



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](mailto:sdpcollegeldh@gmail.com)

[sdpcollegeldh@yahoo.co.in](mailto:sdpcollegeldh@yahoo.co.in)

Web site : [www.sdpcollege.com](http://www.sdpcollege.com)

Dated: 23<sup>rd</sup> 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 29<sup>th</sup> 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](mailto:sdpcollegeldh@gmail.com) till 26<sup>th</sup> 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: 29<sup>th</sup> JUNE, 2020.

Time: 11-00 a.m. <sup>75</sup>

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 Mr Manju Bhashinee, Officiating Principal S.D.P. College for Women, Durgiana in the Principal office. The following members are present:-

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

(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.

a) 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 <sup>was</sup> 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.

b) 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 Vardha (Principal, Govt. College, Ludhiana & IQAAC 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 Bhasinee 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 working.

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 Chaudhan (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: Sh. 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]*

Manjushree

Manjushree  
29/6/2020



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: 5th October, 2021.

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 19th October, 2021 at 11:00 a.m. in the Principal office under the Chairmanship of Dr.(Sh.)Ravi Kant, Principal, S.D.P.College for Women, Ludhiana. 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 the outcomes of the Action Plan 2020-21.
4. To discuss and approve the Annual Action Plan 2021-22.
5. To start the working of newly constructed rooms under MP Lad Grant.
6. To start and set up some renewable energy source in the Institution.
7. To sign MOU's with research institutes, Academic and Schools other than sister Institutions.
8. To create the separate fund for Placement/Industrial visit/seminars regarding career counseling.
9. To discuss regarding infrastructure augmentation of guest room.

Thanking you,

Yours truly,

Coordinator IQAC

Co-coordinator IQAC

Principal



Dated: 19<sup>th</sup> OCTOBER, 2021

Time: 11-00 A.M.

109

A Meeting of Members of Internal Quality Assurance Cell (IQAC) is held today i.e. on 19-10-2021 at 11-00 a.m. under the Chairmanship of Dr (Sh.) Ravi Kant, Principal S.D.P. College for Women, Dadhiana in the Managing Committee Room of S.D.P. College. The following Members are present :-

1. Dr Ravi Kant, Principal *RK*
2. Sh. H. K. Chugh, General Secretary *H.K.C.*
3. Mrs Ruby, Co-ordinator *Ruby 19/10/21*
4. Mr Ajay, Co-coordinator *Ajay 19/10/21*
5. Sh Jasveer Chauhan - *Jasveer 19/10/21*
6. Dr Sanjeev Bindra *Sanjeev 19/10/2021*
7. Ms. Preety Navla *Preety 19/10/21*
8. Ms. Sonia *Sonia 19/10/21*
9. Dr Rangana Sood *Rangana 19/10/21*
10. Dr Shilpa Mishra *Shilpa 19/10/21*
11. Mrs Sulchjinder Kaur *Sulchjinder*
12. Mrs Ranika (Special Invitee) *Ranika 19/10/2021*
13. Mrs Jaspreet Kaur *Jaspreet Kaur 19/10/21*
14. Ms Gurjeet Kaur *Gurjeet 19/10/21*
15. Dr Mukesh Anora (Suggestions received online)
16. Dr S.M. Sharma *S.M. Sharma*
17. Dr Ashwani Bhalla (Suggestions received online) *Ashwani 19/10/2021*

1 Meeting started with the permission of the Chair. Dr. Ravi Kant (Principal, SDP College & Chairperson IQAC) officially offered welcome to Sh. H.K. Chugh (Hon'ble General Secretary & Member IQAC), Sh. Jasveer Chauhan (Principal, S.D.P. Sr Sec. School & Member IQAC), Dr Sanjiv Bindra (Principal, Sh. V.P. Gupta SDP Model Sr Sec. School & Member IQAC), Dr S.M. Sharma (Director, SDP College

110

& Member IOAC) and other steering Committee members of IOAC.

2 After formal welcome proceedings were handed over to Ms. Ruby (IOAC Co-ordinator) and permitted her to start the meeting.

3 Ms. Ruby (IOAC Co-ordinator) offered warm welcome to all Dignitaries and IOAC Steering Committee Members. Ms. Ruby started with Action taken Report of the last meeting and resolutions adopted were informed to the Committee members as follows:

1) It was discussed that reminders to the UGC regarding grant of B.Voc to be sent at regular intervals (until the grant is received, Nomenclature of the Course B.Voc should remain same). Resolved unanimously.

2) Viewers and subscribers of the 'College YouTube Channel' should be increased and knowledge worthy videos to be uploaded as suggested by Sh. H.K. Chugh.

3) Regarding upgrading infrastructure of the Institution, Ms. Ruby informed the House that requirement of I.T. Infrastructure is submitted

to the Chairperson and pending for approval.

Sh H.K. Chugh and Sh Jasveen Chauhan suggested to collect the requirements of all the departments and Dr Ravi Kant should put up the proposal to the Management.

4) Ms. Ruby further informed the House that the process of purchasing "the Payment gateway" is initiated. Sh H.K. Chugh suggested to complete the process at the earliest.

4 After discussing the Action taken report of the previous meeting, Ms Ruby presented the Progress Report of Annual Action Plan of IQAC 2020-21. She informed the House that activities which were planned at the starting of the session 2020-21 was successfully completed and some pending work in progress (Kitchen Garden, Nursery, Meditation Room etc). Sh H.K. Chugh and other members appreciated the efforts of IQAC Steering Committee members and said to continue the pending points.

5 Further Ms. Ruby presented the IQAC Annual Action Plan for the session

112

2021-22 and suggestions from the members were invited. A thorough discussion on each point was held and suggestions from the members were noted down. Therefore IEAC Annual Action Plan 2021-22 was passed unanimously.

6. Further Ms. Ruby put the Agenda point to start the working of newly constructed rooms under MPLAD Grant. Sh. Ravi Kant suggested to shift the Common Room in these rooms, Dr. Ranjima suggested that Common Room should be made lively and enjoyable from the students' point of view, LED should be placed with DD National or DDh dish con...

113  
sources should also be set up. Proposal should be made and to be submitted to the Management.

8 Further Ms. Ruby put up the Agenda point regarding MOU's with research Institutes, Academic and Schools (other than sister Institution) should be signed. Sh. H.K. Chugh said it is very good practice and all should put efforts to sign such MOU's. Ms. Ruby said that B.A.B.Ed Department should meet the Principals of the reputed schools and get their consent for signing MOU's. Dr Ravi Kant also informed the House that one School has permitted the students of B.A.B.Ed to visit and observe the School and can make Project Report. Such associations should be increased more in future, it will help to increase admissions also.

9 It was discussed that separate fund for Placement/Industrial Visit/Seminars regarding career counselling should be created. Mr. Nay said that some time placement drive or extension lecture to be conducted at a very short span of time therefore it can be conducted easily if some fund is available for such activities. Sh. Jasveer Chakran suggested the proposal of these funds should be

114

submitted by the concerned in charges rather all departments should submit the proposal/financial requirement of their department so that it can be put up before the Management and approval can be taken timely.

10 Further Ms. Ruby started the discussion regarding infrastructure augmentation of Guest Room. Dr Ravi Kant suggested one guest room should be made for the outsiders. Sh. H.K. Chugh suggested to make blue print and decide the place and check the feasibility of the guest room.

11 Dr Ravi Kant officially gave vote of thanks to all the Dignitaries and staff members for sparing their precious time for attending the meeting and giving valuable suggestions. Special thanks to those members who gave their suggestions online and could not attend the meeting due to some other engagements.

The meeting ended with thanks to the chair.

Ruby          Markam          [Signature]

**Action taken report of the IQAC Meeting held on 19-10-2021**

Agenda points discussed	Action taken
To discuss the outcomes of the action plan 2020-21.	Action taken report of the annual action plan 2020-21 was presented in the meeting.
To discuss and approve the annual action plan 2021-22	Proposed Annual action plan 2021-22 was presented in the meeting, suggestions from the members were invited and thorough line of action to be taken regarding each point was discussed. At last annual action plan 2021-22 was passed unanimously.
Discussion regarding working of newly constructed rooms under MP-lad Grant.	It was discussed that common room should be shifted in these rooms. So finishing and furnishing of these rooms are underway for the common room to be functional.
To start and set up some renewable energy source in the institution.	Quotations for the renewable energy source (solar panel to be installed) has been floated. Further process is underway.
To sign MOU's with research institutes, Academic and schools other than sister institutions.	It was discussed that Department of B.A.B.Ed. should interact with principals of the schools and get the consent for signing MOU's. Proposal regarding the same is under consideration with Alpine International school and MOU will be signed soon.
To create the separate fund for Placement/Industrial Visit/Seminars regarding career counseling.	<p>It was discussed that for the smooth functioning and conduct of placement drive &amp; extension lectures, proposal of the fund should be submitted for approval and Requirements from the departments should be collected and put up before the management for the approval.</p> <ul style="list-style-type: none"> <li>• Placement fund and IQAC fund has been submitted to principal for the further action.</li> <li>• Requirements of the departments has been collected and categorized item wise with proposed rates. Approval is likely to be made soon.</li> </ul>
To discuss regarding infrastructure augmentation of guest room.	Approval for constructing the guest room is under consideration with the management (worthy president sir), further process is underway.

*Libby Markun*



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: 28<sup>th</sup> January, 2021.

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 5<sup>th</sup> February, 2021 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. 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 Indoor Stadium to be functional for indoor games. Teacher In-charge to be deputed.
4. To consider regarding one shop in College to be used as Tuck-shop and photo-stat facility to be started for the students on payment basis.
5. To discuss the measures for making admission promotion more effective for the session 2021-2022.
6. To discuss the Innovative best Practices for the Institution :-  
i) Nursery should be set-up in the college, Green team to be formed and students will be having information through various awareness sessions
7. To discuss regarding publication of Book on Moral values/Education.
8. To consider regarding MOU's to be signed with the Industry for the placement & training of the students with the support of Management members and staff.

Any other item with the permission of the Chair.

Special request to Members of IQAC Committee :-

Due to worldwide spread of Corona Virus Disease (COVID-19), members are requested to take adequate safety measures. They are advised to come in the Meeting wearing mask and other protective measures.

Thanking you,

Yours truly,

Coordinator IQAC

Co-coordinator IQAC



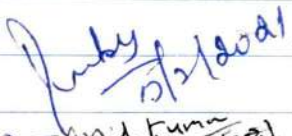
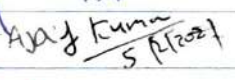
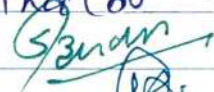



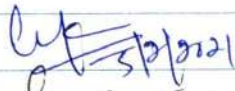

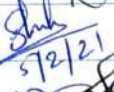
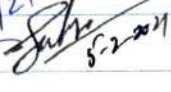
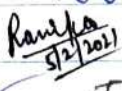
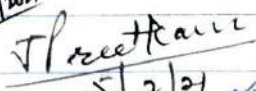
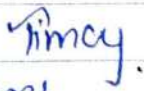


M Bhash  
Principal



Date: 5/2/2021

11:00 a.m. 89

A Meeting of Members of Internal Quality Assurance Cell (IQAC) is held today i.e. on 5/2/2021 (FRIDAY) at 11-00 a.m. under the Chairmanship of Mrs Manju Bhasinnee officiating Principal SDP College for Women in the Managing Committee Room of SDP College. The following members are present: —

1. Mrs Manju Bhasinnee  
oblg: Principal 
2. Sh H.K. Chugh, General Secretary 
3. Ms Ruby Co-ordinator 
4. Mr Ajay Co-Coordinator 
5. Dr. Janji V. Bindra 
6. Sh Jasvir Chavhan 
7. Dr S.M. Sharma, Director 
8. Mrs Beety Narula 
9. Ms Sonia Singh
10. Ms Gurseet Kaur 
11. Dr Mrs Ranjana Sood 
12. Dr Shikha Mishra 
13. Ms Sulchinder Kaur 
14. Ms. Ronika 
15. Ms Jaspreet Kaur 
16. Ms. Timcy (Student Representative) 
17. Ms. Poonam (Alumni) 
18. Mr. Jaswinder Jaswinder Sir 

1) Meeting started with the permission of the

Chair. Ms. Ruby, IOAC Co-ordinator welcomed Sh H.K. Chugh, General Secretary, SDP College & Managing Committee, Dr S.M. Sharma, Director (SDP college), Mrs Manju Bhabhinee, (Chairperson, IOAC) and all IOAC members in the IOAC meeting.

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.

4) Firstly, the House discussed regarding Indoor Stadium to be functional. Dr Ranjana Sood explained which games can be started in Indoor Stadium. Sh H.K. Chugh suggested to arrange the Indoor Games like Badminton, Table Tennis, Chess, Carrom etc in the Indoor Stadium at the earliest. Further, he suggested that Inter School sports competition should be conducted. Sh Jasveer Chauhan, Principal SDP Sr. Sec School also suggested that School level competition should be arranged and proposal for the same to be submitted in writing. Mr. Jaswinder (Asstt. Prof. Phy. Edu. in SDP college), special

invitee, was directed to give the list of the games which can be started in indoor games, requirements needed for conducting Inter-school sports competition in our College.

Ms. Ruby, IQAC Co-ordinator said that these kinds of competitions will help in increasing strength of the College.

5) The House discussed the measures to be adopted for making admission promotion more effective for the session 2021-22. Sh. H.K. Chugh said we should focus on results. Following suggestions were given by the members:

- Madam Ranika (Special Invitee) suggested to conduct some Workshops in Computer Science in our Sister Institutions.
- Dr Shikha Mishra suggested that General Intelligence Test can be conducted (online) for the students and those who cleared the test, scholarship facility should be given to those students. Certificates should be awarded to them. It will act as a motivation for the students.
- Further she suggested that soft copy of the advertising pamphlets should be sent to the teachers of the other schools teaching Plus 2 students. All

House members agreed.

- Sh Jasveer Chauhan further suggested that each department should contribute more in admission promotion by organizing various competitions like Quiz/Dance/Music/Fine Arts/Heritage of their school levels. Dr Ranjana said feeding areas to be sent invitations.
- Ms. Ruby, IAC Co-ordinator further suggested that Inter School debate/declamation/quiz should be conducted at the institution level like we conduct Sh R.L. Bhasin Inter College declamation contest in the college campus to make it popular in the public. All members agreed. Proposal will be made by the Co-Academic Incharge in near future.
- Sh H.K. Chugh said that for the betterment and improvement of the college, feedback from the Parents and Alumni should be collected.
- Ms. Sulchinder said that suggestions/complaints from the students should come forward. Therefore suggestions/complaint Box can be made attractive and easily approachable. Sh Jasveer Chauhan suggested that suggestions/complaints box should be opened

on daily basis so that issues of students can be taken on priority basis.

- 6) Further Mrs Manju Bhashinee (Offg. Principal & Chairperson IQAC) suggested that one shop in the college to be used as Tuck-shop and Photo-stat facility to be started on payment basis, Sh H.K. Chugh suggested that permission from the Management is required in this case. Dr. Ranjana suggested that we should promote women Entrepreneurship, therefore, chance should be given to our needy old students. Sh H.K. Chugh said Dr Ranjana to give the names of the interesting & needy students.
- 7) Further, the discussion continued and move to the next agenda point i.e. to start Innovative best practice for the Institution.

- Ms. Ruby, IQAC Co-ordinator informed the House that we should start at least 2 Innovative best practices for the Institution for the session 2020-2021
- Dr Ranjana explained the idea of the kitchen garden. She explained how we can use the free space to grow vegetables organically in small area, it would be very

unique practice if we start in our institution. By giving the awareness to the students in kitchen garden we can make them financially independent also. Further she suggested that lectures can also be planned with the support of Kheti Virasat Mission

- Further Ms. Manu Bhooshnee suggested that nursery should also set up in the college as we have ample of plants in our campus.

- N.S.S. Volunteers, Ms Sukhjinder and Gardening Committee with Dr. Ramana as In-charge will be joint team for this purpose

- Sh H.K. Chugh and Sh Jasveer Chauhan further suggested that area for the kitchen garden and Nursery should be decided well in time.

8) Ms. Ruby further informed the House that we should inculcate principles of "Samata Daran" in our students. Students should know the constitution of the college. Sh H.K. Chugh suggested that book on the principles of "Samata Daran" has already been published by

Somatom Dhanom Society. Mr Bindra was directed to bring some copies in our College Library so that it can be distributed among the students. Further if need arises, title of the book will be changed in future after doing some editions.

- 9) It was discussed that we should work on the placement of the students. Mrs. Ruby suggested that we should sign more & more MOU's with the Industry to increase the scope of the placements. Sh. Jasveen Chauhan said that Areas/ fields where students can be placed should be collected from the departments first and they will meet the officials in this regard to sign the MOU. Madam Poonam (Alumni & IQAC member) also suggested that placement should become strength of the college. Further she suggested that free coaching classes for competitive Exams can also be started in the college. Madam Poonam along with Sh. Jasveen Chauhan, Mr. Jay, Mrs. Shikha Mishra volunteered to take the lecture for the free coaching classes.

- 10) Dr. Ranjana suggested that Meditation Room should be open and functional. Sh. Jasveen Chauhan said to submit the approval of requirements. Dr. Ranjana will be the Incharge of Meditation Room.

- 11) Mrs. Sulchinder suggested that as the colleges are open for the students now, we should conduct medical check-up camps in our college and basic medical/first aid facility should be available in the college. All agreed to it. After final examinations, in April medical check-up camp will be planned by Dept. of N.S.S.

The meeting ended with thanks to the chair.

Judy

Maykuma

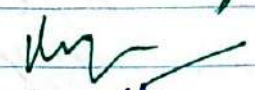

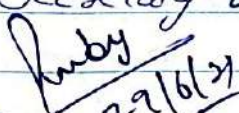
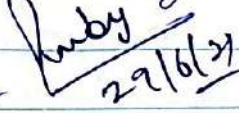


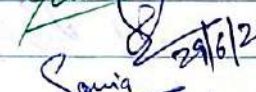
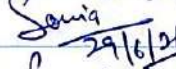
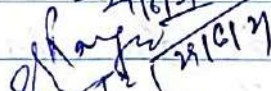
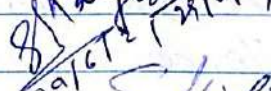
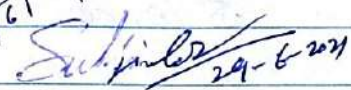
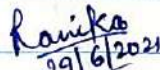
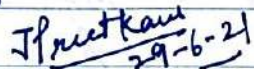
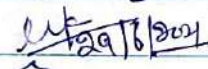
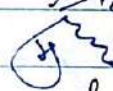
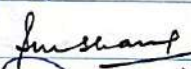
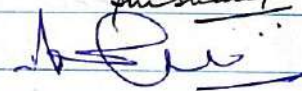
M. J. Hase



Dated: 29<sup>th</sup> JUNE, 2021.

Time: 11-00 a.m. <sup>99</sup>

A Meeting of Members of Internal Quality Assurance Cell (IQAC) is held today i.e. on 29-06-2021 (TUESDAY) at 11:00 A.M. under the Chairmanship of Dr (Sh) Ravi Kant, Principal S.D.P. College for Women 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 Ray, Co-coordinator 
5. Sh Jasviree Chauhan 
6. Dr Sanjiv Bindra 
7. Mrs Preeti Narula 
8. Mrs Sonia 
9. Dr Ranjana Sood 
10. Dr Shilpa Mishra 
11. Mrs Sulchinder Kaur 
12. Mrs Ranika 
13. Ms. Jaspreet Kaur 
14. Ms. Gurjeet Kaur 
15. Dr. Mukesh Anora 
16. Dr. S.M. Sharma 
17. Dr. Ashwani Bhalla 

1) Meeting started with the permission of the Chair. Dr. Ravi Kant (Principal, S.D.P. College & Chairperson IQAC) officially welcomed Dr. Ashwani Bhalla (Professor, SCD Govt. College and Member IQAC), Dr. Mukesh Anora, (Retd. Professor SCD Govt. College & Member IQAC), Sh H.K. Chugh (Honible General Secretary, SDP College & Managing Committee & Member IQAC), Sh Jasviree Chauhan, Dr Sanjiv Bindra

100

(HODs of sister Institutions & Member IQAC), Dr S.M. Sharma (Director SDP College & Member IQAC) and other Dignitaries & staff members & steering Committee Members of IQAC Committee. Dr Ravi Kant described the Committee members of IQAC as an entity to be referred as "Elite Group." It is unique one as it helps in uplifting the allround development of the College.

- 2) Before starting the proceedings of the meeting, Dr Ravi Kant condole the sad demise of Sh K.K. Dhis (Ex-member of IQAC Committee) and said the House to observe 2-minutes' silence.
- 3) After the condolence, Dr Ravi Kant has handed over the proceedings to Ms. Ruby (IQAC - Coordinator) and permitted her to start the proceedings of the meeting.
- 4) Ms. Ruby (IQAC Co-ordinator) offered welcome to all IQAC Steering Committee members and informed the house that we have uploaded AQAR 2019-20 at NAAC portal and it was successfully accepted by NAAC.
- 5) Firstly Ms. Ruby started with discussing Action Taken Report

of the last meeting and Resolutions adopted were informed to the Committee members.

- i) It was discussed that the Agenda points which could not be performed due to Covid restrictions, should be continued in the coming session like Dr. Mukesh Arora suggested to form a Sports Club and encourage the students to participate in solo games. Dr. Ashwani Bhalla suggested to fill the vacant post in Department of Physical Education and in other streams also.
- ii) Further Dr. Ashwani Bhalla suggested to conduct more vaccination/Testing Camps for College and School students of Sister Institutions. Sh. Jasveen Chauhan also suggested to conduct competitions in the feeding areas.
- iii) Agenda points regarding Tuck shop facility and Kitchen garden to be continued in the coming session as and when Institution will be opened for students. All members agreed unanimously.
- iv) Further Dr. Mukesh Arora suggested to conduct Scholarship Test of the students and to formulate

scholarship policy. Sh. H.K. Chugh suggested to conduct parents feedback/suggestions online also. It was discussed that suggestion Box to be kept at secret place preferably in common room as suggested by Dr. Ashwani Bhalla so that students' suggestions and complaints to come forward without any hesitations.

v) Ms. Ruby (IQAC Co-ordinator) informed the House that we have signed 3 MOU's out of these 2 MOU's are signed with Industry and 1 MOU with Skill Bharat Mission. Further Ms. Ruby informed the House that we have also conducted one Webinar in collaboration with Skill Bharat Mission on the Topic "eM SME Funding and Incentive Schemes." All members appreciated the efforts and the cause. Further Ms. Ruby informed the Committee members that our students also participated in the Interview for the post of Mathematics and computer Science conducted in Sh. Ram Lal Bhasin Public School, Ludhiana.

vi) Ms. Ruby informed that we have started one best practice that is "Free Coaching Classes for various

competitive Examinations." All students of different classes joined freely without any payment. Mr. Ajay (Qualitative Aptitude), Dr. Shilpa Mishra (Human Psychology/Pedagogy) and Ms. Salinder (Communicative English) has taken the classes online. Almost 150 students attended the class.

6) After discussing the Action Taken Report, Ms. Ruby started discussion on current Agenda Points. Firstly, the House discussed the possibility of starting new courses which do not affect the already running courses but will increase the strength of the students in the college.

i) Dr. Ashwani Bhatta suggested to promote the vocational course i.e. B.Voc. He suggested to change the nomenclature of the course and content of the course will remain same. Ms. Preeti (Nodal Officer of B.Voc) was directed to write a letter to UAC and decide the new name of the course and to confirm the grant of the course.

ii) Further Mr. Ajay put the proposal of B.Sc. (Non-Medical) and B.Sc., B.Ed., but, Dr. S. M. Sharma suggested that there is less

strength of the students in other colleges running B.Sc. (Non-Medical). But we can go with the idea of starting B.Sc, B.Ed because it is an innovative course and similar course B.A. B.Ed is also running successfully.

iii) Dr. Ashwani Bhalla suggested that we should focus on increasing reach of existing courses towards the society, transport facility to be given to the students, incentive schemes both financial and non-financial should be given to attract & motivate the students.

7) Further Ms. Ruby put the agenda Point To discuss and start the innovative best practices for the Institution:-

i) Dr Ashwani Bhalla said to follow pro-active approach, put efforts to reach towards society. He suggested to make a YouTube channel of the College, make a schedule and organize different activities particularly informative for the students. He further suggested to get the channel subscribed from the college students and school students of Sister Institutions.

105

ii) Ms. Ranika (Asstt. Prof. in Computer Science, Special invitee) said that we already have You-tube channel of the college. Ms. Jaspreet (Asstt. Prof. in Computer Science & IOAC Member) suggested that we can conduct various Workshops/Lectures like Home Science, Cosmetology, Fine Arts, Dance, Music, Computer Physical Education, Meditation etc. It will be informative and interesting for the students as well as for their parents.

iii) Contribution of each department is essential in creating different-different activities for engaging and attracting the students.

iv) Brother Dr. Ashwani Bhalla suggested that short term-skill oriented courses can be started in tie up with other centres/institutions/Universities.

8) Ms Ruby further put up the agenda point regarding promotion of research excellence among students and faculty and research related activities to be organized. Dr Ashwani Bhalla suggested to engage B-Voc/ M. Com/ B.B.A. students who have Project Viva in their subjects to research and faculty members to guide them personally. Research

related training to be given to the students. It will enhance research skills of both students and faculty members.

9) Further it was discussed that infrastructure of the institution should be enhanced and upgraded. Dr Ashwani Bhalla suggested to make a list of requirements, to decide areas to be upgraded. He suggested to tap outside resources also for financial mobilization. The highly reputed industries can be approached to sponsor the infrastructure of the institution as there is Corporate Social Responsibility (C.S.R) fund available in each firm.

10) Further Ms. Ruby starting the discussion about possibility of having online payment gateway for the registration at the time of admissions. Dr Ashwani Bhalla advised to start Payment Gateway as it will be useful in admissions. He suggested to start Payment Gateway with the Bank. Madam Ranika took the details from Dr. Bhalla and was directed to talk with the concerned person.



The Meeting ended with thanks  
to the Chair.

Ruby

My

Markum



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](mailto:sdpcollegeldh@gmail.com)

[sdpcollegeldh@yahoo.co.in](mailto:sdpcollegeldh@yahoo.co.in)

Web site : [www.sdpcollege.com](http://www.sdpcollege.com)

Dated: 5<sup>th</sup> October, 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 9<sup>th</sup> October, 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](mailto:sdpcollegeldh@gmail.com) till 8<sup>th</sup> October, 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 discuss the proposal for getting MOU's to be signed with our sister Institutions, regarding Faculty Exchange Programme, Student Internship(B.A.,B.Ed.), Extension Lectures and placement of the students. This will also help in increasing the strength of the College.
4. To discuss the proposal of starting OPAC (On Line Public Access Catalogue) facility in the College Library (As suggested by Librarian).
5. To discuss the platform to be used for delivering online lectures and managing e-content.
6. To consider the renovation of the Toilets in the entire college, particularly to start/construct the Toilets at the first floor. Also to discuss separate Toilets for Male Staff and students.
7. To discuss the provision of the transportation facility to students.

Any other item with the permission of the Chair.

Thanking you,

Yours truly,

  
Coordinator IQAC

  
Co-coordinator IQAC

  
Principal

Dated: 9<sup>th</sup> October 2020.

Session  
2020-21

Time: 11-00 a.m. 83

A Meeting of Members of Internal Quality Assurance Cell (IQAC) is held today i.e. on 09-10-2020 (FRIDAY) at 11-00 a.m. under the chairmanship of Mrs Manju Bhasin, officiating Principal S.D.P. College for Women, Ludhiana in the Principal office.

The following members are present:-

1. Mrs Manju Bhasin  
offg: Principal MBhasin  
9/10/2020
2. Sh. H.K. Chugh General Secretary H.K. Chugh  
9/10/2020
3. Mrs Ruby, Coordinator Ruby  
9/10/2020
4. Mr Ajay, Coordinator Ajay  
9/10/2020
5. Dr Ashwami Bhalla Ashwami  
9/10/2020
6. Dr Sanjiv Bindra, HOI Sanjiv  
9.10.2020
7. Sh Jasvir Chouhan, HOI Jasvir  
9/10/2020
8. Mrs Preety Nagula Preety
9. Ms. Sonia Sonia
10. Mrs Guryeet Kaur Guryeet  
9/10/2020
11. Dr (Mrs) Rangna Dood Rangna  
9/10/2020
12. Mr Sushil Verma (Suggestions received)
13. Dr. Salish Sharma (Suggestions received on e-mail)
14. Dr S.M. Sharma (Suggestions received)
15. Dr Shikha Mishra (Suggestions received on e-mail)
16. Ms. Timcy Timcy (Deputy Head girl)
17. Ms. Sukhjinder Kaur, Subinler
18. Ms. Ranika (Special invite) Ranika
19. Ms. Jaspreet Kaur (In place of Mr Kapil new IQAC member as Mr. Kapil resigned)  
Jaspreet Kaur

1) Meeting started with the permission of the chairperson. Madam Manju Bhasin welcomed our honorable General Secretary Sh. H.K. Chugh

and Dr Ashwani Bhallo, Member IQAC in the meeting of IQAC.

- 2) Minutes of the last meeting were read and confirmed by the members unanimously.
- 3) Follow-up actions/progress on the Resolutions adopted in the last meeting were informed to the Committee Members.
- 4) Ms. Ruby, IQAC Co-ordinator formerly welcomed all the members of the IQAC in the second meeting of the IQAC for the session 2020-2021.
- 5) It was discussed that to increase the strength of the students in the College MOU i.e. (Memorandum of understanding) to be signed with our sister Institutions viz S.D.P. Sr. Sec. School, Hazuri Road, Ludhiana; S.D.P. Sr. Sec. School, Basti Jadhwal Ludhiana; Sri D.P. Gupta S.D.P. Model Sr. Sec. School, Qilla Mohalla, Ludhiana; Shri Ram Lal Bhasin Public School, Dugri, Ludhiana. MOU will include terms and conditions regarding tenure of the agreement, details regarding Faculty Exchange Programme, Student Internship, holding of Extension Lectures and placement of the students.

Ms Ruby, IQAC Co-ordinator informed the House that we have already been

extended support and co-operation from our sister Institutions in each possible way but for the better accreditation grade of NAAC and to make admission promotion a regular feature, we need to sign the MOU's.

Mr Jasveer Chauhan (HOI, SDP Sr. Sec. School, Ludhiana & IQAC Member), Mr Sanjiv Bindra (HOI, Shri O.P. Gupta SDP Sr. Sec. School, Ludhiana & IQAC Member) agree to it. After discussing the terms and conditions MOU's will be signed officially.

- 6) Further the proposal of starting OPAC (Online Public Access Catalogue) facility in the library was discussed by Ms. Gungeet Kaur (Librarian & IQAC Member). She discussed the necessity and use of OPAC in the library.

Further Dr Ashwari Bhalla asked about the purchase of free library software by UGC i.e. Infi'bnct. As this software is much useful for the student. Ms. Gungeet replied that we have already subscribed this software but renewal is pending. Sh. H.K. Chugh, General Secretary & IQAC Member said that proposal of the renewal should be submitted and it will be approved and as it is free, needs not any approval.

86

7) Further it was discussed regarding platform to be used for delivering online lectures and managing e-content. E-Content Development Members (Ms. Ranka, Head Dept. of Computer Application and Ms. Jaspreet) explained that Zoom, Google Meet and Free Conference Call is being used by the teachers. Free Conference Call is having an option to record the lecture over mobile phone which is not present in Zoom and Google Meet.

Dr. Ashwani Bhatta suggested that use of laptops/PCs/Tablet should be more instead of mobile phone for the teaching purpose. Moreover, Google classroom can be used as LMS (Learning Management System). It is an efficient system for the management of the content we share with students.

He further insisted that time bound tests should be conducted for the students. Sometime during live sessions tell the students to keep their video ON and take their test. It will increase the output of teaching. Further he suggested that Teachers should make their personal channel on the Youtube and upload recorded lectures on the Youtube. Link of the channel of the Youtube should be uploaded on College website.

- 8) Further it was discussed that Toilets should be renovated at the first floor. Madam Manjra Bhasinnee informed the House that it is the prime necessity to renovate the toilets at the first floor as the toilets are not in a running condition. Sh H.K. Chugh and Mr Jasveer Chawhan said that a proposal should be submitted for the approval.

Further to resolve the problem of male toilet, it was discussed that at the Hostel side one side should be marked as Male Toilet and other female.'

- 9) It was discussed that before starting transportation facility for the students, route preference should be taken before. Sh H.K. Chugh suggested that preference of the route and number of the students coming from that route should be collected first and find out the feasibility of the route. Madam Manjra Bhasinnee, further suggested that Teacher Indage should collect the class wise data and submit the record in the office.

The Meeting ended with  
thanks to the chair.

Jindiy

Manjra

M Bhasinnee