



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 11th May, 2012

Internal Quality Assurance Cell (IQAC)

Members

Signature

CHAIRPERSON/MANAGEMENT REPRESENTATIVES

Dr. (Mrs.) Guru Saran Kumar

SENIOR ADMINISTRATIVE OFFICERS

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

TEACHERS

1. Dr. Anil Kumar
2. Dr. B.K. Pal
3. Dr. (Mrs.) ManjuBala Gupta (Principal)
4. Dr. Sanjay Mehrotra
5. Mr. MukulSaxena
6. Mr. KapilNarang (IQAC Co-ordinator)

STUDENTS

1. Pinky Maurya
2. SumitTikka
3. Navneet Diwakar
4. Kritika Rana

5. Adesh Kumar

6. Archana Sharma

Adesh Kumar
Archana Sharma

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. Mr. Antriksh Agarwal

Rh
Sanjeev
Vineet Kaur
Nidhi
Rohit Kumar
Antriksh Agarwal

STAKEHOLDERS

1. Mr. R.K. Malik (Architect)

2. Mr. Abhinav Agarwal (CA)

R.K. Malik
Agarwal

INDUSTRIALIST

1. Mr. S.P. Pougla

Satyapal

EXTERNAL EXPERTS

1. Prof. Girjesh Kumar

Girjesh Kumar

Notice

All the members of the IQAC are informed that a meeting of the cell is to be held on 8th July, 2012 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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CHAIRPERSON / MANAGEMENT REPRESENTATIVES

Dr. (Mrs.) Guru Saran Kumar



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Sachin

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Dr. Sanjay Mehrotra

Sanjay Mehrotra



Kapil Narang

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Kritika
Adesh
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1. Prof. Girjesh Kumar

Girjesh Kumar

IQAC MEETING AND ACTION TAKEN REPORTS OF
R.S.D. ACADEMY , MORADABAD, PIN-244001, (2012-13)

A Meeting of IQAC was held on 8th July, 2012 in the IQAC cell at 10:30 a.m.

Agenda of the Meeting :-

- 1) Workout of NAAC peer tem recommendations on priority baris.
- 2) Brief discussion on requirements for preparation of AQAR.
- 3) Delegation of work.
- 4) Student mentoring
- 5) Technology upgradation
- 6) Updation of Library and Laboratories
- 7) Installation of CCTV camera
- 8) Social awareness programme

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
7. Dr. B.K. Pal
8. Dr. (Mrs.) Manju Bala Gupta (Principal)
9. Dr. Sanjay Mehrotra
10. Mr. Mukul Saxena
11. Mr. Kapil Narang (IQAC Co-ordinator)
12. Mr. R.K. Malik (Architect)
- 13 Mr. Abhinav Agarwal (CA)
- 14 Mr. S.P. Pougla
15. Prof. Girjesh Kumar
16. Mr. Rahul Katyal
17. Mrs. Nidhi Singh
18. Pinky Maurya
19. SumitTikka

20. Adesh Kumar

1. The first IQAC meeting for Academic Session 2012-13 was held on 8th July 2012. The meeting was chaired by Dr. (Mrs.) Guru Saran Kaur, Chair person. The meeting started with welcome note to all IQAC members, especially to external members from society (Industrialist, Experts and Alumni) by Dr.(Mrs.) Manju Bala Gupta, Prinicipal.
2. Initiating the agenda items the chairperson requested the IQAC co-ordinator to place the agenda items for discussions. Mr. Kapil Narang placed the agenda items and after through discussion the following resolutions were made.
3. The PowerPoint Presentations was given by IQAC Coordinator about the role of IQAC and discussed the points on seven criterion which was mentioned in AQAR.
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 Mr. Kapil Narang.
5. The feedback was taken by Stakeholders, Industrialists, Students, Teachers, Alumni. On the base of their feedback IQAC cell decided about the various curricular activities in session 2012-13, these were as follows :-
 - a) Intra-department competition and orientation programmes should be conducted by cultural and sports committee.
 - b) Dr. (Mrs.) Manju Bala Gupta said that to invite the experts, researchers, industrialists for guest teachers, seminar, workshops, conference and symposium.
 - c) Dr. Anil Kumar said that to organize the educational tour and industrial tour for the students as well as teachers to attain the practical exposure/knowledge with other institution as well as corporate sector.
 - d) Prof. Girjesh Kumar said that to provide the opportunities to teachers for participating in training, facility development programme, faculty exchange programme which is organized by other institutions.
 - e) Dr. B.K. Pal said that the various activities under the NSS programme and Scout-Guide camp should be held on time to time as per instructions given by University.
6. As per the peer team suggestions computer literarcy programmes should be organized and the usage of audio- visual system and ICT enabled teaching, smart class rooms should be created where the faculty uses PPTs for strengthening the process of teaching- learning.

7. Mr. Kapil Narang said that these activities should be followed according to the academic calendar and teaching plans & methodologies must be prepared by faculties of each department.
8. To motivate the faculties for publishing the research papers at national and international level and there should be provision for providing financial support to students who are pursuing minor research.
9. Upgradation of technology regarding computer and ICT with Internet access, Wi-fi should be done by administrative staff / IT Department.
10. Library and laboratories should be updated and CCTV surveillance services should be installed in campus.
11. Dr. B.K. Pal 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 .

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

Action Taken Report

Action Plan :

- 1) Organize Orientation Programme and intra- department competition.
- 2) Guest Lecture and Seminar will be organized for students to enhance their knowledge and development innovative skills.
- 3) Social Awareness Programme
- 4) Technology up gradation regarding computer & ICT with internet connection & WI-FI.
- 5) Updation of Library & Laboratories.
- 6) Mentor must be allotted by HOD to each student for solving their problem and to guide them.
- 7) Teachers Day Celebration
- 8) Statistical data of AQAR must be typed & submitted to IQAC Coordinator.
- 9) Installation of CCTV camera

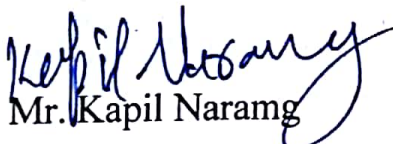
Work Completed :

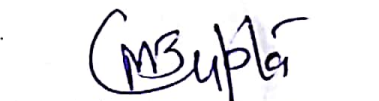
- 1) Orientation Programme of B.Ed. B.Com & M.Com was held on 6 & 7 July, 2012.
- 2) 20-20 Cricket Match b/w B.Com and B.Ed. boys were held on 14th July, 2012.
- 3) Orientation Programme of B.B.A. and B.C.A. was held on 4th August, 2012.

- 4) Guest- Lecture on 'Personality Development' was held on 24th August, 2012.
Resource Person: Mrs. Neha Maggu
British School Language.
- 5) Two days workshops on Computer literacy Programme was held on 23rd and 24th November, 2012.
Resource Person :- Mr. Ajay Bansal (Department of Computer Science, IPIT, J.P.Nagar)
- 6) Plantation Awareness Programme was held on 28th November, 2012.
Chief Guest – Late Mrs. Beena Agarwal (Mayor, MBD)
- 7) Badminton Match b/w Department of Commerce & Education was held on 8th November, 2012.
- 8) Celebration of Kaumi Ekta Diwas on 22/11/2012
Chief guest:- Mr. K.K. Gupta (Minister of Parayavaran Samiti)
- 9) Volleyball match b/w Commerce & Education boys was held on 12th January.
- 10) Projectors has been installed and technology up gradation about computer with Internet access and Wi-Fi has been done by administrative staff.
- 11) Mentor has been allotted by HOD at the beginning of session and to guide students about their career, skills by career & guidance cell.
- 12) Library and laboratories has also been updated by Mr. Harish Pasola and Mr. Ashish Saxena.
- 13) Statistical data of all criterion has been typed and submitted to IQAC Coordinator.
- 14) Installation of CCTV is under process.

Outcome of the plan:

- 1) Students are enhancing their innovative ideas & skills after the workshop and guest lecture.
- 2) Now they are able to enhance their knowledge due to technology upgradation of computer with internet access and updation of library.


Mr. Kapil Naram
IQAC Coordinator


Dr. Manju Bala Gupta
Principal

Notice

All the members of the IQAC are informed that a meeting of the cell is to be held on 30th Jan, 2013 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

Signature

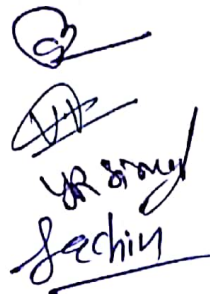
CHAIRPERSON / MANAGEMENT REPRESENTATIVES

Dr. (Mrs.) Guru Saran Kumar



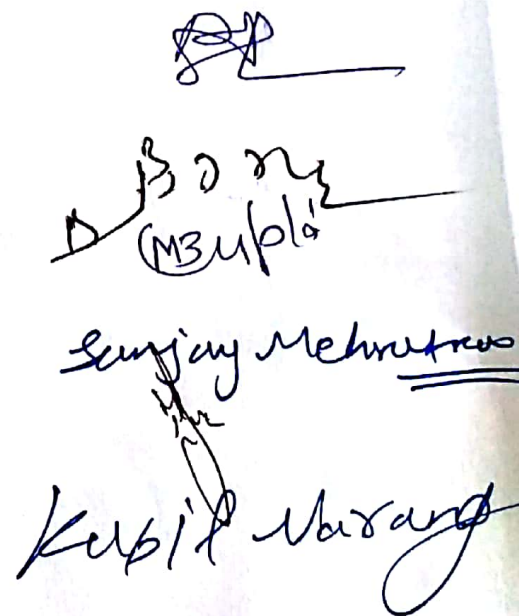
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6. Mr. KapilNarang (IQAC Co-ordinator)



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Rahul
 Sanjeev
 Vineet Kaur
 Nidhi
 Rohit
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2. Mr. Abhinav Agarwal (CA)

R.K. Malik
 Abhinav

INDUSTRIALIST

1. Mr. S.P. Pougla

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EXTERNAL EXPERTS

1. Prof. Girjesh Kumar

IQAC MEETING AND ACTION TAKEN REPORTS OF
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A Meeting of IQAC was held on 28th Jan, 2013 in the IQAC cell at 10:30 a.m.

Agenda of the meeting :-

- 1) To confirm the minutes of last IQAC meeting.
- 2) External Examination
- 3) Seminar & Workshops,
- 4) Parents Teachers association meeting.
- 5) Social awareness Programme.
- 6) Human Resource Management and staff recruitment.
- 7) Welfare schemes for Staff.
- 8) Alumni meet
- 9) Plan for 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
7. Dr. B.K. Pal
8. Dr. (Mrs.) Manju Bala Gupta (Principal)
9. Dr. Sanjay Mehrotra
10. Mr. Mukul Saxena
11. Mr. Kapil Narang (IQAC Co-ordinator)
12. Mr. R.K. Malik (Architect)
- 13 Mr. Abhinav Agarwal (CA)
- 14 Mr. S.P. Pougla
15. Prof. Girjesh Kumar
16. Mr. Rahul Katyal

17. Mrs. Nidhi Singh
18. Mr. Antriksh Agarwal
19. Pinky Maurya
20. Sumit Tikka
21. Navneet Diwakar
22. Kritika Rana

1. The second IQAC meeting for Academic Session 2012-13 was held on 30th Jan, 2013. 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.(Mrs.) ManjuBala Gupta, Prinicipal.
2. Initiating the Agenda items the chairperson requested the IQAC co-ordinator to place the agenda items for discussions. Mr. KapilNarang placed the agenda items and after through discussion the following resolutions were made.

Resolutions

- 1) The minute of last meeting were confirmed.
- 2) External examination should be conducted by discipline and 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) Inviting the experts for seminar and guest lecture on skill and personality development programme.
- 5) Organizing the various social awareness programme and rallies on E-waste management, stop the use of polythene, Blood and Eye donation with MUNAS.
- 6) Resolved the issues regarding the study leaves for research work.
- 7) Dr. B.K. Pal said that to organize alumni meet every year for sharing the working experience, imparting the skills with new students.
- 8) IQAC member decided about all expenses regarding workshops, FDPs for teaching and non-teaching staff should be borne by institution and to evaluate annual performance of faculty and administrative staff for promotion.

- 9) Planning for inviting the application of students for filling the vacancies of college.
- 10) Planning for organizing the alumni meet in next month.
- 11) Plan for next year –
 - Follow the same curricular activities which were done in previous year.
 - Intra- department competition
 - Faculty Development Programme.

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

Action Taken Report

Action Plan:-

- 1) Seminar on “Condition and Direction of Education.”
- 2) 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.
- 3) Parents-Teachers Association meeting will be organized for giving the information about performance of their children in class & curricular activities.
- 4) Social awareness programme
- 5) Spark talent- hunt (Annual fest) & Alumni meet will be organized.
- 6) Installation of CCTV camera.
- 7) To organize educational & industrial tour
- 8) Expenses regarding FDP, workshop seminar should be borne by institution.
- 9) NSS & Scout guide camp will be conducted by institution.

Work Completed:

- 1) Seminar on condition and direction of education was held on 8th March.
Resource Person:- Dr. R. P. Sharma
(HOD- Department of Education, Hindu College , Moradabad)
- 2) Examination work was done by discipline and seating arrangement committee and there was no malpractice found during exams.
- 3) Parent-Teacher association meeting was held on 1st June, 2013.
- 4) Spark talent hunt (Annual fest) was held on 23rd Feb, 2013.

Chief Guest: 1- Dr. (Mrs.) Guru Saran Kumar (Chairperson)
2- Dr. Vinod Kumar (Director)
3- Dr. Gaurav Kumar (Medical Director)

5) Alumni meet was held on 18th May, 2013

Chief Guest : 1- Dr. (Mrs.) Guru Saran Kumar (Chairperson)
2- Dr. Vinod Kumar (Director)
3- Dr. Gaurav Kumar (Medical Director)

6) Social awareness programme :-

a) Home Voilence was held on 30/04/2013

Chief Guest: Dr. Ajay Vikran Pathak

b) Blood donation camp was held on 15/06/2013

Chief Guest: Dr.Sanjay Yadav (CMO, Moradabad)

c) Eye donation awareness programme was held on 01/01/2013

Chief Guest: Dr. Prakash (Eye Specialist)

7) CCTV Camera has been installed on 01/02/2013.

8) Industrial tour of B.B.A., B.C.A., B.Com & M.Com went to Parle G (Rudrapur) on 14/02/2013

9) Educational tour of B.Ed, M.Ed & B.T.C. went to Nainital on 12/12/2012

10)NSS Camp was held on 11/02/2012 to 17/02/2012 at Mora Milak (village), Moradabad. The following activities has been done under this camp:-

- Voting awareness programme,Rally on Environment, AIDS and Literarcy awareness programme, Poster- making competition & listened the problems of villagers.

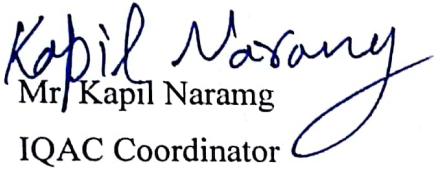
11) Scout Guide camp was held on 30th Jan to 02ndFeb, 2013.

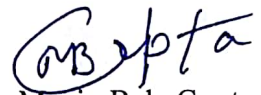
11) Annual performance of faculty and administrative staff has been evaluated.

Outcome of the plan:

- 1) Resolved the issues about expenses of FDPs, Seminar & Workshop and study leaves must be given to faculties for doing research work and other courses.
- 2) Students are enhancing their innovative skills, ideas, knowledge and they are also developing their personality and knowledge through participation in various competition & orientation programme.

- 3) Parents have got information about the progress report of their children in parent-teachers meeting. By this information, they can guide and make the career of their children.
- 4) Students have also attained practical exposure through industrial & educational visits and interaction with alumni.
- 5) On the basis of annual performance, few teaching & non-teaching staff has been promoted.
- 6) Securities & discipline is maintained inside the college campus due to installation of CCTV camera.


Mr. Kapil Naramg
IQAC Coordinator


Dr. Manju Bala Gupta
Principal