with, a certificate course can be started in session 2019-20 followed by introduction of diploma course in session 2020-21 along with certificate course in self-financing mode. The classes can be scheduled on weekends with visiting faculty members from university of Delhi departments. For these courses **Dr K. G. Tyagi and Dr Alankar will be Coordinator and Co-Coordinator respectively.**
- b. It was decided that **IQAC** will organise two days FDP on Modern/ Innovative Methods of Teaching in this session. This will cover access/utilization of E-resources, LMS, lecture recording, ICT tools etc. **Dr Prerna Diwan, Dr Kusum Gupta and Dr Salome John** will be involved organising this event. The chairperson informed the house that a FDP has already been scheduled in

September/October 2018 on “Emotional Intelligence” in association with ICT Academy. **Dr Vandana Gandotra** will be Incharge for the same.

- c. **IQAC** will also conduct One Day Training Programs for Non-Teaching Staff covering the following topics:
- GeM: Government E-marketplace
  - E-Tendering/procurement
  - Medical Reimbursement Rules and Guidelines
  - Administrative works
  - Professional Ethics
  - Gender sensitivity and sensitivity towards PWD and weaker sections of society.

**Dr Prerna Diwan and Dr Sanjay Kumar Sharma will be Coordinator and Co-Coordinator respectively for this event.**

- d. Additionally, a 5 day workshop for Non-teaching staff on ICT tools will be organised in this session by IQAC. **Dr Prerna Diwan and Ms Nupur Tyagi will be Coordinator and Co-Coordinator respectively for this event.**

- e. Committee decided to introduce Human Values and Life Skills courses for students of I year to be offered in semester II. For this one or two periods per week will be allotted. **Dr Rita Jain and Dr Sanjay Kumar Sharma will be Coordinator and Co-Coordinator respectively for this course** and they will decide all the modalities and curriculum for the same.

- f. It was decided that for Mentorship scheme, all students will be assigned mentors by the **Principal**. Each Faculty member will be assigned 16-17 mentees from other departments and 7-8, final year mentees of their department. This will take care of career counselling that is the requirement of III year students. A register will be provided to all teachers to maintain the

records of mentor-Mentee Meetings and remedial classes. **Dr Mukta Dutta Majumdar** will be Incharge for this scheme.

- g. A meeting of **IQAC Coordinator** with the last year's and present society conveners/department TICs will be convened regarding report writing for the events/activities conducted.
- h. It was decided that **CCPC** should explore the possibility of coaching classes for entrance examination on weekends between 9-1 pm by calling teachers/Experts from outside or from the college. These classes will run in self financing arrangement with prior approval from Governing Body.
- i. Members apprised the house that steps need to be taken to improve the documentation and record keeping for academic, administrative, research and extension activities on a regular basis. It was decided that a proforma for report writing be provided to all teachers by **IQAC**. Since it is difficult to get data from students who graduated, hence all students of III year will be asked to register for College Alumni Association by submitting a form with all their details including mobile no, email id, permanent and corresponding address to the college office. A form will also be filled by the students at the time of collection of degree certificate, with all details including their current affiliation and exams passed/appeared for updating their previous information. It was also decided to add an amount of Rs 500 / as alumni registration fees in III year fees.
- j. Steps will be taken to properly maintain Faculty conference/s and publication records with proofs on a regular basis. A detailed record of payments made to faculty members to present papers in conferences will be maintained yearwise by the office. A separate list of publications be prepared each year for papers in UGC listed and non-listed refereed journals along with impact factors. Book publications/chapters be categorised under national and international publishing Houses.

### **Agenda Item 3: Any other Matter**

#### **Following decisions were taken.**

- a. It was decided to hold atleast two **Parent-Teacher meetings** in coming session, in Oct/Nov and Mar/April for odd and even semester respectively. For this detailed department wise schedule will be displayed on college website well in advance and information will also be sent to parents by SMS. **Dr Kusum Rani Gupta and Dr Parul Gaur will be Coordinator and Co-Coordinator respectively for these events.**
  
- b. A fresh proposal for introduction of B.A. (Hons) Economics will be submitted to the University. **Dr Rakesh Kumar and Dr Sunenyana Sharma** have been assigned the responsibility to prepare this proposal on the lines as was earlier recommended by GB in its meeting held on 20October 2015.
  
- c. A new **high efficiency scanner** will be purchased for office to digitalise all documents. All GB meeting minutes till date will be converted into digital formats
  
- d. A **Sports Facility Development Committee** was constituted to prepare a plan for next 5 years identifying new games for which facilities can be developed. **Dr Pradeep K Sharma, Dr Sanjay K Sharma and Convener, Infrastructure committee** will be members of this committee.
  
- e. The **departments** will be asked to write and submit proposals to various granting agencies to organise National/ International Seminar/ Conferences/ symposia in the college. The department will also be asked to conduct atleast one Alumni and current students interaction per semester by inviting well established Alumni of the college.

f. The **office** will be asked to prepare a complete list of students admitted in I/II/III year from 2017-18 onwards with their admission forms, Class XII certificate and category certificates scanned and stored in digital format, submitted to IQAC for verification. If possible registration forms may be directly downloaded from DU portal to save the information in digital format.

g. Results of the session 2017-18 will be analysed by the **Coordinator, IQAC** and first ten positions in University of Delhi in all three years will be identified and documented.

*Perna Diwan*

Dr. Perna Diwan  
IQAC Coordinator

*Rak Gupta*

Dr. Rakesh Kumar Gupta  
Principal

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