

**MINUTES OF THE MEETING OF IQAC HELD ON 12.1.2021 AT 1.30 P.M. IN
D.D. SUD BOARD ROOM**

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

Special Invitees

- Mrs. Deepshikha
- Ms. Meenu Kundra
- Mr. Ravi Maini

Agenda

1. Forthcoming University Exam. February, 2021
2. Filling up of vacant positions of Deans
3. Nomenclature of Non-Teaching posts
4. Mentoring sessions
5. AQAR 2019-20
6. NTA examination policy
7. Offline teaching

Proceedings

1. Regarding Forthcoming University Exam. February, 2021

Principal Prof. Dr. (Mrs.) Ajay Sareen discussed with the committee members that the Semester Examination has been postponed by the University which will now be held in February, 2021. The students have the option of giving the exams by both proctored online and offline mode. In case of offline mode, the students will be given an open choice to attempt the paper. Ms. Meenu Kundra (Mentoring Incharge) was the special invitee for the meeting. She was assigned the task of mentoring the students in this regard through mentoring groups.

2. Regarding Filling up of vacant positions of Deans

As two senior faculty members of the college i.e. Dr. Ramnita Saini Sharda (Associate Professor in English) and Dr. Ekta Khosla (Associate Professor in Chemistry) were elevated as Principal, leaving vacant number of positions held by them. The vacant positions were filled by appointing different Deans and incharges of different committees.

Placed before IQAC for consideration and approval

The committee members approved the decision

3. Regarding Nomenclature of Non-Teaching Posts

Principal Prof. Dr. (Mrs.) Ajay Sareen informed that there is no post of Office Superintendent as per DPI norms, so this stands abolished and there are three DPI sanctioned posts of Superintendents which were decided to be named as Superintendent Accounts, Superintendent General I and Superintendent General II. While the existing post of Hostel Superintendent is converted into Superintendent Administration.

Placed before IQAC for consideration and approval

The committee members approved the decision

4. Mentoring Sessions

Keeping in mind the importance of record keeping of the students, Mrs. Meenu Kundra was assigned the task of making sure that the mentors make proper record of mentoring sessions and take appropriate steps to solve the queries of students.

5. AQAR 2019-20

Dr. Kanwaldeep Kaur, IQAC Coordinator informed the committee members that keeping in view the COVID circumstances, NAAC has extended the date for submission of AQAR for the year 2019-20 till 31st May, 2021. Adding to this Principal Prof. Dr. (Mrs.) Ajay Sareen stated that the criterion incharges must keep themselves updated with regard to guidelines issued by NAAC from time to time.

6. Regarding NTA Examination Policy

It was discussed in the meeting that every NTA examination will be conducted by team headed by Dean Academics. All the members of examination committee will be part of NTA examination team. From non-teaching, Mr. Ravi will act as coordinator. Invigilation duties will be performed by all faculty members on contractual basis and temporary staff with minimum 3 years experience. 20% of non-teaching and permanent staff on the reverse order of seniority will perform the duty as and when such examination is to be conducted by the college.

Placed before IQAC for consideration and approval

The committee members approved the decision

7. Regarding Offline Teaching

It was discussed and decided in the meeting that revision classes of 3rd, 5th and 7th semester will be held in offline mode w.e.f. 13th January, 2021. The students must follow SOP and social distancing norms and must be informed about the same through mentoring groups.

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
Raj Mahila Maha Vidyalaya
Jalandhar City