

Dated: 19th April, 2022

Time: 12-00 Noon 125

A Meeting of Members of Internal Quality Assurance Cell (IQAC) is held today i.e. on 19-04-2022 (Tuesday) at 12.00 Noon under the Chairmanship of Dr. Ravi Kant, Principal S.D.P. College for Women, Luckhiana in the Managing Committee Room of S.D.P. College. The following members are present:-

1. Dr Ravi Kant, Principal
2. Sh H.K. Chugh, General Secretary
3. Mrs Ruby Co-ordinator
4. Mr Ajay, Co-coordinator
5. Sh Jasveen Chauhan - Pr
6. Dr Sangeet Bindra - Sangeet
7. Mrs Jaspreet Kaur - JPreet Kaur
8. Mrs Preeti Narula
9. Mrs Sukhinder Kaur
10. Mrs Sonia
11. Dr Ranjana Sood Rongus
12. Dr S.M. Sharma, Director Inshams
13. Mr. Iqbal Nath Arora, Special Invitee
14. Ms. Harpreet Kaur, Special Invitee
15. Km. Numiti (Head girl, SPP College) Numiti

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

2) Dr Ravi Kant (Principal and Chairperson IQAC) officially offered welcome to Sh H.K. Chugh (Honorable General Secretary of S.D.P. Sabha and College Managing Committee and Member IQAC). Dr S.M. Sharma (Director S.D.P. College and Member IQAC), Sh Jasveen Chauhan (Principal S.D.P. Sr. Sec. School Luckhiana and

Member IQAC), Dr Sanjiv Bindra (Principal Shri D.P. Gupta Model Sr. Sec. School Ludhiana and Member IQAC). He welcomed all the Steering Committee members and handed over the proceedings of the meeting to Ms. Ruby (IQAC Coordinator).

3) Ms. Ruby welcomed all the dignitaries for coming in the meeting. Then she started discussion on the IQAC Agenda points with the permission of the Chairperson.

4) Before starting the discussion on the agenda points, Ms. Ruby presented the Action taken report of the previous IQAC Meeting held on January 7, 2022 as follows:

(i) Proposal regarding sponsoring the activities for the community/Social cause to publicize the college name, was presented by Ms. Sukhinder (Member IQAC), one proposal was to publish the notepad bearing the college details (college name, logo, courses and contact) on it, and second was pen and pencil made of paper that can be distributed along with notepads. Sh. Jasveer Chaudhary suggested to make the approval of both the proposals and do it as early as possible.

(ii) Discussion regarding payment gateway

was held, Dr Ravi Kant informed the House that correspondence with the bank is under way to reduce the transaction charges, he will update the progress in a week or two.

- (iii) Regarding the guest rooms and renewable energy sources such as Solar Panel, Dr Ravi Kant informed the House that due to shortage of funds, these points are deferred now.
- (iv) Regarding kitchen garden, it was suggested by Dr Ranjana to make a herbal garden by using those plants which our College already have like plants Tulsi, Alovera etc and sign board should be made. Ms Ruby suggested kitchen garden should be presentable to NAAC Peer Team and board/chart of plant name to be made and pasted along with the plant. Ms. Sulekhinder was deputed this task along with volunteers of NSS and NCC to make the herbal/kitchen garden presentable.
- (v) Ms. Ruby informed the House that MP LAD rooms as common rooms are ready for the functioning, common room board to be placed.
- (vi) Dr Ranjana suggested to re-open the Tuck-shop in the College Campus

as classes are offline now and list of the things to be kept in the Tuck Stop was made on the spot and handed over to the contractor.

(vii) Dr Rangana suggested that motto of our best practice "Wall of Kindness" should be communicated to all the students specially first year students. Students should be made aware of the purpose of "Wall of Kindness". Ms Jasdeep/ Ms. Sulchjinder was deputed for wall writing and to make a sign board.

(viii) Dr S. M. Sharma and Sh Jasveen Chaudan suggested Administrative office and Library should be upto date as per the NAAC requirement. Dr Rangana informed the House that Library Committee has already submitted the recommendations to Chairperson Dr Ravi Kant for the necessary action.

After discussing the Action Taken Report of the previous meeting, Ms. Ruby started discussion on the Agenda points of the current meeting as follows:-

1. Ms. Ruby informed the House that we are already using a Database Management Software i.e. DSR for adding admission data fees details and record of Test/MST on it. But students are not given unique ID and password for the access of their

information. By assigning unique ID to the students we can manage their assignments, fee notifications and payment gateway can also be made available to the students for payment of fees online. Sh. Jasveer Chauhan & Dr. S. M. Sharma suggested if we are having availability of all these modules, then implementation and optimum utilization must be ensured. They suggested to get it done from the Department of Computer Science under the guidance of IOAC at the earliest.

2 Measures/suggestions for admission promotion for the session 2022-2023 was discussed in the meeting. Dr. Ravi Kant invited the suggestions of the Steering Committee members. Ms. Ruby suggested as enrollment form from the School students have already been got filled by the faculty members, so the concerned teachers should be deputed to be in touch with those students and communicate them about the various courses available in our college and facilities available.

Further it was suggested that students of Sister concern institutions should be motivated and encouraged to take admission in our Institution. Dr. Ravi Kant, Principal should plan the visit of Admission Committee to the concerned institutes as early as possible.

Further Dr. Ravi Kant informed de House

that all faculty members have collected the data of Plus 2 students from the Schools also and calling should be done by the faculty members to motivate and guide the students regarding the career options and facilities available in our College (once their final examinations will get over). Moreover wide advertisement in newspaper/Banners and Social Media should be done.

3 Next Agenda point discussed regarding measures to be adopted for slow learners to recover the loss of studies due to Covid Pandemic. Sh. Jasveer Chauhan suggested Dr. Ravi Kant to formulate a plan to identify the slow learners first, then after discussion with concerned Subject Incharges measures can be planned & implemented.

4 Further Ms. Ruby presented the next Agenda point regarding to set up Infrastructure Committee for the development/maintenance/upgradation of the Infrastructure of the College. Dr. Ramana Sood informed the House that we are already having such committees in our College, Ms. Ruby further suggested that circular regarding the Committee to be issued so that Committee members come to know meetings to be planned by the Chairperson Dr. Ravi Kant and review to be done in case any

changes to be made.

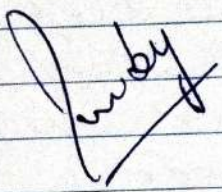
5 Next Agenda point in the meeting was discussed regarding to record the minutes of all academic and Co-Academic events. Ms. Ruby informed the House keeping in view the visit of NAAC Peer Team, it is mandatory to keep the record of the Minutes, all staff meeting held in the Principal office and all Co-academic & Academic events. Dr S.M. Sharma suggested this should be done at the priority. Dr Ranjma suggested we should also prepare the past record of session 2020-21. Dr Ravi Kant Chairperson assured the members that record regarding the meetings will be completed soon.

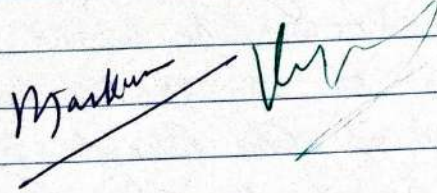
6 At the end of the meeting, Ms. Ruby offered vote of thanks to the members for coming in the meeting & giving their valuable suggestions. She said that I hope in the next meeting, we will be able to achieve all the Agenda Points with the co-operation and support of all of you.

Dr Ravi Kant said that senior faculty members should come to me for the suggestions in advance so that action can be taken in time. Last but not the least, Dr Ravi Kant thanked all the Steering Committee members for

sparing their precious time and
valuable suggestions.

The Meeting ended with thanks
to the choir.

Ruby

Mark