

Minutes of the second IQAC meeting

Meeting date: September 29, 2017 ; 11 am

Attendees: Dr Rakesh Kumar Gupta, Principal and Chairman IQAC; Dr Prerna Diwan, Coordinator, IQAC; Mrs Ritu Kalra (Industry Expert), Dr Rakesh Kumar; Dr Seema Gupta; Dr S.C. Dabas; Shri Rajesh Sachdeva; Dr Sanjay Kumar Sharma.

Dr Rakesh Kumar (Department of Hindi), Dr Mukta Dutta Majumdar, Dr N.K. Pandey, Dr Neena Mital and Mrs Renu Bhatnagar expressed their inability to attend the meeting.

I Agenda Item: Action taken report (From Minutes of Meeting held on 12.4.17)

The Chairman opened the meeting with presenting the “Action Taken Report”. A Detailed discussion was held on each of the following points:

1. A bilingual feedback form developed by the members of IQAC was used for first round of feedback from around 500 students in May-June, 2017. A google form for online submission of feedback is now made available on the website for this semester. The analysis of feedback done by Dr Neena Mital and Dr Rita Jain of Department of Statistics, revealed satisfactory feedback on most aspects. The aspects listed below needed attention, hence were discussed.

- a) **More focus needed on career counseling and placement:** For this Chairman informed the house that steps are being taken. Tech Mahindra conducted a GST training and placement drive. KPMG also held placement interviews. Talks are in progress for arranging soft skill training by HR Abscissa for third week of October 2017. An internship fair has been planned in November 2017, where many companies will visit the college. It was also decided to hold a meeting with the convener of placement cell and request her to prepare a

calendar/planner of career counseling and placement activities for each year of students separately. Also, more emphasis will be given to personality development, soft skill training, cv/resume writing and step building exercises from experts for a large section of students to make them ready for employment in industries.

- b) **Laboratories should be made well equipped:** It was discussed that in general science laboratories have all the equipment required for the practicals in the syllabus, and for BJMC the equipment for lab is in the process of purchasing. Recently two advance instruments, UV_VIS spectrophotometer and Bench Top Fermenter have been purchased by Department of Microbiology. RLA is the only college in DU offering microbiology course which has Fermenter for its Industrial microbiology practicals. Room No 16 has computers installed which is fully networked for use by students. It has been planned to make this as a common lab for use by students for two days in a week.
- c) **Faculty should implement modern techniques for teaching, involving tools, equipment and other means, beyond chalk and talk:** Faculty members will be encouraged to use ICT tools, e-resources (e-journal subscription and e-books) of the DU library. A Faculty Development Program “1st workshop on Microsoft Excel and Powerpoint” of 20 hours duration has been scheduled from 9th to 14th October 2017. Another FDP is being planned for Faculty to understand e-resources of teaching so that they can deliver this information to students also.
- d) **An improvement required in WI-FI and Internet facility:**It was informed by the Convener, infrastructure committee that new equipment for wi-fi has been installed recently and now its fully functional in the college.
- e) **The seating capacity of canteen should be more:** To increase the seating capacity, the area outside the canteen will be developed after discussions in infrastructure committee meeting. Also the Mother dairy stall will be reopened.

2. A **grievance redressal** form for all stakeholders is now available on the website. However, the college office has not received any grievances so far. Hence, it was decided to prominently display the information about grievance redressal mechanism in the college through a dedicated board and also place the complaints box at a prominent location in the college. The grievances received through University are being taken care of regularly.

3. The **Academic Calendar** prepared by Dr Mukta Majumdar in consultation with the chairperson and other faculty members has been displayed on the website and the timelines are being followed. However, **calendar of extracurricular and cocurricular events** could not be generated due to various problems. Hence it was decided to just fix a date for each semester (30th October and 30th March) beyond which no extracurricular event will be allowed in the college.

4. A **feedback form** for participants of events being held in college has also been developed and is being circulated at the end of each event in the current semester.

5. Regarding the introduction of **Post-graduate courses** in the college - Possibility was to be explored by the following faculty members

M.A. English: Dr Ritambara, Dept of English, M.A. History: Dr Rakesh Kumar, Dept of History, M.Com: Dr Devendra Kumar, Dept of History, M.Sc. Geology: Dr Prabhakar Pandey, M. Sc. Statistics: Dr Neena Mital. Dr Ritambara expressed her inability to take the task for English department, Hence Dr Tahar volunteered to explore this possibility. A status report is being sought from the faculty members in this matter.

7. Regarding Extramural Funding from granting agencies such as UGC/ ICSSR/ ICHR/ DBT/ DST etc, for conducting faculty development programs/ workshops/ national/ international seminars and symposia in the college, the college submitted a proposal under “ **Star College Scheme**” to **Department of Biotechnology**, Govt of India involving five departments: Microbiology, Statistics, Computer Science, Geology and Hindi patrakarita Evam

Jansanchar in the month of July 2017. This if sanctioned, will fetch a grant of nearly 30lakhs for workshops/FDP/Field trips and small equipment purchase.

8. Further extra-mural funding through submission of **research proposals** to granting agencies (e.g., UGC, ICSSR, ICHR DBT, ICMR, DST) from faculty members is being encouraged. A total of **26** proposals for interdisciplinary innovation project grants have submitted to Research Council, University of Delhi by faculty members of different departments in the month of August 2017. The faculty members consulted research committee of the college before submission to the granting agencies. Two other Research Proposals one (**approx 22 lacs**) to Department Of Biotechnology, Govt of India by faculty members of Department of Microbiology and the other proposal (approx 41 lacs) has been submitted by the faculty members of statistics to Department of Science and Technology (DST), Govt of India.

9. To strengthen college's **Alumni**, the college has made a beginning by formation of RLA Alumni Association on May 13, 2017. The first executive body has been formed by nomination of some ex students. (list uploaded on the website). A student body under the guidance of the Alumni Committee is proposed to be established which will contact with the alumni and assist in arranging meets. Alumni forms will soon be uploaded on the website with the introduction of alumni registration fee, which will be managed by opening of a separate bank account.

10. Proposals for introducing **Add -on certificate course on "Heritage and Tourism Management "** have been submitted by Department of History and **"Analytic Using R-language"** by Department of Statistics for approval from GB, planned to start in December 2017.

11. Mentors have been assigned for students of Departments of Statistics, Commerce, Computer Science and Microbiology. Other departments will be requested for assigning mentors to students.

12. Centre for Enterprenureship and Technology Development: inaugrated on 24th August, 2017

13. Two New courses, BMS and B.Sc. (Hons) Mathematics have been introduced from the current Academic Session.

II. Analysis of the results of I, II and III year of all Departments

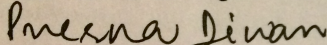
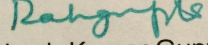
The results of last academic session for all courses were presented and discussed. It was very encouraging to observe that our results (pass percentages between 89 to 96% for all courses) were higher or at par with all the neighbouring colleges. For B.Sc. (Hons) Geology, our IV and VI semester students have topped the university. For BJMC our II and IV semester students have topped the university.

III. Update on College's NAAC accreditation process status

Dr Rakesh Kumar, Coordinator, NAAC Steering committee, informed the house that the college has successfully submitted the IQA to NAAC which is a prerequisite to SSR submission and is waiting for its approval. The College is in the process of finalising the SSR and will be in a position for its online submission in the month of Nov 2017.

IV. Any other matter with the permission of the Chair

It was discussed that the college should also soon initiate work on two more quality parameters under the guidelines of UGC: (i) Parent-teacher meetings, atleast one per semester (ii) Developmental programs such as ICT workshops for Non-teaching staff of the college

 Dr Prerna Diwan	 Dr Rakesh Kumar Gupta
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Coordinator, IQAC

Chairperson, IQAC