

YEARLY STATUS REPORT - 2020-2021

Par	Part A		
Data of the Institution			
1.Name of the Institution	RAM LAL ANAND COLLEGE		
Name of the Head of the institution	PROF. RAKESH KUMAR GUPTA		
• Designation	PRINCIPAL		
• Does the institution function from its own campus?	Yes		
Phone no./Alternate phone no.	01124112557		
Mobile no	9891369197		
Registered e-mail	rlac.du@gmail.com		
Alternate e-mail	rlaiqac@gmail.com		
• Address	RAM LAL ANAND COLLEGE, 5 BENITO JUAREZ ROAD DHAULA KUAN		
• City/Town	NEW DELHI		
• State/UT	DELHI		
• Pin Code	110021		
2.Institutional status			
Affiliated /Constituent	AFFILIATED		
Type of Institution	Co-education		
• Location	Urban		

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• Financial Status	UGC 2f and 12(B)
Name of the Affiliating University	UNIVERSITY OF DELHI
Name of the IQAC Coordinator	PROF PRERNA DIWAN
• Phone No.	01124112557
Alternate phone No.	9810281549
• Mobile	9871290711
IQAC e-mail address	rlaiqac@gmail.com
Alternate Email address	dr.pdiwan@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://rlacollege.edu.in/pdf2021 /AQAR-2019-20-SUBMITTED-1AUGUST-2 021.pdf
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://rlacollege.edu.in/pdf2021 /College%20Academic%20Calendar%20 2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.84	2018	02/11/2018	01/11/2023

6.Date of Establishment of IQAC 09/03/2017

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding	Agency	Year of award with duration	Amount
Institutiona 1	Grant Towards Non Salary, Salary, Pension And Property Tax	UG	€C	2020; 1 ye	ar 213900000
Institutiona 1	Grant Towards Non Salary, Salary, Pension And Property Tax	UG	GC .	2021; 1 ye	ar 135100000
Faculty:PI, Prof. R K Gupta; Co- PI, Prof. Prerna Diwan	Major Research Grant	IC	MR	2021;1 yea	r 1500436
Faculty: PI: Prof. Prerna Diwan; Co- PI: Prof. R K Gupta	Major Research Grant	IC	MR	2020; 1 ye	ar 1230134
Faculty: PI: Prof. Prerna Diwan; Co- PI: Prof. R K Gupta	Minor Research Grant	ICSSR		2021; 1 ye	ar 150000
8.Whether compos NAAC guidelines	ition of IQAC as pe	r latest	Yes		
Upload latest IQAC	notification of format	ion of	View File	<u>2</u>	

NAAC guidelines	
Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	1
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes

If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
If yes, mention the amount		

11. Significant contributions made by IQAC during the current year (maximum five bullets)

The students and faculty provided with G-Suite facility with Institutional email IDs for online classes and to have Google classroom access; Students given remote access to Library Resources so that they can have reading material access at home; The college subscribed to Zoom Pro package for one year along with subscription for large meeting of 500-1000 participants for hosting seminars and conferences. Two ACT fibrenet connections for Hi-speed internet and wi-fi provided to office to have un-interrupted connection.

One week FDP on ICT Tools and LMS was conducted for all faculty members before the start of academic session 2020-21 to facilitate online teaching; IQAC conducted 2 days training on Plagiarism Issues, Policies and Detection tools for teaching, non-teaching staff and students.

Initiating Endowment Fund under which donations from the college stakeholders and public will be accepted; 5 donations worth 925000 have been received by college

23 online skill development/add on certificate courses offered to students in 2020-21

Gender sensitization committee started e-magazine "Asmi" with articles on gender issues from students to be subsequently converted to an E-Journal.College approved launch of a Multidisciplinary, peer-reviewed, Trilingual (Hindi, Sanskrit and English) Journal addressing Values and Ethics in all spheres of society to be published biannually

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Upgrading IT infrastructure ensuring uninterrupted online	G-Suite , Institutional ID generation, college subscribed

teaching-learning process and support during pandemic	to Zoom Pro package for one year along with subscription for large meeting with 1000 participants for hosting seminars and conferences. Two optic fibrenet connections for Hi-speed internet and wi-fi provided in the office .All classrooms provided with ethernet connectivity besides wifi
Upgradation of computers in labs	Purchase of Desktop Machines- 10; Purchase of Wifi Enabled Printer
Gender Equity promotion	Gender Sensitization committee constituted; Launched Ist issue of e-magazine asmi; gender policy instituted
Skill Enhancement/Improving employability	23 certificate courses offered to students and completed
Human Resource Development:Faculty and Non- teaching staff Promotion	36 faculty promoted from stage 1 to Associate professor levels; 3 Nonteaching staff granted MACP
Facilities for differently abled students	INR 24.54 lacs sanctioned to make the campus barrier-free for students with disability; For Visually Challenged students, the prescribed books scanned by Kabo Scanner and converted to VH readable E-Texts were shared; sugam pustakalaya subscribed
Environmental consciousness: Solar Plant Installation/sewage treatment plant	Process initiated after approval from GB for Installation of a 130KW Solar Plant on college roof top and liquid waste treatment plant
Promoting Extracurricular Activities	Grant of INR 50 lacs approved for development of Studio Theatre from Ministry of Culture, Government of India.

Outreach	Covid support Activities conducted under NCC, NSS and other platforms
Professional Development	Five one week FDP conducted including ICT Tools and LMS conducted for all faculty members; Sessions on Plagiarism Issues, Policies and Detection tools;
trainings for Non-teaching staff	Rock Cutting Training to Geology Laboratory staff; Plagiarism Detection tools training to library staff
Professional Development/Curriculum Enrichment	One International Conference, 3 National Conferences, 8 International Seminars, 4 National Seminars conducted and several webinars conducted
Promoting Research Culture	Two research projects sanctioned from ICMR, Government of India
To launch a Multidisciplinary, peer-reviewed, Journal addressing Values and Ethics in all spheres of society to be published biannually	Approved from GB
Endowment Funds and New Prizes for Students	9.25 lacs received under Endowments
Welfare measure: Covid Support	College made provision for payment of annual fees in 2/3 instalments for fees payment in view of financial issues faced by students due to pandemic situation.

	framework
Student Support during covid	Students provided with facility to get all kinds of certificates: Provisional/Bonafide student certificates etc through online mode. Students given remote access to Library Resources so that they can have reading material access at home
Student support: Online Admission process facilitattion	Admission counselling during ongoing Pandemic through phone, Whatsapp and email. Online orientation on Zoom Platform was done on 20.11.2020 which was attended by more than 600 participants including students and parents
Student support: Mental health	Students given access to phone consultation by Counsellor/Psychologist for dealing with Psychological issues during lockdown besides 24X7 availability of faculty mentors to discuss their issues
working for Physical and welfare measure: Mental well being of students and staff in pandemic	Online Yoga and Mediation online classes throughout the year
Preparation of strategic plan 2020-25	Completed
Focus on career counselling and soft skill development	A number of career counselling sessions/soft skill trainings with experts were conducted
Internal academic audit by IQAC	Completed and suggestions given to all departments
Building Network: Expanding collaborating activities	35 activities with collaborations conducted
13.Whether the AQAR was placed before statutory body?	Yes

•	Name	of the	statutory	body
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Name	Date of meeting(s)
Staff Council, RLA College University of Delhi	31/01/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	02/02/2022

15. Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<u>View File</u>

2.Student

2.1 2534

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<u>View File</u>

2.2

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<u>View File</u>

2.3

Number of outgoing/final year students during the year

File Description	Documents
Data Template	<u>View File</u>

3.Academic

3.1

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2

Number of sanctioned posts during the year

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1.1 Number of courses offered by the institution across all programs during the year File Description Data Template 2.Student 2.1 Number of students during the year File Description Institutional Data in Prescribed Format 2.2 Summer of seats earmarked for reserved category as per GOI/State Govt. rule during the year File Description Data Template 2.3 Number of outgoing/ final year students during the year File Description Data Template 3.Academic 3.1 Number of full time teachers during the year File Description Documents Documents	Extended Profile		
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3.1 Number of full time teachers during the year	Data Template		View File
Number of full time teachers during the year	3.Academic		
	3.1		89
File Description Documents	Number of full time teachers during the year		
	File Description	Documents	
Data Template No File Uploaded	Data Template	N	No File Uploaded

3.2	130
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<u>View File</u>
4.Institution	
4.1	35
Total number of Classrooms and Seminar halls	
4.2	203.49
Total expenditure excluding salary during the yealakhs)	ar (INR in
4.3	1272
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Collegefollowsacademic calender of University of Delhi and prepares its own in syncand uploads on website. Workload distributed through departmentmeetings and approved by workload committee. Teachers appointed as per workload. Time-table designed by the timetable committee, displayed on website. Online Orientation program for new students and parents. Faculty members discussedLesson Plans, Program and Course outcomes .Google Classroom, Google Meet used for online teaching. Diverse customized curriculum delivery methods adopted (Power point, Bilingual lectures, videos, Film screenings, enactment of textual scenes/episodes, case studies, group discussions, theatre adaptations, peer-learning through group activities, role-play, Webinars by experts etc). Doubt-clearing sessions, remedial classes and one-to-one interactions were conducted focussing slow learners. Advanced learners given research opportunities. Email, WhatsApp and Telegram used for discussions and sharing of study material, question bank etc. Remote Access to online learning

resources done through INFLIBNET, NLIST. CIE was through class tests, presentations, quizzes, group viva etc. Practice test for OBE weredone. Progress of the teaching learning and delivery of curriculum regularly monitored by Academic Affairs Committee; Departmental heads ensured completion of syllabus. Mentors helped students to efficiently deal with academic and psychological/emotional issues.IQAC collected feedback and initiated corrective measures atappropriate time.

File Description	Documents
Upload relevant supporting document	<u>View File</u>
Link for Additional information	https://rlacollege.edu.in/Departments.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar of University of Delhi includes dates of term end theory and practical slots of the examination. Ram Lal Anand College prepares its own academic calendar in sync with university academic calendarincludingof tentative dates of internal evaluation and events. Calendars are uploaded on website and students are informed about during College and Department orientation programs. Each department/society prepares its own calender of events to be conducted. Faculty prepares lesson plan for the courses taught and also shares tentative test/assignment schedule. IQAC monitors overall academic and extracurricular activities. As per University guidelines, Comprehensive Continuous Evaluation (CCE) for 50% marks in Practical Examination (experiments and records) and 25 % marks in Theory Internal Examination (through Class Tests and Assignments etc) has been adopted for each semester. This year new COVID 19 guidelines issued by the Delhi University, for the evaluation for Internal & Practical Assessment were followed on the basis of online assignments taken through Google classroom (LMS). Internal Assessments records are shared as per schedule with students and their grievances are addressed by Internal Assessment Monitoring Committee in given timeframe.

Link for University Academic Calendar:

http://www.du.ac.in/index.php?page=academic-calendar

Link for COLLEGEAcademic Calendar:

https://rlacollege.edu.in/pdf/AcademicCalender-Second-and%20Third-Year-2020-21.jpg

University Academic Calendar 2020-21 for First Year Students

File Description	Documents
Upload relevant supporting document	<u>View File</u>
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<u>View File</u>
Any additional information	<u>View File</u>

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

15

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<u>View File</u>
Institutional data in prescribed format (Data Template)	<u>View File</u>

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

23

File Description	Documents
Any additional information	<u>View File</u>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	<u>View File</u>

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

3306

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Indian higher education going through a major transformative phase withemphasis on imparting a holistic, value-based learning to students by integrating cross-disciplinary issues relevant to gender, human values, professional ethics, environment, and sustainability in the curriculum. HEIslike University of Delhi areimportant pillars of national education carrying an additional

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responsibility of building a strong nation and an egalitarian society. In keeping with this sprit, Programmes offered by college, have courses that generate awareness around the relevant social issues and sensitize students about them. For instance, department of Hindi and English teach courses like Women/s Writing, Post-colonial Literature and with question of gender disparity, racism, caste discrimination, class inequality and oppressive social institutions. Similarly, Department of Journalism's Course "?????????????" and 'Environment and Sustainability' course aims to generate awareness around issues of development, sustainable development, climate crisis, ecological discourse, and underdevelopment. All programme students also study compulsory paper Environmental sciences deals with environmental hazards. Department of microbiology offers 5 courses dealing with health. Collegeintroduced various certificate courses for instance 'Human Values, Ethics and Life Skills' that offers students a cross-cultural perspective on traditional ethics and values and ways in which such values help in attaining a holistic development in a highly competitive world; Course on 'Corporate Governance' reflects on the relevance of honesty, morality and ethics in the corporate environment.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View File</u>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<u>View File</u>

1.3.3 - Number of students undertaking project work/field work/ internships

405

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work//internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://rlacollege.edu.in/Reports.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<u>View File</u>
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://rlacollege.edu.in/Reports.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

952

File Description	Documents
Any additional information	<u>View File</u>
Institutional data in prescribed format	<u>View File</u>

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

457

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

college admits a large pool of exceptionally bright and highly motivated students from diverse linguistic, socio-economic and regional backgrounds. It is observed that language and schooling

background plays a critical role in the learning outcomes of students. Occasionally, some students also go through a difficult phase of transition from school to college education. Over the years, college has devised a strong 'feedback-action' mechanism to deal with the problems of slow learners. We also initiated special programs to enhance the learning outcomes of advanced learners by experimenting with new pedagogic methods and tools. For slow learner, faculties follow a multipronged strategy in form of remedial classes, interaction outside classroom, and continuous evaluation/assignment to enhance the learning. Along with these measures, students are also assigned faculty-mentors who coordinate with specific teachers to make reading material accessible to students. In classroom, using peer-learning method, slow learners are encouraged to form study group with advanced learners. For advanced learner, the faculty-mentors counsel them on future prospects and encourage them take various competitive exams like ISI, IES, ISS, JAM (IIT), IFS etc. Faculty-mentors and specific departments encourage them to participate in paper presentations, additional academic courses, workshops and training programmes, quiz, poster competitions etc.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/pdf/RLA%20Mentor -%20Mentee%20Policy.pdf
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2534	89

File Description	Documents
Any additional information	<u>View File</u>

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

College under CBCSsystem allows students to choose generic, skill and discipline electives. The goal is to impart knowledge about latest research and empower students to apply their basics to

develop innovative solutions to present day problems. Departments organize seminars, lectures and talks to enhance the link with the contemporary world to enables students to explore diverse paths taken by experts in different fields and brings them close to the world beyond books. Faculty members use ICT tools; Students encouraged to use E-Journals like EPW, JSTOR, E-Gyankosh, UNO, Parliament website etc. The students' centric methods including, topic-based Documentary Screenings, Mock Parliament, project based learning, group discussion, tutorial, presentations, personal counseling, videos, PPT, virtual lab, field work, research, and others e-resources tools focusing on the needs, abilities, interests, and learning abilities of the students. Students are encouraged to reflect and analyse by eliciting responses to the topics under discussion. The participative learning and problemsolving strategies used during the session 2020-21 were:One-minute oral reflection where students could ponder in 1-2 minutes to an open question; Flipped classroom, active learning, was used as in this the students listens or watches lectures before coming to the classroom. The in-bound time in classroom devoted to applied learning activities and higher order thinking tasks.

Student societies like Hasratein, Chitra, Inara, Parda, Sovereign, Sangosthi, Quizteros, Illusion, Dastoor and Spic Macay engage/hire professionals to guide students.Number of add-on courses on latest software, technologies and soft-skill courses have also been conducted online during the year.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://rlacollege.edu.in/samdrishti- society.php

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

We at the college try to attain the highest levels of student ICT-related skills and also facilitate professional development of teacher, and the teaching and learning process. Due to nationwide lockdown, during this entire academic year 2021-22, 100% classes were conducted online using Google Meet. Google Classroom is being used by all the teachers to manage and post course-related information like learning materials, assignments, tests, and evaluations, etc. Powerpoint presentations, White Board, Jam

Board, One Note, Recorded Video lectures, pen tablets are effectively used. Quizzes and polls are also conducted. Various Software including Matlab, Mathematica, LateX, Turbo C++, Dev C++, R Software are being used for teaching. Extensive use of databases like INFLIBNET, NLIST was done to download the reference books and articles.

All faculty members have also reskilled themselves by enrolling for ICT trainings/ FDPs in the areas of online teaching in order to be able meet the evolving needs of students and online teaching. The college also facilitated by issuing laptops to faculty members who needed them and the IQAC conducted an FDP on ICT tools to train faculty just prior to the commencement of this academic session. Kaggle, Census data and other reliable sources are used by faculty to collect data for their presentations and project work. It has become easier to connect to renowned academicians and Alumni though virtually and to pass on the benefits of their expertise and experience to the students.

File Description	Documents
Upload any additional information	<u>View File</u>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

89

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<u>View File</u>
Circulars pertaining to assigning mentors to mentees	<u>View File</u>
Mentor/mentee ratio	<u>View File</u>

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

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File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<u>View File</u>

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

63

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<u>View File</u>

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

974

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<u>View File</u>

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

Comprehensive Continuous Internal Evaluation System (CIES) is an integral part of teaching and learning process in the college. The objective of the assessment at every level is to quantify the progression of the students. As per university norms, attendance and assignment/class test are two key components of CIES and carries a combined weightage of 25% marks. Class tests, Quizzes, MCQ-based tests, Mock Practical, Mock OBE-pattern tests, Group Viva, Assignments, Presentations, Multiple Tests (especially for slow learners), field report analysis are some of the standard methods for evaluating the performance of students. The academic calender declares examination schedule and conduct of practical examination

For the smooth and transparent conduct of internal evaluation, students are informed well in advance about the dates and timings of the units to be covered in the class test/assignment. To bring the uniformity in assessment across the departments and faculties within a specific department, departments conduct regular review meetings where the modalities of assessment and criteria for marking are discussed. Once the class test and assignments are evaluated, they are shared with students for feedback and queries. A Departmental Moderation Committee conducts a final review of the assessment of every individual faculty. Once the IA marks are finalised, Internal Assessment Committee monitors and uploads all the IA marks onto the College Website and addresses the grievances of students in timely manner.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	
	https://rlacollege.edu.in/internal-
	<u>assessment.php</u>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The Students are notified for tests/assignments by individual faculty members and through department academic calender giving sufficient time for preparation. Multiple tests/assignments/viva etc are conducted in each course. The entire IA calculation is shared with students on LMS and discrepancies are rectified before submission to the teacher-in-charge of department. The IA is moderated at the Departmental level and ensures that the due

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process has been followed, prior to submission to the IA monitoring committee of the college which uploads the marks and displays on college website for students. A reasonable window is provided to the students to enable them to personally verify the IA marks and report any inaccuracies, discrepancies and inadvertent omissions to the IA monitoring Committee for necessary action. Students personally verify and put their signatures on a copy of the course-wise list of IA marks submitted to the University. Any errors detected at this stage are taken up by the IA Committee and /or Grievance Committee on a case-by-case basis after thoroughly going through previous records and suitably resolved.

In addition, the Science courses conduct Practicals for a total of 50 marks. According to the University provisions, 25 marks are allocated to an end-of-semester Practical Examination including viva conducted in the presence of a University appointed External Examiner and 25 marks are reserved for Continuous Internal Evaluation of students on the basis of their attendance in practicals, performance during conduct of weekly practicals and regular preparation of records. Programme with Project work also reviewproject quality.

File Description	Documents
Any additional information	<u>View File</u>
Link for additional information	
	https://rlacollege.edu.in/internal-
	assessment.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College follows the CBCS curriculum under Learning Outcome based curriculumFramework from 2019as per university of Delhi. Orientation programs of the College for all programs are organised onthe very first day of starting of the session. The students are acquainted with Program Outcomes. The overarching prospect and relevance of the program as well as the Program Specific Outcome in the present-day context is discussed in the respective Departmental orientation programs. Onthe first day class room teaching is started with revisit of the Program Specific Outcome followed by discussion on the Course outcome and Course Learning Outcome. The Course contents and outcome is explained in the

introductory classes. The context of each course is conveyed to the students. Elaborate discussion is made on Unit wise course details, ways of delivering the lectures, prescribed books, reference books, connection with practical use. procedure of evaluations and Practical class/Tutorial classes wherever applicable. The students are given exposure to meet and interact with Industry expert and distinguished alumni. Students are also connected through social media platform with teachers and their peers. The Departments systematized remedial classes for slow and needy learners help them to cope with curriculum.

The PO , PSO and CO are stated in the syllabi and is displayed on college website also

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://rlacollege.edu.in/pdf2021/SYLLABI- PO-PSO-CO-2019-LOCF-ONWARDS.pdf
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

It is mandatory for the College to follow direction issued by the University of Delhi vide its Ordinance VIII-E for Internal Assessment. Internal Assessment based on CCE as per University norm -25 marks in theory through Assignments, Class tests and Attendance, 25 marks in Practical (Wherever applicable) through number of Practical done and attendance. Academic performance of the students is evaluated through assignments to solve problems, class tests, presentation, quizzes and innovative project works in groups under the guidance of teachers so that students learn to apply courses in real life situations, which develop team spirit and leadership quality among students. The College Mentor-Mentee Program ensures constant interaction with mentee and students. Slow and advance learners are identified through academic performances and class room interactions. Remedial classes are arranged for slow learners. Advanced learners are encouraged to join research project run by college to inculcate research orientation, to participate in the Conferences/Workshop as well as interact with distinguished academicians. Rewarded them to acknowledge their efforts to enhance performances.

Representative Case Study of Attainment uploaded under additional information

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional information	https://rlacollege.edu.in/pdf2021/SYLLABI- PO-PSO-CO-2019-LOCF-ONWARDS.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

755

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	https://rlacollege.edu.in/pdf2021/Annual-R eport/RLAC-Annual-report-2020-21%20for- University-12-july2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://rlacollege.edu.in/pdf/Reports/STUDENT%20SATISFACTION%20SUR VEY-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

- 3.1 Resource Mobilization for Research
- 3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)
- 3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

2880570

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<u>View File</u>
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	<u>View File</u>
Institutional data in prescribed format	<u>View File</u>

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and nongovernment agencies during the year

5

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	<u>View File</u>
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has been very progressive in developing an innovative atmosphere. The following are the key initiatives taken by the college for creation and transfer of knowledge.

- 1.Promoting Innovation & entrepreneurshipthroughCentre for Entreprenureship and Technology Development(E-cell). Students are trained through entrepreneurial trainings/workshops with successful startups and collaboration with BIRAC-Tie. Students encouraged to present their innovative Startup ideas through annual contests evaluated by experts , VCs and Angel Investors. The students given mentorship support and facilitated for incubation facilities.
- 2. Human Resource Development: College recruits talented meritorious, dynamic and enterprising staff through careful scrutiny of applications and selection interviews.
- 3. Research and IPR Cell and IQAC organizesawareness seminars on different IPRs includingpatents, copy right, and research ethics,
- 4. Microbiology department supported by Star College Scheme of DBT Government of India provides a common platform to all students to undertake small innovative projects
- 5. Excellent Research infrastructure both through extramural sources, ICMR, DBT, ICSSR etc and through intramural funding. The college has defined and published research promotion policy and Faculty members are encouraged and financially supported. A good number of students have registered for Ph D and the numbers are increasing every year.
- 6. Promoting social entrepreneurship through Enactus RLAC, via its Project Roopantaran, worked hard to boost sales for Family of Disabled, NGO Janak Puri, Delhi. The students organised many sales counters at different locations such as Petrol pumps and college premises andmanaged to get heavy sales of products (Pencils) prepared by NGO and also donated funds generated through organising the Shelf-E-Book Festival.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/pdf2021/E-cell%2 ORLAC%202020-21-report-3rd-july2021.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

14

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

8

File Description	Documents
URL to the research page on HEI website	https://rlacollege.edu.in/images/ResearchPolicy.pdf
List of PhD scholars and their details like name of the guide, title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	<u>View File</u>

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

46

File Description	Documents
Any additional information	<u>View File</u>
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/international conference proceedings year wise during year

45

File Description	Documents
Any additional information	<u>View File</u>
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

CollegeNSS, NCC unit, Centre for Human Values, Ethics and Life skills, Women's Welfare Committee, Eco-Club, Cleanliness committee, North East society and Equal Opportunity cell work with this goal and chalk out plan at the beginning of each academic year. Under thecourse on 'Human values, Ethics and Life Skills'guest speakers wereinvited to promote positive attitude and humanitarian values. Students undertook many awareness drives to deflate myths related to periods among teenagers and women, Gender Equality, Selfawareness, Self-Esteem, Substance abuse awareness and prevention, Ethics and Morals, Creative and critical thinking, Relationship towards family & society, Failures- Pillars for Success, Freedom and Responsibility, Choices and Decisions, Women Issues and Legal Rights and Harmony in Society. Activities conducted also include Plantation drives, water conservation, blood donation camps, breast cancer awareness campaigns, child education projects like Pathanshala and community policy initiatives with Delhi police. Students conducted programs to spread awareness for breaking myths related to covid19 Vaccination, importance of wearing masks, proper sanitization; prepared masks and distributed;

conductedsurvey to find the status of vaccination in JJ Colony Shastri park, a slum adopted by our college.NSS facilitatedPw D studentsin making notes, writing exams, filing forms and preparing audio books. Enactus. through its Project Roopantaran, workedto boost sales for NGO and also donated funds generated through organising the Shelf-E-Book Festival. NCC Cadets led Say NO TO Single use Plastic drive at Lal Qila, Atmanirbhar Bharat Abhiyan and Cleanliness drive in and around Campus.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/samdrishti- society.php
Upload any additional information	<u>View File</u>

- 3.4.2 Number of awards and recognitions received for extension activities from government / government recognized bodies during the year
- 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

110

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<u>View File</u>
e-copy of the award letters	<u>View File</u>

- 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year
- 3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

80

File Description	Documents
Reports of the event organized	<u>View File</u>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<u>View File</u>

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2204

File Description	Documents
Report of the event	<u>View File</u>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

35

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<u>View File</u>

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<u>View File</u>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<u>View File</u>

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

Collegehas well-ventilated, spaciousclassrooms, laboratories, and other facilities for the effective teaching-learning process. Infrastructure and Building committee evaluates, plans and executes infrastructural augmentation. There are 40 classrooms; 30 ICT enabled, equipped with LCD/TV/Smartboards andWi-Fi/LAN facilities to make effective teaching-learning process; Public Address system in place. Seminar hall with seating capacity of 70-75, Amphitheatre with a seating capacity of 120, one conference room and a A/Vstudio.Science Departments withfaculty room provided with laptops, desktops, printers, and intercom. Laboratories equipped with advanced machines required for practical and research. Three separate faculty rooms for other department teachers withdesktops and printer facility.library is 1500 sq. mts and total seating capacity of the library is 120; subscribesto over 40 journals and 14 newspapers (both Hindi & English) magazines and approximately 62568 books,);8 Kindle readers(More than two lakh ebooks), 6 web-connected laptops; digitally connected via N-List and Sugam Pustakalaya annual membership too VH students. INFLIBNETof UGC has been subscribed by the college For remote access of the online e-resources/e-books/e-journal, the college provides Login ID and password to each student for N list portal. OPAC system is

functional for an easy access and location of books in the library. 2 desktops provided with software fordifferently abled, 6 Daisy Players, KIBO Multilingual Keyboard Scanner & Reading Companion for the visually challenged students anddedicated reading room. magazines for competitive exam preparation are subscribed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/AQAR-2020-21/Cri teria-IV-AQAR2020-21-Supporting-Evidence/4 .1.3-additional-information- AQAR-2020-21.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college, besides academics also focusses on integrating sports and extra-curricular activities for holistic development of students. The sports facility includes a sports field (110m x80 m) for outdoor sports, cricket, football etc and an indoor hall (12m x 8m) for Judo, Chess and Table Tennis and games with PVC flooring for students and staffunder the supervision of Director of Physical Education. Sports groundis being redeveloped for national leveltournaments. College is aleading affiliates of the NCC and NSSwith an impressive number of cadets/volunteers enrolled each academic year. The college is deeply aware of the immense need to instil and generate human values and ethics especially among the youngsters and thereforeruns a compulsory course "Human Values, Ethics & Life Skills" for all the I year students. Yoga and meditation committee regularly organizes Workshops and competitions on yoga and meditation. During entire pandemic time from march 2019 it organised online yoga classes for students and staff . Central Lawnand front lawn areused for large events. Dance, drama, nukkad natak, debate, quiz, painting, music, photography, Film screening based on social issues etc. have been closely interwoven with the curriculum. Multi-purpose Amphitheatre with projection screen and wall mounted LCD Projector, seating capacity of 120 for organising events. A new amphitheatre is being constructed. Seminar room (seating 75) is used for small events. A Huge hall is used bybudding artists to hone their skills in

domains like theatre, music, dance, anchoring, painting, yoga etc. College haswell maintained, clean, hygienic, spacious canteen monitored by a committee.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/AQAR-2020-21/Cri teria-IV-AQAR2020-21-Supporting- Evidence/4.1.2-supporting-evidence.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

30

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/AQAR-2020-21/Cri teria-IV-AQAR2020-21-Supporting-Evidence/4 .1.3-additional-information- AQAR-2020-21.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

31.03

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<u>View File</u>
Upload Details of budget allocation, excluding salary during the year (Data Template	<u>View File</u>

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

College has a well-lit fully air-conditioned library 1500 sq. mts with 500 sq. mts reading space for students, 50 sq. mts for teaching staff and 50 sq. mts for differently abled with total seating capacity of 120 providing individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources. Library has more than 62000 books, subscription to 40 journals, 14 newspapers (Hindi & English), 8 Kindle readers, 6 web-connected laptops, 2 desktops provided with software fordifferently abled, 6 Daisy Players, KIBO Multilingual Keyboard Scanner & Reading Companion for the visually challenged students. Library is digitally connected via N-List and Sugam Pustakalaya annual membership for VH students. INFLIBNET subscribed by the college for remote access of the online eresources/e-books/e-journal. OPAC system is functional foreasy access and location of books . For differently abled students/faculty a fully functional dedicated reading room is available having books (in Braille), laptops and software especially helpful for visually impaired.

ILMS: TRODDON Software, FULLY AUTOMATED

Version: 5.6.0216Year of automation: 2018

All the books are bar coded with ILMS. Library is running with OPAC system functional for easy access and location of books in the library

The Library Committee consisting of teacher in charge of all the departments and the Librarian looks after the matters related to purchase of books, journals, periodicals etc. Library fund is divided among the periodicals, journals, books, newspapers and magazines. The part of fund devoted for books is further divided

among different departments as per their requirement.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional Information	https://rlacollege.edu.in/Our facilities.p hp

4.2.2 - The institution has subscription for the A. Any 4 or more of the above following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	<u>View File</u>
Details of subscriptions like e- journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

759188

File Description	Documents
Any additional information	<u>View File</u>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

175

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Digital technological facilities available in the college includesmart classrooms, LCD PROJECTORS IN 30 rooms, dedicated computer labs indepartments, open access computer lab, Wi-Fi connectivity, LAN facility in all classrooms. All of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. All computer has anti-virus software and UPS backup. Anti-virus are regularly updated and run in computers. One personnel appointed for the maintainence of systems. College website is updated regularly and is being maintained through outsourceddeveloper.CCTV is installed in all prominent locations. College has direct connectivity to university of Delhi network with optic fibre line with support up to 10 GB data. The data is accessible from most of the classrooms equipped with projectors. In addition, a WIFI network has been build using Aruba 315 AP which are 4x4 MIMO devices for bulk sharing and seamless data transfer. There are two other dedicated optic fibre networks from ACT fibrenet.

IT infrastructural Upgradation in 2020-21

Purchase of Zoom. Pro Package for online meetings upto 1000 participants in 2020-21 annual subscription taken for webinar/seminar/courses etc.

Gsuite facility for Gmail, Google meet and Google classroom and provision of. Institutional ID to all Students and Staff with meeting capacity of upto 100 participants and recording facility

Purchase of New Desktop Machines for Computer Laboratory room Number 43 - 10 nos

(Intel Core-5 8th/ 9th Generation, 8 GB Ram, SSD)

Purchase of New Wifi Enabled Printer - 01 No

LAN extended to all classrooms

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	Nil

4.3.2 - Number of Computers

1296

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<u>View File</u>

4.3.3 - Bandwidth of internet connection in A. ? 50MBPS the Institution

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

- ${\bf 4.4.1 Expenditure\ incurred\ on\ maintenance\ of\ infrastructure\ (physical\ and\ academic\ support\ facilities)\ excluding\ salary\ component\ during\ the\ year\ (INR\ in\ Lakhs)}$
- 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

172.46

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college follows transparency in all processes. Purchases arerecommended through committees/departments.Library Committee formulates the budget for department wise purchase of books, maintenance and weeding out old books; Equal Opportunity Cell and Sugam makes recommendations for facilities in the library for differently abled students and faculty members. These recommendations, after the approval of the Principal, are implemented by the Infrastructure Committee in consultation with the respective committee/department; Building cum Infrastructure Committee with bursar undertakes infrastructural needs of the college through meetings and recommendations forwarded to Principal/GB for approvals. The GeM portal and E-tendering is practiced following the GFR rules. Sports Committee looks after the sports needs of the students. The routine maintenance of classrooms, Labs, furniture, lighting, blackboardis done by multitasking staff and the laboratory staff and managed through Admin department . College hiredelectrician who looks after routine maintenance of all electrical installations. Plumbing and gardening work are taken care of bypersonnel under the supervision of Gardening Committee and Eco-Club. College has a complaint register, Complaint Box and a grievance tab on website for receiving complaints. Building and infrastructure committee goes through complaints/suggestions/feedback received and initiates necessary action with approval of principal. Voltage stabilizers, online UPS and fire extinguishers have been installed for safety. The college has 160KV silent Electricity Generators with AMF Panel to ensure uninterrupted power supply monitored by Electrician. Maintenance of desktops with Printer, DG Set , CCTV, Intercom, RO etc is through AMC. Services of Professional used formaintenance and regular upgradation of College website

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/college-policies- maintenance-utilisation.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

- 5.1.1 Number of students benefited by scholarships and free ships provided by the Government during the year
- 5.1.1.1 Number of students benefited by scholarships and free ships provided by the Government during the year

123

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

- 5.1.2 Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year
- 5.1.2.1 Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

390

File Description	Documents
Upload any additional information	<u>View File</u>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2534

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2534

File Description	Documents
Any additional information	<u>View File</u>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<u>View File</u>
Upload any additional information	<u>View File</u>
Details of student grievances including sexual harassment and ragging cases	<u>View File</u>

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

28

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

158

File Description	Documents
Upload supporting data for student/alumni	<u>View File</u>
Any additional information	No File Uploaded
Details of student progression to higher education	<u>View File</u>

- 5.2.3 Number of students qualifying in state/national/international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)
- 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

47

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

5.3 - Student Participation and Activities

- 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year
- 5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

55

File Description	Documents
e-copies of award letters and certificates	<u>View File</u>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	<u>View File</u>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, cocurricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The strong academic foundation of College is reinforced by the view, that valuable skills, attributes and talents are nurtured through student participation in various academic as well as cocurricular and extra-curricular activities. Students' bodyunder Students' Union Advisory Committee works towards harmonious relationship between the teachers, administration and students. Itconsists of President, Vice President, Secretary, Joint Secretary and two central councillors (act as link between RLAC Student Union and its parent body Delhi University Student Union). It is duly constituted through elections in the month of September along with DUSU elections. An extended student body comprises of student representatives from Departmental and Extra-curricular societies. Voicing the student's problem, members of the students union look for amicable solutions and work for the betterment of the college. The Students Union in cooperation with Art and Culture society of the college organises Annual Festival and other extra-curricular activities of the college. Departmentalsocietiesstudentoffice bearers are elected who coordination with the convener and conduct seminar/workshops/lectures to enrich the knowledge. They also conduct departmental inter college festival where they get to interact with students of other colleges of DU. The cultural societiesalsonurture students skills/passion and prepare themselves for different competitions. NSS wing, NCC wing, Women's Welfare and Development Cell and Equal Opportunity Cell promote successful engagement of students in community life. The student editors supported by the concerned teacherspublish annual collegemagazines Samdrishti, Srijan, Sambhav & RLA Samachar. Students are also nominated as gender champions, and are part of Admission grievance and ICC.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/samdrishti- society.php
Upload any additional information	<u>View File</u>

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

118

File Description	Documents
Report of the event	<u>View File</u>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<u>View File</u>

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association is registered: Registration no: SOCIETY/WEST/2019/8902461/23 February 2019. Office Bearers of RLAC Alumni Association are elected President: Mr. Raja Babu Vice President 1: Shehnaz Saronwal Vice President 2: Dr. Awadhesh Kumar Jha General Secretary: Tarun Srivastava Joint Secretary 1: Nitin Agnihotri Joint Secretary 2: Anuj Samvedi; Treasurer: Rajiv Kumar.

The registered Alumni Association and alumni committee contributes to the alma mater in followingways:

(i) Alumni serve as an inspiration for the current students. Every batch that progresses to higher studies and/or careers presents an

inspiration to the batches pursuing the same course. It helps the current students visualise their own future direction and chart a growth pattern.

- (ii) Alumni help by mentoring the current students through the Alumni Lecture Series conducted by all departments. For instance, this year English department conducted two lectures in 2020-21: one on the writing formats of research documents by Neha Seotra and the other on MA entrance exams by Lalit Kashyap. This platform especially helps the alumni share their struggles, successes, and achievements.
- (iii) Alumni assist the teachers for some coursessharingtheir research, and findings.
- (iv) Alumni association has instituted annual merit award recognising academic achievements of students through cash award Rs 3000/each to topscorer students of each year and programme.

Alumni bridges the gap between the past and the present generation of students. College collects theirfeedback andimproves in the areas suggested by the Alumni since the observations are based on their interaction with the space and community of the college.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/alumni- corner.php
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year C. 3 Lakhs - 4Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<u>View File</u>

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College works with the motto: "Shraddhawan Labhte Gyanam" (those who work with dedication and faith, obtain knowledge). Institution ensures holistic development of youth through high standards of academics, instilling human values, tolerance, inclusivity, compassion, and sensitivity. The college's mission is to adapt and grow with changing times and ideas of the new world. The governance mechanism in the college ensures that all activities are in sync with vision and mission of the college. Governing Body of the college with learned members nominated byUniversity ensures implementation, of all policies, the Principal is the chief executive head at the college and faculty members are delegated responsibilities through Staff Council committees. The Staff Council is a statutory body of the college includes all teachers and principal for all academic and other activities. Conveners and members of committees/ societies, recommend the plans and their execution through regular meetings. The students are involved in various committees and their feedback is used for improvement at various levels and give them exposure to good practices. IQAC with internal and external experts holds meetings to recommend quality initiatives for college based on requirements and feedback from stakeholders. The quality policy is based on decentralization approach. IQAC conducts internal audit of academic and administrative activities.

https://rlacollege.edu.in/pdf2022/Strategic%20Plan%202020-25%20RLAC.pdf

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/Mission_Vision.p
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Governance is administered through Governing Body(nominated by University of Delhi), Principal, Vice Principal, Bursar, Staff Council Committees and Student Representative sutilizing their expertise in a constructive way. Teachers and Librarian, constitute the Staff Council and Principal is the ex-officio Chairman. Staff

Council secretary is elected. Teachersmake recommendations and take action; Departmental societies and student representatives form the core of the succession. The measures are channelized and systematized towards academic excellence through IQAC. The faculty take lead in organizing activities wherein students explore their capabilities vis-a-vis organizational skills besides getting an insight into new developments in the area of their interest. At each level and sphere of activity, the Faculty and students cooperate with each other for the successful implementation of the prospective plans.

Case study: GB discussed the infrastructural Audit recommendations to make barrier free campus by CPWD with an estimate cost of 24.54 lacs and college wrote to UGC via letter RLAC/S/2020/2051 dated 20.3.2020 for funds. The College principal requests the Sugam committee convener to hold a meeting with differently abled students, EOC and IQACto take their requirements on 20 November 2020. Meeting held on 23.11.2020 discussed with students and forwards the minutes to the principal. The principal forwards the minutes with requirements to convener infrastructure committee. A joint meeting of Principal with convener infrastructure committee, bursar, EOC and sugam was held on 7.12.2020 and discusses their requirements and recommends and forwards to GB. GB gave approval for the work in anticipation of receiving funds from UGC in meeting of the governing body held on 4th February 2021

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<u>View File</u>

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/perspective plan is effectively deployed

The college quality policy is well conveyed from its vision and mission statements. Strategic plan and action plan have been designed carefully keeping in mind the stakeholder's expectations, students, faculty members, employers, and their needs and each process is implemented after due deliberations.

The salient features of the strategic plan are:

1. Enhancing Accessibility to Education and Employability

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- 2. Research, Innovation and Entrepreneurship
- 3. Diverse and Inclusive Growth with Social Outreach
- 4. Infrastructure Augmentation and Sustainable Development

The Perspective Plan 2020-25, under the "Enhancing Accessibility to Education and Employability" proposed to offer Job Oriented Skill Enhancement Courses. Accordingly, the College offered a total of 23 such courses keeping in view the different fields the students may be interested in and the skill set required for them. The courses were offered without any additional fees for the RLA students. The college also initiated coaching classes to enhance the success rate in CAT, and various other job related examinations like POs or Civil Services, GLA, SSBs in various Central/state departments. All courses were offered in online mode and also enhanced students productive engagement in pandemic time besides curriculum enrichment.

Another successful example is promoting research in college and has resulted in a significant increase in publications from college faculty from 36 in 2019-20 to 55 in 2020-21 and a significant increase in student authorship because of student involvement in research projects.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/pdf2022/Strategi c%20Plan%202020-25%20RLAC.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Ram Lal Anand College is a Delhi University Maintained Institution, its Governing Body (GB) is constituted by the university and the Chairman, GB. Two members of teaching and one from non-teaching staff of the college become a part of the GB in rotation. The GB takes all executive decisions related to the institution through its Sub-committees.

The College administrative setup is headed by the

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Principalassisted by the Administrative Officer, Section Officer (Admin)Bursar and the Section Officer (Accounts) besides support staff.Staff Councilimplements decisions of the GB related to academic, extra-curricular and infrastructural activities.IQAC ensures quality improvement, lays down quality benchmark in above matters. The Staff Council committees, in addition to the council, also report to IQAC with regard to their respective activities.Service rules of the Principal, and staff is as perUGC rules.

All procedures related to admissions, recruitment, Leave, promotion, purchase of equipment and other objects and construction for augmenting infrastructure of the college are followed as per UGC, University of Delhi and the GB guidelines. Process of recruitment (advertisement, scrutiny of forms and calling for interview and convening Selection Committee meetings) and promotion follows the guidelines of UGC and University of Delhi. Grievance redressal committee to address the grievances of all stakeholders. In addition, the college has an Internal Complaints Committee to deal with all cases of sexual harassment. College adheres to Compliance under section 4 (1) (b) of the Right to Information Act, 2005

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/appointments- promotions.php
Link to Organogram of the institution webpage	https://rlacollege.edu.in/pdf/Final- organogram-2020-21.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	<u>View File</u>
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e- governance in areas of operation, Administration etc(Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The welfare measures for teaching and non-teaching staff includes the following:

Childcare leave to women employees, Medical leave, Casual leave, Earned leave as per Government rules, Medical Room facilities, Doctorand Psychologist facility, health checkup, Timely Medical reimbursements, Reimbursement of children's tuition fees, Group Insurance scheme, Provision of Loan for purchase of Scooter/Car/Computer, Leave Travel Concession/Home town concession, Leave encashment, Provident Fund advance, Reservation for admission under Ward Quota, Conveyance charges, Promoting self development: Reimbursement of registration fees for attending Conferences/ Seminars/Symposia/Training Programs. Faculty is given Study Leave for pursuing higher education, Sabbatical leave, Academic/Duty leave for conducting examinations, attend Conference/Seminar/Symposia and official meetings. Timely arrears payment, Staff Associationtea club, R O drinking water, subsidized food in canteen, Exemption of fees for wards, Winter Uniform for non-teaching staff, Non-Teaching Association , High speed internet and wi-fi, Bank across the road, Health centre at 500m in south campus. Separate Parking areais maintained forstaff vehicles, Retirement partyfor the staff

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/AQAR-2020-21/Cri teria-VI-AQAR2020-21-Supporting- Evidence/Supporting Evidence 6.3.1.pdf
Upload any additional information	No File Uploaded

- 6.3.2 Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year
- 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

16

File Description	Documents
Upload any additional information	<u>View File</u>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

- 6.3.3 Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year
- 6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

43

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

- 6.3.4 Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)
- 6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff

College, being a University of Delhi Maintained college, fully funded by UGC, strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education-2010" (Regulation No. F.3-1/2009 dated June 30, 2010), together with all amendments made therein from time to time, for its teaching and non-teaching staff.

- 1. The performance of each employee is assessed annually after completion of one year of service.
- 2.. The performance of each faculty member is assessed through Annual Self- Assessment for the Performance Based Appraisal System (PBAS).
- 3.Promotions are based on the PBAS proforma that is based on the API score. The faculty members are informed well in advance of their due promotion.
- 4. The PBAS proforma filled by Faculty Member is verified by the office, IQAC coordinator and the Principal.
- 5. Faculty members whose promotions are recommended based on their API score are required to appear before the screening/selection committee.

Non-Teaching Staffare also assessed through annual confidential reports andannual performance appraisal withvarious parameters Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, documentation and technical skills. The overall assessment is based on the cumulative grade by the Reporting Officer/Teacher Incharge, which is then forwarded to the Principal by the forwarding officer. On satisfactory performance, employees are granted promotions and financial upgradation under the MACP Scheme.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/appointments- promotions.php
Upload any additional information	<u>View File</u>

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit: Copy of Budget proposals, sanctions, invoices, vouchers, and supporting documents of every purchase or expenses for events is maintained withrespective department and the original bills are submitted toaccounts Department which processes the payment through RTGS. Tally ERP software is used for the accounts. The details of all expenditures / transactions of the financial year are consolidated and verified at the accounts office level and submitted for audit at the end of eachfinancial year. Appointed Chartered Accountant's team verifies all the bills vouchers, books of account, bank statements and reports any discrepancy for necessary corrective action. The CA helps in preparation of balance sheets which are approved by bursar and the Principal and Treasurer Governing body of the College for approval and signatures.

A yearly external audit ensures that the college adheres to General Financial Rules with respect to income and expenditure. The University of Delhi also has an internal audit Department. The external audit is done by the office of the Director General of Audit Central Revenues on behalf of Comptroller and auditor General (CAG) of India every year. Whenever any audit objection arises, it is noted for compliance and the head of the institution

is informed. Head of the institution then undertakes the required corrective measures.

The details of external audit for 2020-21 is as follows:

Name of Personnel from CAG: Mr Manoj Arora, Senior Audit Officer and Mr Samim Ahmad, Assistant Audit OfficerDates: 20 September 2021 to 24 September 2021 (5 working days)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<u>View File</u>

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

9.25

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<u>View File</u>
Details of Funds / Grants received from of the non- government bodies, individuals, Philanthropers during the year (Data Template)	<u>View File</u>

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college receives funds from UGC (Grants-in Aid), Maintenance Grant Fund (MGF) from Delhi University and Student Fees. The Grants-in Aid from UGC is utilized to meet the expenses towards salary and pension of college staff. The MGF is used mainly for physical maintenance of the college. Annual fees is used to meet the expenditure towards upkeep of laboratories, stationary requirement, expenditure towards co-curricular activities and others. Sponsorshipmoney from non-government bodies. is. utilized for academic and extra-curricular activities.

The college ensures proper utilization of resources through

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combined efforts of Building Committee of Governing Body,
Treasurer, Principal, Bursar, Staff Council Committees like
Infrastructure Committee, Library Committee, Fee Concession and
Student Aid Fund, Departmentsetc. The departments submit their
requirements to the Infrastructure Committee which assesses and
submits it further toPrincipal who places it inGBfor approval. The
Library Committeelooks afterfund distributionfor purchase of
books, journals, periodicals etc. Financial support to the needy
students is made through policy made byFee Concession and Student
Aid Fund Committee and revised to provide maximumbenefit to
students

For events, Committees submit estimated budget to the principal for advance approval. The college burser and SO-Accounts observes checks and scrutinises financial transactions with the help of supporting staff. Internal and external auditing ensures smoothness and transparency in the financial matters.

The expenditure for Research grants received by Faculty is approved by principal and Utilization certificate and Statement of expenditure are submitted yearly to the funding agency and these accounts are audited at the end of project.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/AQAR-2020-21/Cri teria-VI-AQAR2020-21-Supporting- Evidence/Audit 2020-21.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) was established in this college on March 9, 2017 and since then it has become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

The IQAC sets quality benchmarks for academic and administrative activities of the college based on feedback collected from all stakeholders. The IQAC has experts from different fields and senior faculty members and meets regularly and uploads the minutes on college website for all stakeholders. IQAC also conducts

regular academic /administrative audits. The Institute's IQAC prepares, (a) Annual Quality Assurance Report (AQAR), proposes new Programmes and certificate courses for students. IQAC also conducts trainings/workshops/seminar for teaching and non-teaching staff. For Example in 2020-21 it conducted training on ICT tools and LMS for faculty and Plagiarism detection toolsfor teaching and library staff.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/iqac.php
Upload any additional information	<u>View File</u>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously takes steps to improve quality of the teaching-learning process. Academic Calendar and timetable areprepared, displayed on college website before the start of session. IQAC in association with Function committee organises Orientation Programme, in which students and parents are apprised about all information related to programmes of study and extracurricular events. IQAC collects feedback from all stakeholders and recommends quality initiatives based onthe Feedback. Some major initiatives taken in 2020-21 are as follows:

- (i) Students and faculty provided with G-Suite facility with Institutional email IDs for online classes and Google classroom access; Students given remote access to Library Resources; The college subscribed to annual Zoom Pro package and subscription for large meeting addon of 500-1000 participants for hosting seminars and conferences. Two ACT fibrenet connections for Hi-speed internet and wi-fi provided to office to have un-interrupted connection.
- (ii) IQAC conducted One week FDP on ICT Tools and LMS for all faculty members before the start of session facilitate online teaching; 2 days training on Plagiarism Issues, Policies and Detection tools for teaching, non-teaching staff and students.
- (iii)College has started an Endowment Fund under which donations from stakeholders and public; 5 donations worth 925000 have been received by college

(iv)23 certificate skill development courses offered to students

(v)Gender sensitization committee started e-magazine "Asmi" with articles on gender issues from students to be subsequently converted to an E-Journal.

(vi)College approved biannualMultidisciplinary, peer-reviewed, Trilingual (Hindi, Sanskrit and English) Journal addressing Values and Ethics in all spheres of society

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/iqac.php
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://rlacollege.edu.in/annual- report.php
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

A Gender Sensitization Committee started in 2020-2021 tries to address the uncomfortable questions and curiosity about gender identity in the new generation through various student centric activities and thought-provoking deliberations. The committee launched first issue of an E-journal Asmi in 2020-21on gender sensitization(https://rlacollege.edu.in/pdf/asmi-e-journal.pdf). Gender policy on website

(https://rlacollege.edu.in/pdf/Gender%20Policy.pdf). Selected Gender Champions work towards promoting gender equality through discussion on related issues and individual rights amongst student fraternity.

Practices/facilities: vice-president post of societies reserved for women; concession in cut-off percentage inadmissions. Spacious girl's common room equipped with clean washrooms, comfortable seating, Sanitary napkin dispensers. CCTV camerasin the campus. WWAC makes efforts to bring about gender-sensitization, provides girl students' safe environment to thrive.

File Description	Documents
Annual gender sensitization action plan	https://rlacollege.edu.in/gender- sensitization-society.php
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://rlacollege.edu.in/AQAR-2020-21/Cri teria-VII-AQAR2020-21-Supporting- Evidence/7.1.1supporting document.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensorbased energy conservation Use of LED bulbs/power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<u>View File</u>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Segregation ofBio-Degradable and Non- Biodegradable waste practiced. Green and blue binsplaced and every room has dustbins. Stickers on these bins remind the students/staff of the proper waste disposal.duly monitored college cart picks garbage to be dumped at MCD waste build-up bin box

Regulated dischargeof pollutants to water courses. Non- harmful and sanitation waste goes into the main sewer.

Red binsin labs for biohazardous waste. "Auto clave" used to kill the infected microbes; disinfected waste discarded along with nonbiodegradable waste. Annual contract for biowaste pickup is in place for regularcollectionfrom lab.

E-waste generation minimised through regular maintenance of desktops. Disposal ofE-waste as per Government guidelines. Auctioning E-waste through tendering; vendors registered with recognized government body for handling E-waste grantedcontracts

The leaf litter and food waste from canteencollected put tocomposting, manure generated used for garden. Waste Papersshred, handed to vendor and exchanged forprinting paper. Wastewater generated from 500 litre /hr capacity RO Plant recycled to washrooms and for irrigation.

Radioactive material is not used inlaboratory. Hazardous waste is handled as per guidelines.

The college campus is free from single use plastic. Old

equipments/booksare written off through committee.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<u>View File</u>

7.1.4 - Water conservation facilities available C. Any 2 of the above in the Institution: Rain water harvesting
Bore well /Open well recharge Construction of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- A. Any 4 or All of the above
- 1. Restricted entry of automobiles
- 2. Use of bicycles/ Battery-powered vehicles
- 3. Pedestrian-friendly pathways
- 4. Ban on use of plastic
- 5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Various policy documents / decisions circulated for implementation	<u>View File</u>
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<u>View File</u>

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screenreading software, mechanized equipment 5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	<u>View File</u>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<u>View File</u>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

College provides inclusive environment withdedicated NSS unit, NCC unit, Enactus, Women's Welfare Advisory Committee, Sugam, Gender Sensitising committee, North East society and Equal Opportunity cell. The college celebrates national festivals, motivational lectures of eminent persons to make students responsible citizens..All facilities in place for for differently abled including washrooms/restrooms, tactile paths, ramps, hardware and software in the library and a proposed book bank. The visually impaired students given Braille books and laptops on a returnable basis. EOC strives to enhance institutional inclusiveness and awarestudents from weaker sections of society regarding entitlements as per Constitution of India and exposes to writings of leading social philosophers tobringimprovement in their academic performance. EOC regularly organizes workshops, seminars, and symposiums for providing a platform to all the students especially with regard to EOC mandate for women, SC, ST, OBC and religious minority students. Another committee 'SUGAM" aims to provide a deliberative platform especially to our differently-abled students. North east society provided unique cultural interface to students from the North East; organises annual cultural festival "Aaranya". WWAC Organises seminars and debates onwomen issues, self defense course and health camps for girls, toempower them.

https://rlacollege.edu.in/samdrishti-society.php

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

College offers a compulsory course on human values, ethics and life skills. NSS,NCC, Enactus exclusivelyconductsactivities to serve society. Programs organized to spread awareness about how to avoid accidents and injuries on the road under the theme 'SADAK SURAKSHA, JEEVAN RAKSHA' while observing 'National Road Safety Month'. During this pandemic,NSS started helpdesk for blood,

plasma and bed availability in DELHI-NCR region via the college website and social media handles. Volunteers continuously spread awareness busting the myths of vaccination, every week many digital and handmade posters made and shared by volunteers on covid appropriate behaviour. Videos, posters spreading awareness about COVID 19 were uploaded on the college website. College celebratesimportant days, Republic Day, Independence day, Gandhi Jayanti, World Environment Day, science day, international womens day, National Voter's Dayetc. Institutional ethics committee and Institutional academic integrity panel ensure ethics in research.

Selected new initiatives of 2020-21 are

- 1. National Conference "Role of NCC for National Integration" from 17-18thOctober 2020 by NCC.
- 2. Department of Microbiology faculty, started online community outreach project "UDISHA: A New Dawn an HPV vaccine awareness initiative" in Jan 2021
- 3. Cancer awareness talk organized by Department of Microbiology, in association with Rajiv Gandhi Cancer Institute and Research Centre.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://rlacollege.edu.in/pdf2021/Final%20 Report-Revised%20NSS%202020-21.pdf
Any other relevant information	https://rlacollege.edu.in/pdf2021/ANNUAL%2 0NCC%20REPORT%202020-21.pdf

7.1.10 - The Institution has a prescribed code A. All of the above of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<u>View File</u>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College makes tremendous efforts in celebrating the national and international commemorative daysinculcatinga feeling of patriotism, to make them aware of the national pride, layingstrong cultural foundation and awareness on our rich cultural heritage. College celebrated 'Azadi ka Amrit Mahotsay' to mark the 75th Independence Daylaunched by Honourable Prime Minister Shri Narendra Modi through severalevents. College celebrates Independence Day, Republic Day, hoisting the national tricolour on the Campus. Besides, International yoga day, Gandhi Jayanti, Shaheed Diwas (online), Kargil Vijay Diwas, Constitution day, Traffic awareness week, Constitution Day, National Youth Day, National voters day, World NGO Day, world No Tobacco Day, World Heritage Day, Earth Day, World Health Day, National Safety Day, World Water Day, National Hindi Diwas, World Forestry Day, International Women Day were also observed. Female NSS volunteers took part in the Fit India Walkathon graced by Mr. Kiren Rijiju, Honourable Minister of State for Youth Affairs and Sports on occasion of international women's day. Teachers day was celebrated to acknowledge the tireless efforts of teachers towards building up an educated, responsible andinformed society. Swacchta Pakhwada, is organised every year, to clean the College campus and outside areas. Vigilance Week was observed to sensitize the students and staff regarding the need to eradicate corruption.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

- 7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.
- 1.BUILDING AN ACCESSIBLE AND INCLUSIVE ENVIRONMENT FOR TEACHING AND LEARNING.

Creating inclusive humane social order responding to the student diversity needs through increasing participation in learning, and reducing exclusion from education and create synergy.

Inclusive environment provides a better quality education for all students and is instrumental in changing discriminatory attitudes and mindsets.

EOC, Sugam , Phule-Periyar, Ambedkar Study Circleintegrates disadvantage groups, break social barriers, empowers and prepares students to become agents of social transformation.; NE-cellintegrates North East students

Dy Chief Commissioner, for persons with disabilities recommended all our steps to all central universities of India; college completed23 skill development courses without charging fees, 15 lacsfor Book bank Facility for needy; 24.54 lacs sanctioned for barrier-free campus; E-magazine "Asmi" on gender issues.

Due to Pandemic, interaction with students was limited to online only and it also restricted hosting of many events

2.PROMOTION OF RESEARCH AND INNOVATION CULTURE IN COLLEGE.

ToProvide an ambience for research andinnovation.

The college aims to generate knowledge through research with emphasis on the training of students and the intellectual growth

of the faculty.

Initiatives to strengthen research include research policy,
Research and IPR cell, Institutional Academic Integrity Panel,
Ethics Committee; College Research Grant;
Conferences/Seminars/Workshops/FDPs; internships; collaborative
research; RemoteAccess to online journals, magazines, and e-books.

Generated 3.48crore from NMHS,ICMR, ICSSR for research; 55 research articles, 45 books /chapters. International Distinguished Women Scientist. award;Best Student awardsconferred byMicrobiologists Society of India

Open access journals charge a high publication charge which becomes a limitation; COVID 19 and lab closure limitedwet labwork

File Description	Documents
Best practices in the Institutional website	https://rlacollege.edu.in/best- practices-2020-2021.php
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

College nurtures a strong value system holding moral uprightness and social responsibility as a distinctive institutional quality. it males efforts to instil these values and spreads the Gandhian thoughts of peace and non-violence among students. The college is unique among university of Delhi in offering a compulsory 40 hr course on Human Values, Ethics and Life Skills to all I year students wherestudents learn through experts, motivational speakers, social workers, sharing their experiences, interesting stories, film screenings, workshops and interactions. The areas covered include mental health, happiness, tolerance, Equality, critical, creative thinking, failures, harmony in family and society, responsibility, freedom, emotional intelligence, Dangers of substance abuse, legal rights, stress management. 265 students completed this course in 2020-21. Collegeapproveda new "Journal of Human Values, Ethics and Life Skills (Multidisciplinary)".Gandhi

Study Circleplays a crucial role to constantly engage the students to inculcate human valuesthrough exploration of the undiminishing relevance of Mahatma Gandhi in the 21st century. ATwo day National Conference Self-reliant India: A Gandhian Perspective was organised association with Gujarat Vidhyapeeth,

Ahmedabad., Gandhi study Circlesecured 1st position in the field of spreading Gandhian values. Principal Dr R. K. Gupta, Gandhi study Circle and Convener Late Dr Devendra Kumar and Student President Deepak Trivediwere awarded by Honourable Vice Chancellor on 2nd October 2020 at Gandhi Bhawan, University of Delhi.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Collegefollowsacademic calender of University of Delhi and prepares its own in syncand uploads on website. Workload distributed through departmentmeetings and approved by workload committee. Teachers appointed as per workload. Time-table designed by the timetable committee, displayed on website. Online Orientation program for new students and parents. Faculty members discussedLesson Plans, Program and Course outcomes .Google Classroom, Google Meet used for online teaching. Diverse customized curriculum delivery methods adopted (Power point, Bilingual lectures, videos, Film screenings, enactment of textual scenes/episodes, case studies, group discussions, theatre adaptations, peer-learning through group activities, role-play, Webinars by experts etc). Doubt-clearing sessions, remedial classes and one-to-one interactions were conducted focussing slow learners. Advanced learners given research opportunities. Email, WhatsApp and Telegram used for discussions and sharing of study material, question bank etc. Remote Access to online learning resources done through INFLIBNET, NLIST. CIE was through class tests, presentations, quizzes, group viva etc. Practice test for OBE weredone. Progress of the teaching learning and delivery of curriculum regularly monitored by Academic Affairs Committee; Departmental heads ensured completion of syllabus. Mentors helped students to efficiently deal with academic and psychological/emotional issues.IQAC collected feedback and initiated corrective measures atappropriate time.

File Description	Documents
Upload relevant supporting document	<u>View File</u>
Link for Additional information	https://rlacollege.edu.in/Departments.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar of University of Delhi includes dates of term

end theory and practicalslots of the examination. Ram Lal Anand College prepares its own academic calendar in sync with university academic calendarincluding of tentative dates of internal evaluation and events. Calendars are uploaded on website and students are informed about during College and Department orientation programs. Each department/society prepares its own calender of events to be conducted. Faculty prepares lesson plan for the courses taught and also shares tentative test/assignment schedule. IQAC monitors overall academic and extracurricular activities. As per University guidelines, Comprehensive Continuous Evaluation (CCE) for 50% marks in Practical Examination (experiments and records) and 25 % marks in Theory Internal Examination (through Class Tests and Assignments etc) has been adopted for each semester. This year new COVID 19 guidelines issued by the Delhi University, for the evaluation for Internal & Practical Assessment were followed on the basis of online assignments taken through Google classroom (LMS). Internal Assessments records are shared as per schedule with students and their grievances are addressed by Internal Assessment Monitoring Committee in given timeframe.

Link for University Academic Calendar:

http://www.du.ac.in/index.php?page=academic-calendar

Link for COLLEGEAcademic Calendar:

https://rlacollege.edu.in/pdf/AcademicCalender-Second-and%20Third-Year-2020-21.jpg

University Academic Calendar 2020-21 for First Year Students

File Description	Documents
Upload relevant supporting document	<u>View File</u>
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic

A. All of the above

bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<u>View File</u>
Any additional information	<u>View File</u>

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

15

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<u>View File</u>
Institutional data in prescribed format (Data Template)	<u>View File</u>

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

23

File Description	Documents
Any additional information	<u>View File</u>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	<u>View File</u>

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

3306

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Indian higher education going through a major transformative phase withemphasis on imparting a holistic, value-based learning to students by integrating cross-disciplinary issues relevant to gender, human values, professional ethics, environment, and sustainability in the curriculum. HEIslike University of Delhi areimportant pillars of national education carrying an additional responsibility of building a strong nation and an egalitarian society. In keeping with this sprit, Programmes offered by college, have courses that generate awareness around the relevant social issues and sensitize students about them. For instance, department of Hindi and English teach courses like Women/s Writing, Post-colonial Literature and `????????????????????????????????? that directly deals with question of gender disparity, racism, caste discrimination, class inequality and oppressive social institutions. Similarly, Department of Journalism's Course "???????????" and 'Environment and Sustainability' course aims to generate awareness around issues of development, sustainable development, climate crisis, ecological discourse, and underdevelopment. All programme students also study compulsory paper Environmental sciences deals with

environmental hazards. Department of microbiology offers 5 courses dealing with health. Collegeintroduced various certificate courses for instance 'Human Values, Ethics and Life Skills' that offers students a cross-cultural perspective on traditional ethics and values and ways in which such values help in attaining a holistic development in a highly competitive world; Course on 'Corporate Governance' reflects on the relevance of honesty, morality and ethics in the corporate environment.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View File</u>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<u>View File</u>

1.3.3 - Number of students undertaking project work/field work/ internships

405

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File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work//internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://rlacollege.edu.in/Reports.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<u>View File</u>
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://rlacollege.edu.in/Reports.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

File Description	Documents
Any additional information	<u>View File</u>
Institutional data in prescribed format	<u>View File</u>

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

457

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

college admits a large pool of exceptionally bright and highly motivated students from diverse linguistic, socio-economic and regional backgrounds. It is observed that language and schooling background plays a critical role in the learning outcomes of students. Occasionally, some students also go through a difficult phase of transition from school to college education. Over the years, college has devised a strong 'feedback-action' mechanism to deal with the problems of slow learners. We also initiated special programs to enhance the learning outcomes of advanced learners by experimenting with new pedagogic methods and tools. For slow learner, faculties follow a multipronged strategy in form of remedial classes, interaction outside classroom, and continuous evaluation/assignment to enhance the learning. Along with these measures, students are also assigned faculty-mentors who coordinate with specific teachers to make reading material accessible to students. In classroom, using peer-learning method, slow learners are encouraged to form study group with advanced learners. For advanced learner, the faculty-mentors counsel them on future prospects and encourage them take various competitive exams like ISI, IES, ISS, JAM (IIT), IFS etc. Faculty-mentors and specific departments encourage them to participate in paper presentations, additional academic courses, workshops and training programmes, quiz, poster competitions etc.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/pdf/RLA%20Mento r-%20Mentee%20Policy.pdf
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2534	89

File Description	Documents
Any additional information	<u>View File</u>

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

College under CBCSsystem allows students to choose generic, skill and discipline electives. The goal is to impart knowledge about latest research and empower students to apply their basics to develop innovative solutions to present day problems. Departments organize seminars, lectures and talks to enhance the link with the contemporary world to enables students to explore diverse paths taken by experts in different fields and brings them close to the world beyond books. Faculty members use ICT tools; Students encouraged to use E-Journals like EPW, JSTOR, E-Gyankosh, UNO, Parliament website etc. The students' centric methods including, topic-based Documentary Screenings, Mock Parliament, project based learning, group discussion, tutorial, presentations, personal counseling, videos, PPT, virtual lab, field work, research, and others e-resources tools focusing on the needs, abilities, interests, and learning abilities of the students. Students are encouraged to reflect and analyse by eliciting responses to the topics under discussion. The participative learning andproblem-solving strategies used during the session 2020-21 were:One-minute oral reflection where students could ponder in 1-2 minutes to an

open question; Flipped classroom, active learning, was used as in this the students listens or watches lectures before coming to the classroom. The in-bound time in classroom devoted to applied learning activities and higher order thinking tasks.

Student societies like Hasratein, Chitra, Inara, Parda, Sovereign, Sangosthi, Quizteros, Illusion, Dastoor and Spic Macay engage/hire professionals to guide students.Number of addon courses on latest software, technologies and soft-skill courses have also been conducted online during the year.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<pre>https://rlacollege.edu.in/samdrishti- society.php</pre>
	BOCICEY. PHP

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

We at the college try to attain the highest levels of student ICT-related skills and also facilitate professional development of teacher, and the teaching and learning process. Due to nationwide lockdown, during this entire academic year 2021-22, 100% classes were conducted online using Google Meet. Google Classroom is being used by all the teachers to manage and post course-related information like learning materials, assignments, tests, and evaluations, etc. Powerpoint presentations, White Board, Jam Board, One Note, Recorded Video lectures, pen tablets are effectively used. Quizzes and polls are also conducted. Various Software including Matlab, Mathematica, LateX, Turbo C++, Dev C++, R Software are being used for teaching. Extensive use of databases like INFLIBNET, NLIST was done to download the reference books and articles.

All faculty members have also reskilled themselves by enrolling for ICT trainings/ FDPs in the areas of online teaching in order to be able meet the evolving needs of students and online teaching. The college also facilitated by issuing laptops to faculty members who needed them and the IQAC conducted an FDP on ICT tools to train faculty just prior to the commencement of this academic session. Kaggle, Census data and other reliable sources are used by faculty to collect data for their presentations and project work. It has become easier to connect

to renowned academicians and Alumni though virtually and to pass on the benefits of their expertise and experience to the students.

File Description	Documents
Upload any additional information	<u>View File</u>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<u>View File</u>

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

89

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<u>View File</u>
Circulars pertaining to assigning mentors to mentees	<u>View File</u>
Mentor/mentee ratio	<u>View File</u>

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

89

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<u>View File</u>

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

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2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

63

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<u>View File</u>

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

974

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Comprehensive Continuous Internal Evaluation System (CIES) is an integral part of teaching and learning process in the college. The objective of the assessment at every level is to quantify the progression of the students. As per university norms, attendance and assignment/class test are two key components of CIES and carries a combined weightage of 25% marks. Class tests, Quizzes, MCQ-based tests, Mock Practical, Mock OBE-pattern tests, Group Viva, Assignments, Presentations, Multiple Tests (especially for slow learners), field report analysis are some of the standard methods for evaluating the performance of students. The academic calender declares examination schedule and conduct of practical examination

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For the smooth and transparent conduct of internal evaluation, students are informed well in advance about the dates and timings of the units to be covered in the class test/assignment. To bring the uniformity in assessment across the departments and faculties within a specific department, departments conduct regular review meetings where the modalities of assessment and criteria for marking are discussed. Once the class test and assignments are evaluated, they are shared with students for feedback and queries. A Departmental Moderation Committee conducts a final review of the assessment of every individual faculty. Once the IA marks are finalised, Internal Assessment Committee monitors and uploads all the IA marks onto the College Website and addresses the grievances of students in timely manner.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	
	<pre>https://rlacollege.edu.in/internal-</pre>
	<u>assessment.php</u>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, timebound and efficient

The Students are notified for tests/assignments by individual faculty members and through department academic calender giving sufficient time for preparation. Multiple tests/assignments/viva etc are conducted in each course. The entire IA calculation is shared with students on LMS and discrepancies are rectified before submission to the teacher-incharge of department. The IA is moderated at the Departmental level and ensures that the due process has been followed, prior to submission to the IA monitoring committee of the college which uploads the marks and displays on college website for students.A reasonable window is provided to the students to enable them to personally verify the IA marks and report any inaccuracies, discrepancies and inadvertent omissions to the IA monitoring Committee for necessary action. Students personally verify and put their signatures on a copy of the course-wise list of IA marks submitted to the University. Any errors detected at this stage are taken up by the IA Committee and /or Grievance Committee on a case-by-case basis after thoroughly going through previous records and suitably resolved.

In addition, the Science courses conduct Practicals for a total

of 50 marks. According to the University provisions, 25 marks are allocated to an end-of-semester Practical Examination including viva conducted in the presence of a University appointed External Examiner and 25 marks are reserved for Continuous Internal Evaluation of students on the basis of their attendance in practicals, performance during conduct of weekly practicals and regular preparation of records. Programme with Project work also reviewproject quality.

File Description	Documents
Any additional information	<u>View File</u>
Link for additional information	
	<pre>https://rlacollege.edu.in/internal-</pre>
	<u>assessment.php</u>

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College follows the CBCS curriculum under Learning Outcome based curriculumFramework from 2019as per university of Delhi. Orientation programs of the College for all programs are organised onthe very first day of starting of the session. The students are acquainted with Program Outcomes. The overarching prospect and relevance of the program as well as the Program Specific Outcome in the present-day context is discussed in the respective Departmental orientation programs. Onthe first day class room teaching is started with revisit of the Program Specific Outcome followed by discussion on the Course outcome and Course Learning Outcome. The Course contents and outcome is explained in the introductory classes. The context of each course is conveyed to the students. Elaborate discussion is made on Unit wise course details, ways of delivering the lectures, prescribed books, reference books, connection with practical use. procedure of evaluations and Practical class/Tutorial classes wherever applicable. The students are given exposure to meet and interact with Industry expert and distinguished alumni. Students are also connected through social media platform with teachers and their peers. The Departments systematized remedial classes for slow and needy learners help them to cope with curriculum.

The PO , PSO and CO are stated in the syllabi and is displayed on college website also

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://rlacollege.edu.in/pdf2021/SYLLABI- PO-PSO-CO-2019-LOCF-ONWARDS.pdf
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

It is mandatory for the College to follow direction issued by the University of Delhi vide its Ordinance VIII-E for Internal Assessment. Internal Assessment based on CCE as per University norm -25 marks in theory through Assignments, Class tests and Attendance, 25 marks in Practical (Wherever applicable) through number of Practical done and attendance. Academic performance of the students is evaluated through assignments to solve problems, class tests, presentation, quizzes and innovative project works in groups under the guidance of teachers so that students learn to apply courses in real life situations, which develop team spirit and leadership quality among students. The College Mentor-Mentee Program ensures constant interaction with mentee and students. Slow and advance learners are identified through academic performances and class room interactions. Remedial classes are arranged for slow learners. Advanced learners are encouraged to join research project run by college to inculcate research orientation, to participate in the Conferences/Workshop as well as interact with distinguished academicians. Rewarded them to acknowledge their efforts to enhance performances.

Representative Case Study of Attainment uploaded under additional information

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional information	https://rlacollege.edu.in/pdf2021/SYLLABI- PO-PSO-CO-2019-LOCF-ONWARDS.pdf

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2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

755

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	https://rlacollege.edu.in/pdf2021/Annual- Report/RLAC-Annual-report-2020-21%20for- University-12-july2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://rlacollege.edu.in/pdf/Reports/STUDENT%20SATISFACTION%20 SURVEY-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

- 3.1 Resource Mobilization for Research
- 3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)
- 3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<u>View File</u>
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	<u>View File</u>
Institutional data in prescribed format	<u>View File</u>

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

5

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	<u>View File</u>
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has been very progressive in developing an innovative atmosphere. The following are the key initiatives taken by the college for creation and transfer of knowledge.

1.Promoting Innovation & entrepreneurshipthroughCentre for Entreprenureship and Technology Development(E-cell). Students are trained through entrepreneurial trainings/workshops with successful startups and collaboration with BIRAC-Tie. Students encouraged to present their innovative Startup ideas through annual contests evaluated by experts, VCs and Angel Investors.

The students given mentorship support and facilitated for incubation facilities.

- 2. Human Resource Development: College recruits talented meritorious, dynamic and enterprising staff through careful scrutiny of applications and selection interviews.
- 3. Research and IPR Cell and IQAC organizesawareness seminars on different IPRs includingpatents, copy right, and research ethics,
- 4. Microbiology department supported by Star College Scheme of DBT Government of India provides a common platform to all students to undertake small innovative projects
- 5. Excellent Research infrastructure both through extramural sources,ICMR,DBT,ICSSR etc and through intramural funding. The college has defined and published research promotion policy andFaculty members are encouraged and financially supported. A good number of students have registered for Ph D and the numbers are increasing every year.
- 6. Promoting social entrepreneurship through Enactus RLAC, via its Project Roopantaran, worked hard to boost sales for Family of Disabled, NGO Janak Puri, Delhi. The students organised many sales counters at different locations such as Petrol pumps and college premises andmanaged to get heavy sales of products (Pencils) prepared by NGO and also donated funds generated through organising the Shelf-E-Book Festival.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/pdf2021/E-cell% 20RLAC%202020-21-report-3rd-july2021.pdf

- 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year
- 3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

8

File Description	Documents
URL to the research page on HEI website	https://rlacollege.edu.in/images/Research Policy.pdf
List of PhD scholars and their details like name of the guide, title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	<u>View File</u>

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

46

File Description	Documents
Any additional information	<u>View File</u>
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and

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papers in national/international conference proceedings year wise during year

45

File Description	Documents
Any additional information	<u>View File</u>
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

CollegeNSS, NCC unit, Centre for Human Values, Ethics and Life skills, Women's Welfare Committee, Eco-Club, Cleanliness committee, North East society and Equal Opportunity cell work with this goal and chalk out plan at the beginning of each academic year. Under thecourse on 'Human values, Ethics and Life Skills' guest speakers were invited to promote positive attitude and humanitarian values. Students undertook many awareness drives to deflate myths related to periods among teenagers and women, Gender Equality, Self-awareness, Self-Esteem, Substance abuse awareness and prevention, Ethics and Morals, Creative and critical thinking, Relationship towards family & society, Failures- Pillars for Success, Freedom and Responsibility, Choices and Decisions, Women Issues and Legal Rights and Harmony in Society. Activities conducted also include Plantation drives, water conservation, blood donation camps, breast cancer awareness campaigns, child education projects like Pathanshala and community policy initiatives with Delhi police. Students conducted programs to spread awareness for breaking myths related to covid19 Vaccination, importance of wearing masks, proper sanitization; prepared masks and distributed; conducted survey to find the status of vaccination in JJ Colony Shastri park, a slum adopted by our college.NSS facilitatedPw D studentsin making notes, writing exams, filing forms and preparing audio books. Enactus. through its Project Roopantaran, workedto boost sales for NGO and also donated funds generated through organising the Shelf-E-Book Festival. NCC Cadets led"Say NO TO Single use Plastic" drive at Lal Qila, Atmanirbhar Bharat Abhiyan and Cleanliness drive in and around Campus.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/samdrishti- society.php
Upload any additional information	<u>View File</u>

- 3.4.2 Number of awards and recognitions received for extension activities from government / government recognized bodies during the year
- 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

110

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<u>View File</u>
e-copy of the award letters	<u>View File</u>

- 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year
- 3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

80

File Description	Documents
Reports of the event organized	<u>View File</u>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2204

File Description	Documents
Report of the event	<u>View File</u>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

3.5 - Collaboration

- 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year
- 3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

35

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

- 3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year
- 3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<u>View File</u>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<u>View File</u>

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

Collegehas well-ventilated, spaciousclassrooms, laboratories, and other facilities for the effective teaching-learning process. Infrastructure and Building committee evaluates, plans and executes infrastructural augmentation. There are 40 classrooms; 30 ICT enabled, equipped with LCD/TV/Smartboards andWi-Fi/LAN facilities to make effective teaching-learning process; Public Address system in place. Seminar hall with seating capacity of 70-75, Amphitheatre with a seating capacity of 120, one conference room and a A/Vstudio.Science Departments withfaculty room provided with laptops, desktops, printers, and intercom. Laboratories equipped with advanced machines required for practical and research. Three separate faculty rooms for other department teachers withdesktops and printer facility.library is 1500 sq. mts and total seating capacity of the library is 120; subscribesto over 40 journals and 14 newspapers (both Hindi & English) magazines and approximately 62568 books,);8 Kindle readers(More than two lakh e-books), 6 web-connected laptops; digitally connected via N-List and Sugam Pustakalaya annual membership too VH students. INFLIBNETof UGC has been subscribed by the college For remote access of the online e-resources/e-books/e-journal, the college provides Login ID and password to each student for N list portal. OPAC system is functional for an easy access and location of books in the library. 2 desktops provided with software fordifferently abled, 6 Daisy Players, KIBO Multilingual Keyboard Scanner & Reading Companion for the visually challenged students anddedicated reading room. magazines for competitive exam preparation are subscribed.

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File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/AQAR-2020-21/Cr iteria-IV-AQAR2020-21-Supporting-Evidence /4.1.3-additional-information- AQAR-2020-21.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college, besides academics also focusses on integrating sports and extra-curricular activities for holistic development of students. The sports facility includes a sports field (110m x80 m) for outdoor sports, cricket, football etc and an indoor hall (12m x 8m) for Judo, Chess and Table Tennis and games with PVC flooring for students and staffunder the supervision of Director of Physical Education. Sports groundis being redeveloped for national leveltournaments. College is aleading affiliates of the NCCand NSSwith an impressive number of cadets/volunteers enrolled each academic year. The college is deeply aware of the immense need to instil and generate human values and ethics especially among the youngsters and thereforeruns a compulsory course "Human Values, Ethics & Life Skills" for all the I year students. Yoga and meditation committee regularly organizes Workshops and competitions on yoga and meditation. During entire pandemic time from march 2019 it organised online yoga classes for students and staff . Central Lawnand front lawn areused for large events. Dance, drama, nukkad natak, debate, quiz, painting, music, photography, Film screening based on social issues etc. have been closely interwoven with the curriculum. Multi-purpose Amphitheatre with projection screen and wall mounted LCD Projector, seating capacity of 120 for organising events. A new amphitheatre is being constructed. Seminar room (seating 75) is used for small events. A Huge hall is used bybudding artists to hone their skills in domains like theatre, music, dance, anchoring, painting, yoga etc. College haswell maintained, clean, hygienic, spacious canteen monitored by a committee.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/AQAR-2020-21/Cr iteria-IV-AQAR2020-21-Supporting- Evidence/4.1.2-supporting-evidence.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

30

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/AQAR-2020-21/Cr iteria-IV-AQAR2020-21-Supporting-Evidence /4.1.3-additional-information- AQAR-2020-21.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

31.03

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<u>View File</u>
Upload Details of budget allocation, excluding salary during the year (Data Template	<u>View File</u>

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4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

College has a well-lit fully air-conditioned library 1500 sq. mts with 500 sq. mts reading space for students, 50 sq. mts for teaching staff and 50 sq. mts for differently abled with total seating capacity of 120 providing individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources. Library has more than 62000 books, subscription to 40 journals, 14 newspapers (Hindi & English), 8 Kindle readers, 6 web-connected laptops, 2 desktops provided with software fordifferently abled, 6 Daisy Players, KIBO Multilingual Keyboard Scanner & Reading Companion for the visually challenged students. Library is digitally connected via N-List and Sugam Pustakalaya annual membership for VH students. INFLIBNET subscribed by the college for remote access of the online e-resources/e-books/e-journal. OPAC system is functional foreasy access and location of books . For differently abled students/faculty a fully functional dedicated reading room is available having books (in Braille), laptops and software especially helpful for visually impaired.

ILMS: TRODDON Software, FULLY AUTOMATED

Version: 5.6.0216Year of automation: 2018

All the books are bar coded with ILMS. Library is running with OPAC system functional for easy access and location of books in the library

The Library Committee consisting of teacher in charge of all the departments and the Librarian looks after the matters related to purchase of books, journals, periodicals etc. Library fund is divided among the periodicals, journals, books, newspapers and magazines. The part of fund devoted for books is further divided among different departments as per their requirement.

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File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional Information	https://rlacollege.edu.in/Our_facilities. php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership ebooks Databases Remote access toeresources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<u>View File</u>
Details of subscriptions like e- journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

759188

File Description	Documents
Any additional information	<u>View File</u>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Digital technological facilities available in the college includesmart classrooms, LCD PROJECTORS IN 30 rooms, dedicated computer labs indepartments, open access computer lab, Wi-Fi connectivity, LAN facility in all classrooms. All of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. All computer has antivirus software and UPS backup. Anti-virus are regularly updated and run in computers. One personnel appointed for the maintainence of systems. College website is updated regularly and is being maintained through outsourceddeveloper.CCTV is installed in all prominent locations. College has direct connectivity to university of Delhi network with optic fibre line with support up to 10 GB data. The data is accessible from most of the classrooms equipped with projectors. In addition, a WIFI network has been build using Aruba 315 AP which are 4x4 MIMO devices for bulk sharing and seamless data transfer. There are two other dedicated optic fibre networks from ACT fibrenet.

IT infrastructural Upgradation in 2020-21

Purchase of Zoom. Pro Package for online meetings upto 1000 participants in 2020-21 annual subscription taken for webinar/seminar/courses etc.

Gsuite facility for Gmail, Google meet and Google classroom and provision of. Institutional ID to all Students and Staff with meeting capacity of upto 100 participants and recording facility

Purchase of New Desktop Machines for Computer Laboratory room Number 43 - 10 nos

(Intel Core-5 8th/ 9th Generation, 8 GB Ram, SSD)

Purchase of New Wifi Enabled Printer - 01 No

LAN extended to all classrooms

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	Nil

4.3.2 - Number of Computers

1296

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

- 4.4.1 Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)
- 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

172.46

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college follows transparency in all processes. Purchases are recommended through committees/departments.Library Committee formulates the budget for department wise purchase of books, maintenance and weeding out old books; Equal Opportunity Cell and Sugam makes recommendations for facilities in the library for differently abled students and faculty members. These recommendations, after the approval of the Principal, are implemented by the Infrastructure Committee in consultation with the respective committee/department; Building cum Infrastructure Committee with bursar undertakes infrastructural needs of the college through meetings and recommendations forwarded to Principal/GB for approvals. The GeM portal and E-tendering is practiced following the GFR rules. Sports Committee looks after the sports needs of the students. The routine maintenance of classrooms, Labs, furniture, lighting, blackboardis done by multi-tasking staff and the laboratory staff and managed through Admin department . College hiredelectrician who looks after routine maintenance of all electrical installations. Plumbing and gardening work are taken care of bypersonnel under the supervision of Gardening Committee and Eco-Club. College has a complaint register, Complaint Box and a grievance tab on website for receiving complaints. Building and infrastructure committee goes through complaints/suggestions/feedback received and initiates necessary action with approval of principal. Voltage stabilizers, online UPS and fire extinguishers have been installed for safety. The college has 160KV silent Electricity Generators with AMF Panel to ensure uninterrupted power supply monitored by Electrician. Maintenance of desktops with Printer, DG Set , CCTV, Intercom, RO etc is through AMC. Services ofProfessional used formaintenance and regular upgradation of College website

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/college- policies-maintenance-utilisation.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

- 5.1.1 Number of students benefited by scholarships and free ships provided by the Government during the year
- 5.1.1.1 Number of students benefited by scholarships and free ships provided by the Government during the year

123

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

- 5.1.2 Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year
- 5.1.2.1 Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	<u>View File</u>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2534

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2534

File Description	Documents
Any additional information	<u>View File</u>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<u>View File</u>
Upload any additional information	<u>View File</u>
Details of student grievances including sexual harassment and ragging cases	<u>View File</u>

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

28

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

File Description	Documents
Upload supporting data for student/alumni	<u>View File</u>
Any additional information	No File Uploaded
Details of student progression to higher education	<u>View File</u>

- 5.2.3 Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)
- 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

47

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

5.3 - Student Participation and Activities

- 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year
- 5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

File Description	Documents
e-copies of award letters and certificates	<u>View File</u>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	<u>View File</u>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The strong academic foundation ofCollege is reinforced by the view, that valuable skills, attributes and talents are nurtured through student participation in various academic as well as cocurricular and extra-curricular activities. Students' bodyunder Students' Union Advisory Committee works towards harmonious relationship between the teachers, administration and students. Itconsists of President, Vice President, Secretary, Joint Secretary and two central councillors (act as link between RLAC Student Union and its parent body Delhi University Student Union). It is duly constituted through elections in the month of September along with DUSU elections. An extended student body comprises of student representatives from Departmental and Extra-curricular societies. Voicing the student's problem, members of the students union look for amicable solutions and work for the betterment of the college. The Students Union in cooperation with Art and Culture society of the college organises Annual Festival and other extra-curricular activities of the college. Departmentalsocietiesstudentoffice bearers are elected who coordination with the convener and conduct seminar/workshops/lectures to enrich the knowledge. They also conduct departmental inter college festival where they get to interact with students of other colleges of DU. The cultural societiesalsonurture students skills/passion and prepare themselves for different competitions. NSS wing, NCC wing, Women's Welfare and Development Cell and Equal Opportunity Cell promote successful engagement of students in community life. The student editors supported by the concerned teacherspublish annual collegemagazines Samdrishti, Srijan, Sambhav & RLA Samachar. Students are also nominated as gender champions, and are part of Admission grievance and ICC.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/samdrishti- society.php
Upload any additional information	<u>View File</u>

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

118

File Description	Documents
Report of the event	<u>View File</u>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association is registered: Registration no: SOCIETY/WEST/2019/8902461/23 February 2019. Office Bearers of RLAC Alumni Association are elected President: Mr. Raja Babu Vice President 1: Shehnaz Saronwal Vice President 2: Dr. Awadhesh Kumar Jha General Secretary: Tarun Srivastava Joint Secretary 1: Nitin Agnihotri Joint Secretary 2: Anuj Samvedi; Treasurer: Rajiv Kumar.

The registered Alumni Association and alumni committee contributes to the alma mater in followingways:

(i) Alumni serve as an inspiration for the current students.

Every batch that progresses to higher studies and/or careers presents an inspiration to the batches pursuing the same course. It helps the current students visualise their own future direction and chart a growth pattern.

- (ii) Alumni help by mentoring the current students through the Alumni Lecture Series conducted by all departments. For instance, this year English department conducted two lectures in 2020-21: one on the writing formats of research documents by Neha Seotra and the other on MA entrance exams by Lalit Kashyap. This platform especially helps the alumni share their struggles, successes, and achievements.
- (iii) Alumni assist the teachers for some coursessharingtheir research, and findings.
- (iv) Alumni association has instituted annual merit award recognising academic achievements of students through cash award Rs 3000/each to topscorer students of each year and programme.

Alumni bridges the gap between the past and the present generation of students. College collects theirfeedback andimproves in the areas suggested by the Alumni since the observations are based on their interaction with the space and community of the college.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/alumni- corner.php
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

C.	3	Lakhs	-	4Lakhs
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File Description	Documents
Upload any additional information	<u>View File</u>

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College works with the motto: "Shraddhawan Labhte Gyanam" (those who work with dedication and faith, obtain knowledge). Institution ensures holistic development of youth through high standards of academics, instilling human values, tolerance, inclusivity, compassion, and sensitivity. The college's mission is to adapt and grow with changing times and ideas of the new world. The governance mechanism in the college ensures that all activities are in sync with vision and mission of the college. Governing Body of the college with learned members nominated by University ensures implementation, of all policies, the Principal is the chief executive head at the college and faculty members are delegated responsibilities through Staff Council committees. The Staff Council is a statutory body of the college includes all teachers and principal for all academic and other activities. Conveners and members of committees/ societies, recommend the plans and their execution through regular meetings. The students are involved in various committees and their feedback is used for improvement at various levels and give them exposure to good practices. IQAC with internal and external experts holds meetings to recommend quality initiatives for college based on requirements and feedback from stakeholders. The quality policy is based on decentralization approach. IQAC conducts internal audit of academic and administrative activities.

https://rlacollege.edu.in/pdf2022/Strategic%20Plan%202020-25%20RLAC.pdf

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/Mission Vision. php
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Governance is administered through Governing Body(nominated by

University of Delhi), Principal, Vice Principal, Bursar, Staff Council Committees and Student Representative sutilizing their expertise in a constructive way. Teachers and Librarian, constitute the Staff Council and Principal is the ex-officio Chairman. Staff Council secretary is elected. Teachers make recommendations and take action; Departmental societies and student representatives form the core of the succession. The measures are channelized and systematized towards academic excellence through IQAC. The faculty take lead in organizing activities wherein students explore their capabilities vis-avis organizational skills besides getting an insight into new developments in the area of their interest. At each level and sphere of activity, the Faculty and students cooperate with each other for the successful implementation of the prospective plans.

Case study: GB discussed the infrastructural Audit recommendations to make barrier free campus by CPWD with an estimate cost of 24.54 lacs and college wrote to UGC via letter RLAC/S/2020/2051 dated 20.3.2020 for funds. The College principal requests the Sugam committee convener to hold a meeting with differently abled students, EOC and IQACto take their requirements on 20 November 2020. Meeting held on 23.11.2020 discussedwith students and forwards the minutes to the principal. The principal forwards the minutes with requirements to convener infrastructure committee. A joint meeting of Principal with convener infrastructure committee, bursar, EOC and sugam was held on 7.12.2020 and discusses their requirements and recommends and forwards to GB. GB gave approval for the work in anticipation of receiving funds from UGC in meeting of the governing body held on 4th February 2021

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<u>View File</u>

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college quality policy is well conveyed from its vision and mission statements. Strategic plan and action plan have been designed carefully keeping in mind the stakeholder's

expectations, students, faculty members, employers, and their needs and each process is implemented after due deliberations.

The salient features of the strategic plan are:

- 1. Enhancing Accessibility to Education and Employability
- 2. Research, Innovation and Entrepreneurship
- 3. Diverse and Inclusive Growth with Social Outreach
- 4. Infrastructure Augmentation and Sustainable Development

The Perspective Plan 2020-25, under the "Enhancing Accessibility to Education and Employability" proposed to offer Job Oriented Skill Enhancement Courses. Accordingly, the College offered a total of 23 such courses keeping in view the different fields the students may be interested in and the skill set required for them. The courses were offered without any additional fees for the RLA students. The college also initiated coaching classes to enhance the success rate in CAT, and various other job related examinations like POs or Civil Services, GLA, SSBs in various Central/state departments. All courses were offered in online mode and also enhanced students productive engagement in pandemic time besides curriculum enrichment.

Another successful example is promoting research in college and has resulted in a significant increase in publications from college faculty from 36 in 2019-20 to 55 in 2020-21 and a significant increase in student authorship because of student involvement in research projects.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://rlacollege.edu.in/pdf2022/Strateg ic%20Plan%202020-25%20RLAC.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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Ram Lal Anand College is a Delhi University Maintained Institution, its Governing Body (GB) is constituted by the university and the Chairman, GB. Two members of teaching and one from non-teaching staff of the college become a part of the GB in rotation. The GB takes all executive decisions related to the institution through its Sub-committees.

The College administrative setup is headed by the Principalassisted by the Administrative Officer, Section Officer (Admin)Bursar and the Section Officer (Accounts) besides support staff.Staff Councilimplements decisions of the GB related to academic, extra-curricular and infrastructural activities.IQAC ensures quality improvement, lays down quality benchmark in above matters. The Staff Council committees, in addition to the council, also report to IQAC with regard to their respective activities.Service rules of the Principal, and staff is as perUGC rules.

All procedures related to admissions, recruitment, Leave, promotion, purchase of equipment and other objects and construction for augmenting infrastructure of the college are followed as per UGC, University of Delhi and the GB guidelines. Process of recruitment (advertisement, scrutiny of forms and calling for interview and convening Selection Committee meetings) and promotion follows the guidelines of UGC and University of Delhi. Grievance redressal committee to address the grievances of all stakeholders. In addition, the college has an Internal Complaints Committee to deal with all cases of sexual harassment. College adheres to Compliance under section 4 (1) (b) of the Right to Information Act, 2005

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/appointments- promotions.php
Link to Organogram of the institution webpage	https://rlacollege.edu.in/pdf/Final- organogram-2020-21.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and

A. All of the above

Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	<u>View File</u>
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e- governance in areas of operation, Administration etc(Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The welfare measures for teaching and non-teaching staff includes the following:

Childcare leave to women employees, Medical leave, Casual leave, Earned leave as per Government rules, Medical Room facilities, Doctorand Psychologist facility, health checkup, Timely Medical reimbursements, Reimbursement of children's tuition fees, Group Insurance scheme, Provision of Loan for purchase of Scooter/Car/Computer, Leave Travel Concession/Home town concession, Leave encashment, Provident Fund advance, Reservation for admission under Ward Quota, Conveyance charges, Promoting self development: Reimbursement of registration fees for attending Conferences/ Seminars/Symposia/Training Programs. Faculty is given Study Leave for pursuing higher education, Sabbatical leave, Academic/Duty leave for conducting examinations, attend Conference/Seminar/Symposia and official meetings. Timely arrears payment, Staff Associationtea club, R O drinking water, subsidized food in canteen, Exemption of fees for wards, Winter Uniform for non-teaching staff, Non-Teaching Association , High speed internet and wi-fi, Bank across the road, Health centre at 500m in south campus. Separate Parking areais maintained forstaff vehicles, Retirement partyfor the staff

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/AQAR-2020-21/Cr iteria-VI-AQAR2020-21-Supporting- Evidence/Supporting Evidence 6.3.1.pdf
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

16

File Description	Documents
Upload any additional information	<u>View File</u>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

- 6.3.3 Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year
- 6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

43

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

89

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff

College, being a University of Delhi Maintained college, fully funded by UGC, strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education-2010" (Regulation No. F.3-1/2009 dated June 30, 2010), together with all amendments made therein from time to time, for its teaching and non-teaching staff.

- 1. The performance of each employee is assessed annually after completion of one year of service.
- 2.. The performance of each faculty member is assessed throughAnnual Self- Assessment for the Performance Based Appraisal System (PBAS).
- 3.Promotions are based on the PBAS proforma that is based on the API score. The faculty members are informed well in advance of their due promotion.
- 4. The PBAS proforma filled by Faculty Member is verified by the office, IQAC coordinator and the Principal.
- 5. Faculty members whose promotions are recommended based on their API score are required to appear before the screening/selection committee.

Non-Teaching Staffare also assessed through annual confidential reports and annual performance appraisal withvarious parameters Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, documentation and technical skills. The overall assessment is based on the cumulative grade by the Reporting Officer/Teacher Incharge, which is then forwarded to the Principal by the forwarding officer. On satisfactory performance, employees are granted promotions and financial upgradation under the MACP Scheme.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/appointments- promotions.php
Upload any additional information	<u>View File</u>

6.4 - Financial Management and Resource Mobilization

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6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit: Copy of Budget proposals, sanctions, invoices, vouchers, and supporting documents of every purchase or expenses for events is maintained withrespective department and the original bills are submitted toaccounts Department which processes the payment through RTGS. Tally ERP software is used for the accounts. The details of all expenditures / transactions of the financial year are consolidated and verified at the accounts office level and submitted for audit at the end of eachfinancial year. Appointed Chartered Accountant's team verifies all the bills vouchers, books of account, bank statements and reports any discrepancy for necessary corrective action. The CA helps in preparation of balance sheets which are approved by bursar and the Principal and Treasurer Governing body of the College for approval and signatures.

A yearly external audit ensures that the college adheres to General Financial Rules with respect to income and expenditure. The University of Delhi also has an internal audit Department. The external audit is done by the office of the Director General of Audit Central Revenues on behalf of Comptroller and auditor General (CAG) of India every year. Whenever any audit objection arises, it is noted for compliance and the head of the institution is informed. Head of the institution then undertakes the required corrective measures.

The details of external audit for 2020-21 is as follows:

Name of Personnel from CAG: Mr Manoj Arora, Senior Audit Officer and Mr Samim Ahmad, Assistant Audit OfficerDates: 20 September 2021 to 24 September 2021 (5 working days)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<u>View File</u>

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

9.25

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<u>View File</u>
Details of Funds / Grants received from of the non- government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college receives funds from UGC (Grants-in Aid),
Maintenance Grant Fund (MGF) from Delhi University and Student
Fees. The Grants-in Aid from UGC is utilized to meet the
expenses towards salary and pension of college staff. The MGF
is used mainly for physical maintenance of the college. Annual
fees is used to meet the expenditure towards upkeep of
laboratories, stationary requirement, expenditure towards cocurricular activities and others. Sponsorshipmoney from nongovernment bodies. is. utilized for academic and extracurricular activities.

The college ensures proper utilization of resources through combined efforts of Building Committee of Governing Body, Treasurer, Principal, Bursar, Staff Council Committees like Infrastructure Committee, Library Committee, Fee Concession and Student Aid Fund, Departmentsetc. The departments submit their requirements to the Infrastructure Committee which assesses and submits it further toPrincipal who places it inGBfor approval. The Library Committeelooks afterfund distribution for purchase of books, journals, periodicals etc. Financial support to the needy students is made through policy made byFee Concession and Student Aid Fund Committee and revised to provide maximumbenefit to students

For events, Committees submit estimated budget to the principal for advance approval. The college burser and SO-Accounts observes checks and scrutinises financial transactions with the help of supporting staff. Internal and external auditing ensures smoothness and transparency in the financial matters.

The expenditure for Research grants received by Faculty is approved by principal and Utilization certificate and Statement of expenditure are submitted yearly to the funding agency and these accounts are audited at the end of project.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/AQAR-2020-21/Cr iteria-VI-AQAR2020-21-Supporting- Evidence/Audit 2020-21.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) was established in this college on March 9, 2017 and since then it has become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

The IQAC sets quality benchmarks for academic and administrative activities of the college based on feedback collected from all stakeholders. The IQAC has experts from different fields and senior faculty members and meets regularly and uploads the minutes on college website for all stakeholders. IQAC also conducts regular academic /administrative audits. The Institute's IQAC prepares, (a) Annual Quality Assurance Report (AQAR), proposes new Programmes and certificate courses for students. IQAC also conducts trainings/workshops/seminar for teaching and non-teaching staff. For Example in 2020-21 it conducted training on ICT tools and LMS for faculty and Plagiarism detection toolsfor teaching and library staff.

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/iqac.php
Upload any additional information	<u>View File</u>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously takes steps to improve quality of the teaching-learning process. Academic Calendar and timetable areprepared, displayed on college website before the start of session. IQAC in association with Function committee organises Orientation Programme, in which students and parents are apprised about all information related to programmes of study and extracurricular events. IQAC collects feedback from all stakeholders and recommends quality initiatives based onthe Feedback. Some major initiatives taken in 2020-21 are as follows:

- (i) Students and faculty provided with G-Suite facility with Institutional email IDs for online classes and Google classroom access; Students given remote access to Library Resources; The college subscribed to annual Zoom Pro package and subscription for large meeting addon of 500-1000 participants for hosting seminars and conferences. Two ACT fibrenet connections for Hispeed internet and wi-fi provided to office to have uninterrupted connection.
- (ii) IQAC conducted One week FDP on ICT Tools and LMS for all faculty members before the start ofsession facilitate online teaching; 2 days training on Plagiarism Issues, Policies and Detection tools for teaching, non-teaching staff and students.
- (iii)College has started an Endowment Fund under which donations from stakeholders and public; 5 donations worth 925000 have been received by college
- (iv)23 certificate skill development courses offered to students
- (v)Gender sensitization committee started e-magazine "Asmi" with articles on gender issues from students to be subsequently converted to an E-Journal.

(vi)College approved biannualMultidisciplinary, peer-reviewed, Trilingual (Hindi, Sanskrit and English) Journal addressing Values and Ethics in all spheres of society

File Description	Documents
Paste link for additional information	https://rlacollege.edu.in/iqac.php
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://rlacollege.edu.in/annual- report.php
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

A Gender Sensitization Committee started in 2020-2021 tries to address the uncomfortable questions and curiosity about gender

identity in the new generation through various student centric activities and thought-provoking deliberations. The committee launched first issue of an E-journal Asmi in 2020-21 on gender sensitization(https://rlacollege.edu.in/pdf/asmi-e-journal.pdf). Gender policy on website (https://rlacollege.edu.in/pdf/Gender%20Policy.pdf). Selected Gender Champions work towards promoting gender equality through discussion on related issues and individual rights amongst student fraternity.

Practices/facilities: vice-president post ofsocietiesreserved for women; concession in cut-off percentage inadmissions. Spacious girl's common roomequipped with clean washrooms, comfortable seating, Sanitary napkin dispensers. CCTV camerasin the campus. WWAC makes efforts to bring about gender-sensitization, provides girl students' safe environment tothrive.

File Description	Documents
Annual gender sensitization action plan	https://rlacollege.edu.in/gender- sensitization-society.php
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://rlacollege.edu.in/AQAR-2020-21/Cr iteria-VII-AQAR2020-21-Supporting- Evidence/7.1.1supporting document.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar

C. Any 2 of the above

energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	<u>View File</u>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Segregation ofBio-Degradable and Non- Biodegradable waste practiced. Green and blue binsplaced and every room has dustbins. Stickers on these bins remind the students/staff of the proper waste disposal. duly monitored college cart picks garbage to be dumped at MCD waste build-up bin box

Regulated dischargeof pollutants to water courses. Non- harmful and sanitation waste goes into the main sewer.

Red binsin labs for biohazardous waste. "Auto clave" used to kill the infected microbes; disinfected waste discarded along with non-biodegradable waste. Annual contract for biowaste pickup is in place for regularcollection from lab.

E-waste generation minimised through regular maintenance of desktops. Disposal ofE-waste as per Government guidelines. Auctioning E-waste through tendering; vendors registered with recognized government body for handling E-waste grantedcontracts

The leaf litter and food waste from canteencollected put tocomposting, manure generated used for garden. Waste Papersshred, handed to vendor and exchanged forprinting paper. Wastewater generated from 500 litre /hr capacity RO Plant recycled to washrooms and for irrigation.

Radioactive material is not used inlaboratory. Hazardous waste is handled as per guidelines.

The college campus is free from single use plastic. Old equipments/booksare written off through committee.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<u>View File</u>

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- A. Any 4 or All of the above
- 1. Restricted entry of automobiles
- 2. Use of bicycles/ Battery-powered vehicles
- 3. Pedestrian-friendly pathways
- 4. Ban on use of plastic
- 5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Various policy documents / decisions circulated for implementation	<u>View File</u>
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

- 7.1.6.1 The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities
- B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<u>View File</u>

7.1.7 - The Institution has disabled-friendly, A. Any 4 or all of the above barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	<u>View File</u>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<u>View File</u>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

College provides inclusive environment withdedicated NSS unit, NCC unit, Enactus, Women's Welfare Advisory Committee, Sugam, Gender Sensitising committee, North East society and Equal Opportunity cell. The college celebrates national festivals, motivational lectures of eminent persons to make students responsible citizens..All facilities in place for for differently abled including washrooms/restrooms, tactile paths, ramps, hardware and software in the library and a proposed book bank. The visually impaired students given Braille books and laptops on a returnable basis. EOC strives to enhance institutional inclusiveness and awarestudents from weaker sections of society regarding entitlements as per Constitution of India and exposes to writings of leading social philosophers tobringimprovement in their academic performance. EOC regularly organizes workshops, seminars, and symposiums for providing a platform to all the students especially with regard to EOC mandate for women, SC, ST, OBC and religious minority students. Another committee 'SUGAM" aims to provide a deliberative platform especially to our differently-abled students. North east society provided unique cultural interface to students from the North East; organises annual cultural festival "Aaranya". WWAC Organises seminars and debates onwomen issues, self defense course and health camps for girls, toempower them.

https://rlacollege.edu.in/samdrishti-society.php

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

College offers a compulsory course on human values, ethics and life skills. NSS,NCC, Enactus exclusivelyconductsactivities to serve society. Programs organized to spread awareness about how

to avoid accidents and injuries on the road under the theme 'SADAK SURAKSHA, JEEVAN RAKSHA' while observing 'National Road Safety Month'. During this pandemic, NSS started helpdesk for blood, plasma and bed availability in DELHI-NCR region via the college website and social media handles. Volunteers continuously spread awareness busting the myths of vaccination, every week many digital and handmade posters made and shared by volunteers on covid appropriate behaviour. Videos, posters spreading awareness about COVID 19 were uploaded on the college website.College celebratesimportant days, Republic Day, Independence day, Gandhi Jayanti, World Environment Day, science day, international womens day, National Voter's Dayetc. Institutional ethics committee and Institutional academic integrity panel ensure ethics in research.

Selected new initiatives of 2020-21 are

- 1. National Conference "Role of NCC for National Integration" from 17-18thOctober 2020 by NCC.
- 2. Department of Microbiology faculty, started online community outreach project "UDISHA: A New Dawn an HPV vaccine awareness initiative" in Jan 2021
- 3. Cancer awareness talk organized by Department of Microbiology, in association with Rajiv Gandhi Cancer Institute and Research Centre.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://rlacollege.edu.in/pdf2021/Final%2 OReport-Revised%20NSS%202020-21.pdf
Any other relevant information	https://rlacollege.edu.in/pdf2021/ANNUAL% 20NCC%20REPORT%202020-21.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics

A. All of the above

programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<u>View File</u>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College makes tremendous efforts in celebrating the national and international commemorative daysinculcatinga feeling of patriotism, to make them aware of the national pride, layingstrong cultural foundation and awareness on our rich cultural heritage. College celebrated 'Azadi ka Amrit Mahotsav' to mark the 75th Independence Daylaunched by Honourable Prime Minister Shri Narendra Modi through severalevents. College celebrates Independence Day, Republic Day, hoisting the national tricolour on the Campus. Besides, International yoga day, Gandhi Jayanti, Shaheed Diwas (online), Kargil Vijay Diwas, Constitution day, Traffic awareness week, Constitution Day, National Youth Day, National voters day, World NGO Day, world No Tobacco Day, World Heritage Day, Earth Day, World Health Day, National Safety Day, World Water Day, National Hindi Diwas, World Forestry Day, International Women Day were also observed. Female NSS volunteers took part in the Fit India Walkathon graced by Mr. Kiren Rijiju, Honourable Minister of State for Youth Affairs and Sports on occasion of international women's day. Teachers day was celebrated to acknowledge the tireless efforts of teachers towards building up an educated, responsible andinformed society. Swacchta Pakhwada, is organised every year, to clean the College campus and outside areas. Vigilance Week was observed to sensitize the students and staff regarding the need to eradicate corruption.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

- 7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.
- 1.BUILDING AN ACCESSIBLE AND INCLUSIVE ENVIRONMENT FOR TEACHING AND LEARNING.

Creating inclusive humane social order responding to the student diversity needs through increasing participation in learning, and reducing exclusion from education and create synergy.

Inclusive environment provides a better quality education for all students and is instrumental in changing discriminatory attitudes and mindsets.

EOC, Sugam, Phule-Periyar, Ambedkar Study Circleintegrates disadvantage groups, break social barriers, empowers and prepares students to become agents of social transformation.; NE-cellintegrates North East students

Dy Chief Commissioner, for persons with disabilities recommended all our steps to all central universities of India; college completed23 skill development courses without charging fees, 15 lacsfor Book bank Facility for needy; 24.54 lacs sanctioned for barrier-free campus; E-magazine "Asmi" on gender issues.

Due to Pandemic, interaction with students was limited to online only and it also restricted hosting of many events

2.PROMOTION OF RESEARCH AND INNOVATION CULTURE IN COLLEGE.

ToProvide an ambience for research andinnovation.

The college aims to generate knowledge through research with

emphasis on the training of students and the intellectual growth of the faculty.

Initiativesto strengthen research include research policy, Research and IPR cell, Institutional Academic Integrity Panel, Ethics Committee; College Research Grant; Conferences/Seminars/Workshops/FDPs; internships; collaborative research; RemoteAccess to online journals, magazines, and ebooks.

Generated 3.48crore from NMHS,ICMR, ICSSR for research; 55 research articles, 45 books /chapters. International Distinguished Women Scientist. award; Best Student awardsconferred by Microbiologists Society of India

Open access journals charge a high publication charge which becomes a limitation; COVID 19 and lab closure limitedwet labwork

File Description	Documents
Best practices in the Institutional website	https://rlacollege.edu.in/best- practices-2020-2021.php
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

College nurtures a strong value system holding moral uprightness and social responsibility as a distinctive institutional quality. it males efforts to instil these values and spreads the Gandhian thoughts of peace and non-violence among students. The college is unique among university of Delhi in offering a compulsory 40 hr course on Human Values, Ethics and Life Skills to all I year students wherestudents learn through experts, motivational speakers, social workers, sharing their experiences, interesting stories, film screenings, workshops and interactions. The areas covered include mental health, happiness, tolerance, Equality, critical, creative thinking, failures, harmony in family and society,

responsibility, freedom, emotional intelligence, Dangers of substance abuse, legal rights, stress management. 265 students completed this course in 2020-21. Collegeapproveda new "Journal of Human Values, Ethics and Life Skills (Multidisciplinary)". Gandhi Study Circleplays a crucial role to constantly engage the students to inculcate human valuesthrough exploration of the undiminishing relevance of Mahatma Gandhi in the 21st century. ATwo day National Conference "Self-reliant"

the 21st century. ATwo day National Conference Self-reliant India: A Gandhian Perspective was organised in association with Gujarat Vidhyapeeth, Ahmedabad., Gandhi study Circlesecured 1st position in the field of spreading Gandhian values. Principal Dr R. K. Gupta, Gandhi study Circle and Convener Late Dr Devendra Kumar and Student President Deepak Trivediwere awarded by Honourable Vice Chancellor on 2nd October 2020 at Gandhi Bhawan, University of Delhi.

File Description	Documents
Appropriate web in the Institutional website	<u>View File</u>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Ram Lal Anand College proposes following Plans for the next academic session:

- Seek Online International Engagements through collaboration with international universities of repute, both at the Faculty and Student Level
- To deepen the research endeavors of the departments
- Striving for effective time management and facilitate seamless knowledge sharing in online education through Extensive use of technology
- Pedagogically, with emphasis on learning by doing, online project work and virtual visits (wherever feasible)
- curriculum enrichment /skill development Courses for students and FDP for faculty
- Infrastructural upgradation: Research Labs (2) development, Solar panel installation, Strive to be a Model institute for Pwd Facilities, Purchase of Equipment for microbiology under DBT Non- recurring Fund, Developing BSL 2 containment facility in Department of Microbiology, Construction of electric HT substation 400Kwatt
- Starting Journal of Human Values Ethics and Life skills

- Subscribe Sugam pustkalaya
- All due staff promotions to be completed upto Professor level
- Sharing Expertise, knowledge and experience of the faculty members, Resources in the library and Other academic facilities with two colleges in rural areas underVidya Vistaar scheme launched by university of Delhi
- Medical facilities to be enhanced
- To give thrust to campus placement
- Orient Faculty for New Education Policy Framework and UGCF