



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
sdpcollegeldh@yahoo.co.in
 Web site : www.sdpcollege.com

Dated: 23rd June, 2020.

All the Hon'ble Members of I.Q.A.C.
 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 June, 2020 at 11:00 a.m. in the Principal Office under the Chairmanship of Mrs. Manju Bhashinee, Officiating Principal, S.D.P.College for women, Ludhiana. To avoid the spread of Covid-19 pandemic and due to social distancing norms, physical presence of all the members would not be possible. Thus, we are conducting this meeting with the minimum required college staff members. Please read the following agenda and share your valuable suggestions at sdpcollegeldh@gmail.com till 26th June, 2020. 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 organize Faculty Development Program for developing e-content and online teaching.
4. To ensure proper training to all the teachers for online delivery of lectures, necessary infrastructure like Tripod Stand, a Good Internet Connectivity, webcams, Computers/Laptops, Microphones and master trainer(if need arise).
5. To organize Webinars/online Extension Lecture/online Quiz by the Departments.
6. For online Admission Promotion, Bulk SMS should be sent to all +2 students of different Schools, some activities like quiz etc should be conducted for registered students, and some incentive should be given to the participants and winners.
7. In view of Covid-19 Pandemic safety measures to be adopted at entry and exit points.
8. To discuss the proposal for starting B.Sc(Non-Medical with Computer Science) submitted by Head of Mathematics Department.

Any other item with the permission of the chair.

Thanking you,

Yours truly,


 Coordinator IQAC


 Co-coordinator IQAC


 Principal

Dated: 29th JUNE, 2020.

Time: 11-00 a.m. ⁷⁵

A Meeting of Members of Internal Quality Assurance Cell (IQAC) is held today i.e. on 29-06-2020 (MONDAY) at 11.00 a.m. under the Chairmanship of Mrs Manju Bhashinee, Officiating Principal S.D.P. College for Women, Luckhiana in the Principal office. The following members are present: -

1. Mrs Manju Bhashinee, Chairperson *MBhas*
2. Sh H.K. Chugh, General Secretary *Chugh*
3. Mrs Ruby, Coordinator *Ruby*
4. Mr Ajay, CO coordinator *Ajay*
5. Dr Sanjiv Bindra, HOD *Bindra*
6. Mrs Preeti Narula *Narula*
7. Mrs Sonia *Sonia*
8. Dr Shikha Mishra *Mishra*
9. Mrs Gurgjeet Kaur *Gurgjeet*
10. Mrs Ranjana Sood *Ranjana*
11. Sh Kapil Dev *Kapil Dev* 28/6/2020
12. Sh Jasveen Chauhan. *Chauhan*
13. Dr. Ashwani Bhalla Suggestions received through B Mail
14. Mrs Sushil Verma Suggestions received through ~~WhatsApp~~ ^{WhatsApp}
15. Dr Sharam Singh Sandhu Suggestions received through ~~WhatsApp~~ ^{WhatsApp}
16. Dr S.M. Sharma SMSharma ^{through e-mail.}

(1) Meeting started with the permission of the Chair. Madam Manju Bhashinee introduced the new members of IQAC Steering Committee.

(2) Minutes of the last meeting were read and confirmed by the members unanimously.

3) Follow-up action/progress on the resolutions adopted in the last meeting were informed to the Committee Members. Pending points were taken up for further discussions and action ^{was} taken over in this meeting.

- It was decided that N.S.S. Department should organize an online Extension Lecture/Webinar on the topic of Waste Management or Plastic Free Campus.
- Admission promotion should be continued on social media channels through Facebook, Youtube, W.A.P.P messages etc.
- Faculties should continue their participation in FDP/Seminars/Conferences, and also encourage PG students to participate in such kind of activities.

4) It was further discussed that online Teaching should be continued and Faculty Development Programme should be organized to prepare the teachers for virtual/online teaching.

Dr. Haran Singh Sandha (Principal, Govt. College, Ludhiana & IQAC Steering Committee Member of our

college) suggested that:

- Faculty Training Cell should be constituted on immediate basis to train and motivate teachers regarding online teaching.
- E Content Development Cell should be started in the College for record of content development. All IQAC members agreed to the above suggestions. Madam Manju Bharghinee was asked to decide the members of Faculty Training Cell and E-Content Development Cell to start Faculty Development Programme at the earliest.

5) It was further discussed that for online teaching and delivery of lectures, necessary infrastructure should be made available in the College.

- Sh. H. K. Chugh, General Secretary, S.D.P. College Managing Committee asked Mr. Kapil, Head Dept. of Computer Science & IQAC member, to make a list of the requirements with justification of its use as soon as possible and submit the same to the Principal.
- All IQAC members suggested, that a full time Hardware Technician is required for the proper

of Computers working in the Institution.

6) The House discussed the proposal of organizing Webinars/Extension lectures/Quiz. All members suggested that after the availabilities of the required infrastructure, these activities should be organized. In the meantime the facilities available can be used for the organization of these activities,

- Departments of Commerce, Economics, Maths and Hindi have already submitted their proposal to the Principal.
- Dr. Ashwani Bhalla & Dr. Dharam Singh Sandhu also suggested that Seminars/Conferences with experts be initiated on making College vivid compliant.
- Academic Talk with teachers and parents should be organized to make people aware about the Institution.

7) It was further discussed that for online Admission promotion, bulk SMS should be sent to all aspiring students who want to take admission in first year or all +2 students of different schools.

Sh. Jasveer Chaham (Principal S.D.P. Senior Secondary School & IQAC Steering Committee Members of our College) informed the House that Management has approved the proposal of bulk SMS, SMS should be sent at the earliest.

Mrs Ruby, IQAC Co-ordinator further suggested that some activities should be organized for registered students and some incentives in the form of E-Certificates and Mementoes should be given to the students who will participate in these activities. Members agreed to it.

8) During the discussion regarding Safety measures adopted by the College in view of COVID-19 Pandemic, it was informed by the Chairperson that Safety measures have already been adopted:

- Thermal Scanning and Sanitizers have been placed at both Entry points in the College.
- The entire College was sanitized.

9) Mr. Ajay Kumar, Head Department of Mathematics and IQAC Co-ordinator of our college put up a proposal for starting B.Sc. (Non-Medical with Computer Science) with the IQAC

members for the discussion.

Mrs Sushil Verma, Director & IQAC Steering Committee member of our College suggested that Viability of these courses should be thought over again.

Sh H.K. Chugh & Madam Manju Bhashinee suggested Mr Ajay to check the feasibility of the course again.

- 10) With the permission of the Chairperson one more point was discussed other than the Agenda: Shri H.K. Chugh suggested that the order of Honble Punjab and Haryana High Court is intended to be released on 30/06/2020 regarding the collection of fees by Educational Institutions. If the Court decides in the favour of the Institutions fee collection measures should be adopted by all HOIs. Moreover this is not an issue in colleges.

The Meeting ended with thanks to the Chair.

[Signature]

Manjima

M. Manish
29/6/2020