

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**SCD Govt College Ludhiana**  
**Minutes of Meeting**  
**Session (2020-21)**

**Date of Meeting: 17-06-2020.**

**Agenda**

In the wake of the challenges posed by the pandemic, the college should organize virtual seminars and workshops to keep the faculty and students connected and to pave the way for a smooth shifting from offline mode of teaching to online mode.

An online meeting of the IQAC was held under the aegis of Principal Dr. Dharam Singh Sandhu on 17-06-2020. The following members attended the meeting.

1. Dr. Dharam Singh Sandhu
2. Dr. Ashwani Bhalla
3. Dr. Gursharanjit Singh Sandhu
4. Prof. Amita Rawlley
5. Prof. Poonam Mahajan
6. Prof. Suman Lata
7. Prof. Deepak Chopra
8. Prof. Harmeet Jhajj
9. Dr. Neelam Bhardhwaj

**The following decisions were taken:**

1. It was decided that classes should go on uninterrupted through virtual mode. The teachers can explore different digital platforms for teaching as per their suitability and comfort.
2. The department heads should supervise the smooth conduct of virtual classes so that the students do not face any disruption in learning owing to pandemic.
3. The departments can organize activities and events to keep the students motivated and connected.

**Date of Meeting: 03-08-2020**

**Agenda**

1. IQAC should host an event to deliberate on National Education Policy 2020 and enhance the awareness of the faculty on the latest education policy.

An online meeting of the IQAC was held under the aegis of Principal Dr. Dharam Singh Sandhu on 03-08-2020. The following members attended the meeting.

1. Dr. Dharam Singh Sandhu
2. Dr. Ashwani Bhalla
3. Dr. Gursharanjit Singh Sandhu
4. Prof. Amita Rawlley
5. Prof. Poonam Mahajan
6. Prof. Suman Lata
7. Prof. Deepak Chopra
8. Prof. Harmeet Jhajj
9. Dr. Neelam Bhardhwaj

**The following decisions were taken:**

1. Dr. Ashwani Bhalla threw light on the guidelines of National Education Policy which is learner centric and flexible and is going to prove a revolutionary change in the education system of the country.
2. Dr. Sandhu opined that the staff should be made aware of the provisions and clauses in NEP so that we are prepared to adapt it as the time arrives.
3. The salient features of NEP 2020 were discussed.
4. It was decided that the department heads should pass on this information in their respective department groups.

**Date of Meeting: 25-01-2021**

**Agenda**

Optimum utilization of RUSA funds towards improvement of infrastructure and equipment.

A meeting of IQAC, RUSA and college council was held today. The following members attended the meeting.

1. Dr. Dharam Singh Sandhu
2. Dr. Ashwani Bhalla
3. Dr. Gursharanjit Singh Sandhu
4. Prof. Amita Rawlley
5. Prof. Poonam Mahajan
6. Prof. Suman Lata
7. Prof. Deepak Chopra
8. Prof. Harmeet Jhajj
9. Dr. Neelam Bhardwaj

In this meeting, the following decisions were taken.

1. The department wise committee formed for the utilisation of RUSA funds will make the purchases as per prescribed guidelines and within the stipulated time-frame. The conveners of the committees will be answerable for any unutilised funds.
2. The grant of Rs 5 lakhs sanctioned by Cabinet Minister Sh. Bharat Bhushan Ashu will be utilised for the repair of the internal roads of the college. The rest of the expenditure for this project shall be met by the rental revenue from the driving track.

**Date of Meeting: 25-03-2021**

**Agenda:**

1. Survey on facility of network connectivity in the college.
2. Need for adding multidisciplinary courses for the benefit of the students.
3. Need for RO purifiers in Block B.

A meeting of the IQAC, HEIS and the college Council was held today. The following members attended the meeting.

1. Dr. Dharam Singh Sandhu
2. Dr. Ashwani Bhalla
3. Dr. Gursharanjit Singh Sandhu
4. Prof. Amita Rawlley
5. Prof. Poonam Mahajan
6. Prof. Suman Lata
7. Prof. Deepak Chopra
8. Prof. Harmeet Jhajj
9. Dr. Neelam Bhardwaj

In this meeting, the following decisions were taken.

1. Keeping in view the online classes/examinations in the college, the five connections of FASTWAY net plus (002841930, 002841974,002842010, 002842058, 002842082) should be kept active on priority basis.
2. Approval of expenditure of about 90000/-(as per rules) was given for the purchase of 3 RO purifier dispensers for Block B,MCom BI/ Administrative Office and lab1,2.
3. More Add on courses should be available in college to boost employability of students. MOU can be signed with Jagat Guru State Open University and more add-on courses to be opted for the benefit of the students

## **Date of Meeting: 09-05-2021**

### **Agenda**

1. Teaching guidelines to faculty during Covid.
2. Examination guideline/NAAC related duties.

To ensure the implementation of Covid guidelines issued by the Distt. Magistrate (dated 7.5.2021) in the college administration, an online meeting of IQAC was held on 09.5.2021. The meeting was presided over by Principal Dr Gurpreet Kaur. The following members attended the meeting.

1. Dr. Dharam Singh Sandhu
2. Dr. Ashwani Bhalla
3. Dr. Gursharanjit Singh Sandhu
4. Prof. Amita Rawlley
5. Prof. Poonam Mahajan
6. Prof. Suman Lata
7. Prof. Deepak Chopra
8. Prof. Harmeet Jhajj
9. Dr. Neelam Bhardwaj

### **The following decisions were taken in the meeting:**

2. The teaching staff of the college will work from home (online classes) till further orders. However, the staff is not allowed to leave station and can be called in the college campus as and when needed (with appropriate covid-safety measures).
3. The staff assigned the duty of conduct of exams, uploading of marks, marks verification or any other NAAC related duties, will be expected to come to college from 8 to 11 am on working days, till the completion/submission of their work.
4. The non-teaching/administrative staff on duty of fee, examination work, students' return etc. will complete their work from 8 am to 11 am on working days. Collegesteno Ms. Sushma Rani and HEIS clerk Ms. Rano shall be present in college on alternate days from 8 am to 11 am.

5. To avoid any loss to students during online teaching, a Fiber Cable with Wi-Fi router should be installed in different buildings of the college for 6 months (5 connections in total), after a proper survey about which company provides good speed at cheaper rates.



Dr. Ashwani Bhalla  
IQAC Coordinator



Dr. Dharam Singh Sandhu  
Principal **Principal**  
**SCD Govt. College, Ludhiana**