

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

**MINUTES OF THE MEETING OF IQAC HELD ON 2.8.2017 AT 3.00 PM IN
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
- Dr. H.S. Bhalla, Expert from Academia
- Mr. Shital Vij, ShitalFibres and Member LC
- Mr. Ajay Goswami, Nimble Technocrats and Member LC
- Mrs. Meenakshi Syal, SayalJi Impressions
- Mrs. Mamta, Dean Publications
- Mrs. Navroop, Dean Youth Welfare
- Dr. Ekta Khosla, Dean Examinations
- Mrs. Ramnita Saini Sharda, Dean Innovative Practices
- Mrs. Kuljeet Kaur, Dean Holistic Development
- Dr. Ashmeen Kaur, Dean Discipline
- Mrs. Urvashi Mishra, Dean Student Council
- Ms. Shallu Batra, Dean Students Support Services
- Mr. Amarjit Khanna, Office Superintendent
- Mr. Raman Behl, Superintendent General
- Mr. Pankaj Jyoti, Superintendent Accounts
- Mr. Lakhwinder Singh, Superintendent Hostel
- Gurpal Kaur, Head Girl

Following members could not attend the meeting:

- Dr. Usha Kapoor
- Mrs. Sudarshan Kang

Agenda of Meeting

1. To impart practical knowledge to students
2. To discuss regarding certificate/diploma courses
3. To discuss regarding student council
4. To focus on environment consciousness
5. To discuss regarding mentoring sessions
6. To finalise e-self assessment form
7. To streamline promotion policy under CAS
8. To set up IPR Cell

Confirmation of the minutes of meeting of IQAC held on 18.4.2017

Dr. Kanwaldeep Kaur, Coordinator IQAC put before the house the minutes of meeting held on 18.4.2017 for approval. The minutes of the meeting of IQAC held on 18.4.2017 were confirmed and approved by committee members.

Proceedings

1. Practical Knowledge to the Students

1.1 Practical orientation by society in-charges

There are a number of societies formed by the college which work in close proximity with the students. They are in a better position to impart practical knowledge to the students by organizing different activities and connecting them with the curricular aspects. The Principal proposed that the society in-charges must focus on organizing practical oriented activities. In order to make these activities more practical and interesting for the students, tie ups and collaborations must be established with the industries of eminence and repute. The students should be taken to field visits and submit a report of the same. The report must mention in detail the name of industrial partner and also encompass a section of photographs related to the event along with press release.

1.2 Focus on non-formal education

Along with the role played by subject societies, the Principal advised that students should be exposed to various techniques, methods and technical know-how via educational trips/ industrial visits. HODs must arrange such visits for the students.

Placed before IQAC for consideration and approval

The committee members approved the decision

(Action to be taken by Society Incharges and HODs)

2. Regarding Certificate/ Diploma Courses

Dr. Kanwaldeep Kaur expressed that the college is already running different certificate, diploma and advanced diploma courses. She further added that the coordinators of various certificate/ diploma courses must ensure that the information must reach the students about different courses through brochures and display on notice boards, and also announcements in the morning assembly. They should also communicate the outcomes of each course and enroll the students for same.

Placed before IQAC for consideration and approval

The committee members approved the decision

3. Regarding Student Council

The principal expressed that student council is an important part of the college. She further added that Dean Student Council must ensure that following areas must be given special emphasis in the activities of student council.

3.1 HMT Task Force comprising five students from each faculty should be formed which will be actively involved in organisation of all major functions of the college.

3.2 Frequent meetings should be held with the class representatives and office bearers of student council in order to get formal and informal feedback regarding their campus experience.

3.3 Student council being in close connection with the students should motivate them to take part in different activities organized by the college to inculcate leadership, communication skills, and inter personal skills among students.

Placed before IQAC for consideration and approval

The committee members approved the decision

(Action to be taken by the Dean, Student Council)

4. Focus on Environment Consciousness

Mrs. Ramnita Saini Sharda, Dean Innovative Practices expressed that a very high amount of pollution is created during Diwali due to bursting of crackers. So she proposed to celebrate Green Diwali. The students and faculty members will be asked to bring saplings and

exchange them with their friends. Besides reducing the pollution created by crackers, this will make the students more environments conscious.

Placed before IQAC for consideration and approval

The committee members approved the decision

(Action to be taken by Dean, Innovative Practices)

5. Regarding Mentoring Session

Dr. Ekta Khosla, Dean Examinations expressed that student centricity goes well beyond simply having a strong student focus rather it is based on:

- instituting a strong relation with the student,
- moving from an ability to deliver a high-quality course experience, to the skill of delivering a personalized individual attention to students.

Adding to this Dr. Ashmeen Kaur, Dean Discipline proposed to hold more mentoring sessions of the students where they will be given a chance to share their personal problems with their mentors apart from the curricular aspects. This will lead to a transformation in the way the faculty interacts with the students and the way they deliver education and other services to the students.

Placed before IQAC for consideration and approval

The committee members approved the decision

(Action to be taken by Dean, Discipline)

6. E-Self Assessment/ Faculty Audit Form

Dr. Kanwaldeep Kaur expressed that faculty assessment is considered to be one of the most important objectives for any academic institution as they help them in achieving their goals of having highly qualified faculty and to promote them to higher levels. Moreover, it assists in identifying the strength and weakness of the faculty. So she proposed to conduct an audit of the faculty. This will be conducted in the form of e- self assessment whereby the faculty members will fill their performance for an academic session. This will also be another step towards paperless office as it will replace the earlier practice of submitting hard copies of self assessment forms. The broad areas of faculty audit form pertaining to following areas was discussed and approved in the meeting:

6.1 Personal information

(i) Personal details.

6.2 Professional information

(i) Teaching, learning and evaluation

(ii) Research, innovation and consultancy

(iii) Contributions towards co-curricular/ extra-curricular activities

(iv) Leadership, management and governance

Placed before IQAC for consideration and approval

The committee members approved the decision

7. To Streamline Promotion Policy under CAS

Dr. Kanwaldeep Kaur discussed the previous practice of preliminary screening of API files of faculty members by Dean Academics only and proposed that a CAS committee should be formed to evaluate these files instead of vesting this power in one person only. The proposal was accepted and CAS committee of the following members was formed;

- Dr. Kanwaldeep Kaur, IQAC Coordinator, Dean Academics, Head, Commerce Department
- Dr. Ekta Khosla, Dean Examination, UGC Coordinator, Assoc. Prof. in Chemistry
- Dr. Sangeeta Arora, Head, Computer Science and IT Department.

- Mrs. Shallu Batra, Dean Student Support Services, Assist. Prof. in Economics

The committee will follow the guidelines of UGC, DPI (Punjab), and GNDU as issued from time to time in this regard.

8. Setting up of IPR Cell

In order to create awareness and provide guidance and support to the faculty and students to create and protect intellectual property rights, it was proposed by Dr, Ekta Khosla to set up IPR cell. She further informed the committee members that her patent has been published. She was nominated as the convener of the cell.

Placed before IQAC for consideration and approval

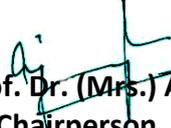
The committee members approved the decision

(Action to be taken by Dr. Ekta Khosla)

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

Mans Raj Mahila Maha Vidyalaya
Jalandhar City

IQAC