

**HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR**

**MINUTES OF THE MEETING OF IQAC HELD ON 13.3.2018 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. Sudarshan Kang, Dean Sports
- Mrs. Mamta, Dean Publications
- 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
- Head Girl

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

- Dr. Usha Kapoor
- Mrs. Navroop

**Agenda of Meeting**

1. To discuss regarding action plan for session 2018-19
2. To focus on student centric activities
3. To finalise academic calendar.
4. To discuss regarding concession/scholarship to students
5. To discuss regarding contribution of alumnae
6. To present Action Taken Report of 2017-18
7. Establishment of DD Sood Board Room
8. To discuss about the need to use ICT in teaching and learning process
9. To expediate the process of faculty appointments at DAV CMC Level

**Confirmation of the minutes of meeting of IQAC held on 30.10.2017**

Dr. Kanwaldeep Kaur, Coordinator IQAC put before the house the minutes of meeting held on 30.10.2017 for approval. The minutes of meeting were approved by committee members.

**Proceedings****1. Action Plan 2018-19**

Dr. Kanwaldeep Kaur informed the committee members that proposals were invited from Heads of the Department and Society/Clubs Incharges, Conveners of Committees regarding the activities to be conducted in session 2018-19. The proposed activities were put before the members of IQAC. The proposals were discussed and Action Plan for 2018-19 approved in the meeting. (Copy attached).

**Placed before IQAC for consideration and approval**

The committee members approved the decision

**2. Focus on Students**

Principal expressed that with the passage of time, educational institutions are becoming more and more student centric. This encompasses both enhanced student choice and a transformed student experience. Following measures will be taken in this regard:

2.1 She voiced a deep concern for students and said that stress and depression in college students is a major area of concern these days. When these problems persist for a long time the students may even begin to feel suicidal. To solve this problem, it is pertinent to understand the psychology of the students. She said that the Department of Psychology must organize workshops to give counseling to the students and to help the students live a happy life.

2.2 Dr. Kanwaldeep Kaur stated that education to be meaningful in real sense must give an opportunity to the students to make their career. They need to be given right direction. So she suggested that more capacity enhancement programmes need to be arranged.

**Placed before IQAC for consideration and approval****3. Finalisation of Academic Calendar**

The academic calendar for the session 2018-19 was discussed and finalized in the meeting.

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

Opening of college	12.7.2018
Admission and section formation	13.7.2018 to 14.7.2018
Orientation programme and start of teaching	16.7.2018
Convocation	Fourth week of July, 2018
Talent hunt	1st week of August, 2018
Society/Departmental activities	16.8.2018 to 15.9.2018
House examination	22.9.2015 to 1.10.2015
Identification of slow and advanced learners and their classes	October 2018
Annual athletics meet	November 2018
Preparatory holidays	One week before university examination
Final university exam	3 <sup>rd</sup> or 4 <sup>th</sup> week of November
Winter break	20.12.2018 to 6.1.2019

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

Start of teaching of semester classes	7.1.2019
College fete	3 <sup>rd</sup> week of January,2019
Departmental activities	February 2019
House Exam	3 <sup>rd</sup> week of March 2019
Annual prize distribution	3 <sup>rd</sup> /4 <sup>th</sup> week of March,2019
Convocation	1 <sup>st</sup> / 2 <sup>nd</sup> week of April,2019
Dispersal of classes (Preparatory)	One week before university examination
Farewell of UG/PG classes	First day after dispersal
Faculty Development Programme/Skill oriented Courses	3 <sup>rd</sup> week of April, 2019

**Placed before IQAC for consideration and approval**

The committee members approved the decision

**4. Regarding fee concession/scholarship**

Principal informed the committee members that the financial assistance provided under the name of ‘Sister Concession’ has been renamed as ‘HMV Anuja Scholarship’.

**5. Regarding Contribution of Alumnae**

The chairperson stated that the alumnae of college are making significant contribution for the development of college. Different guest lectures were organized for the students in which the alumnae acted as resource persons. She further expressed that the bond of alumnae will become stronger in times to come.

**Placed before IQAC for consideration and approval**

The committee members approved the decision

**6. Presentation of Action Taken Report 2017-18**

Action Taken Report of the session 2017-18 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

**7. Setting up of DD Sood Board Room**

Principal expressed the need for setting up DD Sood Board Room in the college to organize meetings with various departments, cells, societies and committees.

**8. Use of ICT in teaching and learning process**

The Principal stated that in this competitive age, there is a dire need for the faculty and students to be technically advanced in all aspects. She further suggested to organize Workshops and Faculty Development Programmes to encourage the use of ICT.

**Placed before IQAC for consideration and approval**

The committee members approved the decision


### 9. Faculty appointments at DAV CMC Level

Coordinator IQAC and Dean Academics requested Madam Principal to expedite the process of Faculty Appointments at DAV CMC Level. Principal told the members that the matter is delayed at DAV CMC Level and she has sent request for the same.

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  
Mans Raj Mahila Maha Vidyalyaya  
Jalandhar City

IQAC