

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

**MINUTES OF THE MEETING OF IQAC HELD ON 24.7.2018 AT 3.00 PM
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
- Ms. 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
- Mr. Ajay Goswami, Nimble Technocrats and member 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:

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

Agenda

1. To discuss regarding grant of Kaushal Kendra
2. To discuss regarding green audit, energy audit and environment audit
3. To discuss regarding outcome based learning and its mapping
4. To enroll students for MOOCs
5. To finalise HVM advantage series
6. To discuss regarding academic area

7. To discuss regarding MOUs
8. To finalise the projects
9. To discuss regarding the research projects

Confirmation of the minutes of meeting of IQAC held on 13.3.2018

Dr. Kanwaldeep Kaur, Coordinator IQAC put before the house the minutes of meeting held on 13.3.2018 for approval. The committee members approved the proceedings.

Proceedings

1. Regarding Grant of Kaushal Kendra

Principal Prof. Dr. (Mrs.) Ajay Sareen informed and congratulated Dr. Kanwaldeep Kaur (Coordinator IQA and Dan Academics) and Dr. Ekta Khosla (Coordinator, UGC) about the grant of Kaushal Kendra. She further elaborated that following new courses have been approved under the same.

- B.Voc (Cosmetology and Wellness)
- B.Voc (Mental Health Counseling)
- B.Voc (Journalism and Media)
- B.Voc (Fashion Technology)
- M.Voc (Web Technology and Multimedia)
- Diploma in Organic Farming
- Diploma in Medical Lab Technology
- Diploma in Tourism and Hospitality

2. Regarding Green Audit, Energy Audit and Environment Audit

In order to analyze green and environmental practices which impact the eco-friendly ambience of the institution, the principal proposed to conduct green audit, energy and environmental audit. She further added that IQAC will conduct internal audit pertaining to these areas and prepare Green Audit Report and get it verified by the external auditors from a recognized agency. An internal audit committee of following members was constituted for carrying out this exercise:

Dr. Kanwaldeep Kaur, IQAC Coordinator and Dean Academics

Dr. Ekta Khosla, Dean Examinations and Associate Professor in Chemistry

Dr. Anjana Bhatia, Dean Equal Opportunity, Head of the Botany Department

Mr. Sushil Kumar, Assistant Professor in Physics

The criteria of audit pertaining to following areas were also discussed:

1. Eco friendly orientation of students and staff members
2. Environment quality of the institution
3. Sustainability and eco- livelihood
4. Waste management practices
5. Water resources management by the institution
6. Energy efficiency of the institution.

Placed before IQAC for consideration and approval

The committee members approved the decision

3. Outcome Based Learning and its mapping

Principal proposed that emphasis should be laid on providing outcome based education to the students. Adding to this, Dr. Kanwaldeep Kaur said that this requires preparation of Programme Outcomes (POs) and Course Outcomes(COs). This should be supported by their mapping at Post Graduate Level.

Placed before IQAC for consideration and approval

The committee members approved the decision

4. To Enroll students for MOOCs

Dr. Kanwaldeep Kaur explained to the committee members that Massive Open Online Course (MOOCs) are online courses that allow participants free access and unrestricted participation to any course of their choice. Besides the conventional modes of teaching such as lectures, videos and reading material; MOOCs also provide a platform for interactive forums. She stressed on their importance as they are aimed to enhance the knowledge base of the students. She proposed in the meeting to enroll students for different MOOCs courses and for this faculty from different departments will be nominated to coordinate and enroll students in MOOCs

Placed before IQAC for consideration and approval

The committee members approved the decision

(Action to be taken by the coordinators)

5. Regarding HVM Advantage Series

Dean Innovation and Associate Professor in English stated that there is a need for enhancement of certain verbal and soft skills of the students in order to prepare them for jobs. For this purpose, MOUs will be signed between various Industry partners, professionals and educators for proper training of the students in market oriented soft and hard skills for better employment. She proposed that as an innovative program 'HVM Advantage Series' will start from the session 2018-19.

Placed before IQAC for consideration and approval

The committee members approved the decision

(Action to be taken by Dean Innovation)

6. Regarding Academic Area

Principal expressed that on the demand of parents, the students will be allowed to bring mobile phones in the college but they will not be allowed to use mobile phones in the specified areas earmarked as *Academic Area*. It will be the responsibility of block in-charges and discipline committee to ensure that the rule is followed in real sense.

Placed before IQAC for consideration and approval

The committee members approved the decision

(Action to be taken by block incharges)

7. Regarding MOUs

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

1. Pawan Hospital, Jalandhar
2. Neil Hospital, Jalandhar
3. Pallavi Khanna Magic, Jalandhar
4. Great Punjab Celebration, Tanda
5. Comfort inn MI, Jalandhar
6. Ram Partap Nursery, Jalandhar Cantt
7. Kang Nature Farm, Village Dhahan, TehsilBanga
8. Chand Legguard Works, Jalandhar
9. Chawla Nursery Home & Maternity Hospital, Jalandhar
10. U-Win Sports, Jalandhar
11. M&S Enterprise, Ludhiana
12. SP Garments, Ludhiana
13. Vijay Vallabh Hosiery Factory, Ludhiana
14. Padmawati Creation, Ludhiana

15. Cabbana Resort & Spa, Phagwara
16. Lala JagatNarain DAV Model School, Jalandhar
17. Dayanand Model School, Jalandhar
18. V Vijayanti , Jalandhar
19. Shivam Enterprises, Jalandhar
20. VLCC institute, Jalandhar
21. Tagore Hospital and Health Care Centre, Jalandhar
22. Synergy Lab , Jalandhar
23. Satyam Hospital and Trauma Centre, Jalandhar

8. Finalise New Projects

Principal expressed the need to start some new projects with a view to explore new area. She proposed following projects:

1. Renovation of boundary wall for safety and security of students
- 2 Solid waste management system
- 3 Inauguration of e-media centre in chroma studio for launching e-LMS

The committee members approved and finalized the projects.

9. To encourage students for Research Projects

Principal suggested committee members that Post Graduate students should be encouraged and enrolled in Research Projects to orient them with various research activities and to give them a platform for new discoveries.

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