

**HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR**

**MINUTES OF THE MEETING OF IQAC HELD ON 16.11.2016 AT 3.00 PM IN PRINCIPAL OFFICE**

**MEMBERS PRESENT**

- Prof. Dr. (Mrs.) Ajay Sareen, Principal and Chairperson IQAC
- Justice N.K. Sud (Chairman, LMC)
- Mr. Arvind Ghai (Representative LMC)
- Dr. Sushma Chawla (Representative, LMC)
- Dr. Kanwaldeep Kaur, Coordinator IQAC
- Mrs. Meenakshi Syal, Coordinator UGC and Dean Academics
- Dr. Jasbir Rishi, Dean Holistic Development
- Mrs. Neety Sood, Dean Discipline
- Mrs. Mamta, Dean Examinations
- Mrs. Navroop, Dean Youth Welfare
- Dr. Ekta Khosla, Incharge Documentation
- Mrs. Ramnita Saini Sharda, Member IQAC
- Dr. Sangeeta Arora, Member IQAC
- Dr. Anjana Bhatia, Member IQAC
- Mrs. Shikha Chhabra, Member IQAC
- Mr. Harpreet Singh, Member IQAC
- Dr. Jyoti Mittu, Staff Secretary
- Head Girl
- Mr. Kulwant Singh, Account Officer
- Mr. Amarjit Khanna, Office Superintendent
- Mr. Raman Behl, Superintendent General

**Following members could not attend the meeting**

- Mrs. Sudarshan Kang
- Mrs. Archana Kapoor
- Dr. Meena Sharma

**Agenda of Meeting**

1. To finalise the Perspective Plan
2. To discuss new courses to be applied to GNDU for introduction in 2017-18.
3. To improve upon organizational aspects of national and international conferences/ seminars/ workshops
4. To discuss initiative towards paperless office
5. To make HMV alumnae association as registered welfare society.
6. To focus on environment consciousness
7. To discuss regarding Annual Quality Assurance Report
8. To organize trade fair
9. To honour Head Girls
10. To discuss regarding the upgradation of Sports Room Infrastructure
11. To focus on the upgradation of furniture of the college
12. To discuss regarding departmental magazines

## **Confirmation of the minutes of meeting of IQAC held on 27.8.2016**

Dr. Kanwaldeep Kaur, Coordinator IQAC read the minutes of meeting held on 27.8.2016 for approval and the members confirmed the proceedings.

### **Proceedings**

#### **1. Finalisation of the Perspective Plan**

Chairperson and Principal Dr. (Mrs.) Ajay Sareen finalised the Perspective Plan that was asked to be reviewed in the previous meeting. Principal, further told the members to start working upon the plan as soon as possible.

#### **2. New courses to be applied for introduction in 2017-18.**

Principal, Prof. Dr. (Mrs.) Ajay Sareen discussed the need for introducing more PG courses as recommended by NAAC Peer Team on their second cycle reaccreditation visit to the college. It was proposed that MA Punjabi, and M.Sc Mathematics will be applied to Guru Nanak Dev University, Amritsar before 31<sup>st</sup> January, 2017, the last date for applications.

#### **Placed before IQAC for consideration and approval**

The committee members approved the decision

**(Action to be taken by Heads of the Departments)**

#### **3. Improving Upon Organisational Aspects of National and International Conferences/ Seminars/ Workshops**

Chairperson and Principal Dr. Ajay Sareen discussed about the organizational aspects of National and International Conferences/ Seminars/ Workshops. She advised the members to make meticulous plans and motivate maximum faculty and students to participate in organization in order to harness the large reservoir of human energy.

#### **Placed before IQAC for consideration and approval**

The committee members approved the decision

#### **4. Initiatives towards Paperless Office**

Marking attendance of the students is one of the important tasks assigned to a teacher. The record is important for administrative reasons also. Principal proposed that with a view to minimize the use of paper, a system of online attendance will be introduced from the session 2017-18. The committee members approved the decision

**(Action to be taken by Mr. Jagjit Bhatia, Assistant Professor, Department of Computer Science and IT)**

#### **Placed before IQAC for consideration and approval**

The committee members approved the decision

#### **5. Registration of HVM Alumnae Association**

Principal, Prof. Dr. (Mrs.) Ajay Sareen expressed the need for registration of HVM Alumnae Association as it will streamline the administration and functioning of alumnae association. So it was proposed to apply for registration with the Registrar of Societies under the Societies Registration Act (XXI of 1860) and as amended by Punjab Amendment Act, 1957.

#### **Placed before IQAC for consideration and approval**

The committee members approved the decision

**(Action to be taken by Secretary, Alumnae Association)**

#### **6. Environment Consciousness**

The college has always discharged its social responsibilities in a proficient way. One of these important areas is environment consciousness. It was held in the meeting that the college will celebrate **Organic Holi**. The colours prepared by tribal women from flowers will be used instead of harmful chemicals. Moreover, it was proposed that jute bags will be used for conference kits instead of plastic files/ folders.

**Placed before IQAC for consideration and approval**

The committee members approved the decision

**(Action to be taken by Environment Club)**

#### **7. Annual Quality Assurance Report (AQAR)**

Coordinator, Dr. Kanwaldeep Kaur placed before the committee members AQAR of session 2015-16 for discussion and approval.

**Placed before IQAC for consideration and approval**

The committee members discussed and approved the AQAR.

#### **8. Organisation of Trade Fair**

In order to develop entrepreneurial skills and provide hands on experience to students, it was decided that Trade Fair 2017 will be organized by Commerce Department under the aegis of EDC.

#### **9. Honouring Head Girls**

The Principal proposed in the meeting that Head Girls should be honoured by inviting them as Chief Guests on college functions. They should also be given the honour of inaugurating newly set up student support facilities. This will not only boost the morale of the students being honoured but also motivate their successors.

**Placed before IQAC for consideration and approval**

The committee members approved the decision

**(Action to be taken by Dean, Student Council)**

#### **10. Sports Room Infrastructure Upgradation**

Chairperson of the IQAC, Dr. Ajay Sareen proposed to upgrade a Sports room for Sports Department with all the necessary facilities.

**Placed before IQAC for consideration and approval**

The committee members approved the decision

### 11. Furniture upgradation

The Principal expressed the need for the replacement of old furniture with a new and improved one.

#### Placed before IQAC for consideration and approval

The committee members approved the decision.

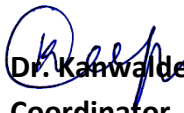
### 12. Regarding Departmental Magazines

The college is already having its magazine called 'Deepshikha' in which the students give their contribution in the form of write-ups. Chairperson, Prof. Dr. (Mrs.) Ajay Sareen proposed to the committee members that instead of this comprehensive magazine, the Departments need to have separate magazines. This will help in bringing forth department wise contribution of students and they will be encouraged.

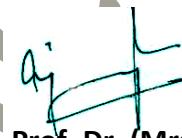
#### Placed before IQAC for consideration and approval

The committee members approved the decision.

The meeting ended with a formal vote of thanks by Dr. KanwaldeepKaur, 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  
Hans Raj Mahila Maha Vidyalaya  
Jalandhar City