



RAMANUJAN COLLEGE

Accredited Grade 'A' by NAAC

(University of Delhi)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

An online meeting (over ZOOM video-conferencing) of the IQAC was held on 11 May 2020 to discuss the following agenda:

- Confirmation of minutes of the meeting held on 6th April 2020
- Conduct of First Online Induction/ Orientation Programme

The following decisions were taken:

1. The minutes of the meeting held on 6th April 2020 were confirmed.
2. As discussed in the previous meeting (Date: 6 April 2020), the one-month Faculty Induction Training/Orientation Programme will be conducted online.
3. The Programme will be held from 4 June 2020 to 1 July 2020.
4. The fee for the Programme will be Rs. 1500/- per participant.
5. 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)
6. The following duties are allotted to the Committee members:
 - Mobilisation of resource persons and video resources: Dr. K. Latha and Dr. Nirmalya Samanta
 - Management of mails and queries, including verification of fee payment: Dr. Ashish Kumar Shukla, Dr. Aparajita Mazumdar; Ms. Shipra Yadav and Dr. Abhay Pratap Pandey

- Management of content, uploading videos, quiz, assignments etc.: Dr. Shruti Jain and Ms. Parul Yadav
 - Management of technological aspects: Dr. Nikhil Kumar Rajput and Mr. Vipin Kumar Rathi
 - Technical assistance and video editing: Mr. Anil
 - Non-teaching staff: Mr. Jatan, Mr. Hemant, Mr. Vinod, Mr. Akhil, Mr. Prashant
7. 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
Coordinator, IQAC