

MINUTES OF THE MEETING OF IQAC HELD ON 3.11.2020 AT 3.00 PM IN SKILL DEVELOPMENT CENTRE

MEMBERS PRESENT

- Prof. Dr. (Mrs.) Ajay Sareen
- Dr. Kanwaldeep Kaur
- Mrs. Navroop
- Dr. Seema Marwaha
- 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 physical mode of teaching
2. To review CAS (Career Advancement Scheme) cases
3. To discuss regarding preparation of AQAR 2019-20
4. To discuss regarding Academic Administrative Audit
5. To discuss regarding NAAC Peer Team Visit
6. To take initiative towards community service

Proceedings

1. Regarding Physical Mode of Teaching

Principal Prof. Dr. (Mrs.) Ajay Sareen put forward before the committee members the decision of holding the physical classes of students as per the directions of Punjab government. It was discussed and decided that the classes will be held as per the SOP and all the necessary precautions will be taken for the safety of students. The students willing to attend the classes physically will be required to fill the consent form duly signed by their parents. The content and format of the consent form was discussed and approved in the meeting. It was also decided to disseminate the information to students through mentoring group.

Placed before IQAC for consideration and approval

The committee members approved the decision

2. Regarding CAS (Career Advancement Scheme) Cases

IQAC coordinator expressed the need for making replacement of Dr. Ekta Khosla in CAS committee after her elevation as Principal, DAV College, Malout. The name of Dr. Seema Marwaha, Head, Department of Zoology was approved by the committee members and it was decided to start the review process of CAS cases from the mid of November.

3. Regarding Preparation of AQAR 2019-20

IQAC Coordinator, Dr. Kanwaldeep Kaur stated that the preparation of AQAR for the session 2019-20 is in progress which will be completed before the deadline fixed up by NAAC.

4. Regarding Academic Administrative Audit

Principal Prof. Dr. (Mrs.) Ajay Sareen stated that Academic Administrative Audit will be conducted for different faculties starting from the second week of November. It was proposed

to change the Audit Committee members. The names of members of core committee to conduct the audit were discussed and approved in the meeting.

5. Regarding NAAC Peer Team Visit

Principal Prof. Dr. (Mrs.) Ajay Sareen informed the committee members that DVV process has been completed successfully and we have submitted dates for peer team visit. She motivated the team members to be prepared for the visit which is likely to be in the last week of January if the colleges resume normal functioning.

6. Towards Community Service

It was discussed in the meeting that continuing with its tradition of discharging its social responsibility, the college will take another initiative towards community service of helping the under privileged section of the society. IQAC Coordinator, Dr. Kanwaldeep Kaur proposed to have common platform through which even outsiders can be allowed to make donations throughout the year. Principal Prof. Dr. (Mrs.) Ajay Sareen welcomed the idea and proposed to make "Neki Ki Diwar" outside the boundary wall of the college. Any person can donate and help the poor through this measure. Any person who wants to donate anything can hang it on the wall so that those who are in need can take it away without any restrictions.

Placed before IQAC for consideration and approval

The committee members highly appreciated the proposal and 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 suggestions

Dr. Kanwaldeep Kaur

Coordinator, IQAC



Prof. Dr. (Mrs.) Ajay Sareen

Chairperson

Principal
Hans Raj Mahila Maha Vidyalaya
Jalandhar City

