

Hans Raj Mahila Maha Vidyalaya, Jalandhar

No.

Dated:- 20/11/2024

A meeting of IQAC was held on 20th November, 2024 in D.D. Sud Board Room at 2:30 p.m. The following members were present:-

1. Justice (Retd.) Sh. N.K. Sud, Chairman LAC
2. Prof. Dr. (Mrs.) Ajay Sareen, Principal
3. Dr. Ashmeen Kaur, IQAC Coordinator
4. Dr. Seema Marwaha, Dean Academics
5. Mr. Surendra Seth, Nominee from Local Society & LAC
6. Dr. Ashwani Bhalla, Expert from Academia
7. Mrs. Vani Vij, MD Shital Fibres Ltd.
8. Mrs. Purnima Beri, Leader Valves
9. Dr. Sudhir Sharma, Industry Partner
10. Dr. Mamta, Dean Vedic Studies
11. Dr. Navroop, Dean Youth Welfare
12. Mrs. Binoo Gupta, Dean Student Welfare
13. Dr. Urvashi Mishra, Dena Student Council
14. Dr. Anjana Bhatia, Dean Innovation & Research
15. Dr. Shallu Batra, Dean Outreach Programmes
16. Dr. Sangeeta Arora, Dean Curriculum Coordinator
17. Dr. Rama Sharma, PRO
18. Dr. Meenu Talwar, Coordinator Resident Scholars
19. Mr. Harpreet Singh, Librarian
20. Mr. Pankaj Jyoti, Supdt. A/c
21. Mr. Ravi Maini, Supdt. Admin
22. Mrs. Seema K. Joshi, Supdt. Gen.
23. UG Head Girl
24. PG Head Girl
25. Hostel Head Girl

- Ms. Beenu Rajput, Beenu Rajput Films and Mrs. Rajwinder (Olympian), Alumni could not attend the meeting due to urgent work.

Proceedings

With the permission of the Chair, the minutes of previous IQAC meeting were read by the IQAC Coordinator.

In the previous IQAC meeting, first of all the action taken report was read by the IQAC Coordinator and then the initiatives of IQAC in the previous session were discussed.

The following decisions were taken in the meeting:-

- Discipline Committee was restructured and the discipline work was assigned to Students Council and Task force collectively. It was decided to observe the change for a year and then decide whether to continue with the old discipline committee or the new set up.
- It was also decided in the meeting regarding Grievance Redressal Policy for teaching and non-teaching staff that if a complaint is received from outside in future, a four member committee will be formed which will include the senior most faculty member, IQAC Coordinator, Dean Academics and the concerned Head of the department or the Superintendent in case of Non-Teaching.
- A few changes were made in the nomenclature of Deans, Dr. Veena Arora was nominated as Dean institutional Social Responsibility and Dr. Shallu Batra was given the charge of Dean Outreach.
- It was decided that house exam of odd and even semesters to be conducted from 50%.
- Reading rooms in all blocks to be maintained under supervision of block incharges and awareness to be created amongst students.
- It was also decided that financial assistance to be given to faculty for paper presentation and a report to be submitted after the conference and it was also decided to have a session for sharing of knowledge by members of faculty who have participated as Resource persons in International Conference.

Regarding implementation of CBGS and NEP, a few decisions in the Core-Committee were taken:-

- The duration of the lecture was reduced to 40 minutes from 45 minutes Credit based system was discussed understood and implemented.
- Conversion of 3 years degree to 4 years degree programme and Hons. Programme in 4th years as per NEP.
- Introduction of Skill enhancement, Ability enhance and multidisciplinary course was welcomed as per university norms.
- Our faculty members also contributed in the designing of various skill enhancement courses as required by the university.

A few decisions regarding admission duties during vacations were also taken.

- It was also decided to give 2 days duty leave for evaluation of answer sheets to faculty.
- Madam Principal also proposed to arrange events to disseminate information regarding Welfare Schemes for teaching, non-teaching and supporting staff.

From time to time such workshops/seminars are being organized for teaching and non-teaching members in collaboration with reputed Banks, Post Offices, Insurance agencies etc.

Workshops and sensitization drives for visually challenged persons in collaboration with NGO Saksham Punjab and Delhi were also organized where android training to visually challenged participants was imparted.

Initiatives of IQAC

- Introducing of various 30 hrs. value added short term courses which were Computerized Accounting, Stress Management, Basics of Research, Eco-friendly life style, Content Writing and translation, Data Analytics and visualization, Nutrition & Dietetics, Interior Designing and Entry to Corporate World etc. The duration, fee structure, timings and remuneration were all decided in a separate meeting with the course coordinators and Dean Student welfare. The course were successfully run and completed in the previous two semesters of the session 2023-24.
- Regarding Guruashish Scholarship, ceramic planters were replaced with Jute planters and customized Mugs were presented to the members of the faculty in their birthday months. The Guruashish Scholarship box was opened in the month of September and the amount of 70,595/- was collected and as decided the said amount was used in giving Scholarships to the needy students on poverty basis.
- Another IQAC initiative which was started for resident Scholars was the Honesty Shop in the Ojasvi Hostel to enhance the core value of honesty in students, is being successfully run in the hostel. As per the feedback received from Coordinator Resident Scholars and resident scholars it is a blessing for the students of the hostel.
- Yet another initiative was step towards zero wastage of food and water. It was decided to take all appropriate steps to consume the resources and the awareness for same be created through mentoring groups, NSS and Environment Club. Throughout the year, various events, poster making, street plays, seminars are organized for creating awareness and also every month in mentoring sessions too, the students are repeatedly informed regarding the best practices of saving environment. Discarding Aluminium foil, plastic bottles and encouraging use of steel, copper and glass bottles.

A few initiatives were introduced on Foundation Day which included Kartavya@HVM which is a commitment towards our duties, Environment protection Aashiana for the birds, Herbal Kaaya products and Happy Hands outreach/ Care@HVM which is students bringing home cooked food packets and distributing to not so privileged people outside college.

All the initiatives taken are being successfully carried on by the concerned members with active participation of students, faculty, non-teaching and supporting staff under the guidance of Madam Principal

A few proposals for quality assurance were suggested as follows:-

- To design and organize more value added courses for personality Development. Communication Skills and other relevant areas like disaster management etc.
- Self defence training workshops to be organized for students.
- More focus on career counseling and placements of students, creating more entrepreneurship opportunities, more start ups.
- MoU's to be renewed wherever required and for an MOU to remain active, at least one activity in collaboration to be organized by the concerning department or an industrial visit or internship to maintain connect.
- To focus more on e learning management system whereby restructuring the system to enable not only our own students but also benefit other stakeholders.
- To provide opportunities to faculty for training of development of e-modules.
- To introduce more welfare schemes, wellness programmes for teaching, non-teaching and supporting staff.
- A series of lectures to be organized by IQAC for faculty during examination days.
- Upgradation of infrastructure of seven departments through DBT Star Scheme.
- Upgradation of Sports Hostel.
- Inclusion of staff representatives in Local Advisory Committee in Core Committee of the college.
- In continuation with our best practices paper recycling unit which has already been recognized by our country's Prime Minister at National Level. The recycled paper from the unit is being used in form of files, folders, cards extensively. The proposal is to work in the direction to enhance equipment so that articles of utility can be made.
- Regarding Guruashish Scholarship, birthday presents to faculty, a sketch of the faculty members to be presented with a jute planter instead of customized mugs from this session.

Following recommendations were made by the members of IQAC

- The members gave their valuable suggestions as to how the courses can be run more successfully in collaboration with organizations who are already working in the field especially regarding disaster management.
- Madam Principal suggested that the self defence training should be made compulsory for all students as it is the need of the hour and all the members agreed to the suggestion.
- To enhance quality, many suggestions for start ups and entrepreneurship opportunities for students were given.
- Propositions for restructuring e-learning management system were also given by members from academia, faculty to be provided opportunities, training workshops for development of e-modules.
- Recommendations for participation in International rankings were given. An active Youtube Channel of the college for Aggressive image projection to be launched was suggested.
- It was also suggested that keeping in mind the increase in Cyber Crime, more workshops and awareness campaigns be organized by the PG Department of Computer Science.

The meeting ended with vote of thanks by the IQAC Coordinator and Shanti Path.



IQAC Coordinator



Principal