



ISO 9001-2006 CERTIFIED INSTITUTION

S.D.P. College For Women

RE-ACCREDITED A GRADE BY NAAC

Behind Fort (G.T.Road, Near Power House)

Daresi Road, LUDHIANA - 141 008.

New Additional Site : Vill. KHAWAJKE-MANGAT

Rahon Road, Ludhiana.

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Dated: 30th September, 2022.

Ref:SDP/C/2022/

All the Hon'ble Members of I.Q.A.C.
S.D.P.College for women,
LUDHIANA.

Respected Sir/Madam,

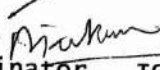
A meeting of the members of I.Q.A.C. will be held on 7th October, 2022 (Friday) at 12:00 Noon in the Principal Office under the Chairmanship of Dr. Ravi Kant, Principal, S.D.P.College for Women, Ludhiana. The following Agenda will be discussed:-

1. To confirm the proceedings of the last meeting.
2. To consider regarding follow-up Action/Progress on the Resolutions of last I.Q.A.C. meeting.
3. To discuss the Action Taken Report of Annual Action Plan 2021-2022.
4. To approve and discuss IQAC Annual Action Plan 2022-2023.
5. To deliberate on the recommendations given by NAAC Peer Team members during NAAC visit.
6. To develop a monitoring system for measuring and recording students Progression yearly at department level.
7. To organize awareness program on code of conduct to be followed by the students in the Campus.
8. To promote the usage of Infilbnet, e-resources among teachers and students for effective teaching and learning.
9. To discuss regarding discontinuation of Library Module in JSR Software.

Thanking you,

Yours truly,


Coordinator IQAC


Co-coordinator IQAC


Principal

Dated: 7-10-2022

Time: 12:00 Noon 145

A Meeting of Members of Internal Quality Assurance Cell (IQAC) is held today i.e. on 7th October, 2022 at 12:00 Noon (FRIDAY) under the Chairmanship of Dr Ravi Kant, Principal S.D.P. College for Women, Ludhiana in the Managing Committee Room of S.D.P. College. The following Members are present:-

1. Dr Ravi Kant, Principal Ravi Kant
07.10.22
2. Sh H. K. Chugh, General Secretary H. K. Chugh
3. Mrs. Ruby, Co-ordinator Ruby
4. Sh Ajay, Co-coordinator Ajay
5. Sh Jasveer Chauhan, Principal Jasveer Chauhan
6. Dr. Sanjiv Bindra, Principal Dr. Sanjiv Bindra
7. Ms. Neel Kamal, Neel Kamal Neel Kamal
7/10/22
8. Ms. Sonia, Sonia Sonia
7/10/22
9. Ms. Sudesh Bhalla, S Bhalla S Bhalla
10. Dr. Ranjana Sood, Ranjana Ranjana Sood
7/10/22
11. Ms. Saminder Saminder Kaur Saminder Kaur
12. Ms. Ravika, Ravika Ravika
13. Dr. Shikha Mishra, Shikha Shikha
14. Ms. Sukhjinder Kaur, Sukhjinder Sukhjinder
15. Dr. (Mrs.) Balvinder Kumari, Balvinder Balvinder Kumari
07/10/22
16. Kumari Samidhi (Head girl) Samidhi Samidhi
17. Kumari Sidak (deputy Head girl) Sidak Sidak

1. The meeting started with the permission of the chair. Dr Ravi Kant (Principal, S.D.P. College & chairperson IQAC) offered welcome to Sh Jasveer Chauhan (Principal S.D.P. Sen. Sec. School & IQAC Member), Dr. Sanjiv Bindra (Principal, Sh O.P. Gupta S.D.P. Sen. Sec. School & IQAC Member) and

other IQAC Steering Committee Members.

2. Dr Ravi Kant, informed the house that new IQAC composition for the session 2022-2024 has been formed. He introduced the new members in the House. IQAC COMPOSITION 2022-2024 is as follows:

Chairperson : Dr. Ravi Kant

Management Members

- 1) Sh H.K. Chugh, General Secretary
SDP College and Managing Committee
- 2) Sh Manish Bhasin, Member, SDP College and
Managing Committee
- 3) Dr S.M. Sharma, Director, SDP College

Senior Administrative Officer/Manager/
Office Superintendent

- 1) Sh Jasveer Chauhan
- 2) Dr Sanjiv Bindra
- 3) Mr J.N. Anora

Coordinators

IQAC Coordinator : Ms. Ruby
IQAC Co Coordinator : Ms. Day

External Members

- 1) Dr Ashwani Bhalla, Deputy Director
DPI Mohali Punjab
- 2) Dr Mukesh Anora, Retd. Professor SCD
Government College, Ludhiana
and Member Senate P.U.,
Chandigarh.
- 3) Dr Dharam Singh Samaha, Registrar JGNPSO,
Patiala.

4) Dr Pardeep Walia, Principal JCS Government College, Ludhiana.

Teacher's Representative

- 1) Ms. Neel Kamal
- 2) Ms. Sudesh Bhatta
- 3) Ms. Saminder
- 4) Ms. Sonia
- 5) Ms. Sulchinder
- 6) Dr Shilpa Mishra
- 7) Ms. Ranika

Technical support for formation and updation of AQAR on NAAC Portal and other technical work: Ms. Reena Rani, Mr Satnam Singh

Student's Representative

- 1) Km. Samidhi, Head girl
- 2) Km. Sidak, Deputy Head girl

Alumni's Representative

- 1) Ms Rozy Jain, Principal Shifali International School, Ludhiana
- 2) Ms. Deepika Singla, Managing Director Ambitious Consultancy Ludhiana

3. After the welcome & introduction, Dr. Ravi Kant handed over the proceedings of the meeting to Ms. Ruby (IOAC Co-ordinator) and permitted her to start the meeting.

4. Ms. Ruby offered warm welcome to new members of IOAC Steering Committee and seek support & co-operation from the members to achieve the action plan and to realize the

Vision and Mission of the Institution.

5. Ms. Ruby started with the Action Taken Report of the last meeting and resolutions adopted were informed to the committee members as follows: -

(1) In the last meeting that was conducted on 29-06-2022, the major points were related to the preparations of NAAC visit which was on 25th & 26th August, 2022. So almost the previous agenda points have been achieved and pending points will be continued in this session.

6. After the discussion on the previous Action Taken Report, Ms. Ruby presented the Progress Report of Annual Action Plan of IQAC 2021-2022. She informed the House that activities planned at the starting of the session 2021-22, was successfully completed and some work is in progress.

7. Further Ms. Ruby presented the IQAC Annual Action Plan for the session 2022-2023 and suggestions from the members were invited. A thorough discussion on each point was held. Ms. Ruby said all areas whether it be curricular, co-curricular, extension etc are included in the action plan although constructive suggestions from the members are always open. Thereafter IQAC Annual

Action Plan 2022-2023 passed unanimously.

8. Ms. Roby put up the next Agenda point regarding recommendations given by NAAC Peer Team members during NAAC visit. She read out the recommendations one by one and suggestions from the members were received as follows:-

i) To increase the contribution of the Alumni Association, the Account of Alumni Association can be opened in a bank and more activities could be planned. Ms. Saminder, the In-charge of the Alumni Association directed to follow up.

ii) To facilitate the students for payment of fees, proposal of starting online payment gateway was presented by Ms. Roby. Sh. Jasveer Chauhan also suggested that on the demand of the students, online payment gateway should be started at the earliest.

All the members agreed to the proposal unanimously. Principal Dr. Ravi Kant deputed Mr. Ranika (Head Dept. of Computer Science) to collect the fresh quotations of payment gateway and get it done at the priority.

iii) Dr Balwinder (Librarian & special Inviter) suggested that self employment for the students can be started. She further said that Diploma in Library Sciences or Bachelor Degree in Library & Information Science can be started in the College. Sh Jasveer Chauhan suggested that procedure of applying for the courses eligibility and further conditions/requirements should be collected first and proposal for the courses & self-employment should be put forward in time for the necessary action.

iv) Further Sh Jasveer Chauhan suggested that faculty members should apply for Research Projects and in various government schemes. Further he suggested that recommendations should be added in IDAC Action Plan for necessary implementation.

9. Next Agenda point regarding developing monitoring system for measuring and recording student's progression yearly at the department level was discussed. Mrs. Ruby informed the House that due to non availability of the proper record of the progression, we were not able to score more in this metric, therefore we are putting up the proposal of maintaining the Progression

Record at Departmental level.

Further, she discussed the notice formed for the proper implementation of the idea. According to the Notice, Progression Committee will be formed and committee members will make an Excel file where they keep the records of the outgoing students and document any proof also, which will be checked periodically by IQAC Co-ordinators/Principal after every 3-months. All IQAC members agreed to it and passed unanimously.

10. Ms. Ruby presented the next agenda point regarding conducting awareness programme on code of conduct to be followed by students in the campus. It was suggested that code of conduct is to be pasted in the classes and tutorial in-charges should discuss the code of conduct with the students in their tutorials and strictly told the students to follow the rules laid down in the code of conduct failing which necessary action will be taken against them.

11. Further Ms. Ruby informed the house that to increase the usage of ICT and for optimum utilization of resources, it is suggested that usage of Infibinet, e-resources among teachers and students for effective teaching and learning should be promoted.

Dr. Balwinder, Librarian suggested that Library

can be integrated with the Website. A link will be available on the college Website, through which staff and students can access the Infolibnet by logging into their accounts by submitting their e-mail addresses to the Librarian. They will be given user name and password.

Further she said, she needs computer systems for establishing search portal in the library and to make the library modern. Dr Ravi Kant suggested to put the proposal in writing for necessary approval and for the integrations with the Website collaborate with Ms. Ranika.

12. Further Ms. Ruby informed the House that for managing the Record/Data of the Library, e-granthalya software is being used as it is a free software and recommended by UGC also. So Library Module in JSR software is not in the use now. Dr. Balwinder suggested e-granthalya has numerous benefits as compared to JSR. In e-granthalya we have our Server through which we can manage the Library record independently and we can generate QR Code anytime through by scanning the code. Entire Library will get open in the mobile also.

Sh Jasveer Chauhan suggested that cost-benefit analysis of the JSR Software should be done. Ms. Ranika was allotted the task of making the cost-benefit

analysis of the JSR software keeping in the mind the need of the Institution.

13. Dr. Ravi Kant gave vote of thanks to all the members for sparing their precious time and giving valuable suggestions.

The Meeting ended with thanks to the Chair.

Luby

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