



रामलाल आनंद कॉलेज

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Ram Lal Anand College

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Minutes of 7th IQAC meeting held on 1st December 2020

Attendees: Dr Rakesh Kumar Gupta, Dr Prerna Diwan, Mr Santosh Kumar Sharma (External Expert), Ms Ritu Kalra (External Expert), Dr S. C. Dabas, Dr Rakesh Kumar (History), Dr Mukta Datta Mazumdar, Dr Seema Gupta, Dr Rakesh Kumar (Hindi), Dr Sanjay Kumar Sharma, Ms Srishti Bhatia, and Dr Neena Mittal.

Dr N. K. Pandey, expressed his inability to attend the meeting.

Decisions: (Refer to Appended Agenda of meeting **Annexure 1**)

Agenda Item 1: Minutes of 6th Meeting of IQAC held on 4th March 2020 were confirmed.

Agenda Item 2: Action Taken Report for decisions taken in 6th IQAC meeting was presented (**Annexure 2**), and approved.

Agenda Item 3: Quality Initiatives for Session 2020-21

a. Certificate Courses: The college has so far offered and successfully completed 12 certificate courses during the last academic session including the Lockdown Period. For those courses offered during the lockdown period in online mode, no course fee was charged from RLA students. However, the students of other institutions were charged Rs. 1000/-. Four certificate courses, Hindi Translation (Third Round), Software Editing for Media reporting, LATEX HTML for Mathematics students and Disability Studies will commence from January 2021. Another certificate course on Data Analytics has been proposed for the current session by Dr Seema Gupta. Dr Seema Gupta will also follow up the Course on SPSS with Dr Suneyana Sharma, Department of Economics who was previously assigned the responsibility to start this course. Department of Microbiology and IQAC will be offering a Certificate Course entitled

“Python Programming for Biological Science” under DBT Star College Scheme in the Even semester of academic session 2020-21. Dr Prerna Diwan will also follow up on the Certificate course on Advanced techniques in biological Sciences assigned to Dept of Microbiology. The certificate courses in foreign languages Japanese and Chinese are continuing this session under Self-Finance Mode with sufficient enrolment of students.

b. Value added courses: Yoga and meditation course has been running since the start of lockdown (Since 1st June 2020) and will continue in online mode till the college opens for physical mode of classes. Gender Sensitization Committee will plan a value added Course/Training/Workshop on Gender Equality and Empowerment with Dr Shruti Anand as Coordinator. The Schedule for value added course on Human values, Ethics and Life Skills has been prepared for session 2020-21. The classes for the same will start from 5th December 2020 in online mode for all I semester students enrolled. Short term courses for preparation of Entrance examination (CAT , PO, SSC etc) has been proposed and recommended by IQAC. The CCPC along with BMS faculty will identify the resource persons for logical reasoning sessions, language, analytical ability, etc. will start these courses during the coming semester.

c. Diploma Courses in Chinese and Japanese Languages: These could not be started in this session 2020-21 due to insufficient number of applicants. Department of South Asian Studies, University of Delhi has been requested to take necessary steps to restrict number of candidates enrolled in other colleges so that the interested candidates get distributed in all centres.

d. Endowment Funds and New Prizes for students: The college has started an Endowment Fund under which donations from the college stakeholders and public will be accepted. The funds received will be used for the purpose of scholarships or awards as per the wishes of donor or the requirement of the students. Four retired faculty members have donated under Endowment Funds. Mr O P Sharma, Retired faculty of Department of Commerce has donated Rs 4 lacs, the annual interest generated from this, will be utilised for “Pandit Budh Ram Sharma Best Student Award in Commerce and Management Studies” (in memory of his father). The selected student will be awarded cash prize of Rs 20,000 along with trophy and certificate. Wife of late Shri M C Gupta, Retired Faculty, Department of Commerce has contributed 2 lacs to College Endowment Fund. Mr M S Verma, Retired faculty Department of Commerce and Dr R K Aggarwal, Retired faculty Department of Economics have each contributed 1 lac to Endowment Fund. The interest earned from the endowment funds will be utilised for student

scholarships. The college will try to register this fund with Dept of Income tax so that necessary provisions of tax exemption may be applied on these donations and donors can derive tax benefits. As per the suggestion of IQAC Expert Member, Mr Santosh, Appeal for Donations to the endowment fund will be put up on website for all stake holders to get wide publicity.

e. Best Practices 2020-21: The departments will be requested by email to give their suggestions for the same.

Agenda Item 4: Presentation of Annual Report 2019-20 and discussion on Proposed AQAR 2019-20: IQAC Chairperson presented key highlights of the Annual Report 2019-20 appended as Annexure. Regarding the development of AQAR 2019-20, the Chairperson requested IQAC coordinator to seek information from all faculty members and to initiate the process. He also suggested to constitute IQAC subcommittees and to schedule meetings with departments to do physical verification of documents for 2017-18, 2018-19 and 2019-20.

Agenda Item 5: Quality Initiatives during Lockdown: The IQAC Coordinator apprised the house of various quality Initiatives taken by college during Lockdown (Even semester Academic session 2019-20 and ongoing odd semester Academic session 2020-21) as given below:

a. Teaching-Learning: During lockdown faculty switched to online mode of teaching using Zoom, Google Meet, Hangout in March 2020. The College also purchased Zoho subscription for a month for hosting webinars for enhanced learning. The students were sent e-resources/e-books by the concerned teachers through a dedicated departmental email IDs. The students and faculty were further provided with G-Suite account facility with Institutional email IDs for attending online classes and to have Google classroom access. FDP on ICT Tools and LMS was conducted for all faculty members before the start of academic session 2020-21 to facilitate online teaching. Modules on online platforms including Google Meet, Google Classroom, Canvas, JioMeet, Zoom, Photo and Video Editing tools were covered in this FDP. The faculty have been given option to get laptops issued from college if required, for online teaching and meetings. All faculty Meetings including staff council, committees were conducted online. The remedial/doubt classes were also conducted by faculty in the best interest of students from 15th to 18th May 2020.

b. Internal Assessments: All assignments/quizzes/presentations were taken online on Google classroom. The Internal Assessments uploading and grievance resolution, were managed through online modes. The faculty members were sent excel sheets to fill IA marks, and after uploading pdfs were shared with faculty for verification and then shared on website for students. All queries of students received via dedicated mail account were addressed timely.

c. Examination: The University conducted theory Open Book Examinations for final year students of 2019-20 batch. A dedicated tab of Examinations was created on college website. All necessary information and advisories were shared with students through this tab on website, and through email and class Whats app groups. Dr Devendra Kumar, Department of History was nominated as Nodal Officer for the Open Book Examinations. College made arrangements for students interested to use IT infrastructure of college during OBE. Faculty members counselled and guided the students before OBE to ensure students have stress free examinations. The college office shared all downloaded question papers with students through email and class Whats app groups. The discrepancies in OBE evaluation were also resolved by college by getting the pdfs of answer scripts of students evaluated and sent to university for updated result declaration in a timely manner. The Practical examinations were also conducted through online assessment and evaluation process.

d. Curriculum Enrichment: A number of Webinars, e-workshops, online certificate courses are being conducted for students. For the certificate courses conducted, our college students were not charged any fees.

e. Student Support: The students have been provided with facility to get Provisional, Bonafide student certificates and any other certificate through online mode. Students have been given remote access to Library Resources so that they can have reading material access at home. The books prescribed for B A (Hons) I year and B A programme III year were scanned by Kabo Scanner and converted to VH readable E-Texts and shared with Visually Challenged students. The concerns of students and parents were addressed through series of meetings held with Principal and departmental faculty online. Students were also given access to Counsellor/Psychologist for dealing with Psychological issues during lockdown and they have faculty mentors also to discuss their issues. Online Counselling was done for Admission Seekers. The contact numbers of Help desk and Grievance Committee members for admission 2020-21 related queries were displayed under dedicated tab on “Admissions 2020” on homepage of college website as well as in the e-prospectus. The college made provision for

payment of annual fees in 2/3 instalments in case of financial issues of any student due to ongoing pandemic situation. All fees including admission and examination fees are being collected through digital transactions.

Online Orientation for new students enrolled in 2020-21 was done on 20th November 2020 using Zoom platform that was attended by more than 600 students and parents. The time-tables were displayed through website and the choices for 14 GE courses and AECC were also taken from students using google forms displayed on website.

f. IT Infrastructure: The college has subscribed to Zoom Pro package for one year along with subscription for large meeting of 500-1000 participants for hosting seminars and conferences. Two ACT fibrenet connections for Hi-speed internet and wi-fi have been provided in the office to have un-interrupted connection.

Agenda Item 6: Process of Faculty Promotions: Chairperson apprised the house that eligible faculty members have submitted their applications for promotions to college office. Promotion process from stage 2 to stage 3 have been completed in Department of Hindi and Computer Science. List of experts for Screening cum Evaluation Committee members for promotion are awaited from University for departments of Physical Education, Political Science, English and History. Dr Rakesh Kumar, Hindi requested the chairperson to send a formal mail to get UGC listed Journals from June 2018-June 2019 as it was not available on their website and is required for calculation of points for promotion criteria.

Process of Promotions of Non-teaching Employees: Mr Ram Niwas, Mr Kamesh and Mr Azad were granted financial upgradation under MACP. Mr Kamesh and Mr Azad have been promoted to the post of Laboratory Assistant from Laboratory Attendant. Mr Sunil Dutt and Mr Skin Mohammad have been promoted to the post of Library Assistant from Library Attendant.

Agenda Item 7: Entrusting specific IQAC tasks to IQAC members and other Faculty: To facilitate smooth and timely completion of following tasks, the responsibilities have been assigned by IQAC to faculty members as below:

Responsibility	Faculty and Department
Collection of Feedback from students twice a year; Preparation of Feedback Report; Submission of feedback report to IQAC	Dr Rakesh Kumar (Hindi); Ms Shikha (Computer Science)
Collection of Feedback from Parents twice a year; Preparation of Feedback Report; Submission of feedback report to IQAC	Dr Parul Lau Gaur (History); Ms Manisha (Computer Science)
Feedback from Alumni; Preparation of Feedback Report; submission of feedback report to IQAC; Alumni registration Information, Information on Meetings of Alumni Association and Alumni Lecture series held by all departments.	Dr Deepti Bhardwaj (English; Convener Alumni Committee); Anil Bhatt (Commerce); and Salome John (Microbiology)
Feedback from Employers; Preparation of Feedback Report; Submission of feedback report to IQAC	Dr Seema Gupta (Statistics, Convener CCPC); Dr Ravish Lal (Geology)
Infrastructural Details for AQAR	Dr Rakesh Kumar (History; Convener, Infrastructure Committee); Dr Rajesh Sachdev (Statistics)
Information from Faculty on Publications, Conferences, Research Grants, Awards etc	Dr Perna Diwan (Microbiology; IQAC Coordinator, Dr Nidhi S Chandra (Microbiology), Dr Shalini Swami (Microbiology)
Student Scholarships and Financial Support to students from college and other sources	Dr Mukta Dutta (Statistics) Majumdar, Ms Sakshi (Computer Science)
Student Progression Information	Ms Deepshikha (English), Ms Sunila (Microbiology),
Sports and Yoga related Information	Dr Pardeep Kumar Sharma, (Physical Education; Sports Incharge); Sunila Hooda (Microbiology; Convener Yoga and Meditation Committee)
NCC related information	ANO, Capt. Dr Sanjay Kumar Sharma (Hindi)
NSS related information	Dr Rita Jain, NSS Program Officer (Statistics)
Compiled information on Gender Equity Promotion Programmes conducted under all societies/committees and departments	Dr Shruti Anand (Hindi; Convener Gender Sensitization Committee); Dr Parul Lau Gaur (History)
Compiled information on Environmental Consciousness Promotion Programmes conducted under all societies/committees and departments	Dr N K Pandey (History; Convener, Eco Club); Dr Swagata Karmakar (Environmental Studies)

Agenda Item 8: Any Other matter: Following points were discussed and decisions taken

a. IQAC will prepare a draft of Strategic Plan of college in a month which will be discussed and improvised through further meetings. The members have been advised to go through the strategic plans of top Indian and foreign Universities for reference.

b. The college has identified and created four research teams for development of proposals to be submitted to DST for Science for Equity, Empowerment & Development (SEED) grant Fund Scheme of Research and Innovation. One meeting with one of the team has been completed and subsequent meetings will be held in this month.

c. The college faculty will be requested to publish research work in Scopus listed Journals as Peer reviewed journals are not accepted in NIRF ranking framework for which college intends to apply next year.

d. Annual Prize Distribution Function of college 2019-20 which was deferred due to lockdown will be hosted online in December, 2020 for which preparations are underway and the best students of the year have been selected after scrutiny of online applications received from students by Awards Committee.

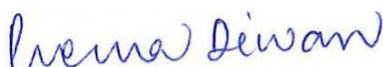
e. As per GB's suggestion, an Institutional Biosafety Committee IBSC will be constituted in the college.

f. For Book bank proposed in last IQAC meeting, it was decided to have a provision of 12 sets of books for needy students of all programmes in each semester. The books to be included in the set will be identified by all departments and purchased. These sets will be distributed to needy students as per the inclusion criteria (5 sets for General category; 3 sets for OBC; 2 sets for SC; 1 set for ST; 1 set for EWS categories). Financial approval for the same will be taken from GB.

g. Process of digitalization of all old documents in library is underway. One copy of important documents will be maintained in bound form also.

h. The newly formed Gender sensitization committee will start a magazine entitled "Asmi" with articles on gender issues from students. It will be subsequently converted to an E-Journal.

i. College is planning to launch a Multidisciplinary, peer-reviewed, Trilingual (Hindi, Sanskrit and English) Journal addressing Values and Ethics in all spheres of society to be published biannually. Gandhi Study Circle, Centre for Human Values and IQAC will run this Journal with Dr Devender Kumar as Editor in Chief and following faculty members as editors: Dr S C Dabas, Dr Prerna Diwan, Dr Rita Jain, Dr Sanjay Kumar, Dr Prerna Malhotra.


PRERNA DIWAN
Coordinator, IQAC


DR RAKESH KUMAR GUPTA
Chairperson, IQAC



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Annexure:1: Notice with Agenda of the meeting

Dear Members

The seventh meeting of **Internal Quality Assurance Cell (IQAC)** will be held on **1st December 2020 at 3pm** on Google Meet (Link to join: <https://meet.google.com/bko-ivfv-pcw>)

Agenda

1. To confirm the minutes of 6th Meeting of IQAC held on 4th March 2020.
2. Presentation of Action Taken Report on decisions taken in 6th IQAC meeting.
3. Quality Initiatives for session 2020-21
 - a. Certificate Courses
 - b. Value Added Courses
 - c. Introduction of Diploma Courses in Chinese and Japanese languages
 - d. Endowment Funds and New Prizes for Students
 - e. Best Practices 2020-21
4. Presentation of Annual Report 2019-20 and discussion on Proposed AQAR 2019-20
5. Quality Initiatives during Lockdown: G-Suite , Institutional ID generation, Online Teaching, Internal Assessment uploading and grievance resolution, Open Book Examinations, Webinars, Online certificate Courses, Meetings, Remote Access of Library Resources, E-Texts for Visually Challenged students, Online Counselling sessions for Admission Seekers, FDP on ICT Tools
6. Process of Faculty Promotions
7. Entrusting specific IQAC tasks to IQAC members and other Faculty.
8. 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



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Annexure 2 : Action Taken Report presented in 7th IQAC meeting held on 1st December 2020

Note: List of Actionable items only

Reference Agenda Item3: Related to actions taken on decisions taken upon discussion of Action Taken report in last meeting

- a. Process of sharing PDFS of the college magazines Samdrishti, Sambhav and RLA Samachar with parents, Alumni and employers for showcasing the activities of the college will be done as soon as magazines are ready which have been delayed due to lockdown.
- b. Admission counselling have been done in the present circumstances of ongoing Pandemic through phone, Whatsapp and email. The Phone numbers of counselling committee members were displayed on college website. Online orientation on Zoom Platform was done on 20.11.2020 which was attended by more than 600 participants including students and parents
- c. Ms Srishti Bhatia reported 235 NPTEL Course registrations in this semester but exam enrolments are not being done by students as its clashing with DU final semester examination dates.
- d. The departments and societies are regularly conducting Webinars/ online workshops/courses/FDP due to prevailing lockdown conditions. Some are listed below:
 - NCC organised a two day National conference entitled “ Role of NCC in National Integration” on 17-18th October 2020;
 - Gandhi Study Circle organized a Two Day Online National Conference on "Self-Reliant India - A Gandhian Perspective" on

28.09.2020 and 29.09.2020 in collaboration with Gujarat Vidyapith, Deemed University founded by Mahatma Gandhi in 1929

- Five days lecture series on Gandhi was also organised from 19-23rd May 2020.
 - One week FDP in association with TLC, Ramanujan College on Introduction to Machine learning in research from 10-18th October 2020 .
 - Five days National Level e-Workshop on “Research Methodology and Data Handling” held from May 28th to June 1st , 2020 in association with Bhagat Phool Singh Mahila Vishwavidyalaya
- e.** Five day online FDP was conducted to orient Faculty from 5th to 9th August 2020 on LMS and online teaching before the start of classes (10th August 2020) of new session 2020-21.
- f.** Information about Institutional Academic Integrity Panel (IAIP) has been displayed on website
- g.** Due to lockdown , II PTM could not be held as scheduled on 4th April 2020. However, meetings with students and their parents were held online from 7th to 12th May 2020 to discuss their concerns on online teaching and examination. The students were informed regarding these through SMS and email.

Additionally, It was also decided to enhance the interaction of Parents with the college for mutual benefits. In this regard faculty have been requested through email by the principal to identify parents of students in their department (i) Who could provide/act as expert lectures /career counselling sessions/placements/internships/angel investors/value education/skilled education in the college (ii) Who may wish to contribute for student scholarships (Philanthropists) and can engage with college in any other manner. A provision of one time donation (Not less than Rs 1 lakh) by anyone to the college has been made. This donation will be kept in the form of fixed deposits and earnings out of this will be used to provide yearly scholarship or award in the name of the dear ones/loved ones of the donor. College can sign MoUs in case the parent is in a position to initiate any academic-Industry partnership to start a skill development course for

the students of the college. A database of such Parents to be created by faculty and list to be submitted to IQAC.

- h.** NSS Basic first Aid Training in collaboration with St John's Group has been deferred till college reopens for Physical teaching.
- i.** Purchase of Teleprompter, Wireless mikes and Camera for Media Lab till college reopens for Physical teaching.

Reference Agenda Item 4: Related to actions taken on decisions taken upon discussion of Implementation Status of Quality initiatives planned for 2019-20 as per the tasks listed in future plan of AQAR 2018-19

1. Feedback collected in modified feedback forms developed by IQAC for students, alumni, parents and employers from 2019-20 batch.
2. A number of Online sessions on career counselling and associated skills were also conducted
3. The college has also received over 1700 licenses for free enrolment to various online courses, available on International **Coursera Platform** for college faculty and students. There were a total of 298 course completions by our college students and faculty, as on June 2020. Following certificate courses have been completed:
 - i. Chinese language Coordinator Dr Alankar, Department of Political Science
 - ii. Japanese Language Coordinator Dr Alankar, Department of Political Science
 - iii. Personal Tax Planning and E-filing: Course Coordinator- Ms Pooja Gayatri, Department of BMS.
 - iv. Scientific Communication and Research Ethics: Course Coordinator- Dr Shalini Swami and Dr Prerna Diwan, Department of Microbiology was successfully
 - v. Renaissance Art: Course Coordinator- Dr Deepti Bharadwaj and Dr Urvashi Kuhad, Department of English
 - vi. Investments in Stocks: Coordinator-Ms Srishti Bhatia, Department of Commerce

- vii. GST Concepts and Efiling of returns (Coordinator-CA Anil Kumar, department of Commerce)
- viii. Vector Design and Animation: Coordinator-Ms Shikha Verma, Department of Computer Science
- ix. Hindi Translation. Coordinator : Dr Neelam Rishikalp, Department of Hindi
- x. Online Certificate Course on “Exploring Feasible Alternative Technologies to Address Environmental Issues
- xi. Modern Web Development Tools

Two more courses are in pipeline:

- i. Disability Studies by Department of History (Mr Pratik, Dr N K Pandey and Mr Vikas Kumar) is scheduled for January 2021
- ii. Software for editing: BJMC (Dr Rakesh Kumar, Department of Hindi) is being planned

4. The centre for Human Values Ethics & Life Skills offered a compulsory non-credit value added course on human values, life skills and ethics for all I year students in 2019-20 with expert lectures on “Emotional Quotient”, “Responsibility and Freedom”, “Mental Health and Happiness” and “Self Awareness and harmony”. A total of 213 students completed the course. The Course on Personality Development and soft skills and Yoga and meditation are currently running in online modes. The Resume writing has been conducted in the form of workshop. The Courses Geology in Profession, Economics Analysis , SPSS, Public Speaking, Typing (English and Hindi),and Anchoring/Jockeying are Pending.

5. Inhouse Research Grant to faculty and Students deferred till College reopens for Physical teaching and labs become functional.

6. Administrative Audit is pending

7. Due to lockdown , II PTM could not be held as scheduled on 4th April 2020. However, meetings with students and their parents were held online from 7th to 12th May 2020 to discuss their concerns on online teaching and examination

8. Online Counselling was done due to Prevailing Lockdown.

9. Alumni Interactions being conducted

10. Discussion on conducting coaching classes are in progress with different departments

11. Reporting matter only

12. Trainings on administrative Rules for Non-teaching Staff: Webinar conducted with IQAC of Sri Guru Nanak Dev Khalsa College on “Benefits of Digital Administration in Lockdown”

13. Water/Soil testing laboratory-Pending

14. Community Radio Development: Proposal submitted to Ministry of Information and Broadcasting

15-20. Reporting matter only

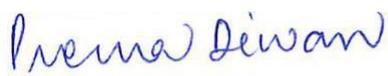
Reference Agenda Item 5: Related to actions taken on decisions taken upon discussion on New quality Initiatives

- Book Banks in Departments: It will be taken up in Next GB meeting for financial approval
- Scaling of Field Projects of students: Yet to receive report from committee constituted
- E-Content Development-Faculty members have started recording their lectures in lockdown conditions which will be a valuable e-resource/e-content for students
- Formalising the procedures and policies for maintenance of infrastructure: Task is underway by Infrastructure committee.

- Parent Association: Email sent to faculty for necessary action, Yet to receive information
- Collaborations/MoU: Reporting matter only
- ISO certification of College: A meeting with ISO certification consultant Mr Dinesh Jain was held on 3rd September 2020 to understand the process. Proposal for the same has been sought which will be further discussed.
- ICT enabling Classrooms: Task is underway by Infrastructure committee

Agenda Item 6: Best Practices 2019-20: Departments have been requested to identify their 2 best practices each and work on their best practices: Response awaited

Agenda Item 7: Appointment of 2 new members/ Industry experts for IQAC.: Response awaited from Mr Abhilash Alumnus of Department of Microbiology to be an external expert. Prof K Biswal, Head, Department of Educational Planning Office, NIEPA, Parent of one of the student has been requested to be part of IQAC team. Two more parents from Industry will be contacted for the same


PRERNA DIWAN
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DR RAKESH KUMAR GUPTA
Chairperson, IQAC