



RAM LAL ANAND COLLEGE

(UNIVERSITY OF DELHI)

BENITO JUAREZ ROAD, NEW DELHI-110021

Minutes of the Fourth IQAC meeting held on 29th November, 2018

Meeting date: 29th November, 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 (History); Dr Sanjay Kumar Sharma, Dr. Pardeep Kr. Sharma, Dr. Seema Gupta, Dr. Neena Mital and Dr. Rakesh Kumar (Hindi)

Dr. N.K. Pandey, Dr. Mukta Datta Mazumder, Sh. Rajesh Sachdev, Dr. Neena Mital, Ms. Ritu Kalra and Dr. Manish Pande 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: Reporting Matters

The chairman apprised the house about the following:

a. College was accredited by NAAC for 1st cycle with a grade of B++ and CGPA of 2.84. The criteria conveners were requested to go through their respective criteria grading and prepare list of quality initiatives to be taken to improve the scores for the next cycle.

b. Academic Audit of the college was conducted by two Eminent Academicians Prof A. P. Padhi, Ex-Vice Chancellor, Behrampur University, Orissa and Dr S. P. Agarwal, Principal, Ramanujan College (NAAC A Grade College), University of Delhi.

c. Green Audit of the college has been conducted and its recommendations have been submitted to Eco Club to make future plan and work upon the recommendations as far as possible.

d. Research Committee has been converted to "Research and IPR Cell" to promote research/Innovation culture in the college, conduct workshops on IPR and Plagiarism polices. The cell has planned a FDP in the month of March 2019 regarding research proposal writing and IPR. This cell will also prepare guidelines for small projects to be funded by college for students and faculty members. The cell will also emphasise on good quality publications by faculty.

e. Three MoUs have been signed with the following organisations:

- i. S M Sehgal Foundation
- ii. Molitics
- iii. IQAC of ten Colleges in Delhi (IQAC Cluster)



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f. Library Upgradation:

i. INFLIBNET has been subscribed by the college for a period of one year and students and faculty have been informed about it. A common user name and ID has been shared with students for usage of the facility. During Semester break, teachers and students will be provided with User name and password.

ii. Troodon software for automation of library has been upgraded. OPAC system is made functional for an easy access and location of books in the library. It was decided that the college will provide identity cards with bar coding which will facilitate the digital issue and return of books.

iii. Kindle section has been opened for digital reading of books in the library. More than one lakh books have been uploaded on the Kindle devices. Departments will be requested to provide a list of books prescribed in the curriculum so that the digital copies of same could be bought from Amazon and are made available to students and faculty for reading.

iv. Two library staff members Shri Avinash Sharma and Shri Tuk Narayan have completed one week training program on KOHA for automation and digitalisation of Library from Raja Ram Mohan Roy Library Foundation, Kolkata

v. Separate wi-fi enabled computer section is available for INFLIBNET accessibility of journals and books through DU internet.

vi. A dedicated faculty reading room with the above facilities has been made functional. Teachers will be requested to use this space for their academic development.

vii. On the request of students special funds will be allocated to subscribe to the magazines required for competitive examinations. A request will be made to faculty to provide a list of such magazines. The provisions will be made from the next session/Year 2019.

Agenda Item 3: Following decisions were taken to comply with the quality enhancement recommendations /suggestions given by NAAC peer team in its report:

- a) The college will explore the possibility of starting job oriented B.Voc courses along with a PG Diploma in Media studies. Two courses that could be started are Hospitality and Tourism Management and Health Care Management. The proposals will be made ready so that the same could be submitted to UGC for approval whenever there would be a call. The syllabus for PG Diploma in Media studies will be designed by Dr Rakesh Kumar, Hindi and may also be submitted for approval by UGC. The members also decided to work on starting a certificate course on Health Care Management to meet the requirement of Patient Care Executives, PCE in Private Hospitals. The qualifications of these executives are graduates in any discipline with good communication skills. This course will provide an edge to our students in getting PCE jobs on its successful completion.



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- b) Course wise feedback system will be adopted by the college and the Feedback forms will be modified for the same. Feedback will be taken for the odd semester in this format.
- c) Institution will take necessary steps to raise funding for organising seminars, conferences and symposiums by obtaining funding from DST, DPT, CSIR, ICSSR, ICHR, etc. The chairman requested Sports In-charge Dr Pardeep Sharma to explore such possibility from Sports Authority of India and Dr Seema Gupta to explore from Ministry of Ayush (for Yoga) and ICMR for medical statistics. Faculty from Social Sciences and languages had been requested to apply for grants to conduct seminar/conferences to ICSSR under IMPRESS.
- d) Faculty will be oriented on Outcome Based Education (OBE) in the upcoming FDP on modern Innovative methods of teaching in March 2019.
- e) The college has enrolled as a local chapter on Swayam-NPTEL (e-learning platform). Dr. Sweeti Yadav, Assistant professor of Department of Mathematics will be coordinating as SPOC and faculty will be encouraged to register for online courses offered by NPTEL to be started in Jan/Feb 2019 to mentor students for the same. The students will be informed about these courses through SMS and Notices on college Website and Notice Board.
- f) Regarding strengthening of laboratories, members pointed that the laboratories are currently well equipped as per the prescribed syllabus and further expansion was not possible due to space constraint.
- g) Seed money to be provided to the faculty to encourage young qualified teachers to do research. For this it was decided that student fees must be revised by creating separate heads as follows:
- i. Research and IPR cell: INR 200 per student per year to be utilised for granting small seed money to faculty for short term/summer research projects and to conduct various research events. This seed money could be utilized for generating preliminary data sometimes required for submission of full proposals to various Government Agencies. The money could also be used to fund Patent applications if any.
 - ii. Centre for Entrepreneurship and Technology Development: INR 50 per student per year for conducting workshops and to promote innovation and entrepreneurship.
 - iii. Centre for Education and Training in Disaster Management: INR 50 per student per year to promote awareness among students to deal with disasters, training them to seek career opportunities and to make them brand ambassadors to spread awareness among public about Disaster prevention, management and rehabilitation.
- h) The sports activities for girl students to be improved: Dr Pradeep Sharma informed the house that soon they are going to introduce a few team sports for girls including Kho-Kho. It was also decided to keep some vacancies in sports quota for new sports to be introduced in the college for girls.
- i) Career development and placement cell will chalk out a plan for strengthening this cell and begin orientation of students from 1st year itself. It was decided that the cell will emphasize upon the training of students for soft skills and personality development a main skill lacking among job requiring students.



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Agenda Item 4: Student Feedback Report of 2017-18 was presented. It was found that there was improvement in student responses on various parameters as compared to last feedback report of 2016-17. The house decided to take the following remedial measures through respective committees:

- a) More Focus on career counselling and student placements. It was informed that the committee of CCPC has collected enough feedback from students on this issue and will come out with career counselling and placement requirements of students.
- b) More maintenance and cleanliness of the college and monitoring of regular cleanliness and maintenance of college washrooms. Teams of faculty and students will be constituted to check the cleanliness of washrooms and the college area on regular basis which will report any negligence to the Principal.
- c) Implementation of modern techniques for teaching, involving tools, equipment and other means, beyond chalk and talk. The faculty will be requested to use ICT tools in their teaching.
- d) Upgradation of sports facilities. It was felt by the members that unless the construction by Aryabhata College is completed further expansion may not be feasible.
- e) The seating capacity of canteen to be increased by developing the area outside canteen. A Nescafe and Mother Dairy booth will be installed. Convenors Student Union Advisory and the canteen committee will look into the matter taking into account the rental rules of Government of India.

Agenda Item 5: Departments will be asked to fill the AQAR for 2017-18 by 15th January 2019 and all these reports will be compiled by IQAC for submission to NAAC.

Agenda Item 6: Dr Rakesh Kumar (History) and Dr Prerna Diwan will look into the requirements of NIRF and ISO (ISO: 9000 - 2015) certification, respectively.

Agenda Item 7: The Principal and Chairman IQAC will prepare the Strategic Plan of College.

Agenda Item 8: Status Update: The proposals for introduction of PG Courses have been submitted and are being followed at the University. Dr Sanjay K Sharma and Dr Pradeep Sharma were requested to take necessary steps to register the Alumni Association of the college

Agenda Item 9: Administrative Audit of the college will soon be planned per NAAC Guidelines.

Agenda Item 10: Course on Human values, Ethics and Life Skills to be introduced from the coming semester. It was decided to keep two lectures per week for theory and to organize some workshops by outside experts in consultation with time table committee. The students will be evaluated based on test/assignment and project work. Faculty members will be requested to take these classes based on their interest. It will be a compulsory non-credit course for every students of Semester II. No fees will be charged from them for this course. The faculty engaged in the delivery of the course will not be paid any extra remuneration/honorarium.



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Agenda Item 11: The proposal for certificate and diploma level courses in Chinese and Japanese languages received by IQAC were discussed and approved. The certificate course in both languages will be started from the session 2019-2020 and diploma courses will be introduced from session 2020-2021 after approval from GB. The faculty for teaching these courses will be provided by Department of East-Asian Studies.

Agenda Item 12: PTM which could not be conducted in October-Nov 2018 due to NAAC visit will be conducted in the months of March-April 2019.

Agenda Item 13: Dr Seema Gupta will supervise the digitalisation of documents of students by office staff.

Agenda Item 14: The college has planned a joint five days FDP on Modern Innovative Methods of Teaching-Learning with SGND Khalsa College (Part of IQAC Cluster) in the month of March 2019.

Agenda Item 15: The college will organize a five day workshop on automation of library using KOHA and other softwares like TROODON, LYPSIK, etc. The college will apply for grant to organize such a workshop to Raja Ram Mohan Roy Library Foundation.

Agenda Item 16: Keeping in view of the busy schedule of Dr Manish Pande, External Expert, IQAC, who has not been able to attend any of the meetings of IQAC, it was decided to put some new members in his place including some of the RLA Alumnus from corporates. Also as per the recommendations of NAAC regarding keeping a commerce stream faculty member in IQAC, it was decided to include Mrs Srishti Bhatia as member.

The chairman thanked all the members for their remarkable insights provided during the meeting.

The meeting ended with thanks to the chair

Prerna Diwan

Dr Prerna Diwan
Co-ordinator, IQAC

Rakesh Gupta

Dr Rakesh Kumar Gupta
Principal and Chairman