RAM LAL ANAND COLLEGE, UNIVERSITY OF DELHI
INTERNAL QUALITY ASSURANCE CELL (IQAC)
ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2022-23

An Administrative Audit of Ram Lal Anand College was conducted by a team of the following Members on 27th March 2023.

1) Prof Rajeev Aggarwal, Principal, Deshbandhu College, University of Delhi, External Auditor
2) Prof P R Mondal, Professor, Department of Anthropology, University of Delhi, External Auditor
3) Prof Prerna Diwan, IQAC Coordinator, Ram Lal Anand College, University of Delhi

Institutional Details

1.	Name of the College, Address and Telephone No.	RAM LAL ANAND COLLEGE, UNIVERSITY OF DELHI 5, BENITO JUAREZ ROAD, DHAULA KUAN, NEW DELHI - 110021 011-24112557
2.	Website	https://rlacollege.edu.in/
3.	Name of the Principal	PROF. RAKESH KUMAR GUPTA
4.	Name of the IQAC Coordinator	PROF. PRERNA DIWAN
5.	Year of Establishment of College	1964
6.	Year of Establishment of IQAC	2017
7.	Date of Visit of the Audit Committee	27th March 2023
8.	Number of full time Teachers and Student: Full Time Teacher Ratio	100; 25.94
9.	Name of the Section Officer of the college Administration	Mrs Chanchal Batra
10.	Number of Non – Teaching staff	37
11.	Number of the programs	14
12.	No of students enrolled in current academic year	832
13.	Total Student Strength	2594

Audit Report:

About the College: RLA college is a multi-disciplinary, co-educational institution with 14 Undergraduate programs in Humanities, Commerce, Management and Sciences. It also has one post graduate programme in Hindi. College has a vision to contribute towards nation building through affordable and quality education, inculcating critical and innovative thinking among faculty and students from across all sections of the society. It believes in instilling the principles of democratic values, tolerance, empathy, compassion and sensitivity in students to make them responsible citizens. Ram Lal Anand College was founded in 1964 by Late Shri Ram Lal Anand, a senior advocate in the Supreme Court of India, initially managed by the Ram Lal Anand Trust and taken over by the University of Delhi in 1973 and thereafter being run as a University of Delhi Maintained Institution with 100 % funding from UGC, under section 2(f) and 12(b), Ministry of Education, Government of India.

Strengths of the College:
- RLA College is the first college of University of Delhi to start a **Community Radio** named "TARANG" which is aired on FM frequency 90.0 MHz. Spanning over a radius spread over 10 kms, this is a unique educational and infotainment channel made available across the country via Android App & I Store app. This state-of-the-art studio is designed to train budding journalists, faculty and students and an important tool for engagement with the society.
- A full-fledged audio-video enabled **Media Production Centre** with state-of-the-art cameras, microphones, mixers and recording devices for providing practical training to students of mass media and for e-content generation.
- College has been recognised as **"Model College"** for best facilities for PwD students by the Commissioner for PwD, Delhi.
- The college **promotes research and innovation** through intramural funding under college research grants, summer research internship programmes through its Research and IPR cell and facilitates/nurtures start-ups under Centre for Entrepreneurship and Technology Development and Enactus). College faculty has generated more than Rs 5.0 Crores of extramural funding for research from various funding agencies including Ministry of Environment, Energy and Climate, ICMR, DBT and ICSSR.
- The college is **NAAC accredited** with a CGPA of 2.84 out of 4 (grade B++) in the first cycle of accreditation (2018-2023) and is getting ready for II round.
- The college has taken several eco- friendly initiatives towards water conservation through rainwater harvesting, maintaining a green and clean campus, recycling of RO waste water, paper and E-waste management, composting, and Herbal Garden. The college is self-sufficient in energy generation through installed 130 KV solar Panels. College has been **recognized for best work in making the campus sustainable** in the areas of sanitation, hygiene, waste management, water management, energy management and greenery by Mahatma Gandhi National council of Rural education, Department of Higher Education, Ministry of Education.

Management of Teaching-Learning Process

Teaching faculty positions are filled as per roster, based on total teacher requirement for each academic session as per UGC and University of Delhi guidelines; Guest Teachers are appointment based on workload requirements. Promotions for teaching staff are as per UGC and University of Delhi guidelines. The teaching faculty is part of the statutory body Staff council as per the University of Delhi Ordinance XX. The faculty responsibilities are assigned through various staff council committees. All Staff Council committees furnish annual reports to Internal Quality Assurance Cell (IQAC) which plays an important role in enhancing the quality of academics, planning, and administration, establishing, and designing strategies for implementing quality benchmarks. Minutes of IQAC, Staff Council, Governing Body are

displayed on website. College submits institutional data on AISHE portal and AQAR on NAAC portal every year.

Organisation of Teaching-learning Process: Academic Calendar of college is prepared in sync with Academic Calendar of the University of Delhi. The workload prepared by departments is discussed in workload committee and approved by the Principal. Timetables as per university norms are prepared by timetable committee and approved by the Principal; Timetables displayed on website and outside each classroom and on notice board. Faculty prepares Lesson Plans for their respective courses.

Non-teaching staff in the office, library, and labs report to their respective section heads and the principal. Non-teaching staff actively contributes towards conduct of all academic and extracurricular activities; manages short-term certificate/diploma courses, classes, and examination of regular and SOL. All staff is acquainted with computer knowledge and software.

Non-teaching staff recruitment follows the roster, in accordance with UGC and University of Delhi guidelines. For promotions of non-teaching staff, college adheres to UGC and University of Delhi guidelines. Biometric system in place for attendance of non-teaching staff ensuring their regularity and punctuality.

Admissions Process: Students fill the admission form through DU admission portal. The confirmation of admission on university portal is done by Non-teaching staff, admission committee and Principal followed by online Fee collection on DU portal which confirms the admission.

Examination Process: University of Delhi conducts Odd and Even Semester examinations. The online exam form is filled on DU portal by students followed by Online examination fee payment on DU portal by students and generation of Admit card online after verification by the college office. College Principal nominates Deputy Superintendents and assigns duties to non-teaching staff and teaching staff to manage the examination process including invigilation. Question papers are received from university on the day of examination. The answer scripts are immediately sent along with attendance to University of Delhi examination branch.

Internal Assessment Process: Internal assessment records, including attendance, test and assignment marks, are shared by teachers with students as per the schedule. The Internal Assessment Monitoring Committee promptly addresses any grievances within the stipulated timeframe, both before and after uploading to the university portal.

Functioning of Admin Department: College maintains Inward and Outward Registers manually. Service Books are maintained as per rule. Leave Records are maintained manually with leave statement being issued annually. Provisional certificates are generated through software by office staff. Bonafide certificates, Railway Concessions certificates are also issued to students.

Support for needy students: College supports needy students through financial aid, scholarships, book bank and laptop bank. Students are orientated about the processes and norms for these schemes through Notice board, website etc; The concerned committee reviews all applications received and take necessary action after approval from the principal.

Procurement: GFR is followed for all purchases; Purchases are made through GeM portal wherever applicable; Purchase of new equipment is recorded in the stock register; New purchases are numbered.

Functioning of Accounts Department: Account is maintained in Tally software. Fee collection Register is maintained in Excel format and software also. Vouchers & Reconciliation are made manually/ Tally software; Public Financial Management System (PFMS) implemented; Budget prepared in Month of April-May, approved by

GB; sent to UGC; Audited and balance sheet is computerized; College financial audit annually by CAG; All discrepancies regarding excess/shortfall in payments of salary or expenses is properly resolved. Electronic transfer and fast clearance and settlement of bills and payments; Facility of drawing advance by staff for timely conduct of all academic and extra-curricular activities; Salary registers of Full-Time faculty and non-teaching staff are computerized in Payroll Software & Excel-Sheet; Salary of all employees paid on or before the first of every month; Information regarding tax deduction from salary of employees sought in advance. Timely transfer of Pensions to retired staff; Pay slips of employees are sent through mail. Provident fund statement of employees is maintained manually; Medical Reimbursement and Medical Card for employee and his/her family; LTC Advance (90%) sanctioned against prior approved letter; Encashment of 10 days Earned Leave against prior approved letter; Children Education Allowance with Fee receipt certified by the school

Library facilities and e-learning resources: Computerized catalogue search through OPAC machine; more than 67000 books, Newspaper & Magazines; Separate Reference Book Section; Access to Internet and Wi-Fi; Air conditioned Reading hall for students and faculty; Cloak room; Information helpdesk to assist users in locating books; Provision for User orientation and Awareness; Remote access to e-Resources (N-LIST) including various e-journals and e-books; Laptop facility; KINDLE Section for accessing e-books.

Special facilities for Disabled students: Ramp at the entrance of the College; Priority issue/return of books; exclusive fully air-conditioned reading room; Laptop facility with NVDA software; Reading material in braille; KIBO Book scanner; DAISY Player; Electric wheelchair; Audio books; Sugamaya Pustakalya -on line library for blind students.

Library Maintenance: Library committee oversees the entire library functioning; Accession, Issue, Reservation, Grievance, Suggestion register and Requisition forms for books, journal, e resources in place; Preparation of library budget; GFR followed for purchases; Processes in place for Vendor selection Procurement, Technical processing and cataloguing, Library membership and circulation, Stock verification, Disposal of old books etc.

Sports Facility maintained by Department of Physical Education. Faculty trains college students, provides coaches, organizes competitions, Fitness camps for all the students, recreational tournaments for teachers & non-teaching staff members. It maintains all sports equipment and sports ground. Two MTS staff maintains the sports equipment. There is issue and return of sports equipment, etc. for use by the students. Provision to provide refreshments to sports students in in place. The college grants fee waiver to best sports students.

Gardening and Housekeeping: Housekeeping staff is hired through agency regularly cleans and maintains the classrooms, laboratories, offices, library washrooms, staffrooms, etc. Gardening staff of college regularly sows new plants every season, maintains the college lawns under the supervision of green campus committee.

Annual Maintenance Contracts in place for Air Conditioners, RO Water plant, CC TV, Fire Extinguishers; Software in Office; biowaste pickup. A dedicated Personnel for maintenance of ICT facilities, Computers, Projectors, Smartboards, and Printers

Grievance redressal Mechanism: Forms for grievance submission on website and complaint box in place; Grievance Redressal Committee addresses concerns from all stakeholders, along with ICC specifically designed to handle cases of sexual harassment. College is committed to compliance under section 4 (1) (b) of the RTI Act, 2005.

Welfare measures for teaching and non-teaching staff include a visiting psychologist and full time medical facility for students and staff; Annual health check-up camp, Timely arrears disbursements, children's tuition fees, and Medical reimbursements, Group Insurance scheme, Provision of Loan for purchase of Scooter/Car/Computer, Leave Travel Concession/Home town concession, Leave encashment, Provident Fund advance, Conveyance charges, Ward

quota for admission, Exemption of fees for wards. Winter Uniform for non-teaching staff, non-teaching and teaching staff Associations, Separate Parking areas maintained for staff vehicles.

Professional development of Non-teaching Staff: Periodic Trainings/workshops (ICT tools, leave rules, Prashasnik Hindi, lab related trainings, etc.) attended by non-teaching staff with reimbursement of registration fees (inhouse and in other institutions)

Professional development of teaching Staff: FDPS are conducted; Faculty promoted for attending Conferences/ Seminars FDPs/ Trainings/orientation/induction/refresher programs with reimbursement of registration fees. Faculty are given Study Leave for pursuing higher education, Sabbatical leave, Academic/Duty leave for conducting examinations, attend Conference/Seminar/Symposia and official meetings. Faculty promoted to write research proposals through facilitation by Research and IPR cell.

Waste Management Practices: The institution has effective waste management practices. The E-waste Management Committee, Solid Waste Management Committee, and Water Management Committee under the Swachhta Action Plan, oversee waste management. There is segregation of biodegradable and non-biodegradable waste followed by its transport to designated MCD waste boxes. Liquid waste is appropriately disposed of, with non-harmful and sanitation waste directed to the main sewer under constant monitoring. Microbiology department strictly adheres to GLP for biohazardous waste disposal; red bins for proper segregation; E-waste undergoes disposal through auctioning. Organic waste, including leaf litter and canteen food waste, undergoes in-house composting, producing manure for the college garden. Paper waste is shredded, provided to recycling vendor, in exchange of recycled printing paper. Wastewater from the 500-liter/hour reverse osmosis (RO) plant is recycled for washrooms and irrigation
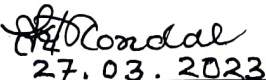
Suggestions/Feedback/Recommendations for Improvement
- ERP for management of attendance, timetable, internal Assessments, faculty information
- ISO 21001; 2018 Certification or any other certification of the college
- Library policy to be displayed on website.
- Ranking under NIRF is required.
- Paperless office with the help of Administrative Software.

Name and Signature of Auditors with Date:

i _____

(Prof Rajeev Aggarwal, Principal, Deshbandhu College, University of Delhi, External Auditor)

ii _____27. 03. 2023_____

(Prof P R Mondal, Professor, Department of Anthropology, University of Delhi, External Auditor)

iii _____Prerna Diwan_____

(Prof Prerna Diwan, IQAC Coordinator, Ram Lal Anand College)

Prof Rakesh Kumar Gupta
Principal

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