



# R.S.D. ACADEMY

(Affiliated to MJP Rohilkhand University, Bareilly)

The IQAC has been restructured and positioned in the I floor of R.S.D. Academy with the following members with effect from 07<sup>th</sup> July, 2016.

**Internal Quality Assurance Cell (IQAC)**

<b>Members</b>		<b>Signature</b>
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## CHAIRPERSON/MANAGEMENT REPRESENTATIVES

Dr. (Mrs.) Guru Saran Kumar

## SENIOR ADMINISTRATIVE OFFICERS

1. Mr. Ved Prakash Pokhryal
2. Mr. Vineet Kumar
3. Mr. Yadram Singh
4. Mr. Sachin Mehrotra

## TEACHERS

1. Dr. B.K. Pal
2. Dr. (Mrs.) Manju Bala Gupta
3. Dr. Anil Kumar (Principal)
4. Mr. Mukul Saxena
5. Mr. Pushpendra Panday
6. Ms. Monika Bhatnagar (IQAC Co-ordinator)

## STUDENTS

1. Dimple Saxena
2. Anoop Singh
3. Sakshi Srivastava

*Ved*

*YK Singh*

*Sachin*

*B.K. Pal*  
*Manju*

*Anil*  
*Mukul*

*Pushpendra*  
*Monika*

*Dimple*

*Anoop*

*Sakshi*

4. Siddhant Srivastava
5. Sukhrani
6. Tuba Nihal

siddhant  
Sukhrani  
Tuba

#### NOMINEES FROM STUDENTS ALUMNI

1. Mr. Rahul Katyal
2. Dr. Sanjeev Tripathi
3. Mr. Vineet Kaur
4. Mrs. Nidhi Singh
5. Mr. Rohit Kumar
6. Mrs. Anju Shukija

Rahul  
Sanjeev  
Vineet Kaur  
Nidhi  
Rohit  
Anju

#### STAKEHOLDERS

1. Mr. Pramod Agarwal (Advocate)
2. Mr. S.K. Agarwal (CA)

P. Kumar  
S. Kumar

#### INDUSTRIALIST

1. Mr. S.P. Pougla

Satyapaul

#### EXTERNAL EXPERTS

1. Dr. R.C. Gupta

R.C. Gupta

**Notice**

All the members of the IQAC are informed that a meeting of the cell is to be held on 4<sup>th</sup> July, 2016 at 10:30 a.m. in the IQAC cell. All the members of the cell are requested to attend the meeting on time.

  
**PRINCIPAL**

**Members**



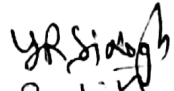
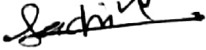
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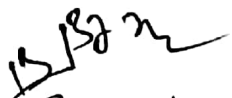
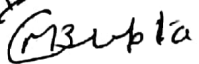
**SENIOR ADMINISTRATIVE OFFICERS**

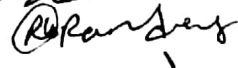

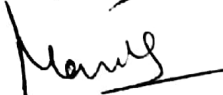
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2. Mr. Vineet Kumar
3. Mr. Yadram Singh
4. Mr. Sachin Mehrotra

**TEACHERS**

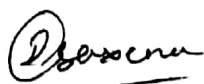
1. Dr. B.K. Pal
2. Dr. (Mrs.) ManjuBala Gupta
3. Dr. Anil Kumar (Principal)
4. Mr. Pushpendra Panday
5. Mr. Mukul Saxena
6. Ms. Monika Bhatnagar (IQAC Co-ordinator)

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1. Dimple Saxena



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3. Sakshi Srivastava
4. Siddhant Srivastava
5. Sukhrani
6. Tuba Nihal

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Sakshi  
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1. Mr. S.P. Pougla

Satyapuri

#### EXTERNAL EXPERTS

1. Dr. R.C. Gupta

R.C. Gupta

**IQAC MEETING AND ACTION TAKEN REPORTS OF**  
**R.S.D. ACADEMY , MORADABAD, PIN-244001, (2016-17)**

A Meeting of IQAC was held on 4<sup>th</sup> July, 2016 in the IQAC cell at 10:30 a.m.

**Agenda of the Meeting :-**

- 1) To confirm the minutes of last IQAC meeting.
- 2) Brief discussion on requirements for preparation of AQAR.
- 3) Delegation of work.
- 4) Technology upgradation.
- 5) Updation of Library and Laboratories.
- 6) Orientation & Social Awareness Programme.
- 7) Seminar & Workshop.

**The followings members were present:-**

1. Dr. (Mrs.) Guru Saran Kumar ( Chairperson)
2. Mr. Ved Prakash Pokhryal
3. Mr. Vineet Kumar
4. Mr. Yadram Singh
5. Mr. Sachin Mehrotra
6. Dr. Anil Kumar (Principal)
7. Dr. B.K. Pal
8. Dr. (Mrs.) Manju Bala Gupta
9. Mr. Mukul Saxena
10. Mr. Pushpendra Panday
11. Ms. Monika Bhatnagar (IQAC Co-ordinator)
12. Mr. Pramod Agarwal (Advocate)
13. Mr. S.K. Agarwal (CA)
14. Mr. S.P. Pougla
15. Dr. R.C. Gupta
16. Mr. Rahul Katyal
17. Mrs. Nidhi Singh

18. Sukhrani
19. Tuba Nihal
20. Siddhant Srivastava

1. The minute of last meeting were confirmed.
2. The first IQAC meeting for Academic Session 2016-17 was held on 4<sup>th</sup> July 2016. The meeting was chaired by Dr. (Mrs.) Guru Saran Kaur, Chairperson. The meeting started with welcome note to all IQAC members, especially to external members from society (Industrialist, Experts and Alumni) by Dr. Anil Kumar (Prinicipal).
3. Initiating the agenda items the Chairperson requested the IQAC co-ordinator to place the agenda items for discussions. Ms. Monika Bhatnagar placed the agenda items and after through discussion the following resolutions were made.
4. Statistical data regarding Criterion I (Curricular Aspects), Criterion II (Teaching, learning & evaluation), Criterion III (Research, consultant and extension) , Criterion IV (Infrastructure & learning resources), Criterion V (Student, support & progression) should be properly arranged and submitted by administrative staff to IQAC Co-ordinator.
5. IQAC cell decided about the various curricular activities in session 2016-17, these were as follows :-
  - a) Various curricular activities such as sports, debate, quiz and orientation & social awareness programmes will be organised. & it is to be conducted by cultural and sports committee.
  - b) To enhance the teaching-learning process by inviting the experts, researchers, industrialists who are specialized in different fields for guest lectures, seminars & conference.
  - c) Educational and industrial tour will be organized for the students to attain the practical exposure/knowledge with other institution as well as corporate sector.
  - d) Opportunities will be provided to faculties for participating in training and faculty development programme which is organized by other institutions.
  - e) Activities under the NSS programme and scout guide camp will be organized by institution as per instructions given by university.
  - f) Personality development classes & skill oriented programme will be organized for overall growth and development of students.



- g) Upgradation & Computerisation of library.
6. Routine work should be completed regularly.
  7. Mr. Pushpendra Panday said that teaching methods should be improved by adopting new methodology in teaching –learning process such as documentary film, chart, PPTs etc.
  8. Dr. Anil Kumar said that mentor must be allotted by Head of the Department to each student and also guide the students about their interest, skills and career through career & guidance cell.
  9. Dr. R. C. Gupta suggested that seminar on new ideas and standarable knowledge should be provided not only for students as well as for teachers also.
  10. Mr. S.P. Pougla suggested that value added courses should be started for the students in which they can develop various skills as per modern era. which is required for employability (as per employers demand).

The Meeting ended with a vote of thanks to the Chair.

#### Action Taken Report

##### Action Plan

- 1) Arrange social awareness programme & rallies.
- 2) Use different technologies and new methodology in teaching.
- 3) Statistical data of AQAR must be typed & submitted to IQAC Coordinator.
- 4) Guest lecture and Seminar will be organized for students to enhance their knowledge and development innovative skills.
- 5) Orientation Programme, competition of various activities & cultural fest will be organized.
- 6) Upgradation of technology & computerization of library.
- 7) To start six month diploma course and three month certificate course in computer.

##### Work completed

1. Orientation programme of Educational & Commerce Department was held on 5<sup>th</sup> to 7<sup>th</sup> July, 2016
2. Poster's making competition was held on 10/08/2016
3. Social Awareness Programme:

- a) Participated in rallies on blood donation & eye donation was organized by MUNAS & C.L Gupta Eye Institute on 30/08/2016.
  - b) Plantation Ceremony on 12/07/2016
  - c) Seminar on Save Girl Child was organized on 27/10/2016 .  
 Chief Guest: 1- Dr. (Mrs.) Guru Saran Kumar (Chairperson)  
 2- Dr. Vinod Kumar (Director)
4. Seminar on “ Principles of effective teaching-learning ” on 5<sup>th</sup> Nov,2016.  
 Resource person –Dr. Girjesh Kumar  
 Associate Professor: Department of Education ( Hindu college, Moradabad)
  5. Guest lecture on “ Financial Management ” was held on 10/12/16  
 Resource person – Dr. M.U.Khan  
 Associate Professor : Department of Moradabad, Hindu College Moradabad.
  6. Cricket tournament of Educational & Commerce department on 21<sup>st</sup>to 28<sup>th</sup>Nov 2016 .
  7. Projectors has been installed and technology up gradation about computer with Internet access and Wi-Fi has been done by administrative staff.
  8. Library and laboratories have also been well – equipped with research journal books, reference books, surveys magazines and DELNET connection. &also provides course material, syllabus, question papers of previous years.
  9. Statistical data of all criterions has been typed and submitted to IQAC Coordinator.
  10. Six month diploma in computer and three month certificate course in computer has been started in the month of September.

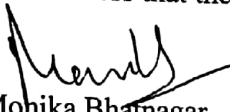
#### **Outcome of the plan**


- 1) Students are enhancing their innovative skills, ideas and they are also developing their personality and knowledge through participation in various competition, seminar & social awareness programme.
- 2) More participation of students have been increased in workshop and guest lecture for enhancing knowledge , skills and various case histories of successful personalities are discussed by way of seminars to prepare student psychologically to take on the challenges of life .
- 3) Computer lab in the college is equipped with internet connectivity. Internet is an ocean of information & it has radically transformed the learning environment. In the computer labs, the teacher can refer the matter from internet instantly & multimedia exposure can be given to students. The college provides facility of smart interactive boards to import computer assisted teaching.



4) The college facilitates extensive use of information communication technology (ICT) resources including development and use of computer aided teaching learning materials by its staff and students by making these facilities auditable as and when required by concerned users. Teachers are encouraged to use these technologies and even teachers having expertise in computer assist other teachers in the development of their subject PPT's. Students are also encouraged to make use of projectors for their presentations. They have also completed their certificate and diploma courses in computer which is required for employability.

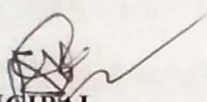
5) MUNAS of the team has been actively engaged to connect masses with the various social awareness that the institution undertakes from time to time.

  
Ms. Monika Bhatnagar  
IQAC Co-ordinator

  
Dr. Anil Kumar  
Principal

**Notice**

All the members of the IQAC are informed that a meeting of the cell is to be held on 9<sup>th</sup> Jan, 2017 at 10:30 a.m. in the IQAC cell. All the members of the cell are requested to attend the meeting on time.

  
**PRINCIPAL**

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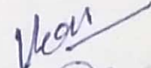

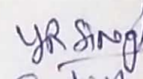
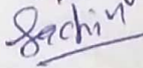
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**CHAIRPERSON / MANAGEMENT REPRESENTATIVES**

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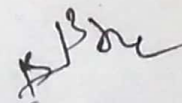
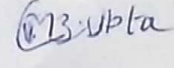
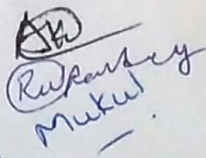
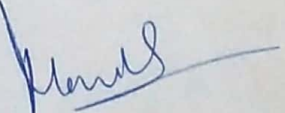
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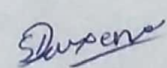
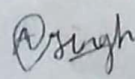
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Sanjeev  
Vineet Kaur

Nidhi  
Rohit  
Anju

#### **STAKEHOLDERS**

1. Mr. Pramod Agarwal (Advocate)
2. Mr. S.K. Agarwal (CA)

P. Kumar  
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#### **INDUSTRIALIST**

1. Mr. S.P. Pougla

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#### **EXTERNAL EXPERTS**

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**IQAC MEETING AND ACTION TAKEN REPORTS OF**  
**R.S.D. ACADEMY , MORADABAD, PIN-244001, (2016-17)**

A Meeting of IQAC was held on 9<sup>th</sup> Jan, 2017 in the IQAC cell at 10:30 a.m.

**Agenda of the Meeting :-**

- 1) To confirm the minutes of last IQAC meeting.
- 2) Seminar & Workshop.
- 3) Problem faced by students.
- 4) Organize educational & industrial tour
- 5) External Examination
- 6) Organize NSS and Scout Guide Camp
- 7) Alumni meet
- 8) Plan for the next year.

**The followings members were present:-**

- 1 Dr. (Mrs.) Guru Saran Kumar ( Chairperson)
- 2 Mr. Ved Prakash Pokhryal
3. Mr. Vineet Kumar
4. Mr. Yadram Singh
5. Mr. Sachin Mehrotra
6. Dr. Anil Kumar (Principal)
7. Dr. B.K. Pal
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16. Mr. Rahul Katyal
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### Minutes of the meeting

- 1) The Second IQAC meeting for Academic session 2016-17 was held on 9<sup>th</sup> Jan 2017. The meeting was chaired by Dr. (Mrs.) Guru Saran Kaur, (Chairperson). The meeting started with welcome note to all IQAC member, especially to external members from society (Industrialist, experts and Alumni) by Dr. Anil Kumar, Principal.
- 2) Initiating the Agenda item the chairperson requested the IQAC co-ordinator to place the agenda items for discussions. Ms. Monika Bhatnagar placed the agenda items and after through discussions the following resolutions were made.

### Resolutions :-

- 1) The minutes of last meeting were confirmed.
- 2) External examination should be conducted by discipline & seating arrangement committee. All norms of examinations should be followed which is prescribed by University. Principal should enquire about any malpractice in exams.
- 3) Communication with parents regarding the performance of their children in curricular activities and examination in Parent -Teachers Association meeting.
- 4) Dr. B.K. Pal said that for better result we can help students to solve last five years papers in the class.
- 5) Routine work should be completed regularly.
- 6) Alumni meet should be organized for sharing the working experience, imparting the skills with new students.
- 7) IQAC members decided the plan for next year :-
  - Follow the same curricular activities which were done in previous year.
  - Encouragement of faculty to publish research work and attend faculty development programmes and seminars.
  - Extensive use of innovative teaching techniques.
  - To get autonomous status

The meeting ended with a vote of thanks to the chair.

### Action Taken Report

#### Action Plan

- 1) To organize talent-hunt competition (Spark) for exploring the talent of students & ensures their participation.
- 2) To organize educational & industrial tour and alumni meet.
- 3) NSS and Scout-Guide camp will be conducted by institution.

- 4) External examination of B.Com, M.Com, B.B.A. & B.C.A. All norms of examinations should be followed which is prescribed by University. Principal should enquire about any malpractice in exams.
- 5) Parents-Teachers Association meeting will be organized for giving the information about performance of their children in class & curricular activities.
- 6) Procurement of Books.
- 7) Guest Lecture and Seminar, Workshop will be organized for students to enhance their knowledge and development innovative skills.

#### **Work Completed :-**

- 1) Workshop on computer literary programmed was held on 03.03.2017  
Chief Guest :- Mr. Sanyog Vashisth
- 2) Seminar on "Methods of teaching" was held on 10.04.2017  
Chief Guest:-Dr. Girjesh Kumar  
Associate Professor : Department of Education Hindu College, Moradabad.
- 3) Spark Talent-Hunt competition was organized on 23.02.17.  
Chief-Guest :- Dr. (Mrs.) Guru Saran Kumar (Chairperson)  
Dr. Vinod Kumar (Director)
- 4) Industrial & educational Tour of BBA, BCA, B.CM, M.COM, B.Ed, M.Ed, B.T.C went to Nainital on 24/04/2017 and 06/05/2017.
- 5) Alumni meet was held on 2<sup>nd</sup> May 2017.
- 6) Scout Guide camp was held on 10/01/2017 to 12/01/2017
- 7) NSS Camp was held on 18/02/17 to 24/02/17 at Saerua Dharampur, Vikash Khand, Moradabad.  
The following activities has been done under the camp:

- Inauguration of NSS camp.
- Survey and Rally on Shaksharta.
- Celebration of Yoga Divas
- Awareness Programme on Whomen Empowerment.
- Awareness Programme on Shwachhta Abhiyan
- Organised Medical Camp.
- Rally on Save Girls Child.

#### **Outcome of the Plan :-**

- 1) Examination work has been done by discipline and seating arrangement committee and there was no malpractice found during exams.