



S.D.P. College for Women

RE-ACCREDITED B+ BY NAAC

Behind Fort (G.T. Road, New Power House

Daresi Road, LUDHIANA-141008

New Additional Site : Vill. KHAWAJKE-MANGAT

Rahon Road, Ludhiana

E-mail : sdepcollegeldh@gmail.com

sdpcollegeldh@yahoo.co.in

Website : www.sdpcollege.com

Ref:SDP/C/2023/

Dated: 25th January, 2023.

All the Hon'ble Members of I.Q.A.C.
(Internal Quality Assurance Cell)
S.D.P.College for Women,
LUDHIANA.

Respected Sir/Madam,

A meeting of the members of I.Q.A.C. will be held on 1st February, 2023 (Wednesday) at 2:00 P.M. in the Principal Office under the Chairmanship of Mrs. Sudesh Bhalla, Officiating 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 regarding optimum utilization of Indoor/Outdoor stadium Games.
4. To consider regarding organizing FDP's/Seminars/Conferences/Workshop by the departments.
5. To discuss regarding modernization and improvement in infrastructure facilities in Library.
6. To motivate the faculties to attend Refreshers/Orientations/FDP's/Publication of Research Papers etc.
7. To discuss the Benchmarks given by NAAC regarding various metrics as per criteria's.
8. To deliberate upon the utilization of Add-on-Courses like Cosmetology & English & Skill Courses.
9. To discuss improvement in Sports & Games activities and purchase of Sports Goods.

Thanking you,

Yours truly,

Coordinator IQAC

Co-coordinator IQAC

S. Bhalla
30/01/2023
offg: Principal

Dated: 01-02-2023

Time: 12:00 Noon

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A Meeting of Members of Internal Quality Assurance Cell (IQAC) is held today i.e. on 1st February, 2023 at 12:00 Noon (Wednesday) under the Chairmanship of Mrs Sudeesh Bhalla, officiating Principal S.D.P. College for Women Ludhiana in the Managing Committee Room of S.D.P. College.

The following members are present:-

1. Mrs Sudeesh Bhalla, offg: Principal Sphank
2. Sh. H.K. CHUGH, General Secretary Chugh
3. Mrs Ruby, Co-ordinator Ruby
4. Mrs. Ajay, Co-coordinator marker
5. Dr S.M. Sharma Director S.D.P. College Sushant
6. Sh Jasveer Chohan - QAR
7. Dr Sanjiv Bindra S/Exam
8. Mrs I. N. Arora Arora
9. Mrs Neel Kamal Neel Kamal
10. Mrs Nivedita Arora Nivedita Arora
11. Mrs. Saminder Saminder
12. Mrs. Sonia Sonia
13. Mrs. Tulshinder Tulshinder
14. Dr. Shikha Mishra Shikha
15. Mrs. Ranika Ranika
16. Km. Ritika Head Girl Ritika
17. Km. Sidak, Deputy Head Girl Sidak
18. Dr. (Mrs) Balwinder kumari Balwinder
19. Ms. Minakshi Kumari Minakshi
20. Ms. Satinder Kaur Satinder
21. Ms. Charushama Charushama

1 The meeting started with the permission of the chair.

2 Mrs Sudesh Bhalla (Offg. Principal & Chairperson, IQAC) welcomed Sh H.K. Chugh (Honorable General Secretary of S.D.P. College Managing Committee & S.D.P. Sabha & IQAC Member), Dr Sanjiv Bindra (Principal, Sh O.P. Gupta S.D.P Model Sr. Sec. School, Ludhiana and IQAC Member), Sh Jasveer Chohan (Principal, S.D.P. Sen. Sec. School, Ludhiana & IQAC Member), Dr S.M. Sharma, Director S.D.P. College & IQAC Member) and other Steering Committee Members of IQAC.

3 After formal welcome, Proceedings were handed over to Ms. Ruby (IQAC Co-ordinator) and permitted her to start the meeting.

4 Ms. Ruby offered warm welcome to all dignitaries and IQAC Steering Committee members, Ms. Ruby started with Action Taken Report of the last meeting and Resolutions adopted were informed to the Committee members as follows:-

- i) Ms. Ruby informed the House that to increase the contribution of Alumni Association, the account of Alumni Association should be opened in the Bank. Sh Jasveer Chohan

suggested to collect the amount as per written in the Resolution of Alumni Association in the Alumni Meet to be held in the month of February. Dr S.M. Sharma suggested to create a facebook page of S.D.P. College Alumni to get in touch with old students.

Moreover, Sh H.K. Chugh suggested a Convocation should be planned and can be conducted with the approval of Worthy President Sir.

- ii) Ms. Ruby informed the House that process of starting Payment Gateway has been initiated. Mr Ansa (Office Supdt.) said that proposal of payment Gateway has been sent to RBI for approval.
- iii) Ms. Ruby informed the House that to start the new course (Bachelor in Library Science) in the College, an application for temporary affiliation has been sent to the University. No communication has been yet received from the University in spite of the reminders.
- iv) Ms. Ruby informed the House that staff members have started participating in Seminars/Conferences/ Refresher Courses/Orientation Courses/

Research Projects/Publications. The two faculty members have already availed the Seed Money for participation in Orientation Course and other faculty members have also submitted the proposal.

v) Further Ms. Ruby informed the House that Awareness Programme on Code of conduct to be followed by the students in the Campus has been conducted through tutorials. Dr S. M. Sharma suggested code of conduct should be displayed in the college campus also. Ms. Sukhjinder was deputed to prepare a flex Board and put the board at suitable location.

vi) Ms Ruby said to promote the usage of INFLIBNET, e-resource among teachers and students, their e-mail IDs to be linked for INFLIBNET access. Dr Balwinder Kumari Librarian informed that links have been sent to the teachers they can login and access the e-resources on INFLIBNET. Somehow if some teachers are left they can contact to Librarian. She was further directed to aware and enroll the students also.

- vii) Ms. Ruby informed the House that as per the previous meeting, JSR Software has been discontinued for managing Library Data and as proposed by Librarian, C-grenthalya is being used now and QR-Code has also been generated. There are some technical requirements for making QR Code functional. Dr. Balwinder was further asked to submit the requirements in writing to the Management.

5 After discussing the Action Taken Report of the previous meeting, Ms. Ruby presented the current agenda points. Firstly, discussion regarding optimum utilization of indoor/outdoor stadium games was held. Sh. Jasveer Chohan suggested that we should concentrate on the games after finding out the interest of the students and viability of the game. Further, he said everybody should put in efforts to increase the utilization of Indoor Stadium. Outsourcing can also be done. Ms. Meenakshi (Asstt. Prof. Physical Education) was instructed to submit the list of students, their game of interest and requirements.

6 Ms. Ruby presented next Agenda

Point regarding organizing FPPs/Seminars/Conferences/Workshops by the departments. Sh H.K. Chugh suggested that it is essential for all the departments to conduct the same and it is required in NAAC also. Further he directed Ms. Sudesh Bhallo to circulate the notice regarding the same to the departments.

7 Ms. Ruby presented next Agenda point regarding modernization and improvement in infrastructure facilities in library. Dr Balwinder Librarian informed the House that flooring (with tiles) has already been done. Requirements for infrastructure improvements and AC installation to be submitted by Librarian to the Management for approval.

8 Next Agenda point was discussed regarding faculty to be motivated to attend Refresher/Orientation/FPPs/Publication of Research papers etc. Sh H.K. Chugh suggested Teacher's participation in these kinds of activities should be increased and notice regarding these should be circulated among staff members.

9 Ms. Ruby presented next Agenda point regarding Benchmarks given by NAAC. Mr. Ray (IQAC Co-ordinator) explained the process of NAAC metrics, key indicators, Benchmarks and grading system. He further emphasized that we should follow the Benchmarks to ensure the quality of work, he has also made a Grade Calculator in Microsoft excel so that we can calculate our grade before applying for NAAC. Sh. Jasveer Chauhan suggested the Benchmarks should be discussed with criteria Incharge and work should be done accordingly.

10 Next Agenda point was discussed regarding improvement in sports & games activities and purchase of Sports Goods. Ms. Meenakshi informed the House that requirements have already been submitted to Management for approval.

The Meeting ended with thanks to the Chair.

Ruby
Markam

Shah