



INTERNAL QUALITY ASSURANCE CELL

S. D. COLLEGE BARNALA

Phone:1679-230005

Website: www.sdcollegeinstitutions.org; Email: iqac.sdcbnl@gmail.com

Minutes of the virtual meeting of IQAC of S. D. College, Barnala held on 01-06-2020 at 10 a.m.

Members participated:

Dr. Rama Sharma (Chairperson)

Rama

Dr M. L. Bansal

M. L. Bansal

Dr. T.K. Sahu

T.K. Sahu

Dr V. K. Bansal

V. K. Bansal

Prof. Amrish Kumar

Amrish Kumar

Prof. Neeru Goel

Neeru Goel

Dr. Rajesh Gupta (Coordinator)

Rajesh Gupta

Prof. Shoaib Zafar

Shoaib Zafar

Prof. Ashwani Sikri

Ashwani Sikri

Dr. Kulbhushan Rana

Kulbhushan Rana

Prof. Anamika Bhardwaj

Anamika Bhardwaj

Prof. Gaurav Singla

Gaurav Singla

Sh. Sukhpal Singh

Sukhpal Singh

Prof. Balwinder Kumar

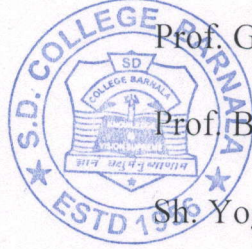
Balwinder Kumar

Ms. Kusam Sharma

Kusam Sharma

Sh. Yogesh Kumar

Yogesh Kumar



1. Dr Rajesh Gupta welcomed all the members of the IQAC.
2. The minutes of previous meeting held on 11-05-2020 were confirmed.

After a long discussion and deliberations on different issues placed by the members the IQAC chalked out the following plan of action for session 2020-21:

3. The house strongly recommended the introduction of some more UGC sponsored vocational courses under the National Skill Qualification Framework (NSQF). As these courses enable a student to acquire desired competency levels, transit to the job market and at an opportune time, return for acquiring additional skills to further upgrade his/her competencies. It was proposed that following vocational courses be introduced in the college.
 - a) B.Voc. Software Development.
 - b) B.Voc. Journalism & Multimedia Technologies
 - c) B.Voc. Nutritional & Health Care Science

It was advised that a proposal for the above stated courses be prepared and sent to the UGC for approval and financial assistance at the earliest.



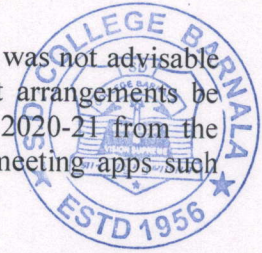
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4. The house unanimously proposed that for strengthening the Science education and training at undergraduate level, to receive grant for strengthening of academic and physical infrastructure, to promote networking and strengthen ties with the surrounding institutions, to provide hand on exposure of various experiments to students and to enhance the skills of teaching faculty, departments of Physics, Chemistry, Biology, Computer Applications and Mathematics of the College should apply immediately under Star College Scheme of DBT, Govt. of India.
5. The house was worried regarding the mental and physical health of the students owing to the prevalence of Covid-19 pandemic. As regular (offline) curricular and co-curricular activities have been under suspension since March, it was suggested that staff should motivate and encourage the students to participate more vigorously in online curricular and extra-curricular activities such as debate, declamation, quiz, slogan writing, poem writing, essay writing, painting, rangoli etc. Moreover, college should actively participate in activities and programs organized/sponsored/directed by govt, district administration and university strictly following the Covid-19 guidelines.
6. Keeping in mind that due to the prevalence of Covid-19 pandemic it was not advisable to conduct offline classes in the next semester, it was decided that arrangements be made to conduct online theory and practical classes for the session 2020-21 from the college campus as per the Time Table through the use of online meeting apps such as Google Meet, Zoom App, Free Conference App, etc.
7. It was recommended that workshop be conducted for teaching staff to train them to use online Video Conferencing Platforms for conducting virtual classes, to share presentations, videos, documents, websites, etc. with students, to receive assignments and solve problems and doubts of the students.
8. Keeping in mind the proper conduct of online classes the status of the installed Wi-Fi network was discussed. It was reported that although seamless and high speed Wi-Fi facility is available in the college campus but it is not sufficient to conduct large number of online theory and practical classes at a time from college classrooms and laboratories respectively. Thus it was recommended that dedicated high speed Wi-Fi connectivity be provided in the classrooms and laboratories.
9. It was advised that wherever needed Computers and Web Cameras be provided for effective online teaching in classrooms and laboratories.
10. It was proposed that student benches and office furniture be purchased for comfortable sitting of students of B. Voc MLMDT program well in time before the start of offline teaching classes.
11. It was recommended that cloud based College ERP (Enterprise Resource Planning) software may be hired to completely automate and integrate most of the processes of our college, such as admissions, administrative, academic, financial, infrastructure,





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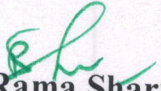
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communication. Moreover, it may address the information and data processing needs of all stakeholders and end users –viz. students, teachers and support staff.

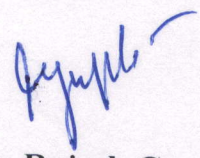
12. It was decided that Academic and Administrative audit be conducted during the session for evaluating and improving the standards of academic and administrative functioning.
13. Keeping in mind the significance of environmental issues and for sustainable and harmonious development it was decided that Environment audit, Green audit and Energy audit be conducted for the campus.
14. The house advised filling of vacant grant-in-aid teaching and non-teaching posts at the earliest preferably before the commencement of the teaching classes of 2020-21 session.
15. The house unanimously proposed the conduct of webinars/conferences on various topics by all the teaching departments of the college, for quality enhancement, for improving the teaching-learning process, for strengthening online teaching process and for moral boosting of staff and students during this Covid-19 pandemic period.

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

Approved


Dr. Rama Sharma
Principal
IQAC Chairperson

Signed


Dr. Rajesh Gupta
Associate Professor
IQAC Coordinator





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ACTION TAKEN REPORT

On the decisions of the 16th IQAC meeting held on 1-6-2020.

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

1. College has submitted the proposals for three UGC sponsored vocational courses of Software Development, Journalism & Multimedia Technologies and Nutritional & Health Care Science.
2. The College has prepared and submitted the proposal for Star College Scheme of Deptt. Of Biotechnology, Government of India of India.
3. One assistant professor each has been recruited on Grant-In-Aid posts in departments of Physics and Hindi respectively.
4. Online theory and practical classes for the session were conducted from the college campus as per Time Table through the use of online meeting apps such Google Meet, Zoom App, Free Conference App, etc.
5. Three Days Workshop to train the teaching staff to use online Meeting Apps for conducting online classes, to provide lectures to students, to receive assignments and solve problems and doubts of the students was conducted from 20/8/20 to 22/8/20. Besides, Computer department conducted two online workshops for staff and students on the topics of Advanced Excel and MS Word and Microsoft Word Skills. In these workshops participants had hand on experience on using spreadsheets creatively, working with tables of contents, footnotes, using mail merge, creating envelopes and tables, protecting documents, etc.
6. Our college actively participated in activities and programs organized/sponsored/directed by govt./district admin./university. Strictly following the Covid-19 guidelines students participated in online and offline curricular and extra-curricular activities and celebrate various days such as, Service of Humanity in the time of Pandemic-19, E-Poster Making Competition, Indian Freedom Struggle and NSS-Quiz Competition, Online Slogan Competition, Fit India Rally, Seminar on Road Safety, Hindi Diwas-Quiz Competition, World Environment Day, World Tobacco Day, International Yoga Day, 3 Days Online Yoga Workshop, Cancer Awareness Day, Lecture on Swachhata Pakhwara, Kargil Diwas Celebration, Participation in District level Republic day Function, Participation in Online Training for Covid-19 Volunteers.
7. Dedicated high speed Wi-Fi connectivity was provided in the classrooms and laboratories for smooth conduct of online classes as per the Time Table.
8. Computers and Web Cameras were provided for effective online teaching in classrooms and laboratories.



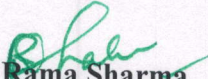
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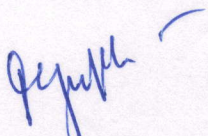
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9. Cloud based College ERP (Enterprise Resource Planning) software has been hired from Master Soft ERP Solutions Pvt. Ltd. to completely automate and integrate most of the processes of our college, such as admissions, administrative, academic, financial, infrastructure, communication, etc.
10. Webinars were conducted by teaching departments for improving the teaching-learning process, for strengthening online teaching process and for moral boosting of staff and students on topics such as: a) Be A Winner During Lockdown, b) Mathematical Thinking, c) Science and Research, d) Nanotechnology: A Multidisciplinary Technology of 21st Century, e) Formation of Indian Constitution: A Historical Perspective, f) Health and Fitness: Challenges and Opportunities During Covid-19 Pandemic, g) Covid-19 & Indian Taxation System, h) Stress Management during COVID-19, i) Impact of Covid-19 on Indian Economy, j) Indian Parliamentary System: Structure and Functions, k) Sri Guru Tegh Bahadur: Travels and Martyrdom l) Art of Public Speaking.
11. Academic and Administrative audit was conducted during the session for evaluating and improving the standards of academic and administrative functioning.
12. Environment audit, Green audit and Energy audit were conducted for making a strategy for sustainable and harmonious development.
13. Student benches and office furniture were purchased for the department of B.Voc. MLMDT.


Dr. Rama Sharma
Principal
Chairperson (IQAC)


Dr. Rajesh Gupta
Associate Professor
Coordinator (IQAC)

