



# 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 11<sup>th</sup> June, 2013.

## 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.) Manju Bala Gupta

4. Dr. Sanjay Mehrotra

5. Mr. MukulSaxena

6. Mr. Kapil Narang (IQAC Co-ordinator)

#### STUDENTS

1. Pooja Saraswat

2. Nikita Bhatnagar

3. Rajeev Kumar

4. Harbindra Kumar

5. Saket Gupta
6. Ritika 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

**STAKEHOLDERS**

1. Mr. R.K. Malik (Architect)
2. Mr. Abhinav Agarwal (CA)

**INDUSTRIALIST**

1. Mr. S.P. Pougla

**EXTERNAL EXPERTS**

1. Prof. Girjesh Kumar

*Saket Gupta*

*Ritika Sharma*

*Dr*

*Sanjeev*

*Vineet Kaur*

*Nidhi*

*Anurag*

*Agarwal*

*R.K. Malik*

*Agarwal*

*Satyapal*

*Prof. Girjesh Kumar*

## 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, 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



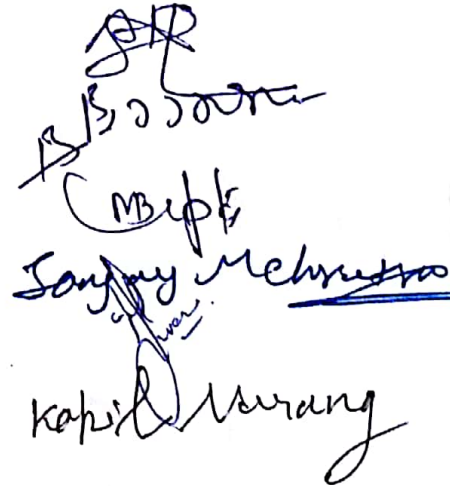
#### SENIOR ADMINISTRATIVE OFFICERS

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



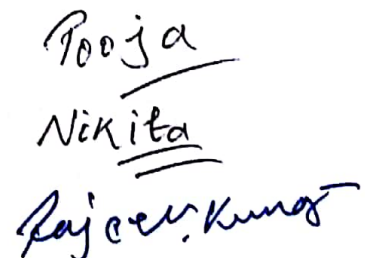
#### TEACHERS

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. PoojaSarawat
2. Nikita Bhatnagar
3. Rajeev Kumar



4. Harbindra Kumar
5. Saket Gupta
6. Ritika Sharma

Adhikary  
Datta  
Agarwal

**NOMINEES FROM STUDENTS ALUMNI**

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6. Mr. Antriksh Agarwal

Sanjeev  
Nidhi Vineet Kaur.  
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- 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

**IQAC MEETING AND ACTION TAKEN REPORTS OF**  
**R.S.D. ACADEMY , MORADABAD, PIN-244001, (2013-14)**

A Meeting of IQAC was held on 4<sup>th</sup> July, 2013 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) Orientation & Social Awareness Programme.
- 4) Student Mentoring.
- 5) Seminar and workshop.

**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.) ManjuBala 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. Grijesh Kumar
- 16 Mr. Rahul Katyal
- 17 Mrs. Nidhi Singh
- 18 Pooja Sarawat
- 19 Rajeev Kumar
- 20 Harbindra Kumar

- 1) The minutes of last meeting were confirmed.
- 2) The first IQAC meeting for Academic Session 2013-14 was held on 4<sup>th</sup> July, 2013 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. By Dr. (Mrs.) Manju Bala Gupta, Principal.
- 3) Initiating the agenda item the chairperson requested the IQAC Co-ordinator to place the agenda item for discussion. Mr. Kapil Narang placed the agenda items and after through discussions 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 Mr. Kapil Narang.
- 5) IQAC cell decided about the various curricular activities in session 2013-14, these were as follows :-
  - a) Intra-department competition and orientation programme should be organized 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.
- 6) Activities under the NSS programme and scout guide camp will be organized by institution as per instructions given by university.
- 7) Mr. Kapil Narang said that these activities should be followed according to the academic calendar and teaching plans & methodologies must be prepared by faculty of each department.

The meeting ended with a vote of thanks to 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) Mentor must be allotted by HOD to each student for solving their problem and to guide them.
- 4) Statistical data of AQAR must be typed & submitted to IQAC Coordinator.
- 5) To prepare the teaching plan & methodologies for enhancing teaching- learning process

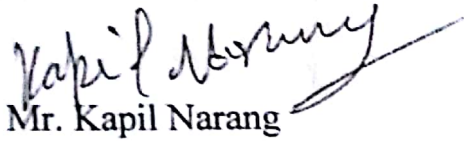
### **Work Completed :**

- 1) Orientation Programme of B.Ed. B.Com & M.Com was held on 24<sup>th</sup> & 25<sup>th</sup> July, 2013.
- 2) Orientation Programme of B.B.A. and B.C.A. was held on 16<sup>th</sup> August, 2013.
- 3) Guest- Lecture on 'Learning skills of language' was held on 24<sup>th</sup> August, 2013.  
Resource Person: Mr. Vishal Maggu  
British School Language
- 4) Cricket match between faculties and students was held on 21<sup>st</sup> Sep, 2013
- 5) Seminar on " Innovation in Education " was held on 24<sup>th</sup> Oct, 2013  
Resource Person: Dr. Jai Pal Singh Vyas  
Department of Education- Hindu College, Moradabad
- 6) Mentor has been allotted by HOD at the beginning of session and guide about their career, skills through career & guidance cell.
- 7) Statistical data of all criterion has been typed and submitted to IQAC Coordinator.
- 8) Teaching plan & methodologies of each student has been prepared by faculty of each department.
- 9) Educational tour of B.Ed, M.Ed & B..T.C. went to Nainital on 11/01/2014

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

- 1) More participation of students have been increased in workshop and guest lecture for enhancing knowledge , skills which is very helpful in shaping their attitude & career.
- 2) Students have learned many innovative methods through teaching plan and methodologies which is discussed by faculties in the classes.

3) Students have also attained practical exposure through industrial and interaction with alumni.

  
Mr. Kapil Narang

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 30<sup>th</sup> Jan, 2014 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**

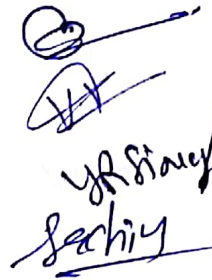
#### **CHAIRPERSON / MANAGEMENT REPRESENTATIVES**

Dr. (Mrs.) Guru Saran Kumar



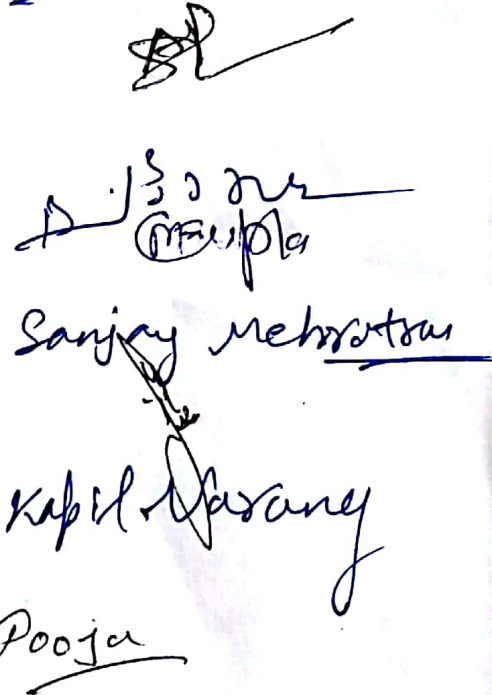
#### **SENIOR ADMINISTRATIVE OFFICERS**

1. Mr. VedPrakashPokhryal
2. Mr. Vineet Kumar
3. Mr. Yadram Singh
4. Mr. SachinMehrotra



#### **TEACHERS**

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



#### **STUDENTS**

1. PoojaSarawat



2. Nikita Bhatnagar
3. Rajeev Kumar
4. Harbindra Kumar
5. Saket Gupta
6. Ritika Sharma

Nikita  
Rajeev Kumar  
Harbindra  
Saket  
Ritika

#### 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

Rahul  
Sanjeev  
Vineet Kaur  
Nidhi  
Rohit  
Antriksh  
Agarwal  
R.K. Malik  
Agarwal

#### STAKEHOLDERS

- 1 Mr. R.K. Malik (Architect)
- 2 Mr. Abhinav Agarwal (CA)

#### 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, (2013-14)**

A Meeting of IQAC was held on 30<sup>th</sup> 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) Seminar & workshop
- 3) External Examination
- 4) Parents Teachers association meeting.
- 5) Social awareness programme.
- 6) Alumni Meet
- 7) 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
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. Pooja Sarawat

20. Rajeev Kumar

The second IQAC meeting for Academic Session 2013-14 was held on 30<sup>th</sup> Jan, 2013. 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.) ManjuBala Gupta, Prinicipal.

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 minutes 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) To organize the various social awareness programme and rallies on stop the use of polythene, World Environment & Glaucoma Day, Blood and Eye donation with MUNAS.
- 5) Dr. (Mrs.) Manju Bala Gupta said that to purchase the more number of books to each department with latest edition.
- 6) Plan for next year –
  - a) Follow the same curricular activities which has been done in previous year
  - b) Amendments in discipline & seating arrangement committee.
  - c) Use innovative techniques in teaching methods.
  - d) Programme on value based education.
  - e) Upgradation & computerisation of library

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

## Action Taken Report

### Action Plan:-

- 1) Seminar on "Women Empowerment"
- 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) To organize educational & industrial tour
- 7) NSS & Scout guide camp will be conducted by institution.
- 8) Procurement of books.
- 9) To conduct spoken English & Personality Development classes on regular basis

### Work Completed:

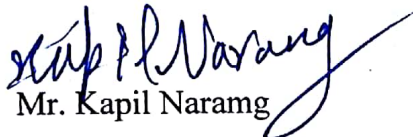
- 1) Seminar on Women Empowerment was held on 9<sup>th</sup> March, 2014.  
Chief Guest- Late Smt. Beena Agarwal (Mayor. MBD)
- 2) Examination work has been done by discipline and seating arrangement committee and there was no malpractice found during exams.
- 3) Parent-Teacher association meeting was held on 2<sup>nd</sup> June, 2014.
- 4) Spark talent hunt (Annual fest) was held on 1<sup>st</sup> March, 2014.  
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 3<sup>rd</sup> May, 2014  
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) World Glaucoma Day was held on 12/03/2014  
Chief Guest: Ms. Shikha Gupta


- b) Candle march for voting awareness was held on 17/04/2014
- c) World Environment Day, Plantation at Company Bagh was held on 06/06/2014.
- d) Essay writing & poster - making competition was held on 29/03/2014 & 25/04/2014
- 7) Industrial tour of B.B.A., B.C.A., B.Com & M.Com went to Parle G (Rudrapur) on 14/02/2014
- 8) Books has been procured.
- 9) NSS Camp was held on 11/02/14 to 17/02/14 at Mora Milak (village), Moradabad. The following activities has been done under the camp:
- Inauguration of NSS camp starting from the purpose of Rashtriya Seva Yojna (NSS) & voting awareness programme .
  - Rally on Rashtriya Ekta Diwas
  - Survey on Rashtriya Jangadhna
  - Rally on Cancer & AIDS Awareness
  - Discussion on Swachhta Avam shaksharta with villagers.
  - Awareness programme on Environment
  - Art Competition was conducted on the last day of camp.
- 10) Scout Guide camp was held on 01/04/14 to 05/04/14.
- 11) Resolved the issue regarding spoken English & Personality Development classes. It is to be conducted twice in a week.

**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 and they are also developing their personality and knowledge through participation in various competition , seminar & social awareness programme.
- 3) Parents have got information about the progress 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 and interaction with alumni.

5) The college has been entered into collaboration with British School of Language to improve communication skills and all-round development of students.

  
Mr. Kapil Naramg  
IQAC Coordinator

  
Dr. Manju Bala Gupta  
Principal