

## HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

Minutes of Meeting of IQAC held on 18/08/2014 at 3.00 pm in Principal's Office

### Members Present

- Dr. (Mrs.) Rekha Kalia Bhardwaj, Principal - Chairperson
- Mrs. Renuka Bhatti – Head, Physics Deptt - Coordinator
- Mrs. M. Syal –Dean Academics
- Dr. Jasbir Rishi, Dean Holistic Development
- Dr. Kanwaldeep , Head Commerce Deptt.
- Mrs. Mamta, Dean Examination
- Mrs. Archana Kapoor, Dean Student Council
- Mrs. Sangeeta Arora, Head, Deptt.of Comp.Sc.
- Dr. Meena Sharma, Head Botany Deptt.
- Mrs.Ramnita Saini Sharda, English Deptt.
- Mrs. Neetu Narang, Commerce Deptt.
- Dr. Anjana Bhatia, Deptt. of Botany
- All HODs

### Special Invitees:

- Mrs. Urvashi
- Mr. Ashish Chadha
- Mr. Rajesh Kumar

### Agenda:

1. Organization of two day National Conference on Role of Governance, Leadership and Management in Higher Educational Institutions:
  - Allocation of duties
  - Distribution of papers in different venues
2. Decentralization of Examination system
3. Register checking of teachers

### Proceedings:

- Principal Dr. Rekha Kalia Bhardwaj welcomed all and announced the agenda of the meeting. Mrs. Meenakshi Sayal discussed the allocation of duties. Mrs. Renuka Bhatti proposed the setting of venues. Dr. Anjana Bhatia distributed the papers according to venues and sub-themes. Mrs. Archana Kapoor suggested the venues to be taken up by various incharges. Principal Dr. Rekha Kalia Bhardwaj advised the staff and organizing committee to assure quality in the conference and the papers to be thoroughly checked for plagiarism and accepted accordingly.
- Principal Dr. Rekha Kalia Bhardwaj welcomed the members and initiated discussion on the items of agenda. The merits and demerits of decentralization of exams system were discussed at length. It was decided that three examination centres be created for conduct of house examination for its smooth conduct. Mrs. Mamta discussed the issue relating to students participating in youth festival and their appearance in house exams. It was decided to conduct separate examination for such students so that they can do justice to both.
- Further, register checking duties were assigned and dates were decided for final checking. Mrs. Meenakshi Sayal suggested that remedial classes should be organized for weak students before exams.
- Head of the Institution Dr. Rekha Kalia Bhardwaj thanked all.

  
Mrs. Renuka Bhatti  
Coordinator, IQAC



  
Dr. Rekha Kalia Bhardwaj  
Principal  
Hans Raj Mahila Maha Vidyalaya  
Jalandhar City