



INTERNAL QUALITY ASSURANCE CELL

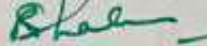
S. D. COLLEGE BARNALA

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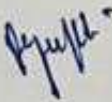
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
Minutes of the virtual meeting of IQAC of S. D. College Barnala held on 11th May, 2020 at 10.30 am


Members participated:


Dr Rama Sharma (Chairperson) 


Dr V. K. Bansal 

Dr Rajesh Gupta (Coordinator) 

Prof. Ashwani Sikri 

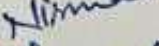
Prof. Savita Sood 


Prof. Ashutosh Dharni 


Ms. Kusam Sharma 


Dr. M. L. Bansal 

Dr. T. K. Sahu 

Prof Nirmal Gupta 

Dr Bahadur Singh 

Prof. Anamika Bhardwaj 

Pro. Balwinder Sharma 

Dr. Rajesh Gupta welcomed the members of the IQAC. The minutes of previous meeting held on 27th March 2020 were confirmed. Plan of action chalked out by the IQAC for the session 2019-20 and the execution of the same/outcomes achieved were discussed in detail.

Plan of Action	Achievements/Outcomes
1. To appoint full time dedicated Assistant Professor and laboratory staff for strengthening the B.Voc. (Medical Laboratory and Molecular Diagnostic Technology) program.	For strengthening the B.Voc. ML & MDT, Dr Vandana Kukreja was appointed as a full time dedicated Assistant Professor. Laboratory and other supporting staff was also provided.
2. To establish multiple Help Desks for different programs and to make arrangements for the guidance and online registration of students on Punjabi University Portal at the entry level of under graduate courses. Thus enabling them to apply online for admission from the college campus without having to make any payment outside.	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.
3. Introduction of Biometric system of attendance to improve the punctuality of the staff.	Biometric system of attendance was introduced to improve the punctuality of the teaching and non-teaching staff.
4. A proposal to start vocational courses like Food Processing, Retail management and Hardware Technology & Networking may be prepared and	College submitted the proposals for vocational courses like Food Processing, Retail management and Hardware Technology &



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submitted to the UGC for financial assistance	Networking. However, no response received from the UGC.
5. Keeping in mind the interest of the students to acquire the skill through B.Voc MLMDT, a request be made to Pbi. Uni. to allow students of 10 +2 pass of all streams to take admission in the program as is prevalent in other universities including Panjab University.	A request was submitted to the university that students be allowed to take admission on the basis of 10+2 pass in any stream as is prevalent in other universities. However, university authorities did not conceded to the request.
6. To apply under Star College Scheme of DBT, Govt. of India. The main objective of the scheme being 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.	The College submitted the proposal for Star College Scheme of the DBT, Govt of India. However, the proposal was not accepted by DBT.
7. In order to achieve the target of zero percent failure rate the examination results of the upcoming examinations 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.	All the teaching departments have started analysing the examination results in order to identify the reasons for failure and steps required to overcome them.
8. To sign annual maintenance contract (AMC) of the centralized RO system to ensure uninterrupted supply of safe drinking water.	For proper and timely cleaning and maintenance of centralized RO system AMC was signed.
9. To conduct Academic and Administrative Audit at internal level	Internal Academic and Administrative Audit was conducted.
10. To involve more faculty in research	Research committee encouraged the faculty to involve themselves in research activities like writing research papers, research books, registering for Ph.D. and participation in seminar and conferences.
11. To conduct Remedial classes for slow and advanced learners.	Majority of the teaching departments conducted remedial classes for slow and advanced learners.
12. Mentor teachers to continuously monitor the students.	All the faculty members dedicatedly monitored the students in their respective mentor groups.





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13. To design Academic Calendar for the session in consultation with faculty and students in tune with the university calendar.	Academic Calendar for the session 2019-20 was designed after having through discussion with all the stake holders.
14. Filling of vacant grant-in-aid teaching and non-teaching posts before the commencement of the session	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 remained awaited.
15. Recruitment of teachers for M. Com Part II and M. Sc Mathematics.	Three and two assistant professors have been recruited in P.G. departments of Commerce and Mathematics respectively.
16. To enhance quantity and intensity of students in academic, co-curricular, extension activities and various programs launched by state from time to time.	Students actively and in large numbers participated in various academic, co-curricular, extension activities and various programs launched by state such as, Zonal and Inter-zonal Youth Festivals, Inter class tournaments and Annual Athletic Meet, International Yoga Day, Fit India Movement, Awareness Programme on "Tobacco Use", 550 th Year Birth Celebration of Sri Guru Nanak Dev Ji, Awareness Programme on "Covid-19", Hiking Trekking Camp, Tara Devi, H.P., National Level Mega Pollution Awareness Rally, Swachh Bharat Mission 2019, Vigilance Awareness Rally, Rashtriya Ekta Diwas, Environment Awareness Rally against Stubble Burning in Villages (Pharwahi, Daangarh, Kattu, Uppli), National Voter Day, Workshop on Safety and First Aid, National Science Day, Road Safety Awareness Week, Various Quiz Competitions held in our college and other academic institutions, Participation in Inter college sports competition, educational tours, religious functions, etc.
17. Keeping in mind the academic interests of the students who take admissions with late fee after the commencement of classes as the admission dates were extended even up to September 2019, the house advised the various teaching departments to make up for the loss of studies of these students.	To safeguard the academic interests of those students who take admissions after the commencement of classes, the various teaching departments made the arrangements at the teacher level to fulfill their needs by taking need based/extra classes to make up for the loss of studies of these students.



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<p>18. As the admission with late fee continued till September and the exams for odd semesters were scheduled to start from fourth week of November, the MSTs be conducted after the completion of syllabus in classes.</p>	<p>Both the Registrars (Exam) of the college has reported that keeping in mind the repeatedly extension of last date of admission of students by the University at entry level. The MSTs for odd semesters had been rescheduled to the last week of October.</p>
<p>19. Keeping in mind the rich cultural heritage of Punjab, students be sensitised to participate in cultural and folk items, a grand participation of students be made in Zonal Youth Festival to be held at Kotkapura and Inter Zonal Youth Festival at Punjabi University Patiala.</p>	<p>Students made a grand participation in Zonal and Inter Zonal Youth Festivals. At Zonal Festival 109 students (57 girls and 52 boys) participated in 64 items. They won first position in 20 items, second position in 10 items and third in 5 items. Our college also won Overall Trophy among 48 colleges in this competition. At Inter Zonal level 61 students (30 girls and 31 boys) participated in the competition, our students won three Gold medals, two Silver medals and two Bronze medals. At Inter University Youth Festival 4 students (2 girls and 2 boys) participated in the competition and won one Silver medal.</p>
<p>20. Being worried regarding drug abuse among youth in the state. It was planned that students and staff should more vigorously participate in the Buddy Program of Punjab govt. to implement the Enforcement, De-addiction and Prevention Strategy (EDP). The objective of the program was to develop the requisite life skills in the students to enable them to choose appropriate courses of action that prevent them from falling prey to drugs and also to generate positive peer pressure for prevention of drug abuse.</p>	<p>Students with the guidance of 32 teachers participated whole heartedly in the Buddy Program of Punjab govt. to implement the Enforcement, De-addiction and Prevention Strategy (EDP). With the objective to generate positive peer pressure for prevention of drug abuse, students participated in various activities such as Celebration of International Day against Drug Abuse and Illicit Trafficking, Fit India Movement, Rangoli and Poster making, Lecture on Stress Management, lecture on Corona Virus and Mental Health, Lecture on AIDS prevention and cure, E-Quiz about Covid-19, Two Km walk on Plastic Free India Day, Celebration of "No Tobacco Day", Debate on Maintaining the Traditional Values, Inter College Nishkam Exam, Inter College Kabaddi Tournament, etc.</p>
<p>21. Arrangements be made for the preparation and submission of AQAR for the session 2018-19.</p>	<p>After getting the nod from Academic council of the college, AQAR for 2018-19 was uploaded on NAAC portal on 17-12-2019. The AQAR was approved by NAAC on 19-12-2019.</p>




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<p>22. The purchase of Laboratory chemicals, test kits, books, computer, printers, laptop, ACs, refrigerators, racks, steel almirah, etc. be made at the earliest for strengthening the B.Voc MLMDT Program.</p>	<p>B.Voc MLMD program was strengthened with the acquisition of test kits, lab chemicals, books, computer, printer, refrigerator, AC, steel Amirah etc.</p>
<p>23. Keeping in mind the social responsibility of the institution, moreover, India being the largest democracy in the world. The house approved the organization of District Level National Voter Day Function in the college in association with district administration to aware the students regarding their duty to cast their votes without any fear or greed. It was also suggested that students be sensitised regarding their responsibility as citizens of a democratic country.</p>	<p>In association with district administration a grand function was organized on the eve of National Voter Day to make the students aware of their responsibility as citizens of the largest democracy of the world. In this function 245 students participated. Moreover, 32 students participated in Rangoli and Poster making Competition.</p>
<p>24. As significant proportion of students do not take part in any physical activity/game/sport. It affects their physical and mental strength. It was recommended that students and staff should more enthusiastically participate in physical activities. For that it was planned that inter-class tournaments be organized before Annual Sports Meet. Moreover these sports activities be dedicated to the 450th birth anniversary of Sh. Guru Nanak Dev Ji.</p>	<p>Inter-class and Inter SD Institutions sports competitions were organized in various games for two weeks before the commencement of Three Days Annual Sports Meet on 18/2/2020. Students in large number participated in different sports activities. As a result even at Annual Sports Meet students participation and spirit of competition was spectacular. Around 750 students actively participated in it.</p>
<p>25. Keeping in mind that Govt. has imposed country wide lockdown due to Covid-19 pandemic and classes of students had been called off in the middle of the session. In order to continue the process of teaching-learning while both the teachers and students were stationed at their homes due to Covid-19 pandemic following strategy was made:</p> <p>a. Study material may be provided by creating WhatsApp groups of the students/Google classroom.</p>	<p></p> <p>a. Students of all the faculties and both at graduate and post graduate levels were provided study material by all the teachers by creating class/subject WhatsApp groups and through Google classroom app.</p>



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| <p>b. Create U-Tube channel of the college on which all the lecture videos of the teachers be loaded and link be shared with students.</p> <p>c. Teachers to prepare lecture videos and share them on U-tube and subject WhatsApp groups of students.</p> <p>d. Students be made aware of the digital platforms of MHRD-UGC and its Inter University Centers (IUCs), Information and Library Network (INFLIBNET) and Consortium for Educational Communication (CEC). For online learning, sharing of 10 links provided by UGC as most reliable resources for students to easily learn from home amid lockdown due to covid-19 pandemic.</p> <p>e. Where ever possible, online classes of students be conducted. However, it had to be kept in mind that the significant section of the students, especially students from rural areas didn't have proper internet/broadband facilities at the moment.</p> <p>f. For objective internal assessment of students they may be instructed to submit their assignments for internal assessment through WhatsApp/Email. The dates of MSTs may be decided in consultation with teaching departments and students be instructed to submit the PDF files of their answer sheets through Email.</p> | <p>b. College created its U-Tube channel. Teachers uploaded their lecture videos on this channel and shared the link with the students.</p> <p>c. Teachers prepared videos of their lectures and shared them on U-Tube and class/subject WhatsApp groups.</p> <p>d. Students were informed and made familiar with MHRD-UGC digital platforms for easily learning from home amid Covid-19 lockdown.</p> <p>e. Online classes of some graduate and post-graduate students were conducted while other students showed their inability to attend online classes due to poor internet connectivity and non-availability of computers and smartphones.</p> <p>f. Sanctity of internal evaluation process was maintained even during the lockdown. Students submitted their assignments through e-mail. Even MSTs were conducted in online mode after finalizing the dates in consultation with teaching departments.</p> |
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The house appreciated the efforts of well execution of the plan for the year 2019-20. There being no other matter, the meeting ended with vote of thanks by the Coordinator.

