



S.D.P College for Women

NAAC-ACCREDITED SINCE 2005

Behind Fort (G.T. Road, Near Power House),
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Ref:SDP/C/2025/

Dated: 24th May, 2025.

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 29th May, 2025 (Thursday) at 1:00 p.m. in the Managing Committee Room of S.D.P.College for Women under the Chairmanship of Dr.(Mrs.) Neetu Ohri, Principal. The following Agenda will be discussed:-

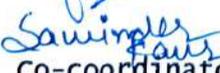
1. To confirm the proceedings of the last meeting.
2. To consider regarding follow-up Action/Progress on the Resolutions of last I.Q.A.C. meeting.
3. To strategize the Admission process for upcoming session 2025-26.
4. To discuss the comprehensive report of Academic Audit conducted for the session 2023-24.
5. To discuss and consider the setting up of Student's Facilitation Centre ahead of admissions.
6. To discuss and consider the renovation/reconstruction of staff washrooms.
7. To deliberate upon installation of solar Panel in the institution.
8. To discuss regarding addition of AICTE Link on the web Site of the College (Mandatory requirement as per AICTE Norms)

Any other item with the permission of the chair.

Thanking you,

Yours truly,


Coordinator IQAC


Co-coordinator IQAC


Principal



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Date: 29th May, 2025

Time: 1:00 p.m. 207

A Meeting of Members of Internal Quality Assurance Cell (IQAC) is held today i.e. on 29-05-2025 (Thursday) at 1-00 p.m. under the Chairmanship of Dr (Mrs) Neetu Chai, Principal S.D.P. College for Women, Ludhiana in the Managing Committee Room of S.D.P. College for Women, Ludhiana. The following Members are present :-

1. Dr (Mrs) Neetu Chai
Principal Neetu Chai
29/05/25
2. Sh H.K. Chugh,
General Secretary H.K. Chugh
3. Sh Jasveer Chaudhan - Jasveer
4. Dr Sanjiv Bindra - Sanjiv
5. Ms. Ruby, IQAC Co-ordinator Ruby
29/5/25
6. Mrs Sonia, IQAC Co-ordinator - (on leave)
7. Mrs Saminder Saminder
29/5/25
8. Mrs Neel Kamal Neel Kamal
9. Dr (Mrs) Rangana Sood Rangana Sood
29/5/25
10. Mrs Nivedita Hooda Nivedita Hooda
29/5/25
11. Mrs Sulekhinder Sulekhinder
29/5/25
12. Dr Chitika Mishra Chitika Mishra
13. Mrs Jaspreet Jaspreet
14. Mr Iqbal Nath Hooda Iqbal Nath Hooda
29/05/2025
15. Mr Gurdeep Singh

(1) The Meeting started with the permission of the Chair.

(2) Ms. Ruby (IQAC Co-ordinator) extended heartiest welcome to Sh H.K. Chugh, Hon'ble General Secretary, S.D.P. College Managing Committee and IQAC Member, Dr Neetu Chai.

Handa (Principal, SDP College for Women & Chairperson, IQAC), Sh Jasveer Chaudan (Principal, SDP Sen. Sec. School & IQAC Member), Dr Sanjiv Baidra (Principal Sh O.P. Gupta Model SDP Sen. Sec. School & IQAC Member) and all other IQAC Members.

(3) Dr Neetu Chai Handa, officially offered welcome to all dignitaries and IQAC steering Committee Members. She then handed over the proceeding of the meeting to Ms. Ruby IQAC (Co-ordinator)

(4) Ms Ruby presented the action taken report of the last meeting and resolution adopted were informed to the Committee Members are as follows:

i) In the previous meeting, the first agenda point discussed was related to strategizing for the promotion of admissions in next Semester. Ms. Ruby informed the house that Admission Committee have been formed at the College level. Teachers have visited various schools and interacted with students regarding admissions. Students data has been collected and submitted. Calling to students on daily basis and enquiries handling is in process.

ii) To increase collaboration with

the industry by organizing industrial visits and MOU's. Different departments of College has conducted industrial visits. 11 - Industrial visits were conducted and 7 - MOU's were signed

iii) Regarding Electoral Literacy Club through NSS as per the NAAC guidelines, IOAC Co-ordinator explained the work is already in process as per NAAC guidelines. Sh Jasveer Chaham suggested to complete the work of Electoral Literacy Club in black and white form at the earliest.

iv) Regarding arrangements and preparation of Convocation, Ms Ruby explained that Convocation was held on 19th February, 2025 in the College Campus and degrees were awarded to students of all the streams. Dr Dharam Singh Sandhu, Academic Member, Punjab Educational Tribunal and Sh Jitendra Jorwal, IAS, Deputy Commissioner were the Chief guests of the occasion.

(5) i) After the presentation of action taken report, Ms. Ruby presented the first-agenda point regarding admission process for the upcoming session 2025-26. Dr. Ranjana Soor, Admission Co-ordinator informed the

House about various meetings already conducted by the Principal Madam with all stream In-Charges which included visit to various nearby Schools, distributing pamphlets in all adjoining areas, placing banners of the College at prominent places of the city, distributing mementos to the Principals of the Schools, calling to Plus two (10+2) pass-out students, conducting one to one mentoring & counseling sessions, arranging short term skill courses of Cosmetology and Home Science. She also informed about upcoming Workshops of Basic Computer Course and English Speaking Course to be conducted in summer break for all the enrolled students and plus 2 pass out students completely free of cost.

Further Dr Ranjana explained the progress of online form filling on Admission Portal of Punjab (DHE). Sh Jasveer Chauhan appreciated the efforts of the faculty members and suggested to see the availability of the required faculty for the implementation and execution of the above proposal.

- ii) Further Ms Ruby presented the next agenda point regarding Reports of Academic Audit 2023-24. A detailed and thoughtful discussion take place on the findings of the Academic Audit Report. Dr Ranjana Hood, In charge of Academic Audit Committee informed the

house that a comprehensive analysis has been done keeping in view the recommendations and SWOT analysis done by VATIC Peer Team during their visit in August 2022. Some of the weaknesses identified in the Academic Audit Report are discussed as follows.

- (1) Lack of Research Publications have been figured out. To remove this weakness, Dr Ranjana suggested every year an edited Book/Journal must be published in which college staff members as well as faculty of other colleges can contribute research papers. For this purpose, Research Book and Journal Publication Committee needs to be formed and it is to be added regular feature in Academic Calendar of the College.
- (2) Further to increase strength of students in first year classes, an inter school competitions need to be conducted and this activity also to be added in Academic Calendar for successful implementation.
- (3) ISO should be processed at the earliest. Sh. Jasveer Chauhan suggested to resume

the process and submit the approval for further decision by Management.

(4) Further it was proposed that permission should be given to conduct educational and spiritual tours outside the District also as per the need of the hour and demanded by the students.

(5) To increase more participation of the students in physical and sports activities, one more faculty member to be appointed in Physical Education Department.

Dr. Veeetu Oishi Honda, Principal informed the House that we were already having two faculty members in the Physical Education Department, but one faculty member resigned. Now a vacant post advertisement will be given in the newspaper and faculty will be appointed in the next session.

(6) For the improvement in infrastructure of the College, desks of all the rooms should be changed. As per the demands of students, Library should be fully air conditioned.

6) Ms. Ruby proposed the next Agenda point regarding setting up of students' facilitation Centre. Sh. Jasveer Chohan suggested to

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class using AI Lab cum Room No. 8 (which was newly constructed last year) as staff and faculty facilitation Centre and it is to be kept open for students and faculty members also. Ms Jaspreet, Asstt. Prof. in Dept. of Computer Science (Special In-charge) informed the House that the systems installed in AI Lab are of more power and compatibility and release so much heat so due to lack of Air Conditioning that Lab can't be used optimally. Further, she informed that lack of A.C. is also reflecting in deficiencies of AICTE (BBA/BCA) Report also. Sh Jasveer Chauhan suggested to put the proposal to worthy President Sir for further necessary action and rename AI Lab as AICTE (BBA/BCA) Lab to remove the deficiencies further.

(7) Regarding the renovation/reconstruction of staff washrooms, Ms Ruby presented the poor condition of staff washrooms along with the written request by all the staff members and proposed for their renovation/reconstruction. All the house members agreed to the proposal unanimously. Sh Jasveer Chauhan suggested that the proposal of renovation/reconstruction will be put forward to Worthy President Sir for the approval.

(8) Regarding the next agenda point regarding creating AICTE lab in the men's bar

on the Web Site of the College, as it is mandatory as per AICTE provisions. Sh Jasveer Chohan suggested that the approval should be made by computer department for further processing and necessary decision by the worthy management.

- (9) Mrs Ruby informed the house about the installation of Solar Panel in the Institution. Sh Jasveer Chohan discussed the point in the house and informed that Solar Panel installation is under consideration by Management.
- (10) Dr Neetu Khari Handa gave a vote of thanks to all the committee members for sparing their precious time and giving valuable suggestions.

The Meeting ended with thanks to the Chair.

Ruby
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