

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

MINUTES OF THE MEETING OF IQAC HELD ON 28.4.2016 AT 3.00 PM IN PRINCIPAL OFFICE

MEMBERS PRESENT

- Prof. Dr. (Mrs.) Ajay Sareen, Principal and Chairperson IQAC
- Dr. Kanwaldeep Kaur, Coordinator IQAC
- Justice N.K. Sud (Chairman, LMC)
- Mr. Surendra Seth, Community Representative
- Dr. Sushma Chawla (Representative, LMC)
- Dr. Pawan Gupta, Community Representative
- Mr. Kundan Lal Aggarwal, Industrialist
- Mrs. Meenakshi Syal, Coordinator UGC and Dean Academics
- Mrs. Renuka Bhatti
- Mrs. Mamta, Dean Examinations
- Mrs. Sangeeta Arora, Faculty Member
- Mrs. Ramnita Saini Sharda, Faculty Member
- Mrs. Navroop, Dean Youth Welfare
- Dr. Ekta Khosla, Incharge Documentation
- Dr. Anjana Bhatia, Faculty Member
- Mrs. Kuljeet Kaur
- Mrs. Shikha Chhabra, Faculty Member
- Mrs. Renu Singla, Librarian
- Mr. Kulwant Singh, Accounts Officer
- Mr. Amarjit Khanna, Office Superintendent
- Mr. Raman Behl, Superintendent General

Members who could not attend the meeting

- Mrs. Usha Kapoor
- Mrs. Archana Kapoor
- Dr. Jasbir Rishi
- Dr. Meena Sharma
- Dr. Rajiv Kumar

Special Invitee

Mrs. Jyoti Kaul, Secretary, Alumni Association

Agenda of the Meeting

The main focus of meeting was on following areas:

1. To welcome new Principal.
2. To finalise new courses
3. To present Action Taken Report of 2015-16
4. To approve action plan for 2016-17
5. To finalize academic calendar of 2016-17
6. To discuss regarding skill enhancement of students
7. To discuss regarding contribution of alumnae
8. To review working of IQAC
9. To discuss regarding establishment of Entrepreneurship Development Cell

Proceedings

1. Welcome of New Principal

IQAC coordinator, Dr. Kanwaldeep Kaur along with other members of IQAC welcomed Prof. Dr. (Mrs.) Ajay Sareen on her joining as Principal of college after superannuation of Principal, Dr. (Mrs.) Rekha Kalia Bhardwaj. Chairman of Local Committee of the college

applauded the previous leadership and expressed the hope that college will attain greater heights and set new bench marks under the dynamic leadership of Dr. Ajay Sareen.

2. Finalisation of New Courses

Principal informed the committee members that no new UG/PG courses can be introduced for the session 2016-17 as the last date for applying to the university i.e. 31st January, 2016 has expired. However, Certificate/ Add On Courses can be introduced. UGC Coordinator and Dean Academics, Mrs. Meenakshi Syal informed the committee members that the college is successfully running add on certificate and diploma course of 'Reporting, Anchoring and News Reading'. She further elaborated that keeping in mind the increased demand of the said course and career orientation of the students; it is required to introduce 'Advanced Diploma in 'Reporting, Anchoring and News Reading'. The course was finalized and approved by IQAC members.

Placed before IQAC for consideration and approval

The committee members approved the decision

3. Action Taken Report 2015-16

Dr. Kanwaldeep Kaur, Coordinator IQAC presented Action Taken Report of the session 2015-16 based upon following parameters

- Promotion of global competence.
- Providing value based education to students for promoting social, moral and cultural value.
- Promoting research orientation amongst teachers and students.
- Focus on education aimed at holistic growth and empowerment of girl students.
- Focus on non- formal education.
- Promoting employment oriented education.

Placed before IQAC for consideration and approval

The committee members approved the report

4. Action Plan 2016-17

Dr. Kanwaldeep Kaur apprised the committee members that proposals were invited from Heads of the Departments, Society/Club Incharges, Conveners of various Committees regarding activities to be conducted in the session 2016-17. She put before the members the said proposals. Chairperson IQAC and Principal Prof. Dr. (Mrs.) Ajay Sareen expressed that it is a need of the hour to be acquainted with the latest developments taking place related to a subject with a view to impart quality education to the students. This is imperative for both the teachers as well as the students as it promotes global competence. Different conferences/seminars/ workshops should be organized at national and international level. HODs in rotation should undertake the responsibility to organize the same. The proposals were discussed and Action Plan for 2016-17 approved in the meeting. (Copy attached)

Placed before IQAC for consideration and approval

The committee members approved the decision

5. Finalisation of Academic Calendar

The academic calendar for the session 2016-17 was discussed with the members of IQAC and finalized as follows:

Semester I/III/V/VII

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|--|---|
| Opening of college | 11.7.2016 |
| Admission and section formation | 11.7.2016 to 12.7.2016 |
| Orientation programme of TDC I | 13.7.2016 |
| Start of teaching of semester classes | 14.7.2016 |
| Talent hunt | 1st week of August, 2016 |
| Society/Departmental activities | 16.8.2016 to 15.9.2016 |
| House examination | 26.9.2016 to 4.10.2016 |
| Identification of slow and advanced learners and their classes | October, November 2016 |
| College fete | 5.11.2016 |
| Preparatory holidays | One week before final university examination |
| Final university exam | 3 rd or 4 th week of November, 2016 |
| Winter break | 19.12.2016 to 5.1.2017 |

Semester II/IV/VI/VIII

| | |
|---------------------------------------|---|
| Start of teaching of semester classes | 6.1.2017 |
| Departmental activities | February, 2017 |
| House Exam | 2 nd week of March, 2017 |
| Annual prize distribution | 3 rd /4 th week of March, 2017 |
| Convocation | 1 st / 2 nd week of April, 2017 |
| Dispersal of classes (Preparatory) | One week before university examination |
| Farewell of UG/PG classes | First day after dispersal of classes |

Placed before IQAC for consideration and approval

The committee members approved the decision

6. Skill Enhancement of Students

Chairperson of IQAC Prof. Dr. (Mrs.) Ajay Sareen expressed the need for entering into more MOUs with industry in order to fill the industry academia gap and impart necessary skills to the students to make them employable. This will help them to meet the requirement of industry by giving them practical exposure besides classroom teaching. She also proposed to build a separate block for performing arts with music studio.

Placed before IQAC for consideration and approval

The committee members approved the decision

7. Contribution of Alumnae

Mrs. Jyoti Kaul, Secretary, Alumni Association informed the committee members that it is a matter of pride for the college that the alumnae are contributing in many forms for the college i.e. financial and non-financial. Adding to this, Principal, Prof. Dr. (Mrs.) Ajay Sareen suggested that Heads of the Departments must involve and engage alumnae in academic affairs and invite the alumnae working in different institutions to act as guest/visiting faculty for skill oriented courses.

Placed before IQAC for consideration and approval

The committee members approved the decision

8. Review of Working of IQAC

Dr. Kanwaldeep Kaur informed the committee members that she has been given the responsibility of IQAC Coordinator recently as Dr. Renuka Bhatti is getting retired on 31st May. She apprised the Principal and other members about activities undertaken by IQAC during the session 2015-16. Principal acknowledged and appreciated the past efforts of IQAC and emphasized that IQAC must play a significant role in quality sustenance and enhancement in future to keep pace with the changing times.

9. Setting up of Entrepreneurship Development Cell

Principal expressed the need for setting up Entrepreneurship Development Cell (EDC) in the college in order to inculcate the spirit of entrepreneurship amongst the students. Head of Commerce Department was assigned the responsibility to act as coordinator and initiate activities to promote entrepreneurship culture in the college. The following composition of the cell was proposed and finalized:

- Head of Commerce Department- Coordinator
- Mrs. Binoo Gupta – Faculty member from Commerce Department
- Mrs. Sangeeta Arora- Head of Computer Science department
- Ms. Shama- Head, Fine Arts Department
- Mr. Harpreet Singh- Head of Bioinformatics Department
- Dr. Rakhi- Head Design Department
- Mrs. Navneeta- Faculty Member Fashion Designing Department
- Mrs. Mukti Arora- Head, Cosmetology Department

Placed before IQAC for consideration and approval

The committee members approved the decision

The meeting ended with a formal vote of thanks by Dr. Kanwaldeep Kaur, Coordinator IQAC to the Honorable Chairperson, Prof. Dr. (Mrs.) Ajay Sareen and to all the members of IQAC for their valuable suggestions.


Dr. Kanwaldeep Kaur
Coordinator IQAC




Prof. Dr. (Mrs.) Ajay Sareen
Chairperson

Principal
Mansarovar Raj Mahila Maha Vidyalyaya
Jalandhar City

