



ISO 9001-2008 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.

Email : sdpcollegeldh@gmail.com

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Web site : www.sdpcollege.com

Ref:SDP/C/2023/

Dated: 4th May, 2023.

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

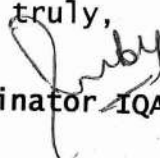
Respected Sir/Madam,

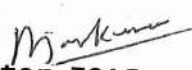
A meeting of the members of I.Q.A.C. will be held on 6th May, 2023 (Saturday) at 1:30 p.m. in the Managing Committee Room of S.D.P.College for women under the Chairmanship of Mrs.Sudesh Bhalla, Officiating Principal. The following Agenda will be discussed:-

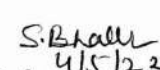
1. To confirm the proceedings of the last meeting.
2. To consider regarding follow-up Action/Progress on the Resolutions of last I.Q.A.C. meeting.
3. To discuss the measures to increase admissions for the upcoming session 2023-2024.
4. To discuss the outcomes of short term skill courses.
5. To discuss about the preparation of Inspection of new courses i.e. B.Sc.(Non-Medical with Computer Science), B.Lib.(Bachelor in Library and Information Science) and B.Voc (Tax, Laws and Management).
6. To discuss about starting of new course i.e. Diploma in Library Science from AICTE and other add on/short term courses in collaboration with Jagat Guru Nanak Punjab State Open University.
7. To discuss the possibility of conducting Green Audit in the campus.
8. To discuss about ISO Certification.

Thanking you,

Yours truly,


Coordinator IQAC


Co-coordinator IQAC


4/5/23
offg:Principal

Dated: 06.05.2023

Time: 1-30 p.m.

162

A Meeting of Members of Internal Quality Assurance Cell (IQAC) is held today i.e. on 6th MAY, 2023 (Saturday) under the Chairmanship of Mrs Sudesh 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 Sudesh Bhalla, Offg. Principal S.Bhalla
2. Sh H.K. Chugh, General Secretary
3. Mrs Ruby, Co-ordinator Ruby
4. Mr Ajay, Co-coordinator Mishra
5. Dr S.M. Sharma, Director S.D.P. College Sushant
6. Sh Jasveen Chohan Sh. Jasveen
7. Dr Sanjiv Bindra Dr. Sanjiv
8. Mr Iqbal Nath Arora
9. Mrs Neel Karal Neel Karal
10. Mrs Nivedita Arora Nivedita Arora
6/5/2023
Samindeh 15/2
Kaur
11. Mrs Saminder
12. Mrs Sonia
13. Mrs Sukhjinder Sukhjinder
14. Dr (Mrs) Shilpa Mishra Shilpa
15. Mrs Ranika Ranika
16. Km Ritika Head girl Ritika
17. Dr (Mrs) Balwinder Kumari Balwinder
06/05/2023
18. Dr. Ranjana Sood Ranjana
19. Km. Sidak, Deputy Head girl Sidak
20. Dr. Dharam Singh Sandhu Dharam
- 21.

- 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 Sharan Singh Sandhu (Ex Registrar, Jagat Guru Nanak Punjab State Open University, Patiala), Sh. Jasveer Chauhan (Principal, S.D.P. Sen. Sec. School, Ludhiana & IQAC Member), Dr S.M. Sharma, Director S.D.P. College & IQAC member), Dr Sanjiv Bindra (Principal, Sh O.P. Gupta S.D.P Model Sr. Sec. School, Ludhiana and 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 Alumni Account has been opened in Central Bank of India bearing Account number 5370058112 and collection has been started Sh Jasveer Chauhan suggested to approach prominent and well placed

Alumni of the College to increase contribution. This fund can be used for the welfare of the students and development of the College. Ms. Niridita was requested to approach the prominent Alumni along with other In-charges.

(ii) Regarding the Payment Gateway, Ms. Ruby informed the House that approval from RBI is still pending. Dr. Dharam Singh Sandhu suggested to approach any Private Bank to expedite the process. Sh. Jasveer Chauhan requested Mr. I. N. Adora (Office Supt.) to follow the suggestion given by Dr. Sandhu and get the Payment Gateway done at the earliest.

(iii) Ms. Ruby informed the House that NAAC Benchmarks has already been discussed with NAAC Co-ordinators and criteria In-charges. Sh. Jasveer Chauhan suggested to make a comprehensive Report of suggestions Criteria wise to improve the metric score in each criteria which further improves the Grade of the College in long run.

5) After discussing the Action Taken Report of the previous meeting, Ms. Ruby started with discussion on current Agenda

points as follows :-

- (i) Ms. Ruby presented the first Agenda point i.e. to discuss the measures to increase admissions for the session 2023-24. She informed the House that with the efforts of all the faculty members more than 2000 contacts of Plus 2 students of various schools has been collected, regular phone calls to the students, free skill enhancement courses have been made, pamphlets have been distributed in schools and through Newspapers, Banners has been placed in nearby feeding areas and at prominent locations. Further Dr. Stanam Singh suggested to increase the social media presence, make website more dynamic, videos of successful and well placed students speaking about the college should be posted on social media, NSS/NSS activities to be highlighted on the website). Job oriented courses should be highlighted, scholarship & fee concession schemes should be highlighted, whatapp group of Pass out students should be made and they should also be approached to publicize the college, College should be made co-educational. Dr. S.M. Sharma said discussion regarding co-education will be held with the Worthy President Sir for

for further follow-up. Sh. Jasveer Chakhan suggested to invite S. Surjit Singh Sarpanch of the Noorwala Village and one more village should be adopted by N.S.S. Further Dr. Ranjana suggested to invite the prominent Principals/ Superintendents/N.G.O.s on the note of get together in the college for honour and to increase admissions. Ms. Sudesh Bhatta directed Dr. Ranjana and Ms. Nindita (Admission Co-ordinators) to make a list of the persons to be invited and make a detail programme of the Event.

(ii) Next Agenda Point was discussed regarding outcomes of short term Skill Courses. Ms. Ruby informed the House that 5 short term skill courses have been designed i.e. Skill Development Basic Stitching Course for beginners, Computer Course for beginners, speak English fluently, Skill Enhancement Programme for personal grooming and E-commerce and Innovative Business ideas. All these courses are absolutely free and are open to Plus 2 passout students and for final year students. Enrollment of the students has been started and will be open in whole May for increasing admissions in UG & PG Courses.

(iii) Further Ms. Ruby presented next Agenda

point regarding preparation of inspection of new courses (B.Sc., B.Lib and B.Voc) All the files have been made by the concerned Incharges. Inspection dates have not yet been confirmed by the University.

(iv) Further Mrs. Ruby informed the House that the Librarian Dr. Balwinder Kumari has applied for new Diploma course in Library Science from AICTE. Dr. Dharam Singh Sandhu appreciated the idea. Moreover Mrs. Ruby said that we are planning to provide more add on/ short term courses in collaboration with Punjab University or JGNPSEU to the students. Sh. Jasveer Chauhan said that we will see the possibility/ viability of the course and then will apply.

(v) Next Agenda point was discussed regarding conducting Green Audit in the campus for better Accreditation in NAAC. Dr. Sandhu suggested to contact Forest Department to hold Green Audit in the campus. Mrs. Sukhinder was directed to follow the process and apply for the same.

(vi) Mrs. Ruby presented next Agenda point regarding ISO Certification,

she informed the House that till 2019 our institute had ISO Certification, but its Certification was not renewed after 2019. As NAAC has also given importance to ISO certified institutes and it will also help to maintain the quality of the work done in the Institution. Dr Sandhu said ISO Certification is a good idea. Sh. Jasveen Chaudhary said to make a approval of the same to put forward to the Management. Ms. Saminder was directed to follow the process and make approval at the earliest.

(vii) Km Sidak (Deputy, Head Girl) was also asked to give her suggestions. She said the process of clearing 'No Dues' should be short and fine should be collected at one place. Dr Sandhu appreciated her suggestion. Ms. Sudeesh Bhalla said the clearing process will be simplified in next session.

(viii) Ms. Sudeesh Bhalla gave vote of thanks to all the dignitaries and IQAC members for sparing their precious time and giving valuable suggestions.

The Meeting ended with thanks to the Chair.

[Signature]
Minakshi

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Sphank