



INTERNAL QUALITY ASSURANCE CELL

S. D. COLLEGE BARNALA

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Minutes of the 10th meeting of IQAC of S. D. College Barnala held on 12th May, 2019 at 11am in the Faculty Hall of S. D. College Barnala

Members present:

Dr Rama Sharma (Chair)

Dr V. K. Bansal

Dr. Rajesh Gupta

Prof. Nirmal Gupta

Prof. Savita Sood

Prof. Anamika Bhardwaj

Ms. Kusam Sharma

Pro. Balwinder Sharma

Dr. T.K. Sahu

Dr M. L. Bansal

Prof. Ashok Kumar

Prof. Ashwani Sikri

Dr Bahadur Singh

Prof. Ashutosh Dharn

Sh. Sukhpal Singh

Sh. Sahibdeep Singh

Dr Rama Sharma welcomed the members of the IQAC. The minutes of previous meeting held on 20th Jan. 2019 were confirmed. The following agenda items for outcome of the session 2018-19 were taken for discussion.

Agenda	Outcome
1. To established a Help Desk and making arrangements for the guidance and online registration of students on University Portal at the entry level. Thus, enabling the students to apply online for admission from the college campus without having to make any payment outside.	A Help Desk was established and Arrangements were made for the guidance of students approaching the college for admission. Facility for online registration of students on Punjabi University Portal at the entry level of under graduate courses was provided.
2. To design Academic Calendar for the next session.	Academic Calendar far the session 2018-19 was designed after having through discussion with all the stake holders.
3. Starting M.Com and B.Voc. (Medical Laboratory and Molecular Diagnosis Technology) program.	Both the programs commenced from 2018-19 session.
4. Permission to Dr Manjeet Singh, to attend the 8 th World Youth Buddhist Symposium to be held at Thailand.	Dr Manjeet Singh attended the Symposium held at Chiang Rai, Thailand from 25-28 July 2018.
5. Appointment of a suitable Nodal Officer to run B.Voc. (Med. Lab. & Molecular Diagnosis Technology) program.	Dr Vandana Kukreja was assigned the duty of the Nodal officer to run B.Voc. program.
6. To advise new teaching staff recruited for teaching the M.Com class to make full preparations for the success of the program.	Teaching staff made all the preparation for the success of the new program and the program is running successfully.
7. Installation of new IP cameras for the effective surveillance, safety and security in the corridors, canteen area, at the main	For surveillance 7 new IP CCTV cameras have been installed in the college campus.



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gate and other parts of the college campus.	
8. Review the preparations for PTV of NAAC	Full preparations were made for PTV of NAAC. Peer team visited the college on 30-31 August 2018. The college was accredited by NAAC with 'B' grade.
9. To organize a function to celebrate Independence Day on 15 th August in the college. Tree Plantation Camp may also be organized.	A grand Independence day function was organized on 15 th August. The managing committee, staff, students, alumni and parents of students participated in Independence Day function. The students presented patriotic songs, plays and dances. Tree Plantation was done on this occasion.
10. To organize Krishna Janam Ashtami Function in the Ancient Krishna Temple in the college	Krishna Janam Ashtami Function was organized with full spiritual fervor and religious sanctity.
11. To organize one day NSS Camps and encourage the students to actively participate in it before PTV.	Three One day NSS camps were organized on 14, 16 and 25 August 2018 with 250 volunteers in each camp.
12. To grant permission to Dr Kulbhushan Rana, to participate in the World Chemistry Congress to be held at Rome, Italy	Dr Kulbhushan Rana attended the Congress held from 15-17 November 2018. He got first position in poster presentation category.
13. To form an advisory committee to regulate from time to time B.Voc. (Medical Laboratory and Molecular Diagnosis Technology) program.	Committee comprising Principal Dr. Rama Sharma (Chairperson), Principal V K Bansal, Principal R K Garg, Dr Rajesh Gupta, Dr Vandana Kukreja (Nodal Officer B Voc), Dr Partap Singh (Partap Nursing Home) and Sh Prem Chand (Prem Computerised Laboratory) was formed.
14. The guidelines for IQAC as provided by the NAAC to be circulated to the members.	The guidelines provided to the members so that they could familiarize themselves with the mandate given to the IQAC, mandatory reporting to be prepared by it, and obligations to be fulfilled.
15. Discussion and work on the suggestions offered by the team for enhancing the quality in concerned area and work to fill the gaps, if any.	The peer team report was thoroughly analysed at various levels and in the committees and efforts are on for enhancing the quality.
16. An IELTS cum Remedial coaching centre be established in the college to enhance the students' skill in English language so that they may pass the IELTS exam and take admissions in reputed higher education institutions abroad.	An IELTS cum Remedial Coaching Centre was established in the college in Feb. 2019
17. A blood donation camp be organized in the college before the commencement of odd semester exams.	A Blood Donation Camp was organized on 1 st Dec. 2018, 480 students participated in this camp. More than 120 volunteers donated the blood.
18. Keeping in mind the importance of Media as the fourth pillar of democracy, Press day Function be organized on the occasion of National Press Day.	Press day Function was organized on 1 st Dec. 2018. Sh Varinder Walia, Editor Punjabi Jagran and renowned poet Padma Shri Dr Surjit Patar, Chairman, Punjab Art Council were main speakers.
19. On birth anniversary of Sardar Patel National Unity day be celebrated to re-affirm the inherent strength of our nation to withstand actual and potential threats to the unity, integrity and security of our country.	National Unity day was celebrated on 31/10/2018. On this occasion student also participated in 'Run for Unity' race on 01/11/2018
20. Hindi being the national language, a function be organized on Hindi.	A declamation competition was conducted in association with Ved Parchar Mandal on 14 th Sept. 2018. Dr Tapan Sahu, Principal S D College of Education was the Chief Guest of the



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	occasion. 125 students participated in this function.
21. As air pollution crossed all limits. So an Awareness drive be launched in some villages against Stubble burning.	In association with Punjab Pollution Control Board, NSS volunteers spread awareness among peasantry in nine villages regarding the ill effects of stubble burning.
22. Students and faculty be engaged in organizing the cleanliness drive at campus as well as nearby areas	Students and staff participated in the drive the 'Healthy India-Tandrusat Punjab' drive in association with Distt. administration and spread awareness regarding healthy eating habits among the people of the town and participated in a Rally organized in this context on 20 th Dec.2018.
23. For the professional development of non-teaching staff IQAC to organize some short duration workshops or training programs during winter break.	a. A Workshop on M S Excel for non-teaching staff was organized in association with Computer department from 26/12/2018 to 31/12/2018. b. A training program on Modern Accounting Practices was organized in association with Commerce department for non-teaching staff from 1/1/2019 to 6/1/2019.
24. The college to send SMS to the parents of the student who failed to meet the University mandated minimum attendance criterion.	College has already started sending SMS to the parents of the student.
25. Maintaining an adequate balance between academic rigor extra-curricular and sports activities.	Efforts are being made to maintain balance among academic, extracurricular and sports activities. 59 students participated in 51 items and got First Runner up position in Pbi. Uni. Zonal Youth Festival held from 10-13 Oct.2018
26. MIS in administrative functioning be enhanced.	Frequent use of Email/SMS is made in correspondence with staff and students. Services of administration are made more user friendly and enhanced use of MIS is made.
27. For skill development of students, teaching departments to participate and organize quiz competitions, discussions, lectures, educational tours, competitions and special days etc. and ensure maximum participation of students in these activities.	For enhancement of various skills the students organized/participated in various activities such as National Science Day, discussion on 'Science for All' in association with PSCST Chandigarh, participation in Science Festivals at Budladha and Shri Anandpur Sahib, participation in 'Mathen19' on National Mathematics Day at Talwandi Sabo, special lecture dedicated to Satguru Ram Singh, declamation contest at Central University of Punjab, quiz competition by department of English. Educational tours of the students were organized and students visited Virast-E-Khalsa, Anandpur Sahib, Morni Hills and Historical Fort of Bathinda.
28. Organisation of a lecture on the life history of Miss Kalpana Chawla to motivate the students especially the girl students.	A special lecture was organised on 16 th death anniversary of Kalpana Chawla on 1 st Feb. 2019.
29. Students and faculty be encouraged to actively participate in games and sports during Annual Sports Meet. All those students be honoured who brought laurel to the college in the field of sport.	Annual Sports Meet was organised from 21 st -23 rd Feb. 2019. Rana Gurmit Singh Sodhi, Cabinet Minister Punjab, inaugurated the meet. He honoured those players who excelled in the field of sport.
30. To organize National Martyrs day.	Rich tributes were paid to the father of the nation, Mahatma Gandhi on national martyr's day 30 th Jan. 2019. A pledge was taken by 945 students to withstand the actual and potential threats to the integrity and security of our country
31. To inculcate the environment for more use of ICT in classrooms	More faculty members are using ICT in classrooms



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<p>32. For professional development it was decided that IQAC will organize a faculty lecture series.</p>	<p>Under faculty lecture series, four lectures were delivered from 20th to 23rd April 2019 :</p> <ol style="list-style-type: none">Dr. Harkanwal Singh delivered lecture on 'Learning Management System'. He explained various types of LMS and their benefits in teaching-learning process. He also illustrated the uses and benefits of various types of modules present in MOODLE,In the second lecture, Dr. Harkanwal Singh talked about PLICKERS, a real-time classroom assessment tool. This assessment tool allows teachers to collect on-the-spot formative assessment data without the need to have students use devices or paper and pencil.Prof Gaurav Singla presented a talk on 'Expanding Horizon of IT'. He also discussed the working and uses of internet/mobile banking app.Prof Amrish Garg presented a talk on Tax Reforms in recent times and their impact on Indian Business. He also discussed the procedure for online filling of tax and tax return.
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Members appreciated the efforts of well execution of the plan for the year 2018-19. The meeting ended with vote of thanks to the chair.