



## INTERNAL QUALITY ASSURANCE CELL



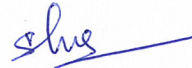









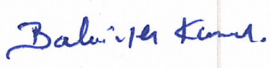

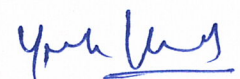
S. D. COLLEGE BARNALA

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### Minutes of the meeting of IQAC of S. D. College, Barnala held on 28-05-2022 at 11 a.m. in the faculty Hall of the college.

Members present:

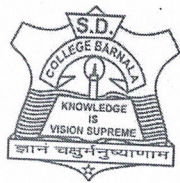
Dr. Rama Sharma (Chairperson)  Dr M. L. Bansal   
Dr. T.K. Sahu  Dr V. K. Bansal   
Prof. Amrish Kumar  Prof. Neeru Goel   
Dr. Rajesh Gupta (Coordinator)  Prof. Shoaib Zafar   
Prof. Ashwani Sikri  Dr. Kulbhushan Rana   
Prof. Anamika Bhardwaj  Prof. Gaurav Singla   
Sh. Sukhpal Singh  Prof. Balwinder Kumar   
Ms. Kusam Sharma  Sh. Yogesh Kumar 

1. Dr. Rajesh Gupta welcomed the members of the IQAC.
2. The minutes of previous meeting held on 12th March 2022 were confirmed.
3. The house discussed in detail Plan of action chalked out by the IQAC for the session 2021-22 and the execution of the same/outcomes achieved.

S.No	Plan of Action	Achievements/Outcomes
1.	The house recommended the establishment of 'Innovation Hub' in Physics department for enhancing creativity and experimental skills in education of Basic Science. It can play a vital role in imparting quality education, where visitors can get a feel that how the great scientific innovations might have evolved through small efforts of the beginners. This Innovation Hub, which will be an independent place of learning, motivation, recreation, observation and	The college established 'Innovation Hub' in Physics department on 26 <sup>th</sup> October 2021 in association with Indian Association of Physics Teachers. In this hub more than 35 working projects have been installed by Prof. Y.K. Vijay President, IAPT-RC-6, Rajasthan and an engineer.








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<p>imagination, can definitely help in inculcating interest in experimental Physics amongst the science students. Moreover, in view of New Education Policy of the Government of India, we need to have more emphasis on the vocational training. Thus, this Hub can be very well used as a training centre for learning to design and fabricate small models of various physical phenomena through commonly available materials and components. Moreover, students of nearby secondary schools will also be benefitted from this Hub, which can also help in increasing admissions in science streams.</p>	
<p>2. The house felt the need for strengthening of B.Voc. Journalism &amp; Multimedia Technologies, UGC sponsored vocational courses under the National Skill Qualification Framework (NSQF). In this regard it was recommended that without waiting for grant from UGC a modern Multimedia Lab and Studio be developed at the earliest. As it will enable the students to acquire additional skills to further upgrade their competencies.</p>	
<p>3. College submitted the proposal to receive grant under Star College Scheme of DBT, Govt. of India in June 2020, for strengthening the Science education and training at undergraduate level, In April 2021 DBT granted approval for the introduction of above said scheme for the departments of Physics, Chemistry, Botany, Zoology and Mathematics. However, no grant was released. The house recommended that matter for the release of grant be taken up with DBT so that activities/projects under this scheme may be pursued in systematic manner.</p>	<p>Efforts were made to get the grant released from DBT so that activities/projects under this scheme may be undertaken in appropriate manner. As a result DBT released Rs 41 lacs as first instalment of the grant on 19-01-22.</p>
<p>4. It was felt that online teaching could not be as effective as offline teaching especially programs involving practical work. Moreover, in rural areas internet</p>	<p>Teaching in offline mode (regular class room mode) was introduced from 1<sup>st</sup> Sept. 2021 in a phased manner following the Covid-19 guidelines.</p>





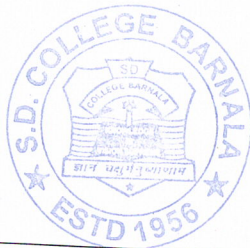
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	<p>connectivity was a major hindrance. The house recommended the introduction of offline teaching in a phased manner strictly following the Covid-19 guidelines. Students be strictly directed to get Covid vaccination before entering the college campus.</p>	
5.	<p>Keeping in mind the prevalence of Covid-19 pandemic it was decided that arrangements be made for the vaccination of staff and students. In this context more vaccination camps be organized in the college in association with CMO Barnala and district administration during the session.</p>	<p>For the vaccination of staff and students in association with CMO Barnala and district administration six more vaccination camps were organized in the college.</p>
6.	<p>The house felt that there being financial crisis owing to Covid, it was difficult for many students to deposit full fee in one go. Thus it was recommended that needy students be allowed to submit fee in instalments.</p>	<p>Needy students were given the facility to deposit fee in 3-4 instalments.</p>
7.	<p>The house felt that owing to the prevalence of Covid-19 pandemic the students were stressed as regular (offline) curricular and co-curricular activities have been under suspension for more than a year, it was advised that staff should motivate and encourage the students to participate more enthusiastically in curricular and extra-curricular activities such as NSS, NCC, debate, declamation, quiz, slogan writing, poem writing, essay writing, crossword, painting, rangoli etc. Moreover, college should actively participate in activities and programs organized/sponsored/directed by govt., district administration and university observing the Covid-19 guidelines.</p>	<p>The staff motivated and encouraged the students to participate more enthusiastically in curricular and extra-curricular activities. Our college actively participated in activities and programs organized/sponsored/directed by govt./district admin./university. Students participated in online and offline curricular and extra-curricular activities and celebrate various days such as, online workshop on 'Mental and Social Cooperation during Covid Pandemic, Environment Awareness/Tree Plantation Program 'Zindagi De Rang Hariyawal Sang', Poster Making Competition, Debate, Poetry Recitation, Slogan Writing, Patriotic song singing, Essay Writing, Constitution Day, National Girl Child Day, National Voters' Day, Crossword Competition, International Women's Day, Martyrdom of Shaheed-E-Azam Bhagat Singh, World Cycling Day, Three Day Yoga Workshop, World Blood Donors Day, International Yoga Day, Science Day, Swachh Bharat Abhiyan, Kargil Vijay Diwas, Armed</p>







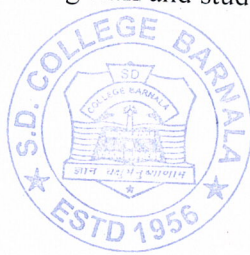
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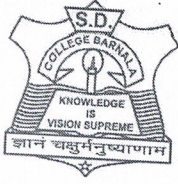
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		Forces Flag Day, Hindi Diwas-Quiz Competition, Punjabi Literary Program, World Environment Day, World Bicycle Day, etc.
8.	The house felt that sports activities remained in doldrums due to Covid. However, for the fitness and mental alertness the significance of games and sports was second to none. It was recommended that more and more students be encouraged to participate in various games, may be indoor or outdoor.	Students were motivated and encouraged to participate in various sports activities and competitions. Students in large number practiced in college ground for field games and athletics and practiced indoor for indoor games. As a result, at University level, college students got gold medals in Netball, Chess(boys), Chess(girls), silver medal in Kick Boxing and bronze medals in Circle Kabaddi, Judo, Boxing and Race.
9.	The house decided that to celebrate <b>Azadi Ka 75va Amrit Mahotsav</b> and to pay tributes to martyrs who sacrificed their life for the Independence of India and for inculcating the feeling of love for the nation among students and staff, a grand function be organized to celebrate Independence day on 15 <sup>th</sup> August in the college campus. On this occasion various competitions such as poster making, poetry recitation, slogan writing etc. be organized to aware students regarding freedom struggle and lives of martyrs	In tune with the spirit of Azadi Ka 75va Amrit Mahotsav a grand function was organized to celebrate Independence day on 15 <sup>th</sup> August in the college campus. Various competitions such as poster making, poetry recitation, slogan writing etc. were organized. Students in large number participated in competition.
10.	It was stressed that to make Amrit Mahotsav kaal more meaningful and to show our duty for our environment. Tree Plantation Campaign be launched to promote sense of environment beautification among staff and students.	Tree Plantation Campaign was launched to promote sense of environment beautification among staff and students. NSS department initiated a novel program "Zindagi de Rang Hariyawal Sang" to promote sense of environment beautification among staff and students. The motive of the program was to beautify college campus by planting trees on the special occasion i.e. birthdays or anniversaries etc. of faculty members and students. More than 380 plants/saplings of decorative plants were implanted under this practice through voluntary donations.
11.	It was recommended that department of B. Voc. (Software Development) of the college be requested to develop ERP (Enterprise Resource Planning) software	Department of B.Voc (Software Development) has developed ERP software. Admissions and fee deposition







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	to completely automate and integrate most of the processes of admissions from the next session. Moreover, it may address the information and data processing needs of all stakeholders and end users –viz. students, teachers and support staff.	would be done using it from the session 2022-23.
12.	The house advocated the preparation of Academic calendar by synchronizing it with University Calendar. It should be made available to students through college website.	Academic calendar was prepared by synchronizing it with University Calendar. It was uploaded on college website for the use of all the stakeholders.
13.	It was advised that for enhancing the capabilities of students, especially P.G. students organization of seminars/conferences/talks/invited lectures etc. be encouraged.	Mathematics department organized seven days Metlab Software workshop. Punjabi department organized Literary Program with Prof. Ravinder Bhathal, President Punjabi Sahit Academy as main speaker. Guest lectures/workshops were organized by the departments of Zoology, Physics and Chemistry. Students of English department visited book fair at Punjabi University and Bhai Kahn Singh Library.
14.	The house was of the view that due to the prevalence of Covid-19 students mostly remained indoors various curricular and co-curricular activities remained suspended. Keeping in mind the wholesome personality development of students and 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 L.B.S. College Barnala and Inter Zonal Youth Festival at Punjabi University Patiala. The house advised to make special efforts for same. In this regard house suggested that for the time being Prof. Ashok Kumar be requested to rejoin the college and assist in the preparation of Youth Festival till the filling of grant-in-aid post in Music department.	Students made a glorious participation in Zonal and Inter Zonal Youth Festivals. At Zonal Festival our students participated in 46 items. They won first position in 15 items, second position in 06 items and third in 5 items. Among 46 colleges in this competition, our college won Overall Championship Trophy, Overall Fine Arts Trophy, Overall Literary Items Trophy, Overall Music Items Trophy, Vaar Singing Trophy, Kali Singing Trophy, Gidha Trophy, Installation Trophy, Quiz Trophy, Group Song Indian Trophy and Short Film Trophy. At Inter Zonal level our students won three Gold medals, three Silver medals and one Bronze medal.
15.	It was discussed that to enhance the participation of students in Zonal and	To enhance the participation of students in Zonal/Inter-Zonal Youth Festivals,







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	Inter-Zonal Youth Festivals, Inter-College/University sports tournaments and NCC camps. The participating students should be given special chance to appear in MST.	Inter-College and University sports tournaments and NCC camps. The participating students were given special chance to appear in MST.
16.	In our state air pollution has crossed all limits. Problem of stubble burning in agriculture has made the things worse. Thus house recommended that an Awareness drive be launched in adjoining rural areas against Stubble burning.	On 2 <sup>nd</sup> November 2021 students took out an awareness rally in the villages Pharwahi and Rajgarh against stubble burning. Around 80 volunteers went door to door to make farmers aware about the hazards caused by stubble burning.
17.	The house felt the need to celebrate Constitution Day to make students aware about the importance of constitution of India and the importance of 26 <sup>th</sup> November.	Constitution Day was celebrated in the college. Various aspects of constitution like its history and the basic rights and duties of citizens were explained through PPT and a documentary film. More than 150 students participated in the event.
18.	To prevent the spread of the mosquitoes that causes dengue, the house suggested that stagnated water be cleared from all places and containers and fogging of pesticide be got done at regular intervals.	Stagnated water was cleared/drained from every nook and corner especially water points and containers, fogging of pesticide was done at regular intervals.
19.	The house advised filling of vacant grant-in-aid teaching posts at the earliest preferably in this session. It was decided that matter regarding filling of these posts be discussed with O/o DPI Colleges Punjab and posts be filled as soon as possible.	The matter regarding filling of vacant teaching posts was taken up with O/o DPI Colleges Punjab. However, no positive response was received.
20.	As university has decided to conduct odd semester exams in online mode. The house reviewed the status and progress of arrangements made at college level to smoothly conduct the exams and assistance to students. The house showed apprehensions that students from rural areas and poor students often face lot of difficulties in receiving question papers, making PDFs and sending them or in submitting answer sheets in the evening. After a long discussion house recommended that WhatsApp groups be made for each class/student. At least one teacher be deputed for each class to provide all information. All the information regarding date sheet, time,	For odd semester online University exams, WhatsApp groups were formed for each class. Each student was contacted telephonically to assure that no student remained out of these class WhatsApp group. Teacher were deputed as Nodal Officers and Coordinator for each subject/paper. All the information regarding date sheet, time, change in date sheet if any were made available to students through their class WhatsApp groups. For those students who were incapable in making/sending PDFs of their answer sheets were allowed to appear in exam from college campus itself.





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	change if any be made available to students. For those students who wish to appear in exam in college campus, they may be facilitated to do so strictly following Covid guidelines.	
21.	The house felt that for enhancing the exposure of the students more educational/field visits of students to places such as Science City, higher educational institutions, historical places, hill stations, etc. be conducted.	Educational visits/tours were organized to Kasauli, Palampur, Chamunda Devi, Mecleodganj, Dalhousie, Khajiar, Central University of Punjab, Bathinda, G.N.D. Amritsar during Science Festival Week, Baba Farid College Bathinda, Punjabi University during Book Exhibition, etc.
22.	The house recommended that a feedback in the form of Student Survey be collected from the students regarding the effectiveness of teaching learning system. Students may also be asked to submit suggestions for improvement.	Feedback in the form of Online Student Survey was collected from the students. This survey was conducted from 16/5/22 to 27/5/22 in which 838 students gave their feedback and suggestions.
23.	The house suggested to get feedback from teachers to improve the effectiveness of teaching learning system in the college.	Online Faculty Survey was conducted from 9/05/22 to 19/05/22 in which 49 teachers gave their valuable feedback.
24.	The house inquired regarding the preparation of AQAR for 2020-21, Dr Rajesh Gupta informed the house that although the work on AQAR was at advanced stage, however report would be submitted in January 2022 as NAAC had already extended the last date of submission to 1 <sup>st</sup> Feb. 2022. Moreover, due to the late conduct of University exams of outgoing classes, the results of various class were still pending. Further, admission to higher classes were still going on, so data on students' progression were not available.	AQAR for 2020-21 was submitted on 26/03/22 and was approved by NAAC on 30/03/22.
25.	For enhancing the academic and administrative functioning of the college, it was recommended that an Academic and Administrative audit be conducted during the session.	An Academic and Administrative audit was conducted during the session.
26.	Considering the prime importance of environmental issues and for harmonious and sustainable development, the house recommended that, Green audit, Energy audit an	Green audit, Energy audit an Environment audit were conducted for the campus.







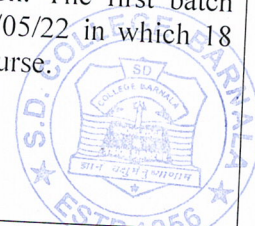
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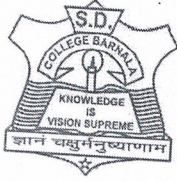
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	Environment audit be conducted for the campus.	
27.	The house reviewed the progress of the internally developed ERP Software. Prof Gaurav Singla explained in detail the progress regarding the software. Thereafter, it was decided that from 2022-23 session students' admission process including fee deposit should be done through this software.	Internally developed ERP Software of the college was made fully functional to be used from 2022-23 session for students' admission process including fee deposit.
28.	The house recommended that for the successful launching of internally developed ERP software, Department of B.Voc (Software Development) should organize workshops/training/demonstration in association with admin department and IQAC for the training/clearing of doubts of Admin and teaching staff to make them familiar regarding all the aspects of software, thus enabling them to upload data on the portal, make admissions and deposit fee and issue of fee slips.	Department of B.Voc (Software Development) in association with admin department and IQAC organized three workshops for the teaching staff, one workshop for admin staff to make them familiar regarding all the aspects of software, thus enabling them to upload data on the portal, make admissions and deposit fee. One demonstration was also given to worthy management of the college.
29.	Keeping in mind the enthusiasm among the students to learn foreign languages and study abroad Prof. Gaurav Singla proposed the introduction of Add-On course in French Language. After thorough discussion on the proposal the house recommended the introduction of the course in the college through the Department of B.Voc (Software Development).	Add-On course in French Language in the college through the Department of B.Voc (Software Development) was started from this very session. The first batch commenced from 10/05/22 in which 18 students joined the course.
30.	The house felt that owing to Covid-19 pandemic in the recent times a majority of the students were hesitant to take part in any physical activity/field game/sport. It further affected their physical and mental strength. Thus, it was strongly recommended that students and staff should more enthusiastically participate in physical activities. Further, it was suggested that Inter S.D. institutions/inter-department/inter-class/intrdepartmental tournaments be organized to ensure participation of large number of students. Regarding Annual	Inter SD Institutions/inter-department/inter-class/intra-department sports competitions were organized in various games for a week before the Annual Sports Meet. Students in large number participated in different sports activities/games. As a result, even at Annual Sports Meet students' participation and spirit of competition was spectacular. Annual Sports Meet was organized from 30-31 March 2022. Hon'ble Sh. Gurmit Singh Meet Hayer, Cabinet Minister (Higher Edu. & Sports) of Punjab inaugurated the meet. In his







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	Sports Meet, it was recommended that it should be organized on grand scale.	address he motivated the students to take part in sports and elaborated the various incentives/schemes of the state govt. for the welfare of the players. He honoured the players who participated at University/national/international level.
31.	To make working of central library more user-friendly and efficient. The house recommended the further enhancement in the library management system and automation of college central library.	The college library has already installed KOHA software. To save the time of readers library has started e-circulation through KOHA. Fully automation process is in progress. Students will be issued barcode based Identity Cards for issue and return of books from session 2022-23. Atmosphere of library is user-friendly. library staff provide orientation to students from time to time. Personal assistance is given to readers while accessing any book or information.
32.	The house desired that a Science fair/program be organized in the college in the last week of April. In this program various activities/competitions such as poster making, quiz, model making etc. may be undertaken.	Science fair was organized in the college by science departments on 25-26 April 2022 under DBT Stare College Scheme. In this program events of Poster making, Quiz competition and model making were organized. A guest lecture was delivered on the occasion by Sh Rakesh Kumar, Principal, Govt. Senior Secondary School Kattu. Large number of students participated in the program.

The house appreciated the efforts for the well execution of the plan for the year 2021-22.

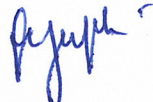
There being no other matter, the meeting ended with vote of thanks by the Coordinator.

Approved

  
**Dr. Rama Sharma**  
Principal  
IQAC Chairperson



Signed

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