

**MINUTES OF THE MEETING OF IQAC HELD ON 22.7.2020 AT 11.30 AM IN  
SKILL DEVELOPMENT CENTRE**

**MEMBERS PRESENT**

- Prof. Dr. (Mrs.) Ajay Sareen
- Dr. Kanwaldeep Kaur
- Mrs. Navroop
- Dr. Seema Marwaha
- Dr. Ekta Khosla
- Dr. Ashmeen Kaur
- Ms. Shallu Batra
- Dr. Sangeeta Arora
- Mrs. Urvashi Mishra
- Dr. Anjana Bhatia
- Mrs. Rama Sharma
- Mrs. Meenakshi Syal
- Mr. Lakhwinder Singh

**Agenda**

1. To discuss regarding online teaching
2. To take decision regarding LMC staff representative post falling vacant

**Proceedings**

**1. Regarding Online Teaching**

Principal Prof. Dr. (Mrs.) Ajay Sareen appreciated the efforts of the faculty during lockdown period for taking online classes of the students. She further stated that this has been acknowledged by the media also. Adding to this, Dean Academics, Dr. Kanwaldeep Kaur expressed that as it is not possible to hold physical classes amidst COVID-19, so the college will follow online mode of teaching only. It was discussed and decided by the committee members that the college will organize a Faculty Development Programme to give detailed training to the faculty for using different online teaching modes such as Zoom, Google Meet, Webex, Google Classroom as well as creating and using interactive quizzes through platforms such as Kahoot, Mentimeter, Google Forms, and Microsoft Form.

**Placed before IQAC for consideration and approval**

The committee members approved the decision

## 2. Regarding LMC Staff Representative Post Falling Vacant

Principal Prof. Dr. (Mrs.) Ajay Sareen put forward before the house that one nomination paper of staff representative has been declared null and void leading to the post falling vacant. The modalities for filling up the post were discussed. The policy under such circumstances arising in future was finalized. It was decided that fresh nominations should be invited for the vacant post. The member whose nomination has been rejected will be debarred from filing fresh nomination paper for the current term.

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 Vidyalyaya  
Jalandhar City

