Minutes of the meeting of IQAC of S. D. College, Barnala held on 16-06-2019 at 1 pm in the Faculty Hall of the college.

Members present:

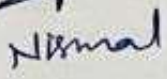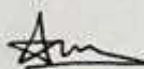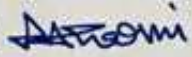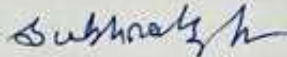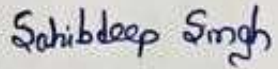|	
Dr. Rama Sharma (Chairperson)	Dr. M L Bansal
Dr. T. K. Sahu	Dr V. K. Bansal
Prof. Ashok Kumar	Prof. Nirmal Gupta
Dr. Rajesh Gupta (Coordinator)	Prof. Ashwani Sikri
Dr Bahadur Singh	Prof. Savita Sood
Prof. Anamika Bhardwaj	Prof. Ashutosh Dharni
Sh. Sukhpal Singh	Prof. Balwinder Sharma
Ms. Kusam Sharma	Sh. Sahibdeep Singh

1. The meeting commenced with welcome of all the members of the IQAC.
2. The minutes of previous meeting held on 12-05-2019 were confirmed.

   After a long discussion and deliberation on different issues placed by the members the IQAC chalked out the following plan of action for session 2019-20:

3. **New Courses and Strengthening of Existing Courses:**

a. The viability of some more UGC sponsored vocational courses was discussed. It was proposed that vocational courses like Food Processing, Retail management and Hardware Technology & Networking may be introduced in the college. It was advised that a proposal for these courses be prepared and sent to the UGC for financial assistance.

b. Keeping in mind the interest of the students to acquire the skill through B.Voc.(Medical Laboratory and Molecular Diagnostic Technology), it was decided that a request be made to Punjabi University to allow students of 10 +2 pass of all streams to take admission in B.Voc.(Medical Laboratory and Molecular Diagnostic Technology) as is prevalent in other universities including Panjab University.

c. The house advised various science departments of the College to apply under Star College Scheme of DBT, Govt. of India, which is meant to strengthen the science education and training at undergraduate level. It was highlighted that the main objective of the scheme is to provide grant for strengthening of academic and physical infrastructure, to promote networking and strengthen ties with the neighbouring institutions, to provide hand on exposure of various experiments to students, to enhance the skills of teaching faculty etc. Nature of financial assistance provided to each department under the scheme is one time grant of Rs 10 lakhs, recurring grant of Rs 3 lakhs per year for three years.

d. For strengthening the B.Voc. (Medical Laboratory and Molecular Diagnostic Technology) it was proposed that a full time dedicated Assistant Professor and laboratory staff be appointed at the earliest.

4. **Infrastructure:**
   a. The current state of infrastructure, cleanliness and maintenance of the College campus was discussed.
   b. It was observed that adequate attention be given to the cleanliness and maintenance of hygiene. A mechanism to ensure regular and timely cleanliness from room to room and other open areas to be developed.
   c. The housekeeping staff should be sensitised on maintenance of adequate cleanliness. Moreover, awareness must be spread amongst students on the same to maintain the due cleanliness and hygiene.
   d. The issues pertaining to hygiene of drinking water were taken up. It was reported that the college has already set up adequate number of water purifiers along with the centralized RO system to ensure safe drinking water. It was observed that AMC of the RO machines should be given and due cleaning of the RO's were taken on a periodic basis.
   e. The status of the performance of Wi-Fi network was taken up. It was reported that seamless and high speed Wi-Fi facility is available in every corner of the college campus.

5. **Gradual reduction in Failure Rate:**
   In order to achieve the target of zero percent failure rate it was decided that the examination results of the upcoming examinations should be analysed in detail at department level to identify the prominent reasons causing occurrence of failure among students so that steps could be taken to overcome them.

6. **Action Plan for 2019-20**
   a. Multiple Help Desks for different programs be established and arrangements be made for the guidance and online registration of students rushing to the college as and when registration of students on Punjabi University Portal at the entry level of under graduate courses begins. Thus students will be able to apply online for admission from the college campus without having to make any payment outside.
   b. Involvement of more faculty in research.
   c. Academic Calendar for the next session be designed in consultation with faculty and students in tune with the University Calendar.
   d. Internal academic and administrative audit be conducted
   e. Conduct of an effective induction program for new students.
   f. Remedial classes for slow and advanced learners.
   g. Continuous mentoring of students by mentor teachers.
   h. Filling of vacant grant-in-aid teaching and non-teaching posts at the earliest preferably before the commencement of the session.
   i. Recruitment of teachers for M. Com Part II and M. Sc Math
   j. For making teaching learning process more effective, utilization of ICT enabled class rooms/labs. be made.
   k. To enhance quantity and intensity of students in academic, co-curricular, extension activities and various programs launched by state from time to time.
   l. Conducting more educational tours and field visits.
   m. Introduction of Biometric attendance system to improve the punctuality of the staff.

There being no other matter, the meeting ended with vote of thanks to the chair.

ACTION TAKEN REPORT

On the decisions of the 11th IQAC meeting held on 16-06-2019.

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken.

1. College has submitted the proposals for UGC sponsored vocational courses like Food Processing, Retail management and Hardware Technology & Networking.
2. A request has been sent to Punjabi University, Patiala that keeping in mind the interest of the students to acquire the skill through B.Voc. (Medical Laboratory and Molecular Diagnostic Technology) program, they may be allowed to take admission in B.Voc. (Medical Laboratory and Molecular Diagnostic Technology) on the basis of 10+2 any stream as is prevalent in other universities.
3. The College has applied under Star College Scheme of DBT, Govt of India.
4. For strengthening the B.Voc. (Medical Laboratory and Molecular Diagnostic Technology) Dr Vandana Kukreja has been appointed as a full time dedicated Assistant Professor. Laboratory and other supporting staff have also been provided.
5. Multiple Help Desks were established and arrangements made to guide students for online registration on Punjabi University Portal at the entry level of under graduate courses. All the students applied online for admission from the college campus and did not make any payment outside.
6. An effective mechanism for hygiene and cleanliness of rooms and outer area including waste handling has been worked out. Even students have been sensitized in this direction.
7. For proper and timely cleaning and maintenance of centralized RO system AMC was signed.
8. Each and every department has started analyzing the examination results.
9. Multiple Help Desks for different programs were established in air conditioned halls and arrangements made for the guidance and online registration of students on Pbi. Uni. portal at the entry level of under graduate courses. This setup was widely appreciated by students and their parents.
10. Academic calendar for the session 2019-20 has been prepared.
11. Matter regarding filling of grant-in-aid teaching and non-teaching posts was taken up with the Office of D.P.I. Colleges Punjab but permission from state govt. for filling grant- in-aid posts is awaited.
12. Three and two assistant professors have been recruited in P.G. departments of Commerce and Math respectively.
13. For effective teaching learning more teachers are now using ICT enabled class rooms/labs.
14. Efforts are being made to enhance the student participation in the various student centric activities.
15. Biometric system of attendance installed to improve the punctuality of the staff.

Dr. Rama Sharma
Principal
Chairperson (IQAC)

Dr. Rajesh Gupta
Associate Professor
Coordinator (IQAC)