



**PT. MOHAN LAL
S.D. COLLEGE FOR WOMEN**

KAHNUWAN ROAD, GURDASPUR-143521

(Re-Accredited 'A' Grade By NAAC)

(Affiliated to GURU NANAK DEV UNIVERSITY, AMRITSAR)

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IQAC Meeting: 01

Ref. No. SDCw/2019

Dated. 10-7-2019

All the IQAC members are requested to attend the first meeting of IQAC scheduled on 12th July, 2019 in the Principal office at 1:10 p.m. The agenda for this meeting is as follows:

Agenda:

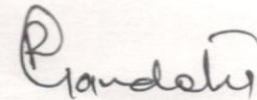
1. Introduction of new team of IQAC cell for academic session 2019-20.
2. To read and confirm the minutes of the previous meeting held on 13th March 2019.
3. Brief discussion on action taken report of academic year 2018-19.
4. Plans for new strategies to promote quality education.
5. Plans for preparation for submission of AQAR 2018-19.
6. Plans of institution for the current academic year 2019-20.
7. Discussion on successful execution of classes and completion of syllabus.
8. To discuss the initiatives to strengthen industry academic and institution – institution ties.
9. To introduce new practices of enhancing the use of ICT.
10. Any other suggestion / idea by IQAC members.

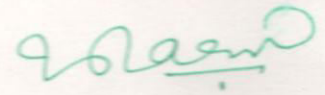
Dated: 12th July, 2019

Venue: Principal Office

Time: 1:10 PM

Kindly make it convenient to attend the meeting on the date and time specified above.


IQAC Coordinator


Principal

Minutes of the Meeting: 01

The first meeting of IQAC was held on 12th July, 2019 in Principal Office at 01:10 p.m. under the Chairmanship of the Principal Dr. (Mrs.) Neeru Sharma. Following members were present for the meeting.

1. Principal Dr. (Mrs.) Neeru Sharma
2. Sh. Hiramani Aggarwal
3. Mr. Nitin Hastir
4. Dr. (Mrs.) Rama Gandotra
5. Mrs. Jyoti Saini
6. Mrs. Savita Nanda
7. Mrs. Seema Mahajan
8. Mrs. Sandeep Kaur Goraya
9. Mrs. Ravneet Kaur *Ravneet*
10. Dr. (Mrs.) Khushboo Aggarwal
11. Ms. Komal Mahajan
12. Dr. Dinesh Sharma
13. Mrs. Sweety
14. Ms. Kajal Mahajan
15. Ms. Shilpa Randev

Chairperson *Neeru Sharma*

Management Expert *Tunaji*

Industry Expert *Nitin Hastir*

Coordinator, IQAC *Rama Gandotra*

Member *Jyoti*

Member *Savita*

Member *Seema Mahajan*

Member *Sandeep*

Member *Ravneet*

Member *Khushboo*

Member *Komal Mahajan*

Member *Dinesh*

Senior Office Assistant *Sweety*

Alumni Representative *Kajal*

Student Representative *Shilpa*

Minutes of Meeting:

Minutes of the IQAC first meeting are as follows:

1. The meeting started with introduction of all the newly appointed members of IQAC Cell by the Coordinator Dr. (Mrs.) Rama Gandotra. The cell was formed as per the UGC Guidelines and staff's recommendations.

a) Dr. (Mrs.) Neeru Sharma being the Principal was unanimously appointed as the Chairperson.

Neeru Sharma
Principal
Pt. Mohan Lal S.D. College
for Women, Gurdaspur

b) Dr. (Mrs.) Rama Gandotra, Head, Department of Sociology was elected as the Coordinator of IQAC Cell as per her earlier experience in IQAC.

c) Mr. Nitin Hastir was elected as an External Expert for Quality Management.

2. New Appointments for session 2019-20.

3. The minutes of last meeting were read.

4. Evaluation was made for the Academic year 2018-19 completed on 30th June, 2019. The information regarding progress of the IQAC and the college in organising various activities were shared.

5. The objectives and functions of IQAC were read. The guidelines issued by the UGC and NAAC regarding IQAC and AQAR were discussed. The new criteria wise team for collection of the data for preparation and submission of AQAR online on the HEI portal was formed and suggestions from them were solicited.

6. It was decided to introduce 2 new clubs – Jigyasa Club and Clickr-Photography Club for the students.

7. The college calendar for the current session was approved by the IQAC members.

8. The Departments were asked to frame the annual plans and submit to IQAC for review.

9. For the current session, IQAC is to design the Master Plan keeping in view the following points:

(a) organize Orientation programme for Ist Semester students in the month of July.

(b) display wall magazine under each department to keep the students updated with their current trends of the subjects.

(c) continue organizing classroom and field activities to promote interactive learning process.

(d) continue organizing educational trips to promote 'Teaching outside classrooms'.

(e) continue organizing Guest Lectures and workshops for students.

(f) Installation of College Central Association in order to give platform to students to develop leadership skills and representation.



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- (g) increase outside participation of the students in varied events organized by different institutions and Universities.
- (h) celebrate all the important days of National and International importance.
- (i) organise such activities that are aimed to carry forward the cultural legacy and to promote heritage.
- (j) organize Faculty Development Programs regularly with special focus on enhancing ICT enabled teaching and learning.
- (k) organise the extension activities and outreach programmes through various clubs and committees of the college throughout the year.
- (l) celebration of 550th Birth Anniversary of Guru Nanak Dev ji by organizing different activities and apply for the grants for organizing such activities.

10. It was decided to discuss all the University Results of Academic year 2018-19 once out and honour University toppers and do the counseling of the promotees, when required.

11. The outline of the various Value added courses and Short term courses to be made by the respective departments in consultation with Academic Council of the college.

12. The IQAC proposed purchase of new books for library and subscription of the research journals and magazines and promote the use of INFLIBNET services among teachers throughout the year. It was also decided to re-stock the laboratories with required equipment.

13. The departments were asked to strengthen the Industry- Academic and Institution – Institution ties through signing more Memorandum of Understanding with them and organising workshops, webinars and other such related activities.

14. It was decided that every department will ensure use of e-teaching content (PPTs, videos etc.), platforms (Slideshare, Websites, Youtube etc.) and aids (OHP, projectors, Mobile phones etc.) among students extensively.

15. It was decided to use online media platforms for communicating with students in order to make them up-to-date and tech-savvy.



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GURDASPUR

16. It was proposed to make last minute efforts to increase the admissions by calling the students and counsel them.

17. It was resolved to prepare the research and seminar proposals and submit to ICSSR for approval by Department of Economics, Political Science and Sociology.

The meeting ended with a brief note by the Chairperson Dr. (Mrs.) Neeru Sharma who motivated the staff members to work with zeal and zest to improve and strengthen the academic and administrative performance of the college. Dr. (Mrs.) Rama Gandotra proposed a Vote of Thanks.


IQAC Coordinator


Principal

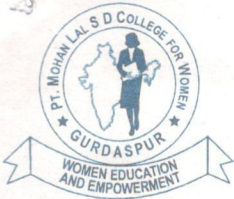

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ACTION TAKEN REPORT FOR IQAC MEETING

DATED 12th July 2019

1. Two new clubs were formed as per discussion in the meeting – Jigyasa and Clickr - Photography Club and Incharges were assigned.
2. Department wise plans were made by Heads of the departments and IQAC team reviewed them.
3. Quarter wise Master plan was designed for the college keeping in view the suggestions made in the meeting.
4. The MoUs were signed and renewed with different institutions and industries by the respective departments and clubs and committee Incharges.
5. Admission Committee was suggested to conduct telephonic online counselling sessions to enhance admissions.
6. University results were discussed by Academic Council and University toppers were honoured in the college assembly.
7. 8 Short term courses and value added courses were designed by the different departments in consultation with Academic Council of the College.
8. Library Committee was instructed to make purchase of books at least every month.
9. All the departments were given instructions to create e-content and share them with students using Whatsapp or through Slideshare.


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Ref. No. SDCW/2019

Dated 23-09-2019

IQAC Meeting: 02

All the IQAC members are requested to attend the second meeting of IQAC scheduled on 25th September, 2019 in the Principal office at 1:40 p.m. The agenda for this meeting is as follows:

Agenda:

1. Confirmation of minutes of previous meeting.
2. Action taken report on the issues discussed in the first meeting.
3. More emphasis on Mid Semester House and University Examination.
4. Review of the plan of institution for the second quarter of current academic year 2019-20.
5. To discuss the outreach activities and extension activities to be undertaken.
6. To find ways to strengthen alumni –institution ties.
7. To suggest the ways to enhance research abilities and entrepreneurial skills of the students.
8. To apply for the new courses keeping in view the feedback by alumni and parents.
9. To discuss and upload the AQAR for the last 3 years including this year.
10. Any other suggestion / idea by IQAC members.

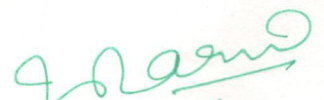
Dated: 25th September, 2019

Venue: Principal Office

Time: 1:40 PM

Kindly make it convenient to attend the meeting on the date and time specified above.


IQAC Coordinator


Principal

Minutes of the Meeting: 02

The second meeting of IQAC was held on 25th September, 2019 in Principal Office on 1:40 p.m. under the Chairmanship of the Principal Dr. (Mrs.) Neeru Sharma. Following members were present for the meeting.

1. Principal Dr. (Mrs.) Neeru Sharma
2. Sh. Hiramani Aggarwal
3. Mr. Nitin Hastir
4. Dr. (Mrs.) Rama Gandotra
5. Mrs. Jyoti Saini
6. Mrs. Savita Nanda
7. Mrs. Seema Mahajan
8. Mrs. Sandeep Kaur Goraya
9. Dr. (Mrs.) Khushboo Aggarwal
10. Ms. Komal Mahajan
11. Dr. Dinesh Sharma
12. Mrs. Sweety
13. Ms. Shilpa Randev

Chairperson

Management Expert

Industry Expert

Coordinator, IQAC

Member

Member

Member

Member

Member

Member

Member

Senior Office Assistant

Student Representative

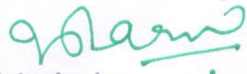
Minutes of Meeting:

Minutes of the IQAC second meeting are as follows:

1. Dr. (Mrs.) Rama Gandotra, IQAC Coordinator welcomed the IQAC members and the minutes of the previous meeting was confirmed.
2. Action taken report of the previous meeting was discussed.
3. It was decided to conduct Mid Semester Examination, declare the results and conduct feedback sessions with students and meeting with parents.
4. It was resolved to continue classifying students as Advanced and Slow learners in order to

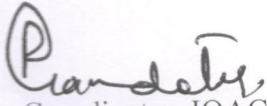
give special attention to them for the upcoming University Exams. It was decided to continue with the remedial classes more effectively in this Academic Year 2019-20 also.


5. While reviewing plan for 2nd quarter, it was resolved to –
 - (a) celebrate 550th Birth Anniversary of Guru Nanak Dev Ji by organizing seminars and other events.
 - (b) To organize Inter-School Fest under the theme 'Beti Bachao, Beti Padhao' with focus on increasing awareness among masses through organizing competitions.
 - (c) to celebrate Diwali and Lohri by the Central Association to inculcate the sense of giving and compassion among the students towards the have-nots.
 - (d) to conduct periodic surveys on social issues by departments of the college under NSS unit and act on the basis of findings. It was also decided to organize a 7-day camp by NSS like every year.
 - (e) to organize the exhibitions on the festival days in the campus, thus giving exposure of the market to the students.
 - (f) to organise recreational trips for the students.
 - (g) to keep teachers motivated to write books and present and get the research papers published and attend the seminars and workshops.
 - (h) to work actively for strengthening the Alumnae- Institution ties by ensuring their involvement in Youth Festival guiding team, inviting them as Guest speaker or chief guests etc.
6. It was decided to take such initiatives to enhance the research abilities among students through field surveys and projects apart from the compulsory projects suggested under the curriculum.
7. It was proposed that the students, who are willing to undertake small business activities on campus, will be supported through "Earn while you learn" programme and mentoring will be done by teachers from concerned departments and Enactus Club.
8. It was decided to apply for the 2 courses – M.Sc. Fashion Designing & Merchandising and M.A. Sociology after conducting the feasibility studies by the departments and review by Think Tank as and when the University asks for the submission of the proposal.
9. The AQAR report for the last 3 years as per the new format and year 2018-19 were discussed and it was decided to submit it to the Academic Council of college for review and upload it


Principal
Pt Mohan Lal S.D. College
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on NAAC portal later.

In the end, Dr. (Mrs.) Neeru Sharma highly encouraged IQAC members to accomplish the tasks that were decided in the meeting in order to strengthen the college performance. The meeting ended with Vote of Thanks by Mrs. Rama Gandotra.


Coordinator, IQAC


Principal
PT. MOHARJI COLLEGE FOR WOMEN
GURDASPUR

ACTION TAKEN REPORT FOR IQAC MEETING

DATED 25th September 2019

1. Examination Committee of the college conducted mid semester examination successfully and results were prepared and communicated to parents through Parent-teacher Meeting.
2. Advanced Learner Club and Remedial Class Incharges ensured the smooth running of advanced learner classes and remedial classes of all the classes before final semester examination.
3. The activities decided for 2nd quarter were conducted by respective departments and clubs & committees.
4. 5 Surveys were proposed and a few of them were conducted by the students from different departments.
5. Enactus club, Entrepreneurship cell and various other Departments took the initiative to motivate students to undertake business activities under the 'Earn while you learn' theme. Mentoring of the students was done by the designated Incharge.
6. Feasibility study of the new courses to be applied was conducted by departments and Think Tank revised the same. It was decided not to apply for these courses as per the response solicited from the survey.
7. AQAR reports were submitted to Academic council for review to be uploaded later on.
8. Seminar proposals were prepared and submitted to the ICSSR.


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Ref. No. SDCW/2020

Dated. 13-1-2020.....

IQAC Meeting: 03

All the IQAC members are requested to attend the third meeting of IQAC scheduled on 15th January, 2020 in the Principal office at 1:10 p.m. The agenda for this meeting is as follows:

Agenda:

1. Confirmation of minutes of previous meeting.
2. Action taken report on the issues discussed in the second meeting.
3. Discussion on the areas related to academics.
4. Review of the plan of the institution for the third quarter of current academic year 2019-20.
5. Discussion on organizing various extension activities with special focus on building sound value system.
6. Discuss the initiatives for students counseling and placements.
7. Any other matter with permission of Chairperson.

Dated: 15th January, 2020

Venue: Principal Office

Time: 1:10 PM

Kindly make it convenient to attend the meeting on the date and time specified above.

IQAC Coordinator

Principal

Minutes of the Meeting: 03

The third meeting of IQAC was held on 15th January, 2020 in Principal Office at 1:10 p.m. under the Chairmanship of the Principal Dr. (Mrs.) Neeru Sharma. Following members were present for the meeting.


1. Principal Dr. (Mrs.) Neeru Sharma
2. Sh. Hiramani Aggarwal
3. Dr. (Mrs.) Rama Gandotra
4. Mrs. Jyoti Saini
5. Mrs. Seema Mahajan
6. Mrs. Sandeep Kaur Goraya
7. Mrs. Ravneet Kaur
8. Dr. (Mrs.) Khushboo Aggarwal
9. Ms. Komal Mahajan
10. Dr. Dinesh Sharma
11. Mrs. Sweety
12. Ms. Kajal Mahajan
13. Ms. Shilpa Randev


Chairperson 

Management Expert 


Coordinator, IQAC 

Member 

Member 

Member 

Member 

Member 

Member 

Member 

Senior Office Assistant 


Alumni Representative 

Student Representative 

Minutes of Meeting:

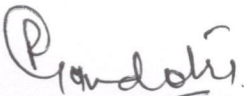
Minutes of the IQAC third meeting are as follows:

1. The minutes of the previous meeting was confirmed.
2. Action Taken Report of previous meeting was discussed.
3. It was discussed that classes will continue for the next semester as per the plans, provided the time table is approved by the Academic Council.


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4. The Departments shall organize Guest lectures by eminent personalities and experts, inter-class competitions and extracurricular activities.
5. It was decided to review University examination results when announced and do the counseling of the students as per the case.
6. All the clubs and committees will be directed to conduct at least 1 activity in a year.
7. While reviewing plan for 3rd quarter, it was resolved to –
- (a) celebrate Patriotic week in the last week of January in collaboration with Social Science Department and other clubs and committees of the college.
 - (b) organize 7 days Personality Development Programme for the interested students keeping in view their requirements.
 - (c) organize a Book Exhibition in the college for the students.
 - (d) organize Alumni meet and Annual Convocation.
 - (e) organize Student Regional Seminar related to research where students will present the research papers.
 - (f) conduct the Religious exam like every other year in collaboration with Guru Gobind Singh Study Circle, Ludhiana.
 - (g) celebrate International Women day with full fervor and pomp and show.
8. It was decided to work extensively on the On campus as well as Off campus Placement drives and guide students and alumnae accordingly for the same.
9. It was decided to arrange career counseling sessions for school students and make them aware about the job avenues of the different courses.

The meeting ended with a Vote of Thanks to the Chair.


Coordinator, IQAC


Principal

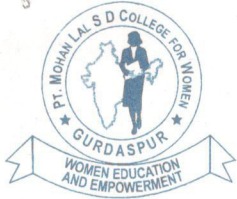

Principal
Pt Mohan Lal S.D College
for Women, Gurdaspur

ACTION TAKEN REPORT FOR IQAC MEETING

DATED 15th January 2020

1. Time Table was approved by Academic Council for the semester and classes were started.
2. Guest Lectures and workshops were organized by the departments keeping in view the needs of the students.
3. Evaluation of University results for the last semester was made and students were counselled as per the case. The toppers were honoured.
4. The clubs and committees organized activities as per their mandates.
5. All the activities discussed of 3rd quarter as per the plans were organized except the Annual Convocation & student Regional seminar due to Lockdown followed by COVID 19 in the month of March.
6. In the month of February, Home science department organized an eatable stall on mouthwatering snacks--- IDli-Sambhar and Manchurian, nutritional salad etc.
7. Different institutions were contacted to visit campus for placements. The students and alumnae were made placement ready through PDP, GDS, Resume Writing sessions etc. conducted by career counselling and placement cell in collaboration with Alumni Association.
8. Different faculty members visited various schools and counselled them by delivering lectures regarding the different courses and job avenues concerned.


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Ref. No. SDCW/2020

Dated... 1-04-2020

IQAC Meeting: 04

All the IQAC members are requested to attend the fourth meeting of IQAC scheduled on 3rd April, 2020 online at 11:00 a.m. The agenda for this meeting is as follows:

Agenda:

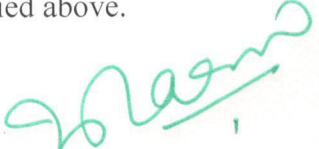
1. Confirmation of minutes of previous meeting.
2. Action taken report on the issues discussed in the third meeting.
3. Discussion on the completion of syllabus and conducting Mid Semester Examination keeping in view the COVID induced lockdown.
4. Discussion on organizing FDPs with special focus on ICT use and new platforms.
5. Discussion on efforts to be undertaken to make students abreast with use of new educational platforms online and ensure their mental wellbeing too.
6. Discussion on the administration and ensure successful day to day operations of the college.
7. Discussion on plans to celebrate 25 years of existence of the college keeping in view the COVID situation.
8. Review of the plan of the institution for the fourth quarter of current academic year 2019-20.
9. Any other matter with permission of Chairperson.

Dated: 3rd April, 2020

Time: 11:00 AM

Kindly make it convenient to attend the meeting on the date and time specified above.


IQAC Coordinator


Principal

Minutes of the Meeting: 04

The fourth meeting of IQAC was held online on 3rd April, 2020 at 11:00 a.m. under the Chairmanship of the Principal Dr. (Mrs.) Neeru Sharma. Following members were present for the meeting.

1. Principal Dr. (Mrs.) Neeru Sharma
2. Sh. Hiramani Aggarwal
3. Dr. (Mrs.) Rama Gandotra
4. Mrs. Jyoti Saini
5. Mrs. Savita Nanda
6. Mrs. Seema Mahajan
7. Mrs. Sandeep Kaur Goraya
8. Mrs. Ravneet Kaur
9. Dr. (Mrs.) Khushboo Aggarwal
10. Ms. Komal Mahajan
11. Dr. Dinesh Sharma
12. Mrs. Sweety
13. Ms. Kajal Mahajan
14. Ms. Shilpa Randev

Chairperson

Management Expert

Coordinator, IQAC

Member

Member

Member

Member

Member

Member

Member

Member

Senior Office Assistant

Alumni Representative

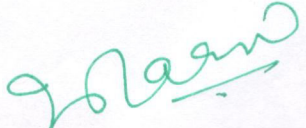
Student Representative

Minutes of Meeting:

Minutes of the IQAC third meeting are as follows:

1. The minutes of the previous meeting was confirmed.
2. Action Taken Report of previous meeting was discussed.
3. It was decided to make use of available platforms like Whatsapp, Email, Youtube, Google Meet, Zoom meetings etc. for running online classes and the Mid Semester Examinations.

4. Keeping in view the internet connectivity problems and non-availability of mobile phones for every single child at home, it was decided to make sure that faculty members are approachable by the students telephonically and beyond the college timings too.
5. Considering the uncertainty about the conduction of Final examinations by University, it was decided that the Advanced Learners and remedial classes will be started once the Mid Semester Examination are over.
6. It was proposed that Faculty Development Programmes will be organized for the faculty members to enhance their technical understanding of the hardware and software to be used in teaching learning process. It was also decided that faculty members will attend the webinars being organized by different colleges and institutions to update themselves.
7. It was decided to add technical sessions in the classes to be attended by the students where the optimum use of mobile phones and the applications is taught to them so that they could attend the classes comfortably.
8. Taking into consideration the panic among the students, the counseling sessions and the awareness campaigns about COVID would be run online.
9. Due to lockdown, it was decided that 'Work from Home' has to be adopted in a manner that the day to day operations are not hindered. The equipment required by Administrative staff would be provided to them and the correspondence would be made through Emails and Whatsapp.
10. Since the college completed 25 years of its existence this year, the plan to celebrate offline or at campus as per the earlier plans seemed not possible. Thus, it was decided that Departments and prominent clubs and committees of the college will organize the events online in times to come.
10. While reviewing plan for 4th quarter, it was resolved to –
 - (a) hold the events like Annual Convocation, Stock taking and Academic Audit, Farewell Party once the lockdown is over.
 - (b) that the foremost priority is to keep the students engaged, so classes as well as extension activities will be organized simultaneously to keep them free of worries.


PRINCIPAL
PT. MOHAN LAL S.D. COLLEGE FOR WOMEN
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(c) make sure that students attend the webinars which enhance their skills and subject related knowledge in order to make them placement ready.

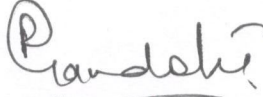
(d) pay tribute to Founder of the college Pt. Mohan Lal Ji through the sessions organized about his life, journey and achievements in all the classes online.

(e) celebrate days like Earth Day, Environment Day, Women Political empowerment day, Mother's Day etc. online.

11. It was suggested by a few of the members to arrange online workshops for students on how to make masks, planting and cooking the various dishes etc. This was suggested in order to make the students aware as well promote healthy lifestyle among them while staying at home and utilizing the time judiciously and productively.

12. It was further added by the members to help the poor and needy people around to the maximum possible extent by running a campaign where eatables, essential household articles, masks etc. can be donated by the students as well as faculty members.

The meeting ended with a Vote of Thanks to the Chair.


Coordinator, IQAC


Principal

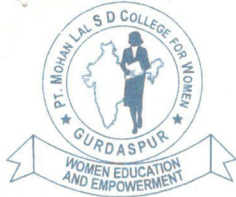
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ACTION TAKEN REPORT FOR IQAC MEETING

DATED 3rd April 2020

1. Keeping in view the situation in hand allowing only the possibility of online classes, the available platforms were used for running classes and conducting Mid semester Examination.
2. Advanced Learners and Remedial classes were run online to make students exam ready.
3. Online faculty Development Programs were organized for faculty members to enhance their technical understanding for teaching learning process. Commerce and Computer science departments were entrusted to make sure to address the issues raised by any faculty members.
4. Along with regular classes, technical sessions were organized for the students of each class to make them feel comfortable using online platforms.
5. To reduce the mental stress among the students, parents and masses, the counselling seminars and online awareness campaigns respectively were organized by the departments and clubs and committees.
6. Commerce, Science and Computer departments of the college organized online events to celebrate 25th anniversary of the college.
7. All the events for 4th quarter as per discussion in the meeting were conducted successfully except Audit and farewell party due to Lockdown.
8. Online workshops were organized by Home Science, Fashion Designing and Fine Arts Departments.
9. Whole college family contributed towards the suggested campaign to help the needy and honoured COVID warriors for their services to society.


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GURDASPUR



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Ref. No. SDCW/2020

Dated. 27-06-2020

IQAC Meeting: 05

All the IQAC members are requested to attend the fifth meeting of IQAC scheduled on 29th June, 2020 online at 11:00 a.m. The agenda for this meeting is as follows:

Agenda:

1. Confirmation of minutes of previous meeting.
2. Action taken report on the issues discussed in the last meeting.
3. Discussion on the efforts to be undertaken for promotion of admission in UG and PG classes.
4. Discussion on the departmental plans for the session 2020-2021.
5. Plans for preparation for submission of AQAR 2019-20.
6. Plans for new strategies to promote quality education.
7. Discussion on future plans for the Academic session 2020-2021.
8. Any other matter with permission of Chairperson.

Dated: 29th June, 2020

Time: 11:00 AM

Kindly make it convenient to attend the meeting on the date and time specified above.


IQAC Coordinator


Principal

Minutes of the Meeting: 05

The meeting of IQAC was held online on 29th June, 2020 at 11:00 a.m. under the Chairmanship of the Principal Dr. (Mrs.) Neeru Sharma. Following members were present for the meeting.

1. Principal Dr. (Mrs.) Neeru Sharma

Chairperson *Neeru Sharma*

2. Sh. Hiramani Aggarwal

Management Expert *Hiramani Aggarwal*

3. Mr. Nitin Hastir

Industry Expert *Nitin Hastir*

4. Dr. (Mrs.) Rama Gandotra

Coordinator, IQAC *Rama Gandotra*

5. Mrs. Jyoti Saini

Member *Jyoti Saini*

6. Mrs. Savita Nanda

Member *Savita Nanda*

7. Mrs. Seema Mahajan

Member *Seema Mahajan*

8. Mrs. Sandeep Kaur Goraya

Member *Sandeep Kaur Goraya*

9. Mrs. Ravneet Kaur

Member *Ravneet Kaur*

10. Dr. (Mrs.) Khushboo Aggarwal

Member *Khushboo Aggarwal*

11. Ms. Komal Mahajan

Member *Komal Mahajan*

12. Dr. Dinesh Sharma

Member *Dinesh Sharma*

13. Mrs. Sweety

Senior Office Assistant *Sweety*

14. Ms. Kajal Mahajan

Alumni Representative *Kajal Mahajan*

15. Ms. Shilpa Randev

Student Representative *Shilpa Randev*

Minutes of Meeting:

Minutes of the IQAC third meeting are as follows:

1. The minutes of the previous meeting was confirmed.
2. Action Taken Report of previous meeting was discussed.
3. In the wake of uncertainty regarding the conduction of University final examination and possible chances of students being promoted without examination, it was decided to push the admissions in and intensify the efforts in this regard through online campaigns using Facebook, Whatsapp and telephonic counseling etc. Apart from this, Orientation programmes in order to keep students in touch with the institution and Bridge classes will be started.
4. It was decided to start the session in the upcoming months as and when the green signal is

Neeru Sharma
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given by Universities Grants Commission and the affiliating University. The Departmental plans were reviewed.


5. The collection of the required data for preparation of AQAR for the session 2019-20 was suggested.

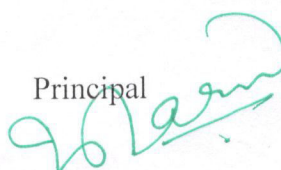
6. It was decided that use of online platforms has to be ensured for teaching-learning process in future. Faculty members were required to prepare e-content in the form of Presentations and Videos and ensure regular online class activities are organized keeping in view the ill balance of mental and physical well-being of the students making continuous use of phones and other tools for online classes.

8. Future plans were discussed for the new Academic Session 2020-21:

- New courses to be applied for, keeping in view the demands by the alumnae and the parents, namely- B.A. English Hons. And M.Sc. (Fashion Designing and Merchandising).
- E-platform subscription to be bought to carry on online classes properly.
- Introduction of Employee User IDs on college's portal which shall be used for official correspondence.
- The ERP software to be bought and used for efficient and paperless administration of the college to promote the sense of sustainability.
- Research and seminar proposals will be submitted from time to time to funding bodies other than UGC.
- Renovation of the departmental cabins & faculty washrooms is proposed. The open air stage is also to be constructed.
- Research promotion policy to be revised keeping in view the current needs of the times.
- Promote active involvement of Alumnae in college events and activities.
- To register Alumni Association.
- Constitution of Internal Audit Committee in the college to oversee the operation of the departments and suggest improvements accordingly.

The meeting ended with a Vote of Thanks to the Chair.


Coordinator, IQAC

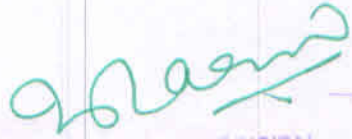

Principal

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ACTION TAKEN REPORT FOR IQAC MEETING

DATED 29th June 2020

1. Online Orientation programmes were organized for all the students and bridge classes were run by the departments.
2. Departmental plans and Master plan for the session 2020-21 were prepared and reviewed by IQAC.
3. Feedback from all the stakeholders was collected by the respective Feedback Incharges for the purpose of AQAR 2019-20.
4. E-content was prepared by the faculty members and uploaded on College website, Slideshare and the use of platforms like Cisco WebEx, Google Meet, Edmodo etc. was promoted.
5. As for the future plans discussed for the next session, the Internal Audit committee has been constituted.


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