

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

**MINUTES OF THE MEETING OF IQAC HELD ON 12.11.2018 AT 3.00 PM IN
BOARD ROOM**

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
- Mr. Ajay Goswami, Nimble Technocrats and member LC
- Mrs. Ramanpreet, Alumni & Director, Shamsheer Communications
- Ms. Beenu Rajput, Beenu Rajput Films
- Dr. H.S. Bhalla, Expert from Academia
- Mr. Shital Vij, Shital Fibres and Members LC
- Mrs. Rachna Puri, Alumni
- Mrs. Navroop, Dean Youth Welfare
- Mrs. Mamta, Dean Publications
- Dr. Seema Marwaha, Dean Hospitality
- Dr. Ekta Khosla, Dean Examinations
- Dr. Ramnita Saini Sharda, Dean Innovations
- Mrs. Kuljeet Kaur, Dean Holistic Development
- Dr. Ashmeen Kaur, Dean Discipline
- Dr. Sangeeta Arora, Dean Curriculum Coordination
- Mrs. Veena Arora, Dean Outreach Programmes
- Ms. Shallu Batra, Dean Student Support Services
- Mrs. Urvashi Mishra, Dean Student Council
- Mrs. Rama Sharma, PRO
- Mr. Amarjit Khanna, Office Superintendent
- Mr. Raman Behl, Superintendent General
- Mr. Pankaj Jyoti, Superintendent Accounts
- Mr. Lakhwinder Singh, Superintendent Hostel
- UG Head Girl, Geetanjali
- PG Head Girl, Gulfam Virdi

Following members could not attend the meeting:

- Mr. Sukhdev Singh, MD, AGI Infrastructure Ltd.
- Mrs. Sudarshan Kang, Dean Sports
- Mrs. Shama Sharma, Dean Campus Aesthetics

Agenda

1. To finalise academic audit
2. To discuss regarding preparation of NAAC SSR
3. To discuss regarding video recording of lectures
4. To discuss regarding online leave of faculty
5. To discuss regarding MOUs
6. To discuss regarding appointment of new Deans

7. To discuss regarding Annual Quality Assurance Report
8. To discuss regarding funding schemes
9. To discuss any other item with the permission of chair

Confirmation of the minutes of meeting of IQAC held on 24.7.2018

Dr. Kanwaldeep Kaur, Coordinator IQAC put before the house the minutes of meeting held on 24.7.2018 for approval. The minutes of meeting were approved by members.

Proceedings

1. Finalisation of Academic Audit

The schedule of academic audit of the session 2017-18 was decided and finalised in the meeting.

Placed before IQAC for consideration and approval

The committee members approved the decision

2. Regarding Preparation of NAAC SSR

Principal Prof. Dr. (Mrs.) Ajay Sareen expressed that the college is going for 3rd cycle of NAAC accreditation. The names of different criterion incharges were discussed and finalized in the meeting. She stated that the criterion incharges are required to start with compilation of data and prepare the NAAC SSR. Adding to this, Dr. Kanwaldeep Kaur stated that AQAR of 2018-19 need not be sent as the SSR will include the data for 2018-19.

Placed before IQAC for consideration and approval

The committee granted approval for the same.

(Action to be taken by all criterion incharges)

3. Regarding Video Recording of Lectures

Principal Prof. Dr. (Mrs.) Ajay Sareen, expressed that video lectures enable to share the information all across the world and even at all hours of the day. They are of paramount importance to educational institutions as they can reach to a wider audience. Besides this, they can be used to keep potential, current and former students involved and engaged. Considering the fact that it is the need of the hour to move with the technology, she proposed that all the heads of the departments must depute some faculty members from their respective departments for recording of video lecture in e- media centre lab.

Placed before IQAC for consideration and approval

The committee members approved the decision

(Action to be taken by HODs and Mr. Jagjit Bhatia, Incharge e-LMS)

4. Regarding Online Leave of Faculty

Principal expressed that the college has already used the electronic mode in different areas such as e notices, online absentee of students and online award entry of students. Moving a step further, she proposed in the meeting to start the facility on online leave application by the faculty.

(Action to be taken by Mr. Jagjit Bhatia)

Placed before IQAC for consideration and approval

The committee members approved the decision

5. Regarding MOUs

Principal informed the committee members that the college has entered into an MOU with Pratham Education Foundation, Ludhiana

Placed before IQAC for consideration and approval

The committee members approved the decision

6. Regarding Appointment of New Deans

Chairperson Prof. Dr. (Mrs.) Ajay Sareen proposed to appoint new Deans with a view to enhance administrative and academic powers. So she suggested to create office of Dean Equal Opportunity and Dean Campus Maintenance.

Placed before IQAC for consideration and approval

The committee members approved the decision

7. Annual Quality Assurance Report (AQAR)

Coordinator, Dr. Kanwaldeep Kaur informed the committee members that the AQAR of session 2017-18 has been successfully submitted.


8. Mobilisation of Funding Schemes

Chairperson Prof. Dr. (Mrs.) Ajay Sareen informed about the various funding schemes available and told Dr. (Mrs.) Ekta Khosla to mobilise the funds into productive avenues and motivate the faculty members to work in the same direction.


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*
Hans Raj Mahila Maha Vidyalaya
Jalandhar City

