

**HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR**

**MINUTES OF THE MEETING OF IQAC HELD ON 30.10.2017 AT 3.00 PM IN PRINCIPAL OFFICE**

**MEMBERS PRESENT**

- Prof. Dr. (Mrs.) Ajay Sareen, Principal and Chairperson IQAC
- Dr. Kanwaldeep Kaur, Coordinator IQAC and Dean Academics
- Justice (Retd.) Sh. N.K.Sud, Chairman Local committee
- Mr. Surendra Seth, Nominee from Local Society & Local Committee
- Mrs. Ramanpreet, Alumni & Director, Shamsheer Communications
- Dr. H.S. Bhalla, Expert from Academia
- Mr. Shital Vij, Shital Fibres and Member LC
- Mr. Ajay Goswami, Nimble Technocrats and Member LC
- Mrs. Meenakshi Syal, SayalJi Impressions
- Mrs. Mamta, Dean Publications
- Mrs. Navroop, Dean Youth Welfare
- Dr. Ekta Khosla, Dean Examinations
- Mrs. Ramnita Saini Sharda, Dean Innovative Practices
- Mrs. Kuljeet Kaur, Dean Holistic Development
- Dr. Ashmeen Kaur, Dean Discipline
- Mrs. Urvashi Mishra, Dean Student Council
- Ms. Shallu Batra, Dean Students Support Services
- Mr. Amarjit Khanna, Office Superintendent
- Mr. Raman Behl, Superintendent General
- Mr. Pankaj Jyoti, Superintendent Accounts
- Mr. Lakhwinder Singh, Superintendent Hostel
- Head Girl

**Following members could not attend the meeting:**

- Dr. Usha Kapoor
- Mrs. Sudarshan Kang, Dean Sports

**Agenda**

1. To discuss about new courses
2. To discuss about faculty enrichment programme
3. To discuss regarding academic administrative audit
4. To focus on technology adaptation by faculty
5. To focus on paperless office work
6. To discuss regarding innovative practices
7. To discuss regarding MOUs
8. To discuss regarding Annual Quality Assurance Report

**Confirmation of the minutes of meeting of IQAC held on 2.8.2017**

Dr. Kanwaldeep Kaur, Coordinator IQAC put before the house the minutes of meeting held on 2.8.2017 for approval. The committee members approved the proceedings of meeting.

**Proceedings**

**1. New Courses**

The Principal Dr. Ajay Sareen proposed to start M.Sc. Chemistry and MA Journalism & Mass Communication at the post graduate level and Bachelor of Physical Education and Sports, Diploma in Computer Application and Diploma in Cosmetology at the undergraduate level.

**Placed before IQAC for consideration and approval**

The committee members approved the decision

## 2. Faculty Enrichment Programme

Principal stated that enrichment of faculty is a vital constituent of teaching profession as it aims to foster their knowledge and professional skills. So she said that a one month Faculty Enrichment Programme will be organized in the month of November-December before proceeding for winter break. IQAC undertook the responsibility and Dr. Kanwaldeep and Mrs. Shallu Batra were made the coordinators. She further elaborated following points:

- 2.1 The programme will start during the university examination time and will finish before the winter break.
- 2.2 It was decided to hold four weekly sessions spread over a month in which atleast one week should be devoted to ICT enabled teaching and learning.
- 2.3 The programme must cater to different areas so that the faculty can enhance their knowledge besides having knowledge of their core areas.
- 2.4 The major areas of programme and the list of experts to be invited from various industries or from academic institutions was prepared. It was also decided that our own faculty will also act as resource person in order to encourage peer mentoring.
- 2.5 The main areas of the FEP discussed in the meeting were data analysis through SPSS, e-filing, power point presentation, intellectual property rights, emotional intelligence, health and nutrition, MS office. Financial literacy.
- 2.6 It was decided to get the feedback forms filled of each session.

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

The committee members approved the decision

## 3. Academic Administrative Audit

Dr. Kanwaldeep Kaur said that academic audit is a systematic method to review the quality of academic progress in the institution, aimed at enhancing the quality of academic activities. It must be understood that quality in academics is imperative for any educational institution as it is the major reason for their existence. It was decided in the meeting to conduct internal academic audit of different departments and a committee of four members was constituted comprising the following members from each faculty:

1. Dr. Kanwaldeep Kaur (Coordinator IQAC and Dean Academics, and HOD, PG Department of Commerce and Management)
2. Dr. Ekta Khosla (Dean Examinations and UGC Coordinator, Associate Professor, Department of Chemistry)
3. Mrs. Ramnita Saini Sharda (Dean Innovation and Associate Professor, Department of English)
4. Dr. Sangeeta Arora (Head, PG Department of Computer Science and IT)

Further the draft of academic audit performa pertaining to following areas was discussed and approved in the meeting.

### **A. Curricular Aspects**

- (i) Curriculum planning and implementation
- (ii) Academic flexibility
- (iii) Feedback system

### **B. Teaching and Learning Evaluation**

- (i) Student profile
- (ii) Student diversity
- (iii) Faculty profile
- (iv) Student performance and learning outcomes

### **C. Infrastructure in the Department**

### **D. Activities of the Department**

### **E. SWOC analysis**

### **F. Future plans of the department**

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

The committee members approved the decision

#### **4. Technology Adaptation by Faculty**

The Principal stated that in an age characterized by rapid advancement in technology, the teaching pedagogy has also undergone tremendous change. She expressed that it is important to adapt according to the changes taking place in the environment. Keeping this thing in mind, it was decided that the faculty will prepare two e- modules from the subjects taught by them. The modules must be made available to the students and URL of the link containing e modules must be conveyed to the students. Mr. Jagjit Bhatia, Associate Professor from Computer Science department was assigned the task to develop e Learning Management System of the college.

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

The committee members approved the decision

#### **5. Paperless Office**

The Principal informed the members that college will soon discard the practice of having paper based notices for the faculty and students. This will be replaced by e notices. An online group of faculty will be created and all the notices will be sent in that group.

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

The committee members approved the decision

#### **6. To Discuss Regarding Innovative Practices**

With a view to promote the message of *Gender Equity*, the members of IQAC proposed to celebrate Lohri of new born girl child. Here, the family of a new born girl child will be invited as chief guest and the girl child will be honoured.

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

The committee members approved the decision

#### **7. Regarding MOUs**

Principal informed the committee members that the college has entered into MOUs with 'Beenu Rajput Films, Delhi'.


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

Coordinator, Dr. Kanwaldeep Kaur discussed with the committee members that the AQAR of session 2017-18 for onward submission to NAAC, Bangalore.

### **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  
Hansraj Mahila Maha Vidyalaya  
Jalandhar City