

To
The Hon'ble Member of I.Q.A.C.
S.D.P College for Women,
Ludhiana.


Respected Sir/Madam,

A meeting of members of IQAC will be held on August 15 August 16 at 1:00 PM in the Principal office under the Chairmanship of Dr. Neena Aneja, Principal SDP College for Women, Ludhiana.

The following agenda will be discussed.

- To confirm the proceedings of the last meeting.
- To discuss follow up action on the last meetings resolutions.
- To discuss formation of IQAC for two session i.e 2016-2017,2017-18.
- To discuss organizing Alumni Meet and to elect office bearers of Alumni Association.
- To discuss Annual Plan for 2016-17.
- To discuss formation of organizational committees.
- To discuss infrastructural and other requirements.
- To establish "Wall of Kindness" for all needy for establishing bond of kindness.
- To establish "Student's Corner" managed by students in the college campus.
- To discuss updation of college website
- To discuss the sanction of seed money to the Faculty Members for the Promotion of Research

Any other points with the permission of the chair.


Coordinator IQAC


Principal
Principal,
S.D.P. College for Women,
LUDHIANA-141008

Date 15-08-2016

Time: 11-30 a.m.

A Meeting of IQAC held on 15th August, 2016 in S.D.P. College Campus under the Chairmanship of Dr. Neena Anuja, Principal S.D.P. College for Women, Ludhiana. The following members were present :-

1. Dr (Mrs) NEENA ANEJA, Principal
2. Dr (Mrs) GEETA BHANDARI
CO-ORDINATOR
3. SH LERH RAJ ARORA Vice-President
4. SH H.K. CHUGH, Gen. Secretary
5. ER H.R. Singla, D.G. LPU, Jalandhar
6. Dr K.N.S. Kang, Director PCTE
LUDHIANA
7. Ms. Sushila Gupta, former Deputy Mayor Sushila Gupta
8. Mrs S. Verma, Director M.C.L. S. Verma
9. Ms Usha Kirem, Alumni
10. Ms. Usha Jain, Director Shefali
International Sr. Sec. Public School
11. Dr P. Verma, Asso. Prof. English P. Verma
12. Ms. P. Grewal, Asso. Prof. Phy. Edu. P. Grewal
13. Ms. Neel Kamal, Asso. Prof. Commerce Neel Kamal
14. Ms. Sudeesh Bhatta, Asstt. Prof. Hindi S. Bhatta
15. Ms. Ranjana Sood, Asstt. Prof. Economics Ranjana
16. Ms. Reena Matta, Asstt. Prof. Commerce Reena
17. Ms. Ruby, Asstt. Prof. Commerce Ruby
18. SH. JASVEER CHAUHAN - JVC

The House discussed the date to organize the Alumni Meet & to elect office bearers of Alumni Association. The Principal put up her plan before the house to organize Alumni Meet.

After thorough discussion on the convenient date for the Meet scheduled for 3rd September, 2016. It was also decided that the office bearers of this Association will be elected on the same day of Alumni Meet. The Principal was authorized to elect the office bearers with the consultation of College Managing Committee & Co-ordinator NAAC & IQAC and inform in the next meeting.

5 Annual Plan for 2016-17 was approved unanimously.

Annual Plan 2016-17 :- IQAC ACTION PLAN
2016-17

Slogan : Enhancement of Quality in Education

1. To setup special English Language and Computer Literacy Cell, CONNECTIONS.
2. To stress on Reduce, Recycle and Reuse and make students environmentally sensitive.
3. To organize value based meditations and deliberations under the banner - CHINTAN.
4. To provide students support services to the students by holding Job fairs, Voter Card, Aadhar Card, E-Governance, networking and Account Opening Camps/Workshops with the

help of Industry/Bank/Local Administration

5. To help the students become aware of the different schemes launched by the Govt. for Women Empowerment.

6. To promote research and staff participation in Workshops/Seminars/Orientation/Refresher Courses.

7. To create more Smart Classrooms.

8. To involve students for enlightening the people of the adjoining areas, on making right use of their vote, for clean governance.

9. To procure latest books/journals for the library.

10. To sensitize the students about Organic Food/Farming.

11. To procure latest software for Teaching/Learning.

12. To have Inter/Intra Institutional Interaction.

13. To install Teaching-Learning software.

14. To aim for at least one healthy practice.

15. To collaborate with NGOs for environmental awareness.

16. To ensure student participation in all the committee meetings.

The Agenda discussed is as follows:-

- (1) The Proceedings of the last meeting were read & confirmed.
- (2) The follow-up action on the last meetings Resolutions was discussed at length. The pending points were taken on priority and the concerned deputed persons were requested to follow-up the points.
- (3) Formation of IQAC: The members present in the meeting discussed the performance of IQAC for the last two years. The house appreciated the initiatives & efforts taken by the members and they also expressed their thanks for their selfless contribution to the institution.

As per the IQAC guidelines, the new IQAC will be formed as the term of previous IQAC expired on 30-06-2016. The members present present in the meeting unanimously elected the following members for IQAC of the College for 2016-17 & 2017-18 for two years wef 01-07-2016.

The House unanimously recommended and elected the below mentioned members for IQAC :-

Dr. Neena Anuja	Chairwoman
Dr. Greeta Bhandari	Co-ordinator
Sh. Lech Raj Arora	Vice-President SDP Sabha (Regd)
Sh. H. K. Chugh	Gen. Secretary SDP Sabha (Regd) & college
Dr. S. P. Singh	Ex Vice Chancellor GND University, Amritsar
Prof. Satish Sharma	Member DAV Managing Committee and Director Punjab DAV Colleges
Mr. K. K. Dhillon	Ex-Registrar Regional Engineering College Jalandhar & Governor Rotary Club
Mrs S. Verma	Director S.D.P. Educational Institutions
Sh. Jasveer Chauhan	Principal S.D.P. Sr. Sec. School, LUDHIANA
Dr. (Mrs) Sanjiv Bindra	Principal Sr. O.P. Crypte SDP Model Sr. Sec. School
Mrs. Sushila Gupta	Former Deputy Mayor Municipal Corporation LUDHIANA.
Mrs. Usha Kiran	Alumni
Mrs. Usha Jain	Director Shefali International Sr. Sec. Public School, Rahon Road & Sander Nagar Helianthus Public Sr. Sec. School Alumni

Dr Mrs Veena Mann	Associate Professor
Ms. Manju Bhasnee	Associate Professor
Ms Parakash Grewal	Associate Professor
Ms. Gurinderjit Kaur	Associate Professor
Ms. Meel Kamal	Associate Professor
Ms. Esha Gupta	Asstt. Professor
Ms. Ranjpreet	Asstt. Prof. & Prog. officer N.S.S
Ms. Poonam	Asstt. Professor
Mr Vishal Goyal	Asstt. Professor
Ms. Neha	Head Girl
Ms. Akanksha	Deputy Head Girl
Ms Simran	Cultural Secretary

(4) Formation of organizational committee:-

Principal informed the House that organizational committees for 2016-17 have been formed. The members approved the committee unanimously.

(5) Infrastructural & other Requirements:-

The Principal & IQAC Co-ordinator put up their requirements like white wash and painting of College building, installation of proper sign boards for various locations and furniture required for students and staff. The House requested both of them to put up the list of furniture & other requirement to Managing Committee and after obtaining the approval, the purchases may be done. The members also felt the genuine requirement of white wash/paint work

The Principal assured that within the month or so the work will be done.

(6) To establish WALL of KINDNESS :- The Principal and the Coordinator put up the idea of creating "A WALL of KINDNESS" for the needy to establish bond of kindness. The members appreciated the idea and requested them to get this work done at the earliest. Resolved unanimously.

(7) To establish Students Corner :- The Principal and the Coordinator put up the idea of creating student's Corner for all needy to give a chance to poor students to display their talent and earn some money. The members appreciated the idea and requested them to get this work done at the earliest. Resolved unanimously.

(8) Updation of College Website : the Coordinator informed the House that she has felt the need of updating College Website. The members present were also convinced with her proposal and requested the Principal to look into the matter and issue necessary instructions to the concerned persons for getting this work done. The Principal assured that she will

certainly do it at the earliest. Resolved unanimously.

(9) Seed Money for Research: The IQAC Co-ordinator proposed that some Seed Money may be sanctioned to the Faculty Members for the research activities. The members agreed with the proposal and felt that it will certainly help in the promotion of Research. The Principal assured that the proposal would be sent to the Management for positive action.

The meeting ended with a vote of thanks to the chair.

Arun Bhandari
co-ordinator

* Principal