

**HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR**

**MINUTES OF THE MEETING OF IQAC HELD ON 13.3.2019 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
- 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 Viridi

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

- Mrs. Shama Sharma
- Ms. Shallu Batra
- Mr. Sukhdev Singh
- Mrs. Sudarshan Kang

**Agenda**

1. To discuss regarding action plan for session 2019-20
2. To focus on innovative practices
3. To finalise academic calendar
4. To discuss regarding MOUs
5. To discuss regarding external audit
6. To discuss regarding SMS Services

7. To present Action Taken Report (ATR) of 2017-18
8. To discuss any other item with the permission of chair

### **Confirmation of the minutes of meeting of IQAC held on 12.11.2018**

Dr. Kanwaldeep Kaur, Coordinator IQAC put before the house the minutes of meeting held on 12.11.2018 for approval. The members approved the proceedings

### **Proceedings**

#### **1. Action Plan 2019-20**

The details of meeting held with the Heads of Departments regarding the proposal of activities to be performed in session 2019-20 were put before the house. The committee members confirmed and approved the decision.

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

The committee members approved the decision

#### **2. Innovative Practices**

Principal expressed that the innovative practices are always encouraged by IQAC team of the college as these are meant not only for the students but are beneficial for the community at large also. Following innovative practices were discussed and approved in the meeting.

##### **2.1 Prayas - The Donation Box**

Books play an important role in the life of a student and are instrumental in scoring good marks. In order to provide access to text books to students, an innovative effort of providing free books to the meritorious and needy students was proposed by the Principal. Under this effort, donation boxes will be kept in each block. These will be tagged as *Prayas- A Rupee A Day, Goes A Long Way*'. It will be aimed to request the students and faculty to donate just one rupee a day in the box. These donation boxes will be opened. An amount equivalent to the money collected through the donation boxes will be contributed by the college and books will be provided to the students.

##### **2.2 Water Facility to Visitors**

Besides catering to the needs of students, HVM feels pride in discharging its social responsibility. It was held in the meeting that earthen pots will be kept outside the college. These will provide the drinking water facility to the by passers.

##### **2.3 Prati-Abhaar for Supporting Staff**

Principal expressed that the supporting staff of any institution helps in making the foundation strong. Continuing with the tradition of valuing the human resources, she proposed to adopt an innovative practice of expressing gratitude to its supporting staff. The programme will be first of its kind and will focus on expressing gratitude of the supporting staff for the services provided by them.

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

The committee members approved the decision

#### **3. To Finalise Academic Calendar**

The academic calendar for the session 2019-20 was discussed and finalised in the meeting.

**Semester I/III/V/VII**

Opening of college	12.7.2019
Admission and section formation	12.7.2019 and 13.7.2019
Orientation programme and start of teaching	15.7.2019
Convocation	4 <sup>th</sup> week of July
Talent hunt	1 <sup>st</sup> week of August, 2019
Fresher's party	1 <sup>st</sup> week of August, 2019
Identification of slow and advanced learners and their classes	2 <sup>nd</sup> week of August, 2019
Formation of mentoring groups	2 <sup>nd</sup> week of August, 2019
NCC Induction Programme	2 <sup>nd</sup> week of August, 2019
NSS orientation programme	2 <sup>nd</sup> week of August, 2019
Society/Departmental activities	16.8.2019-15.9.2019
Health check up camps	3 <sup>rd</sup> week of August
Fee concession interviews	3 <sup>rd</sup> week of August, 2019
Installation ceremony of student council	3 <sup>rd</sup> week of August, 2019
Teacher's day celebration	5.9.2019
House examination	23.9.2019 to 30.9.2019
Special classes for slow and advanced learners	October, 2019
HMV Advantage: Workshop series	October, 2019
Swachhta fortnight	1.10.2019 to 15.10.2019
Vigilance awareness week	Last week of October, 2019
Preparatory holidays	One week before final university examination
Final university exam	As per university dates
Professional development programmes for teaching/non-teaching staff	20.11.2019-19.12.2019
One week NSS camp	Last week of December, 2019
Winter break	24.12.2019 to 10.1.2019

**Semester II/IV/VI/VIII**

Start of teaching of semester classes	11.1.2020
College fete and trade fair	3 <sup>rd</sup> week of January
Departmental activities	February, 2020
Gratitude day	1 <sup>st</sup> week of March, 2020
Annual sports day	2 <sup>nd</sup> week of February, 2020
House Exam	3 <sup>rd</sup> week of March, 2020
Annual prize distribution	4 <sup>th</sup> week of March, 2020
Dispersal of classes (Preparatory)	One week before final exam
Farewell of UG/PG classes	First day after dispersal
Sports trial	1 <sup>st</sup> week of April, 2020
Foundation day	7.4.2010
Aluni meet	18.4.2020
Mahatma Hans Raj Day	19.4.2020

**Placed before IQAC for consideration and approval**

The committee members approved the decision

#### 4. Regarding MOUs

Principal informed the committee members that the college has entered into following MOUs:

1. Amrita VishwaVidyapeetham , Kerala
2. All ladies League, Jalandhar Chapter
3. Ministry of Design , Winky Singh and Rashima Singh, New Delhi

#### Placed before IQAC for consideration and approval

The committee members approved the decision

#### 5. External Audit

Principal Prof. Dr. (Mrs.) Ajay Sareen informed the committee members that the college has already conducted internal audit for the session 2016-17 and 2017-18. She further expressed that the external audit for the 2017-18 will be held in the month of May so the members must start with necessary preparations.

#### Placed before IQAC for consideration and approval

The committee members approved the decision

#### 6. To initiate SMS Services

Principal Prof. Dr. (Mrs.) Ajay Sareen informed the committee members that the college will start SMS Services for students to send their attendance and Mid Semester results on their mobile phones.

#### Placed before IQAC for consideration and approval

The committee members approved the decision

#### 7. Action Taken Report (ATR) 2017-18

Dr. Kanwaldeep Kaur, Coordinator IQAC presented Action Taken Report of the session 2017-18 based on 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 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