





Ref:SDP/C/2026/

S.D.P. College For Women

NAAC-ACCREDITED SINCE 2005

Behind Fort (G.T. Road, Near Power House),
Daresi Road, LUDHIANA-141008. (Punjab)
New Additional Site : Vill. KHAWAJKE-MANGAT,
Rahon Road, Ludhiana.

Email : sdpcollegeldh@gmail.com

sdpcollegeldh@yahoo.co.in

Web site : www.sdpcollege.com

Dated: 27th May, 2026.

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, 2026 (Friday) at 12:30 p.m. in the Managing Committee Room of S.D.P. College for Women under the Chairmanship of Dr. (Mrs.) Ranjana Sood, Offg. 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 regarding improvement in the infrastructure and other facilities in the library.
4. To deliberate on introducing group insurance schemes and corporate salary accounts for staff, ensuring employee welfare and compliance with mandatory requirements as per All India Council for Technical Education (AICTE) norms.
5. To review and reconsider the proposal for installation of solar panels in the college campus as a step towards sustainability, energy efficiency, and green campus.
6. To discuss and plan effective strategies to increase student admissions for the upcoming academic session as admission process for the session 2026-27 has already commenced as per DHE(Department of Higher Education, Punjab) guidelines.

Any other item with the permission of the chair.

Thanking you,

Yours truly,

[Signature]
Coordinator IQAC

[Signature]
Co-coordinator IQAC

[Signature]
Offg. Principal

Dated: 29th MAY, 2026

Time: 12-30 p.m. 235

A Meeting of Members of Internal Quality Assurance Cell (IQAC) is held today i.e. on 29.05.2026 (FRIDAY) at 12-30 p.m. under the Chairmanship of Dr(Mrs) Ranjana Sood, officiating 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) RANJANA SOOD *Ranjana*
2. Sh H. K. Chugh, General Secretary *H.K.C.*
3. Sh Jasveer Chauhan *Jas*
4. Dr Sanjeev Bindra
5. Ms. Ruby IQAC Co-ordinator *Ruby*
6. Ms. Saminder IQAC Co-Coordinator *Saminder*
7. Ms. Neel Kamal *Neel*
8. Dr Shikha Mishra *Shikha*
9. Ms. Sukhjinder *Sukhjinder*
10. Ms. Nivedita Arora *NiA* *29/5/26*
11. Ms. Ranika
12. Mr I. N. Arora *I.N.A.*
13. Mr Gurdip Singh
14. Ms. Sunidhi *Sunidhi*
15. Mr Saraswatas *Saraswatas* *29/5/26*
16. Ms. Jaspreet *Jaspreet* *29/05/2026*

The meeting started with the permission of chair.

- 1) Ms. Ruby (IQAC Coordinator) extended a heart felt welcome to Sh H. K. Chugh, Hon'ble General Secretary S.D.P. College Managing Committee and IQAC Member, Sh Jasveer Chauhan Principal, S.D.P. Senior Secondary School and IQAC Member, Dr Sanjeev Bindra,

Principal, Sh. O.P. Gupta S.O.P. Model Sr. Sec. School and IQAC Member and all other IQAC Members. She welcomed Dr. Ranzana Sood, officiating Principal under her esteemed Chairmanship, IQAC Meeting is going to be conducted.

2) Dr. Ranzana Sood, officially offered a warm welcome to all the dignitaries and IQAC Steering Committee Members. Dr. Ranzana, conveyed her best wishes to all members and expressed her hope for a productive and successful outcomes from the meeting. She then handed over the proceedings of the Meeting to Ms. Ruby (IQAC Coordinator).

3) Ms. Ruby presented the action taken report of the previous meeting and resolutions adopted were informed to all the IQAC Members as follows:

(1) In the previous meeting, the first Agenda point was related to deliberate on measures for improving the use of ICT tools and innovative pedagogical practices to enhance the teaching-learning process. A committee was formed comprising of all the departments for proper keeping of the record of use of ICT tools to enhance and complement the teaching-learning process.

(2) Regarding the report about formation of the Institute Innovation Council (IIC) by Department of BCA and BBA, as per AICTE guidelines and to review its effective functioning. A

thorough discussion was made regarding the formation of IIC Council, council structure and activity categories of IIC.

Ms. Ruby informed the House that the Institution's Innovation Council (IIC) is an initiative by the Ministry of Education (MoE), Government of India, launched through its Innovation Cell (MIC) in collaboration with AICTE. Its primary goal is to foster a vibrant culture of innovation, research and entrepreneurship across High Education Institutions (HEIs) in India.

The Institution's Innovation Council (IIC) activity framework is structured into four main categories across four quarters (Q1 to Q4) in an academic year, namely IIC Calendar Activities, MIC Driven Activities, Self-Driven Activities and Celebration activities.

Department of BBA and BCA jointly conduct activities as per the theme of IIC and giving exposure to students. Sh. H. K. Chugh and all other members appreciated the efforts of both departments and inspired them to continue such efforts.

- (3) Regarding conducting of more admissions outreach and awareness activities to boost students enrollment in the upcoming session 2026-27, the following initiatives were conducted:

(a) Samarth - "A project to empower a girl, Discover her voice, build her confidence and shape her future" was

initiated under the supreme guidance of Worthy President Sir and leadership of Respected Principal Mam. The following activities were conducted in which students of various adjoining schools participated enthusiastically:

1. Workshop on Demonstration in Kathak (17/01/26)
2. Inter-School model making competition by Department of B.A.B.ed. (31/01/26)
3. Inter-School sports competition by Department of Physical Education (10/02/26)
4. Workshop by Department of Fine Arts (16/04/26).
5. Workshop by Department of Cosmetology (17/04/26).
6. Two days Workshop on Digital Empowerment tools by Department of Computer Science (12/05/26 to 13/05/26).
7. Workshop by Department of Home Science (29/01/26 and 24/04/26).

(b) Meeting with nearly 30 Sarpanchs/NGO's/Social activists of nearby villages were conducted successfully with the support of S. Surjit Singh, Sarpanch, Noorwala Village on 9th April 2026. The event aimed to promote girls education and strengthening community awareness.

(c) visited in various schools, calling on regular basis, handling students' queries, facilitating

the filling of online admission form, regular promotion of courses and admission details through Whatsapp, Social Media, and Digital Platforms, display of admission posters and banners at prominent locations.

- (4) Regarding the renovation of the reception area and adjoining toilets, as these facilities significantly influence the first impression of students and parents during the admissions, a committee was constituted for preparing the proposal of renovation of reception area and adjoining toilets. Committee members were Ms. Sukhinder Kaur, Ms. Harpreet Kaur, Mr. Jagasrati Kumar, Mr. I.N. Arora, Mr. Gurdeep Singh and Ms. Chanda. Approval had been already submitted by the committee members along with quotations and it has already been discussed with Management authorities.

- (5) About the appointment of a student counsellor or the establishment of a structured counselling mechanism to provide student guidance, in accordance with AICTE requirements and the Mental health & National Task Force Survey guidelines, a proposal was formed by AICTE team and put up to the Worthy Management for the necessary decision.

After presenting the action taken report of previous meeting, Ms. Ruby started with discussion on current agenda points as follows:

- 1 Regarding improvement in the infrastructure and other facilities in the library

Ms Ruby informed the house regarding the requirement of improvement in the infrastructure and books facility in the Library. After getting the requisition form all departments, a consolidated approval was put up to Worthy Management. An approval amounting Rs. 46845/- was approved and purchase of new books was made as per NEP 2020. It was also suggested to increase the number of students in the library as per NAAC requirements.

2 Regarding introducing group insurance schemes and corporate Salary accounts for staff, as per AICTE mandatory norms.

Ms. Ruby informed the house about the various insurance and corporate salary schemes available for the welfare of employees and these are mandatory requirements of AICTE. Dr Ranjana Sood also proposed to have these schemes in the institution as these will not only increase any financial liability on Management. Mr H.K. Chugh and Sh. Jasveer Chauhan supported these mandatory requirements for the institution and suggested to take appropriate proposals from banks.

3 Regarding review and reconsider the proposal for installation of Solar Panel

Ms. Ruby informed the House about the proposal regarding the installation of Solar panels have been prepared along with the quotations. Dr Ranjana Sood informed the house that proposal is under consideration of Worthy President.

4 Regarding plan of effective strategies to increase student admission for upcoming academic Session

Ms. Ruby informed the house that Admission Committee had been already formed at College level and during the admission process, till date 150 students were already registered in the College in undergraduate courses and many are in the pipeline also. Approximately 140 students were registered in Collegiate School also and there is significant rise of admissions in Collegiate School also. Dr Rangana Sood, informed the House that Summer Camp will also be conducted in the month of June which shall include sports activities, Spoken English, Cosmetology and computer classes also for the promotion of courses. Mr H.K. Chugh suggested to submit the proposal and approval for the same.

5 Dr Rangana Sood, extended a vote of thanks to all the members for their presence and their valuable suggestions and contributions.

The Meeting ended with a vote of thanks to the Chair.

Ruby
Saini
Joshi

Rangana