



RAMANUJAN COLLEGE

Accredited Grade 'A' by NAAC

(University of Delhi)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting for External Academic Audit 2019

A meeting of the Internal Quality Assurance Cell (IQAC) of the College was held on Wednesday, May 1, 2019 at 12 Noon in the committee room of the College to discuss the following agenda:

- Confirmation of minutes of meeting held on 25th October 2018
- Implementation of External Academic Audit for Academic Session 2018-19.

Following decisions were taken:

1. The minutes of the meeting held on 25th October 2018 were confirmed.
2. As per the NAAC guidelines and decision taken in previous IQAC meeting, an External Academic Audit will be conducted for the Academic Session 2018 – 19 as part of the 2nd Assessment Cycle period.
3. The detailed plan for conduct of External Academic Audit was discussed and formalised. In the first step, individual faculty members will be requested to submit their Self Evaluation Documents (SED) and Lesson plans for the even semester of Academic Session 2018 – 19. In addition, the Teacher Incharge of all academic Departments will be required to submit a Departmental SED. SEDs will contain questions seeking information relating to self-assessment of past activities, future plans, challenges and suggestions.
4. In the next step, a discipline wise interaction with panels of esteemed external academic experts will be held. They will visit the college tentatively during September, 2019 to conduct detailed meetings with all faculty members individually and collectively as a department. Keeping in mind the academic departments of the college, three separate panels will be formed for the disciplines of: Commerce, Management & Economics; Social Sciences & Humanities; and Mathematical Sciences. This interaction will help provide an assessment score, valuable feedback, and inputs for improvement to both faculty members individually and 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