

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

**MINUTES OF THE MEETING OF IQAC HELD ON 18.4.2017 AT 3.00 PM IN
PRINCIPAL OFFICE**

MEMBERS PRESENT

- Prof. Dr. (Mrs.) Ajay Sareen, Principal and Chairperson IQAC
- Justice N.K. Sud (Chairman, LMC)
- Mr. Arvind Ghai (Representative LMC)
- Dr. Sushma Chawla (Representative, LMC)
- Dr. Kanwaldeep Kaur, Coordinator IQAC
- Mrs. Meenakshi Syal, Coordinator UGC and Dean Academics
- Dr. Jasbir Rishi, Dean Holistic Development
- Mrs. Neety Sood, Dean Discipline
- Mrs. Mamta, Dean Examinations
- Mrs. Navroop, Dean Youth Welfare
- Dr. Ekta Khosla, Incharge Documentation
- Mrs. Ramnita Saini Sharda, Member IQAC
- Dr. Sangeeta Arora, Member IQAC
- Dr. Anjana Bhatia, Member IQAC
- Mrs. Shikha Chhabra, Member IQAC
- Mr. Harpreet Singh, Member IQAC
- Dr. Jyoti Mittu, Staff Secretary
- Mr. Kulwant Singh, Account Officer
- Mr. Amarjit Khanna, Office Superintendent
- Mr. Raman Behl, Superintendent General
- Head Girl

Following members could not attend the meeting

- Mrs. Sudarshan Kang, Dean Sports
- Mrs. Archana Kapoor, Dean Student Council
- Dr. Meena Sharma, Faculty Member

Agenda

1. To discuss action plan for session 2017-18
2. To promote research orientation among teachers and students
3. To discuss regarding waste paper recycling unit
4. To discuss regarding opening of national level shooting range
5. To finalise academic calendar
6. To discuss regarding MOUs
7. To replace British style gowns for convocation
8. To discuss regarding scholarship policy
9. To redistribute administrative authority and responsibility
10. To present Action Taken Report of 2016-17
11. To discuss regarding the opening of Startup Laboratory

Confirmation of the minutes of meeting of IQAC held on 16.11.2016

Dr. Kanwaldeep Kaur, Coordinator IQAC put before house the minutes of meeting held on 16.11.2016 for approval and the minutes were confirmed by committee members

1. Action Plan 2017-18

Dr. Kanwaldeep Kaur stated that a meeting was held with the Heads of the Department and Society Incharges regarding the activities to be conducted in session 2017-18. The proposed activities were put before the members of IQAC. The proposals were discussed and Action Plan for 2017-18 approved in the meeting.(List attached)

2. Research orientation amongst Teachers and Students

Dr. Kanwaldeep Kaur expressed that it is the need of the hour to lay stress on organizing different programmes with a view to inculcate research aptitude in the students. For this purpose, the Research Promotion Cell needs to act as catalyst for bringing improvement in the research output of the college. It was decided that seminar paper in PG classes should be based upon research work. Faculty should also avail of various kinds of fundings for research projects.

Placed before IQAC for consideration and approval

The committee members approved the decision

(Action to be taken by Research Promotion Cell)

3. Waste Paper Recycling Unit

Adoption of green technology is the need of the hour. Taking another step towards green initiatives, it was proposed by the Principal that *Waste Paper Recycling Unit* should be installed in order to recycle waste/paper, cardboard, tetra packs, Xerox paper, denim material etc. which can be used to produce papers of different thickness, colour and quality depending upon the requirement. The paper so produced will be used in making files, bags or drawing paper in Design Department.

Placed before IQAC for consideration and approval

The committee members approved the decision

(Action to be taken by Dr. Meena Sharma, HOD, Botany Department)

4. National Level Shooting Range

It was held in the meeting that the college will have the firing range in its premises. The firing range will be constructed in collaboration with 2nd Punjab Girls Bn NCC, Jalandhar.

Placed before IQAC for consideration and approval

The committee members approved the decision

(Action to be taken by Dr. Rajiv, NCC incharge)

5. Academic Calendar

The academic calendar for the session 2017-18 was discussed with the members of IQAC as follows:

Semester I/III/V/VII

Opening of college	11.7.2017
Admission and section formation	11.7.2017-12.7.2017
Orientation programme of TDC I	13.7.2017
Start of teaching of semester classes	14.7.2017
Talent hunt	1 st week of August, 2017
Society/Departmental activities	16.8.2017-15.9.2017
House examination	25.9.2017-4.10.2017
Identification of slow and advanced learners and their classes	October, 2017
College Fete	November, 2017
Preparatory holidays	One week before final university examination
Final university exam	3 rd or 4 th week of November, 2017
Winter break	18.12.2017-5.1.2018

Semester II/IV/VI/VIII

Start of teaching of semester classes	5.1.2018
College fete	February, 2018
Departmental activities	2 nd week of March, 2018
House Exam	3 rd /4 th week of March, 2018
Annual prize distribution	1 st /2 nd week of April, 2018
Dispersal of classes (Preparatory)	One week before final exam
Farewell of UG/PG classes	First day after dispersal

Placed before IQAC for consideration and approval

The committee members approved the decision

6. Regarding MOUs

Principal informed the committee members that the college has entered into an MOUs with 'Aspiring Minds, Gurgaon', 'Academy of International Science and Research UK' and 'Jalandhar Welfare Society'.

Placed before IQAC for consideration and approval

The committee members approved the decision

7. Replacement of British Style Gowns for Convocation

Principal informed the committee members that convocation for the session 2015-16 is going to be held in the month of July and hopefully His Excellency, Governor of Punjab will be the Chief Guest on the Occasion. It was proposed by the Principal to replace the British style gowns for both the faculty as well as the students in convocation. She further elaborated that the gowns will be designed and made by the students of fashion designing department under the guidance of their teachers. These gowns will be called '*Angvastras*' and these will not be taken back from the students.

Placed before IQAC for consideration and approval

The committee members approved the decision

8. Scholarship Policy

Principal recommended few more concessions for the needy students and also suggested new nomenclature of various kinds of financial assistance provided to the students in the form of scholarships, incentives and concessions as follows:

A. HMTV Brilliance award

At entry level of undergraduate courses	Benefit per student
95% and above marks in Board exam	Total freeship (only compulsory charges)
90% to 94.9% marks in Board exam	Rs. 10,000/- concession
85% to 89.9% marks in Board exam	Rs. 6,000/- concession
80% to 84.9% marks in Board exam	Rs. 4000/- concession
For subsequent years of undergraduate courses	
1 st position in University	Total freeship (only compulsory charges)
2 nd position in University	50% concession
3 rd position in University	35% concession
1 st and 2 nd position in college (in University exams)	25% concession
1 st position in college/ University for the courses available only in college	25% concession
At entry level of post graduate courses	
1 st position in University	Total freeship (only compulsory charges)

2 nd position in University	50% concession
3 rd position in University	35% concession
For subsequent years of Post Graduate courses	
1 st position in University	Rs. 10,000/- concession
1 st position in college (in University exams)	Rs. 5,000/- concession

B. Scholarship under Mahatma Anand Swami ShikshitBeti Mission

Fatherless	Rs. 5,000/- concession
Parentless	Rs. 7,000/- concession

C. Scholarship under HVM 'Provide Wings' Mission

Differently abled	50% concession
--------------------------	----------------

D. Scholarship under Mahatma Hans Raj BetiPadao Mission

Single Girl Child	Rs. 5,000/- concession
--------------------------	------------------------

E. Scholarship under Maharishi DayanandUnnatBeti Mission

Poverty basis	Rs. 5,000/-
Poverty basis	Rs. 3000/-

F. Sister Concession- Rs. 3000/-

Placed before IQAC for consideration and approval

The committee members approved the decision

9. Redistribute Administrative Authority and Responsibility

Chairperson Prof. Dr. (Mrs.) Ajay Sareen proposed to devolve more powers to the faculty to increase the efficiency and effectiveness of academic and administrative operations. The matter was discussed at length in the meeting and four offices of Deans were created viz. Dean Innovation, Dean Publications, Dean Student Support Services and PRO. She also informed the members that Dean Academics and UGC Coordinator, Mrs. Meenakshi Syal will be superannuating on 30th April 2017. Therefore, she proposed to assign the responsibility of Dean Academics to Dr. Kanwaldeep Kaur and UGC Coordinator to Dr. Ekta Khosla, Associate Professor in Chemistry.

Placed before IQAC for consideration and approval

The committee members approved the decision

10. Action Taken Report 2016-17

Action Taken Report of the session 2016-17 was presented by Dr. Kanwaldeep Kaur, Coordinator IQAC. The report presented activities undertaken classified under the heads; promoting 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, and promoting employment oriented education.

Placed before IQAC for consideration and approval

The committee members approved the decision


11. Startup Laboratory

Principal, Prof. Dr. (Mrs.) Ajay Sareen emphasized the importance of making women independent and self-sufficient. She further suggested opening a Startup Laboratory for the students to give shapes to their budding business ideas.


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 suggestion.


Dr. Kanwaldeep Kaur
Coordinator, IQAC




Prof. Dr. (Mrs.) Ajay Sareen
Chairperson

Principal
Mans Raj Mahila Maha Vidyalaya
Jalandhar City

IQAC