



# RAMANUJAN COLLEGE

Accredited Grade 'A' by NAAC

(University of Delhi)

Kalkaji, New Delhi-110019

Ph-26430192, Fax-2641826

11 May 2020

## MINUTES OF MEETING

An online meeting (over ZOOM video-conferencing) of the IQAC was held on 11 May 2020, with the following members present:

1. Dr. S. P. Aggarwal, Principal, Ramanujan College, Chairperson, IQAC
2. CA (Dr.) Sanjeev Kumar Singhal, Central Council Member, Institute of Chartered Accountants of India (ICAI).
3. Pankaj Aggarwal, Director, Treta Agro Pvt. Ltd. (Just Organik)
4. Professor Sanjay Chaturvedi, Professor and Dean, Faculty of Social Sciences, Department of International Relations, South Asian University
5. Ms. Veena Chaturvedi, Social Activist and member of local society
6. Dr. K. Latha, Department of Management Studies, Ramanujan College, Director, IQAC
7. Dr. Nirmalya Samanta, Department of English, Ramanujan College, Convenor, NAAC Steering Committee
8. Dr. Sumit Nagpal, Department of Mathematics, Ramanujan College
9. Dr. Nikhil Kumar Rajput, Department of Computer Science, Ramanujan College
10. Dr. Aparajita Mazumdar, Department of Political Science, Ramanujan College
11. Dr. Vibhash Kumar, Department of Management Studies, Ramanujan College
12. Dr. Shruti Jain, Department of English, Ramanujan College
13. Ms. Parul Yadav, Department of Management Studies, Ramanujan College
14. Mr. Aditya Kataria, Student, Ramanujan College
15. Ms. Bhawna Kargeti, Alumni, Ramanujan College

The first online FDP on Managing Online Classes and Co-Creating MOOCS (20 April-06 May 2020) was a great success with 16521 registered participants.

The following decisions were taken:

1. As discussed in the previous meeting (Date: 6 April 2020), the one-month Faculty Induction Training/Orientation Programme will be conducted online.
2. The Programme will be held from 4 June 2020 to 1 July 2020.

3. The fee for the Programme will be Rs. 1500/- per participant.
4. Conducting a one-month Faculty Induction Programme in June 2020 in online mode required getting in touch with a wide range of experts across disciplines and universities, recording video lectures and compiling reading material during the lockdown period.
5. Given the challenge and uncertainties involved in conducting a month-long Faculty Induction Programme in the online mode, the programme will be organised in-house by the members of the IQAC.
6. The Committee for the Programme will be as follows:
  - **Director:** Dr. K. Latha (Associate Professor, Department of Management Studies)
  - **Co-Director:** Dr. Nirmalya Samanta (Associate Professor, Department of English)
  - **Convenors:** Dr. Ashish Kumar Shukla (Assistant Professor, Department of Statistics); and Dr. Nikhil Kumar Rajput (Assistant Professor, Department of Computer Science)
  - **Organizing Team:** Dr. Shruti Jain (Assistant Professor, Department of English); Dr. Aparajita Mazumdar (Assistant Professor, Department of Political Science); Ms. Parul Yadav (Assistant Professor, Department of Commerce); Ms. Shipra Yadav (Assistant Professor, Department of Political Science); Mr. Vipin Kumar Rathi (Assistant Professor, Department of Computer Science); and Dr. Abhay Pratap Pandey (Assistant Professor, Department of Statistics)
7. The following duties are allotted to the Committee members, according to their expertise and interest:

Responsibility	Name of Faculty
Mobilisation of resource persons and video resources	<ul style="list-style-type: none"> <li>• Dr. K. Latha</li> <li>• Dr. Nirmalya Samanta</li> </ul>
Management of mails and queries, including verification of fee payment	<ul style="list-style-type: none"> <li>• Dr. Ashish Kumar Shukla</li> <li>• Dr. Aparajita Mazumdar</li> <li>• Ms. Shipra Yadav</li> <li>• Dr. Abhay Pratap Pandey</li> </ul>
Management of content, uploading videos, quiz, assignments etc	<ul style="list-style-type: none"> <li>• Dr. Shruti Jain</li> <li>• Ms. Parul Yadav</li> </ul>
Management of technical aspects	<ul style="list-style-type: none"> <li>• Dr. Nikhil Kumar Rajput</li> <li>• Mr. Vipin Kumar Rathi</li> </ul>
IT assistance and video editing	<ul style="list-style-type: none"> <li>• Mr. Anil</li> </ul>
Non-teaching staff	<ul style="list-style-type: none"> <li>• Mr. Jatan</li> <li>• Mr. Hemant</li> </ul>

	<ul style="list-style-type: none"><li>• Mr. Vinod</li><li>• Mr. Akhil</li><li>• Mr. Prashant</li></ul>
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8. The IT facilities for the Principal's Office, the TLC Office, the IQAC Office and the Media Lab be upgraded to accommodate the increasing online programmes/meetings and ensure effective and efficient participation.

Dr. K. Latha