



## INTERNAL QUALITY ASSURANCE CELL

S. D. COLLEGE BARNALA

Phone: 230005 Fax: 241505

Website: [www.sdcollegeinstitutions.org](http://www.sdcollegeinstitutions.org); Email: [iqac.sdcbnl@gmail.com](mailto:iqac.sdcbnl@gmail.com)

*Minutes of the 9<sup>th</sup> meeting of IQAC of S. D. College, Barnala held on 20-01-2019 at 11 am in the Faculty Hall of the S. D. College. The following members attended the meeting.*

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

1. The meeting commenced with welcome of all the members of the IQAC.
2. The minutes of previous meeting held on 28<sup>th</sup> October 2018 were confirmed.
3. The house appreciated Dr Kulbhusan Rana for getting first position in poster presentation category in World Chemistry Conference held in Rome (Italy) from 15-17 November, 2018
4. The Principal intimated the house that an advisory Committee has been formed for B. Voc course comprising Principal 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).

After a long discussion and deliberation on different issues placed by the Coordinator and other members, the IQAC made the following recommendations:

5. ***IQAC Mandate:***

The guidelines for IQAC were redistributed to the members so that they could familiarize themselves with its mandate, the reporting requirements and the obligations of the Cell in addition to the timelines for such mandate.

6. ***Attendance Monitoring:***

Attendance Monitoring system in the College was discussed. It was proposed that a system of attendance monitoring be developed wherein the faculty notifies the Principal Office if certain attendance benchmarks are not met and the Principal Office would take further action on such notification. An alternative view was proposed (keeping the existing system intact) wherein the college would send SMS to the parents of the students who failed to meet the University mandated minimum attendance criterion.



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### 7. *College Academics and Activity Calendar:*

- a. It was discussed there is a need for maintaining an adequate balance between academic rigor (with focus on attendance) extra-curricular and sports activities.
- b. It was informed that the College has already taken a step in this direction by preparing an activity planner in conjunction with the University Calendar, the teachers and students to coordinate and systematically plan the extra-curricular and sports activities in the college. The pros and cons of such calendar were discussed.
- c. It was proposed that the college should further develop the academic calendar for better management of students' academic, extracurricular and sports activities simultaneously.

### 8. *Administrative Functioning:*

- a. It was suggested that the services of administration should be made seamless, user friendly, proactive and responsive. In this regard, it was proposed that the administrative wing establishes certain benchmarks and gradually improve on them. The administrative wing could improve its competitiveness by focusing on such marginal year-to-year increase in benchmark.
- b. MIS in administrative functioning should be enhanced.

### 9. *Proposed Activities/Programs:*

- a. 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.
- b. For the motivation of students some eminent sports personalities may be invited on the occasion of Annual Sports Meet to be organized in the third week of February. Students and faculty be encouraged to actively participate in games and sports. To encourage the students to participate in games and sports, all those students be honoured who brought laurel to the college in the field of sport.
- c. Tributes be paid to Mahatma Gandhi on National Martyrs day to re-affirm the inherent strength of our nation to withstand the actual and potential threats to the integrity and security of our country.
- d. To inculcate the environment for more use of ICT in classrooms.
- e. To improve the quality of teaching learning process, it was decided that IQAC will organize a faculty lecture series.
- f. A lecture on the life history of Miss Kalpana Chawla to motivate the students especially the girl students be organized.
- g. For making the B.Voc (Medical Laboratory and Molecular Diagnostic Technology) program more effective it was proposed that new advanced instruments be purchased for strengthening laboratories at the earliest if and when grant is received.

The meeting ended with vote of thanks to the chair.



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### ACTION TAKEN REPORT

#### *On the decisions of the 9<sup>th</sup> IQAC meeting held on 20-01-2019.*

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

1. College has already started sending SMS to the parent of the student who failed to meet the University mandated minimum attendance criterion.
2. Efforts are being made to maintain balance among academic, extracurricular and sports activities. Services of administration are made more user friendly and enhanced use of MIS is made.
3. Use of Email/SMS is made in correspondence with staff and students.
4. 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.
5. Annual Sports Meet was organised from 21<sup>st</sup> -23<sup>rd</sup> Feb. 2019. Rana Gurmit Singh Sodhi inaugurated the meet. In his address he encouraged the students to take keen interest in sports and explained the various incentives provided by state govt. to the players. He honoured those students who participated at national and international level.
6. Rich tributes were paid to the father of the nation, Mahatma Gandhi on national martyrs day 30<sup>th</sup> Jan. 2019. A pledge was taken by 950 students to withstand the actual and potential threats to the integrity and security of our country.
7. More faculty members are using ICT in classrooms.
8. A special lecture was organised on 16<sup>th</sup> death anniversary of Kalpana Chawla on 1<sup>st</sup> Feb. 2019.
9. A faculty lecture series was organised by IQAC for improving the quality of teaching-learning process. Four lectures were delivered from 20<sup>th</sup> to 23<sup>rd</sup> April 2019 :
  - a. Dr. Harkanwal Singh delivered his first 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, that is a free and open-source learning management system (LMS) written in PHP and distributed under the GNU General Public License.




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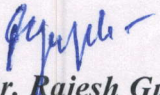
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- b. In the second lecture, 'New Age Teaching Aids' Dr. Harkanwal Singh talked about PLICKERS, a real-time classroom assessment tool. This assessment tool allows teachers to collect on-the-spot formative assessment data without the need to have students use devices or paper and pencil.
  - c. Prof Gaurav Singla highlighted emerging changes in the IT sector. He presented a talk on 'Expanding Horizon of IT'. He also discussed the working and uses of internet/mobile banking apps with the live demonstration of Yono app.
  - d. 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.
10. For strengthening the laboratories for B.Voc (Medical Laboratory and Molecular Diagnostic Technology) program, instruments worth Rs. 6.60 lac have been purchased.

  
**Dr. Rama Sharma**  
Principal  
Chairperson (IQAC)

  
**Dr. Rajesh Gupta**  
Associate Professor  
Coordinator (IQAC)