Minutes of the meeting of IQAC of S. D. College, Barnala held on 2/3/2021 at 3.30 pm in the Faculty Hall of the college.

Members present:

Dr. Rama Sharma (Chairperson)

Dr. T.K. Sahu

Prof. Amrish Kumar

Dr. Rajesh Gupta (Coordinator)

Prof. Ashwani Sikri

Prof. Anamika Bhardwaj

Sh. Sukhpal Singh

Ms. Kusam Sharma

Dr M. L. Bansal

Dr V. K. Bansal

Prof. Neeru Goel

Prof. Shoaib Zafar

Dr. Kulbhushan Rana

Prof. Gaurav Singla

Prof. Balwinder Kumar

Sh. Yogesh Kumar

1. The meeting commenced with welcome of all the members of the IQAC by the Coordinator.

2. The minutes of previous meeting held on 08-12-2020 were confirmed.

After a long discussion and deliberations on different issues placed by the members following decisions were taken.

3. Regarding Annual Sports meet, the house opined that no doubt Corona had badly impacted the immunity of the people. Thus students and staff needs to be physically fit and mental alert. However, COVID-19 guidelines such as social distancing did not permit organization of full-fledged sports meet. After a long discussion it was finalized that Annual Sports Meet be organized in the open college grounds at somewhat smaller scale observing strictly the Covid guidelines. Only those students be allowed to participate who possessed Corona -ve test report.

4. It was decided that for all the staff members a Camp for Corona Test be organized in the college. It must be ensured that no staff member skip this test.

5. The house reviewed the installation, working and utilization of online Mastersoft ERP Solution Software. Prof Gaurav Singla explained in detail the progress regarding the software. Thereafter, it was decided that from 2021-22 session students' admission process should be done through this software. For

its success Computer Applications department should organize a workshop for the training of Admin and teaching staff in association with admin department and IQAC respectively to make them familiar regarding all the aspects of software, thus enabling them to upload data on the portal.
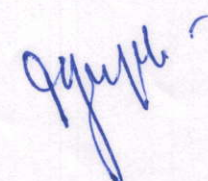
6. It was advised that after the training of admin staff and teaching staff by Computer department, Mastersoft company be asked to conduct 2-3 days workshop in the college for the concerned admin, exam and teaching staff to train them and clearing of doubts of different utility modules of the software.

7. The house stressed that for availing maximum benefit from online software special attention be paid for the customization of software as per the needs of our institution.

There being no other matter, meeting ended with vote of thanks by the Coordinator.

Approved

Signed

Dr. Rama Sharma
Principal
IQAC Chairperson

Dr. Rajesh Gupta
Associate Professor
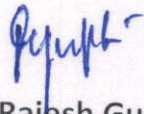IQAC Coordinator
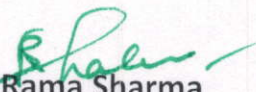
ACTION TAKEN REPORT

On the decisions of the 19th IQAC meeting held on 2-3-2021.

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

1. Organization of Annual Sports Meet was extended from two days to four days i.e. from 16th March 2021 to 19th March 2021 in order to keep the gathering small. Around 300 students participated in the meet. Covid guidelines were strictly followed during the event.

2. A camp regarding COVID-19 Testing was organized on 3rd May in the college in association with Civil Hospital Barnala. In this camp all the staff members got themselves tested for Covid.

3. Computer App. Deptt. in association with Admin Deptt. organized a Workshop from 17th March to 29th March 2021 for the training of Admin staff to make them familiar regarding all the aspects of the online Mastersoft software, thus enabling them to upload data on the portal and to do admissions of students using this online software.

4. A two Weeks workshop from 17th March to 29th March 2021 was conducted for teachers also to train them in admission process and maintenance of examination records on the online software.

5. College in association with Mastersoft company conducted 3 days Workshop from 30th March to 1st April 2021 in the college for the admin, exam and teaching staff to train them and clearing of doubts of different utility modules of the software. Mastersoft ERP Solutions Pvt. Limited Nagpur, deputed Sh. Tushar S. Shirsale Software Trainer for this workshop.

6. The online software was customized by Mastersoft to a larger extent as per the needs of our institution.

Dr. Rama Sharma
Principal
IQAC Chairperson

Dr. Rajesh Gupta
Associate Professor
IQAC Coordinator