



RAMANUJAN COLLEGE

Accredited Grade 'A' by NAAC

(University of Delhi)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

A meeting of the Internal Quality Assurance Cell (IQAC) of the College was held on Monday, September 30, 2019 at 2 PM in the committee room of the College with the following agenda:

- Confirmation of the minutes of meeting held on 1st May 2019
- Implementation of External Administrative Audit for Academic Session 2018-19.

Following decisions were taken:

1. The minutes of the meeting held on 1st May 2019 were confirmed.
2. After the successful completion of external academic audit, it was decided to conduct an External Administrative Audit for the Academic Session 2018 – 19 as part of the NAAC guidelines for 2nd Assessment Cycle period and decision taken in previous IQAC meeting,
3. The detailed plan for conduct of External Administrative Audit was discussed and formalised. In the first step, all non-teaching staff members will be requested to submit their Self Evaluation Documents (SED). In addition, the heads of non-teaching departments (Administration, Library, Accounts, and IT) will be required to submit a Departmental SED. SEDs will contain questions seeking information relating to self-assessment of past performance, future plans, challenges and suggestions.
4. In the next step, a department wise interaction with panels of esteemed external administration experts will be held. They will visit the college tentatively during December, 2019 and conduct detailed meetings with all non-teaching staff members individually and collectively as a department. They will also conduct a field visit wherein they will see the working environment and office spaces of non-teaching staff members. This interaction will help provide an assessment score, valuable feedback and inputs for improvement to both individual non-teaching staff members and non-teaching departments.
5. As a final step, to complete the process, a joint review meeting will be held by the Principal and Chairperson, IQAC; IQAC Coordinator; and NAAC II Cycle Committee Coordinator with all the Departments to discuss the assessment, remarks and feedbacks by experts, and to prepare future course of action in accordance with NAAC requirements.

Dr. K. Latha

Coordinator, IQAC