

SDP COLLEGE FOR WOMEN, LUDHIANA

Agenda of the meeting

- To discuss NAAC team visit
- To deliberate on the arrangements for semester examination
- Extension services
- To publish booklet on moral/ethical values



Dr. Geeta Bhandari
IQAC Coordinator

Dr. Neena Aneja
Principal

Date: 15-11-2016

Time: 1-00 p.m

A Meeting of IQAC is held today on 15th of November, 2016 (TUESDAY) under the Chairmanship of Dr. Neena Anuja, Principal S.D.P. College for Women, Ludhiana. The following members are present :-

1. Dr (Mrs) NEENA ANEJA, Principal
2. Dr S.P. Singh Ex-Vice Chancellor
3. Sh. H.K. Chugh General Secretary
4. Dr (Mrs) Geeta Bhandari
5. Mrs. S Verma, Director
6. Dr Pankash Verma
7. Sh Jasveen Chaudhary H.O.T
8. Dr Pankash Kaur Grewal
9. Dr Gurvinderjit Kaur
10. Ms. Neel Kamal
11. Sh Vishal Goel
12. Ms. Ranjapreet Kaur
13. Ms. Esha Gupta
14. Ms. Bonam
15. Mrs MANOU BHASHNEE
16. Dr Mrs Yeena Giam Singh
17. Mrs Sushila Gupta Ex Dy Mayor Sushil Gupta

(1) The Minutes of the previous meeting were read and confirmed.

Follow up points were taken up in this meeting

(2) Co-ordinator Dr Geeta Bhandari welcomed the new members and introduced Dr S.P. Singh, Ex Vice Chancellor GNDU, Amritsar.

(3) First of all the visit of NAAC Team was discussed and it was suggested

by Sh S.P. Singh that one member from each category should be present so to discuss the requirements of each category and solutions to be resolved properly for quality maintenance.

(4) It was suggested that non-members should not be allowed in the meeting whatsoever the reason be.

(5) It was suggested that Committee Members of IQAC should be revised and non-interested members may be replaced with the interested ones.

(6) It was further suggested that the members should be requested to be present in the meetings of IQAC and they should be punctual about their presence in time.

(7) It was discussed that the members who are required to be present at the time of arrival of NAAC team should be present with full punctuality so to avoid any kind of inconvenience to NAAC team.

(8) It was further suggested that the proceedings at the time of visit of NAAC Team should be as per Appendix and the College Teams deputed for various duties should be very much particular about their working properly.

- (9) Duty Chart was discussed and it was suggested that the various Heads of Teams should discuss with their Team Members regarding duties allotted to them much before the visit of NAAC Team so to avoid any kind of inconvenience at the time of arrival of NAAC Team.
- (10) Financial Aspects were discussed and it was suggested that the estimated payments/expenditure required at the time of NAAC Team visit, should be got approved and the concerned employee deputed on duty must have much cash as per requirements.
- (11) It was also discussed that the constitution of IQAC should be updated before the meeting as per guidelines given by UGC.
- (12) Itinerary may be circulated to all the members so to aware them with the latest proceedings of IQAC meeting. E-mails can also be posted to the members.
- (13) It was also suggested that each and every team should be provided with liquid cash for T.A. etc allowances to be given to the visiting team.
- (14) It was also discussed that the NAAC Team is directly concerned

with the institution and Teams of Institution. So the Management have a least concern with the NAAC Team, even then, one or two members can join the Team of Institution at the time of inspection of NAAC Team or at the time of hospitality providing to NAAC Team.

(15) It was further discussed that one senior Member of the Institution should remain present each and every time with each member of the Team for fulfilling their demands regarding formalities and queries required regarding the NAAC inspection. Mr. Vasreen Chauhan was suggested to co-ordinate with all the Teams representing the Institution for NAAC inspection and to guide these teams for better performance.

(16) It was also discussed that the required transportation should be arranged for picking and dropping of the members of NAAC Team from their checking out and checking in points.

(17) The Heads of each team should provide the personal telephone numbers to the members of NAAC Team whom they are accompanying during their visit. It was proposed that NAAC

Room should be provided with each and every facility required to NAAC Team such as Computer, operator - one, for preparing supplementary copies from Lap Top updated with latest windows, Stationery required minimum 4-Pen Drives, A-4. Bond papers for copies required, schedule to be given to every official plus other facilities required by the team.

(18) It was also unanimously approved that the Tuck shop should be got operative in the college canteen. Hygienic condition of the toilets should be checked and if not found in proper order, the College Team on Duty will get it hygienic before the visit of NAAC Team.

(19) It was also unanimously approved that a Cultural Programme of 45 to 60 minutes should be presented as per the availability of NAAC Team. Students and Teachers participating in the Cultural Programme should be informed well before the time so that they can make their preparations for the representation.

(20) Strong Room for Examination Branch to be provided so that system of examination should be transparent.

(21) Academic & Non-academic Calendars

should be got approved before the visit of NAAC Team.

(22) it was also recommended and suggested that that the copies of the last assessment should be followed up.


(23) It was decided that Exit Meeting will be held with Principal, co-ordinator and members of NAAC Peer Team.

(24) Route to visit the Departments will be finalized much before the time of NAAC Team.

(25) it was decided that training should be given to the Teachers regarding quality assurance and NAAC visit.

(26) it was also recommended that C.A. students must be available on duty during NAAC Team visit.

Meeting ended with thanks to the Chair.


Co-ordinator

Principal