


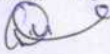

23-07-18

KANYA MAHA VIDYALAYA, JALANDHAR


Notice

A meeting of IQAC members, Dean Academics, Dean, Vocational Studies, Incharge Admissions will be held to rationalize the existing academic programs and to plan for future introduction of academic programs at 1.00 p.m. in the Principal's office.

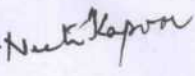
IQAC Members:

- Mrs. Parminder Kaur 
- Dr. Gopi Sharma 
- Dr. Jatinder 

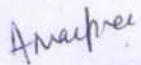
Dean, Academics:

- Mrs. Seema Jain 


Dean, Vocational Studies:

- Mrs. Neeti Kapoor 


Incharge, Admissions:


- Mrs. Amanpreet Khurana 

Controller, Exams:

- Ms. Hardeep Kaur 

Office Superintendent:

- Mr. Manoj 


PRINCIPAL

Kanya Maha Vidyalaya, Jalandhar

(An Autonomous College)

Minutes of the Meeting with IQAC, Dean Academics, Admissions and Examination

Meeting Date: 23.07.2018

Meeting was held with all members of IQAC, Dean Academics, Dean Admission and Registrar & Controller of Examinations on 23.07.2018 at 01.00 p.m in Principal office, following members attended the meeting.

Members attended meeting:

| Sr. No. | Name | Department & Designation | Present/Absent |
|---------|--------------------------|--|----------------|
| 1. | Dr. Atima Sharma Dwivedi | Principal & Chairperson of Committee | Present |
| 2. | Ms. Seema Jain | Dean Academics, HOD English Dept. | Present |
| 3. | Mrs. Parminder Kaur | Co-ordinator IQAC & HOD Physics Dept. | Present |
| 4. | Ms. Hardeep Kaur | Registrar & Controller of Examination | Present |
| 5. | Dr. Gopi Sharma | Autonomy Co-ordinator , IQAC Core Committee Member | Present |
| 6. | Mrs. Amarpreet Khurana | Member Admission Committee | Present |
| 7. | Dr. Jatinder Pal | Dean Research & IQAC Member | Present |

The following agenda was discussed in detail:

- To rationalise the existing courses and to plan for new courses for next year (2019-20).

Proceeding:

- Principal Madam discussed with the members present the viability of each course one by one from the list of existing courses. It was observed that in some courses, the number of students taking admission is very few.
 - Hence it was decided to discontinue some courses from this year, some other courses from the next session and some courses were marked as 'Under Consideration' as per list given below:

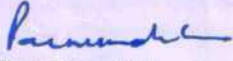
| Sr. No. | Name of Courses | Status |
|---------|------------------------------|--------------------------------------|
| 1. | M.Sc. (IANS) | To be discontinued from this session |
| 2. | MA (Dance) | To be discontinued from this session |
| 3. | DCA | To be discontinued from 2019-20 |
| 4. | PGDCA | Under Consideration |
| 5. | MA (Hindi) | Under Consideration |
| 6. | MA Music (Instrumental) | Under Consideration |
| 7. | MA Music (Vocal) | Under Consideration |
| 8. | MJMC | Under Consideration |
| 9. | PGDFS | Under Consideration |
| 10. | PGDFD & GC | Under Consideration |
| 11. | PGD in Textiles | Under Consideration |
| 12. | Dip. in Translation in Hindi | Under Consideration |

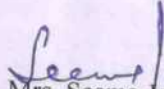
| | | |
|-----|-----------------------------------|---------------------|
| 13. | Dip. in Creative Writing in Hindi | Under Consideration |
| 14. | Vaksetu | Under Consideration |
| 15. | Pragishella DFD after +2 | Under Consideration |

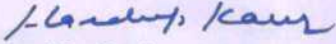
2. It was also discussed as to which new courses can be started from the next academic session. The courses proposed to be started from 2019-20 for which possibilities will be explored were the following:

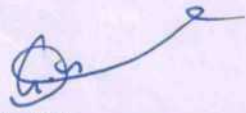
1. B.Ed (Integrated / after Graduation)
2. Air Hostess Training Programme.
3. Hospitality and Tourism
4. B.Sc Nursing
5. Diploma in Geriatrics

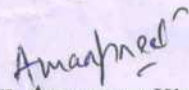
3. Another Proposal was given to start a vocational centre in the evening in the new building for optimum utilization of the existing infrastructure.

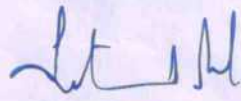

Mrs. Parminder Kaur
IQAC Co-ordinator
Head, Physics Dept.



Mrs. Seema Jain
HOD English Dept.


Ms. Hardeep Kaur
Registrar, COE


Dr. Gopi Sharma
IQAC Core Committee
Member, Autonomy Coordinator


Mrs. Amarpreet Khurana
Member Admission Committee


Dr. Jatinder Pal
Dean Research
IQAC Core
Committee Member


Principal
(Chairperson)

20

Kanya Maha Vidyalaya, Jalandhar

(An Autonomous College)

Internal Quality Assurance Cell (IQAC)


Action Taken Report (ATR)

On

IQAC Meeting held on 23-07-18

| Sr. No. | Agenda Item | Decision taken in Meeting | Action Taken |
|--|-----------------------------|---|---|
| A. To rationalise the existing courses and to plan for new courses for next year (2019-20). | | | |
| 1. | To Discuss Existing Courses | <p>Principal Madam discussed with the Senior members present the viability of each course one by one from the list of existing courses. It was examined that in some courses, the number of students taking admission is very few.</p> <p>▪ Hence, it was decided to discontinue some courses from this year, some other courses from the next session and some courses were marked as 'Under Consideration'.</p> | <p>The some courses discontinue from this year as per list given below</p> <ul style="list-style-type: none">➤ M.Sc. (IANS)➤ MA (Dance) <p>One courses discontinue from this next Session 2019-20.</p> <ul style="list-style-type: none">➤ DCA <p>Some courses were marked as 'Under Consideration'. as per list given below</p> <ul style="list-style-type: none">➤ PGDCA➤ MA Hindi➤ MA Music(Instrumental)➤ MA Musiv Vocal➤ MJMC➤ PGDFS➤ PGDFD &GC➤ PGD in Textiles➤ Dip. In Translation in Hindi➤ Dip. In creative writing in Hindi➤ Vaksetu➤ Pragtishella DFD after +2. |
| 2. | To Discuss new courses | It was also decided that new courses can be started from next session 2019-20. | The following new courses have not started in session 2019-20. |

| | | | |
|----|--|---|---|
| | | | <ul style="list-style-type: none"> ➤ B.Ed (Integrated / after Graduation) ➤ Air Hostess Training Programme. ➤ Hospitality and Tourism ➤ B.Sc Nursing ➤ Diploma in Geriatrics. |
| 3. | To start the new evening batch for Vocational centre | Principal madam was decided to start a vocational centre in the evening in the new building for optimum utilization of the existing infrastructure. | The evening batch for vocational courses has not started yet . |



Principal

ENGLISH

- Mrs. Seema Jain
- Dr. Madhumeet *Medd*
- Mrs. Vanila Khanna *Vk*
- Mrs. Shalini Gulati *Shalini*
- Ms. Seema Arora *Seema*
- Dr. Deepika Anand (on leave)
- Dr. Reena Sharma *Reena*
- Mrs. Rituparna Datta Roy *Rituparna*
- Mrs. Satinder Kaur (Visiting Prof.)
- Ms. Tejasvani (C)
- Ms. Aarti Prashar
- Ms. Nisha Sharma
- Ms. Yamini Kukreja
- Ms. Ravneet Kaur

COMMERCE

- Dr. Neeraj Maini *N*
- Dr. Sabina Batra *S*
- Mrs. Rashmi Sharma *Rashmi*
- Mrs. Rashmi Bindra *Rashmi*
- Ms. Ritu *Ritu*
- Mrs. Namita Kochhar
- Ms. Poonam Jairath
- Ms. Yasmine
- Ms. Alisha Kakkar
- Ms. Neha
- Ms. Anshita Vatta/Mohindru
- Ms. Simran Kaur
- Ms. Arushi
- Ms. Hitasha Nanda

COMPUTER

- Mrs. Suman Khurana *S Khurana*
- Ms. Hardeep Kaur *H.K*
- Dr. Pardeep Arora *Pardeep*
- Mr. Ravi Khurana *Ravi*
- Mrs. Rajni Bansal *Rajni*
- Ms. Prabhdeep Kaur *Prabhdeep*
- Mr. Nitin Khanna *Nitin*
- Ms. Gurline Kaur *Gurline*
- Ms. Vandana Sharma
- Ms. Gaganpreet Kaur
- Ms. Jasreet Kaur
- Ms. Mansharan Bir Kaur
- Ms. Mehak Kohli
- Ms. Navdeep Kaur
- Ms. Harpreet Kaur
- Ms. Nidhi Bhatia
- Ms. Himshikha (Comp. Programmer)

HINDI

- Dr. Vinod Kalra
- Dr. Rupika Bhanot *Rupika*
- Dr. Anushobha *Anushobha*
- Dr. Loveleen Kaur
- Ms. Manjula Sharma

SANSKRIT

- Dr. Neeraj Sharma *Neeraj*

PUNJABI

- Dr. Iqbal Kaur *Iqbal*
- Dr. Harpreet Kaur *Harpreet*
- Dr. Reena Kumari
- Mrs. Baksho Devi
- Ms. Lakhwinder Kaur
- Ms. Seema Kumari
- Ms. Baljeet Kaur
- Ms. Manjinder Kaur
- Dr. Chirjiwan Kaur

ECONOMICS

- Mrs. Indu Bhatt
- Mrs. Amarpreet Khurana *Amarpreet*
- Dr. Jatinder Pal *Jatinder*
- Ms. Rajinder Kaur *Rajinder*
- Ms. Manpreet Kaur

PHILOSOPHY

- Dr. Ekta Saini *Ekta*

HISTORY

- Dr. Gurjot Kaur *Gurjot*
- Dr. Monica Sharma *Monica*
- Mrs. Neenu Chawla
- Ms. Kulwinder Kaur

HOME SCIENCE

- Mrs. Niti Talwar *Niti*
- Mrs. Mani Khera *Mani*
- Mrs. Harpreet Kaur *Harpreet*
- Mrs. Amarjot Kaur (FD)
- Ms. Tarandeep Kaur (FD)
- Ms. Simerjeet Kaur (FD) *Simerjeet*
- Ms. Neha (FD)
- Ms. Barun Kaur Mann (FD)
- Ms. Deepika Singla/Bansal (FD)
- Ms. Pardeep Kaur (FD)
- Ms. Ramanjot Kaur (FD)
- Ms. Maninder Kaur (FD)
- Ms. Navpreet Kaur (FD)
- Ms. Ritu Rani Bhankur (H.Sc.)
- Ms. Amandeep Kaur (H.Sc.)
- Ms. Tarandeep Kaur (H.Sc.)

POLITICAL SCIENCE

- Mrs. Ashima Sahni *Ashima*
- Dr. Iqbal Singh

JOURNALISM

- Mrs. Manpreet Kaur *Manpreet*
- Mr. Sehajpal Singh *Sehajpal*
- Mr. Sandeep Singh *Sandeep*
- Mrs. Nidhi Sharma (C) *Nidhi*
- Ms. Sumedha Sehgal

LIBRARIAN

FINE ARTS

- Mr. Yogeshwar Hans *Yogeshwar*
- Ms. Neha Mahajan *Neha*

MUSIC

- Dr. Neelam Mahindru *Neelam*
- Ms. Neeru Bhatia *Neeru*
- Mrs. Poonam Sharma *Poonam*
- Mrs. Daler Kaur *Daler*

PHYSICS

- Sh. Jiya Lal
- Sh. Abhey Kumar
- Sh. Ashwani Kumar
- Sh. Vikramjit
- Mrs. Parminder Kaur *Parminder*
- Dr. Nitu Chopra *Nitu*
- Dr. Sonik Bhatia *Sonik*
- Dr. Sangeeta Prasher *Sangeeta*
- Dr. Manmohan Singh *Manmohan*
- Dr. Gopi Sharma
- Mr. Harleen Singh *Harleen*
- Dr. Surbhi *Surbhi*
- Ms. Deepshikha Sharma
- Ms. Saloni Puri

BOTANY

- Mrs. Shikha Vashisht *Shikha*
- Mrs. Deepika Vashistha
- Dr. Sandeep Kaur *Sandeep*

MATHEMATICS

- Mrs. Veena Deepak
- Mrs. Anand Prabha
- Dr. Monika Rani
- Mrs. Natasha Sharma
- Mrs. Amandeep Kaur
- Mrs. Kirandeep Kaur
- Mrs. Megha Talwar *Megha*
- Ms. Renu Sharma *Renu*

AGRICULTURE

- Dr. Virender Kumar Kaul
- Ms. Sakshi *Sakshi*

ZOOLOGY

- Mrs. Sadhana Tandon *Sadhana*
- Dr. Archana Saini
- Dr. Mandeep Kaur *Mandeep*
- Ms. Tamanreet Kaur (C) *Tamanreet*
- Ms. Prabha
- Ms. Navjit Kaur

PHY. EDUCATION

- Mrs. Ashoo Bajaj (Visiting Prof.) *Ashoo*
- Sh. Davinder Singh *Davinder*

SOCIOLOGY

- Ms. Geetika Singh (C)

DANCE

- Ms. Ritika Chopra

COSMETOLOGY

- Ms. Manpreet Kaur *Manpreet*
- Ms. Ravneet Kaur *Ravneet*
- Ms. Gayatri Arya (Instructor) *Gayatri*
- Ms. Amrit Kaur (Instructor) *Amrit*

PSYCHOLOGY

- Dr. Radhika Gupta *Radhika*
- Dr. Sharanjit Kaur
- Ms. Nitya Mahajan

ELECTRONICS

- Ms. Neha Verma
- Ms. Maninder Kaur

FOOD SCIENCE

- Ms. Kavita
- Ms. Harleen Kaur

MICRO-BIOLOGY

- Ms. Latika Trehan (C)
- Ms. Shivali

BIO-TECH

- Ms. Navgeet *Navgeet*
- Ms. Latika Khosla
- Ms. Gurpreet Kaur Grewal *Grewal*

BIO INFORMATICS

- Ms. Baldeep Kaur
- Ms. Swati Arora

ENVIRONMENT MGT.

- Ms. Nimneet Kaur
- Ms. Anika

CHEMISTRY

- Dr. Updesh Kaur *Updesh*
- Dr. Manju Mehra *Manju*
- Mrs. Tank Sinderpal Kabalsingh
- Mrs. Narinderjit Kaur *Narinderjit*
- Dr. Abhimanu Dhir
- Ms. Ravneet Saini
- Ms. Jaspreet Kaur
- Mr. Harminder Singh
- Ms. Neha Arora
- Ms. Savi Khanna

KAUSHAL KENDRA STAFF :

- Mrs. Vibhuti Kalia (Textile & Apparel Tech) *Vibhuti*
- Ms. Arti Thakur (Computer /I.T.) *Arti*
- Mrs. Dimple (Mgt. & Secretarial Practices) *Dimple*
- Mrs. Chetna (Retail Management) *Chetna*
- Mr. Dinesh Kumar (Adj. Faculty in Animation) *Dinesh*
- Ms. Barjinder Kaur (English)
- Ms. Manorma Bhandari (Photography & JMC)
- Mrs. Kajal Verma (Retail Management)
- Ms. Dilpreet Kaur (Retail Management)
- Ms. Prashoon Mishra (Retail Management)
- Ms. Kamini Chhabra (Mgt. & Secretarial Practice)
- Ms. Manisha Singhmar (Nutrition, Exercise & Health)
- Ms. Vandana Pali (Computer Science /Appls.)
- Ms. Harpreet Kaur (Computer Science /Appls.)
- Ms. Rincal (Textile Designing & Apparel Technology) *Rincal*
- Ms. Ranjna Thakur (Textile Designing & Apparel Technology)
- Ms. Pooja (Textile Designing & Apparel Technology)

Kanya Maha Vidyalaya, Jalandhar
(An Autonomous College)
Internal Quality Assurance Cell (IQAC)
Agenda of Meeting

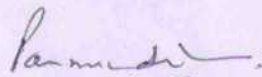
Meeting Date: 11-07-2018


Meeting Venue: Principal's Office


Meeting will be held with IQAC members and all Heads of Departments on 11-07-2018 at Principal office at 2:00 pm.

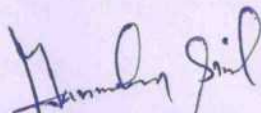
Agenda: To discuss the proposed plan of action for various activities for the session 2018-19 and plan its implementation.

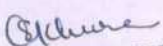
Prof. Mrs. Atima Sharma Diwedi
(Principal)

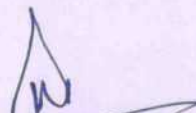

Mrs. Parminder Kaur
Co-ordinator of IQAC

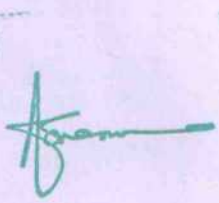

Dr. Gopi Sharma
IQAC Core Committee
Member


Dr. Jatinder Pal
IQAC Core Committee
Member


Dr. Manmohan Singh
IQAC Core Committee
Member


Mrs. Suman Khurana
IQAC Core Committee
Member


Dr. Neeraj Maini
IQAC Core Committee
Member


Principal

Meeting of IQAC and HODs with Madam Principal in chair on 11.7.18

Agenda - To discuss the proposed plan of action for various activities for the session 2018-19 and plan its implementation.

Proceeding of the IQAC committee meeting held on 11th July, 2018 at 2:00 pm in the Conference Hall with worthy Principal Madam-

Following action plan was discussed and appropriate decisions were taken.

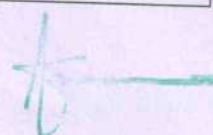
| Plan of Action | Decision Taken |
|---|--|
| New courses and Teaching Learning | |
| To introduce new PG, UG and diploma courses under autonomy. As well as to extend B.Voc. Courses to M.Voc. Courses. Also to plan new courses from next session. To add value based courses in all UG programmes. | It was decided to introduce new programme namely M.Sc. Chemistry, M.Sc. Zoology, M.A. Cosmetology, M.A. Fine Arts, M.A. Punjabi, M.A. Psychology, MAJMC and diploma courses as well as M.Vocs. |
| To use innovative teaching –learning methods. | It was decided that each teacher will use ICT infrastructure and will get at least one lecture recorded as e-content. |
| To organise International Conference. | English Department will organise International Conference. |
| To organise workshops and extension lectures for students & teachers interaction with renowned resource persons | All the departments will hold workshops and extension lectures for students. Each Department will make tentative schedule and submit at reception to avoid overlapping. |
| To organise FDPs to improve professional competency of faculty and quality enhancement. | Department of Computer Science and Application in collaboration with IQAC will organise FDP in December. |
| To up-grade the syllabi of existing programmes. | All HODs and Deans were asked to upgrade syllabi of existing programmes as per global trends. |

| | |
|---|---|
| To send students for industrial training and in-field training | For enhancement of practical skills, students will be sent for industrial training in more programmes. |
| To organise exhibitions and fairs | It was decided that more exhibitions specially by vocational Departments and activities like inter college competitions Scibration and Brainstorm will be held. |
| To inculcate scientific temperament amongst students | |
| To carry out extended practical, projects, experimental workshops and other activities under Star College Scheme of DBT. | As College has gained Star Status, Science departments were instructed to carry out more student oriented activities. |
| To implement FIST project successfully. | Purchase of equipment and books will be completed under FIST grant |
| Research and Consultancy | |
| Research policy will be framed and initiatives will be taken to promote research. | Dr. Jatinderpal Dean Research was asked to frame the research policy and research promotion initiatives like allocation of seed money. |
| To inspire faculty to present papers in national and international seminars and conferences. | College will promote participation in National and International Conferences by providing delegate fees and duty leave. |
| e-publication of four journals (Panorama, The Oracle, Unmeelan and IJERCM) published by KMV and publication of books and department level journals. | IQAC and research committee will try to recommend these Journals to IQAC cell of University to be included in UGC approved list of Journals. |
| Faculty will be encouraged to publish papers in reputed Journals and to supervise more Ph.Ds | Faculty will be sensitized to publish papers in reputed Journals which are in Web of Science and Google Scholar. |
| Collaboration will be strengthened with National and International institutions for | |

| | |
|--|---|
| research | |
| Global Endeavours | |
| To Strengthen the collaboration with Foreign universities and to organise student exchange programmes. | More foreign universities will be explored for collaboration. |
| To try for signing MOU with more International universities. | MOU will be signed with Hungarian University and University of Fraser valley Canada. |
| Infrastructure Development | |
| To purchase more books and Journals for library | Faculty will be intimated to give requirement. |
| To add more labs in different departments and to upgrade labs under Kaushal Kendra for skill | DDU Kaushal Kendra will be expanded with infrastructure for B.Voc and M.Voc courses. |
| To purchase more equipments for science labs and upgrade ICT based infrastructure for new courses | Different purchase committees for DBT star College grant, FIST grant and CPE grant will purchase the infrastructure |
| To upgrade the central software | |
| Governance and Leadership | |
| Under the status of autonomous College different committees will be formed. | Different statutory and non Statuary committees are formed under Autonomy |
| New policies like examination and evaluation policy, sports policy etc will be approved and implemented. | Responsibilities to frame and modify policies for examination & evaluation, sports policy, Extracurricular policy, sports and research policy were divided amongst different faculty members and their teams. |
| Student Support Activities | Dean student welfare and Dean ECA were given responsibility to implement planned activities and to strengthen various student welfare committees. |

The following members attended the Meeting:

| Sr. No. | Name | Department & Designation | Present/Absent |
|---------|----------------------|--------------------------------------|--|
| 1. | Dr. Atima Sharma | Principal & Chairperson of Committee | Present |
| 2. | Mrs. Seema Jain | English & HOD | Absent |
| 3. | Dr. Neelam Mahindru | Music & HOD | Present |
| 4. | Mrs. Parminder Kaur | Physics & HOD | Present |
| 5. | Dr. Updesh Kaur | Chemistry & HOD | Present |
| 6. | Dr. Neeraj Maini | Commerce & HOD | Present |
| 7. | Dr. Iqbal Kaur | Punjabi & HOD | Absent (Dr. Harpreet attended Meeting) |
| 8. | Mrs. Indu Bhatt | Economics & HOD | Present |
| 9. | Mrs. Suman Khurana | Computers & HOD | Present |
| 10. | Mrs. Sadhna Tandon | Zoology & HOD | Absent (Ms. Deepika attended meeting) |
| 11. | Dr. Vinod Kalra | Hindi & HOD | Present |
| 12. | Mrs. Veena Deepak | Mathematics & HOD | Present |
| 13. | Dr. Gurjot Kaur | History & HOD | Absent (Dr. Monica Sharma attended meeting) |
| 14. | Mrs. Niti Kapoor | Home Science & HOD | Absent (Ms. Mani attended meeting) |
| 15. | Mrs. Ashima Sahni | Political Science & HOD | Present |
| 16. | Mrs. Neeraj Sharma | Sanskrit & HOD | Present |
| 17. | Mrs. Harpreet Kaur | Fashion Designing & HOD | Present |
| 18. | Mrs. Shikha Vashisht | Botany & HOD | Present |
| 19. | Mr. Yogeshwar Hans | Fine Arts & HOD | Present |
| 20. | Ms. Radhika Gupta | Psychology & HOD | Present |
| 21. | Ms. Latika | Food Science & Microbiology & HOD | Present |
| 22. | Ms. Anita | Cosmetology & HOD | Present |
| 23. | Dr. Rubal | JMC & HOD | Absent (Ms. Manpreet attended meeting) |
| 24. | Dr. Gopi Sharma | IQAC Core Committee Member | Present |


Principal
(Chairperson)

Action Taken Report (ATR)
On
IQAC Meeting held on 11-07 -2018

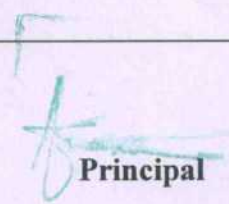
| Sr.No. | Agenda Item | Decision taken in Meeting | Action Taken |
|--|---|--|--|
| 1. | To discuss the proposed plan of action for various activities for the session 2018-19 and plan its implementation. | | |
| New courses and Teaching Learning | | | |
| | To introduce new PG, UG and diploma courses under autonomy. As well as to extend B.Voc. Courses to M.Voc. Courses. Also to plan new courses from next session. To add value based courses in all UG programmes. | It was decided to introduce new programme namely M.Sc. Chemistry, M.Sc. Zoology, M.A. Cosmetology, M.A. Fine Arts, M.A. Punjabi, M.A. Psychology, MAJMC and diploma courses as well as M.Vocs. | <p>The following new programmes are started in session 2019-20:</p> <p>Post Graduate Programmes</p> <ol style="list-style-type: none"> 1.M.A. (Cosmetology) 2.M.A. (Hons.) Hindi 3.M.A. (Psychology) 4.M.VOC(Textile Design & Apparel Technology) 5.M.Voc (Animation VFX) 6.M.Voc (Retail Management) <p>Under Graduate Programmes</p> <ol style="list-style-type: none"> 1. B.Sc.(Hons.) Agriculture (four years degree programme) 2. B. Com (Hons.) (three years degree programme) 3. B.A.(Hons.) English (three years degree programme) 4. B.Voc(Beauty and Wellness) <p>Post Graduate Diplomas</p> <ol style="list-style-type: none"> 1. P.G. Diploma in Digital Marketing 2. P.G Diploma in Textile Designing <p>Diplomas After 10+2</p> <ol style="list-style-type: none"> 1. Diploma in Medical Lab Technology 2. Diploma in Early Childhood Care and Education |
| | To use innovative teaching –learning methods. | It was decided that each teacher will use ICT infrastructure and will get at least one lecture recorded as e-content. | Time Table is designed according to the criteria so that the ICT infrastructure can be used by each faculty member. |
| | To organise International Conference. | English Department will organise International Conference. | International Conference on English Studies across and beyond Borders is organized on March 6-8, 2019. |
| | To organise workshops and extension lectures for students & teachers interaction with renowned resource persons | All the departments will hold workshops and extension lectures for students. Each Department will make tentative schedule and submit at reception to avoid | This policy is Implemented |

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| | | overlapping. | |
| | To organise FDPs to improve professional competency of faculty and quality enhancement. | Department of Computer Science and Application in collaboration with IQAC will organise FDP in December. | 5 Day UGC-CPE Faculty Development Programme on "Innovations and Latest Developments in Academia and Research" |
| | To up-grade the syllabi of existing programmes. | All HODs and Deans were asked to upgrade syllabi of existing programmes as per global trends. | For up gradation of syllabus of various programmes Board of Studies of each department held on different time spaces. The suggestions of members about Industry requirements are incorporated in syllabi. |
| | To send students for industrial training and in-field training | For enhancement of practical skills, students will be sent for industrial training in more programmes. | Students are enrolled in different Internship and training programmes for time to time are curriculum design. |
| | To organise exhibitions and fairs | It was decided that more exhibitions specially by vocational Departments and activities like inter college competitions Scibration and Brainstorm will be held. | Department of Commerce & Business Administration of KMV organized BRAINSTORM 2019 which includes the competitions are as follow.- <ul style="list-style-type: none"> • Choreography • Ad Mad Show • Group Discussion- 4. Business Plan • Poster making • Business Tycoons • Model Making KMV Campus abuzz with Litmania (Inter College English Literature Festival). The Inter College list of competitions on the occasion based on English literature included: <ul style="list-style-type: none"> • Dramatic enactment of a Scene • Literary Fancy Dress • English Poem Recitation • Quiz, • Portrait Making of a literary Figure • Double Dealer English Song |
| To inculcate scientific temperament amongst students | | | |
| | To carry out extended practical, projects, experimental workshops and other activities under Star College Scheme of DBT. | As College has gained Star Status, Science departments were instructed to carry out more student oriented activities. | Teaching & Research Activities session 2018-19 <ul style="list-style-type: none"> • 59 Investigatory projects done by students along with 11 interdisciplinary projects. • 85 Extended practical's performed by students apart from the curriculum. |

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| | | | <ul style="list-style-type: none"> • 12 research papers were published by faculty in International & national Journals. • 5 Faculty members are guiding five Ph.D students. • 8 Research papers are published by faculty in Proceedings | | | | | | | | | | |
| To implement FIST project successfully. | Purchase of equipment and books will be completed under FIST grant | <p>Facilities Created through FIST Grant :</p> <p>Facilities costing more than Rs 5 lakh</p> <ol style="list-style-type: none"> 1. Gel Documentation System 2. Nano Drop Spectrophotometer 3. Refrigerated Centrifuge <p>Purchase of Equipment under FIST:</p> <p>Teaching Equipment :74 Research Equipment :07 Books :31</p> | | | | | | | | | | | |
| Research and Consultancy | | | | | | | | | | | | | |
| Research policy will be framed and initiatives will be taken to promote research. | Dr. Jatinderpal Dean Research was asked to frame the research policy and research promotion initiatives like allocation of seed money. | Seed money was allocated to five research projects undertaken by: | <table border="1"> <tr> <td>1.Dr. Pardeep Arora and Team (Deptt of Computer Sc)</td> <td>Rs.30000</td> </tr> <tr> <td>2.Dr. Monika Rani & Team (Deptt of Mathematics)</td> <td>Rs.30000</td> </tr> <tr> <td>3. Mrs. Rashmi Bindra & Team (Deptt. Of Commerce)</td> <td>Rs.20000</td> </tr> <tr> <td>4. Mr. Sehajpal Singh & Team (Deptt of JMC)</td> <td>Rs.22000</td> </tr> <tr> <td>5. Mrs. Seema Jain & Team (Deptt of English)</td> <td>Rs.11000</td> </tr> </table> | 1.Dr. Pardeep Arora and Team (Deptt of Computer Sc) | Rs.30000 | 2.Dr. Monika Rani & Team (Deptt of Mathematics) | Rs.30000 | 3. Mrs. Rashmi Bindra & Team (Deptt. Of Commerce) | Rs.20000 | 4. Mr. Sehajpal Singh & Team (Deptt of JMC) | Rs.22000 | 5. Mrs. Seema Jain & Team (Deptt of English) | Rs.11000 |
| 1.Dr. Pardeep Arora and Team (Deptt of Computer Sc) | Rs.30000 | | | | | | | | | | | | |
| 2.Dr. Monika Rani & Team (Deptt of Mathematics) | Rs.30000 | | | | | | | | | | | | |
| 3. Mrs. Rashmi Bindra & Team (Deptt. Of Commerce) | Rs.20000 | | | | | | | | | | | | |
| 4. Mr. Sehajpal Singh & Team (Deptt of JMC) | Rs.22000 | | | | | | | | | | | | |
| 5. Mrs. Seema Jain & Team (Deptt of English) | Rs.11000 | | | | | | | | | | | | |
| To inspire faculty to present papers in national and international seminars and | College will promote participation in National and International | Duty Leaves to present papers in national and international seminars and conferences is implemented: | | | | | | | | | | | |

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| | conferences. | Conferences by providing delegate fees and duty leave. | Sixteen teachers were sanctioned duty leaves to present papers in seminar/conferences and to attend workshops/FDPs. |
| | E-publication of four journals (Panorama, The Oracle, Unmeelan and IJERCM) published by KMV and publication of books and department level journals. | IQAC and research committee will try to recommend these Journals to IQAC cell of University to be included in UGC approved list of Journals. | The Journals of 4 departments are submitted to UGC for approval. |
| | Faculty will be encouraged to publish papers in reputed Journals and to supervise more Ph.Ds | Faculty will be sensitized to publish papers in reputed Journals which are in Web of Science and Google Scholar. | Faculty started to publish their papers in reputed Journals. |
| | Collaboration will be strengthened with National and International institutions for research | It was decided to do collaborations with National and International institutions for research | MOU has signed between KMV and Eotvos Lorand University, Hungary MOU has been signed between KMV and College of Rockies, Canada |
| Global Endeavours | | | |
| | To Strengthen the collaboration with Foreign universities and to organise student exchange programmes. | More foreign universities will be explored for collaboration. | MOU is signed between KMV and College of Rockies and Eotvos Lorand University, Hungary for student-teacher exchange and research programme |
| | To try for signing MOU with more International universities. | MOU will be signed with Hungarian University and University of Fraser valley Canada. | The Hard copy of MOU has sent to university for signatures. |
| Infrastructure Development | | | |
| | To purchase more books and Journals for library | Faculty will be intimated to give requirement. | Amount allocated to departments 1. Chemistry : 2, 59,647/- 2. Commerce : 1254/- 3. Economics : 935/- 4. English : 1, 34,313/- 5. Fashion Designing: 50284/- 6. Fine Arts : 2971/- 7. Journalism : 32833/- 8. Political Science : 35777/- 9. Psychology : 53472/- 10. Sports : 42,465/- |
| | To add more labs in different departments and to upgrade labs under Kaushal Kendra for skill | DDU Kaushal Kendra will be expanded with infrastructure for B.Voc and M.Voc courses. | Infrastructure Developed for Animation lab: Desktop PC i7, 12 GB RAM, 4 GB Graphic Card (10) Desktop PC i7, 8 GB RAM, 2 GB Graphic Card (09) UPS – Online (6 KVA) (02) Batteries (32) |

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| | | | |
| To add more labs in different departments and to upgrade labs under Kaushal Kendra for skill | DDU Kaushal Kendra will be expanded with infrastructure for B.Voc and M.Voc courses. | <p>Infrastructure Developed for Animation lab: Desktop PC i7, 12 GB RAM, 4 GB Graphic Card (10) Desktop PC i7, 8 GB RAM, 2 GB Graphic Card (09) UPS – Online (6 KVA) (02) Batteries (32) Printer All in One (01)</p> <p>Cosmetology Lab is under construction</p> | |
| To purchase more equipments for science labs and upgrade ICT based infrastructure for new courses | Different purchase committees for DBT star College grant, FIST grant and CPE grant will purchase the infrastructure | ICT based Infrastructure purchased under different Science departments through DBT Star, FIST and CPE. | |
| To upgrade the central software | | The online software is developed for the whole college including Administration Office, Accounts, and Examination Cell. | |
| Governance and Leadership | | | |
| Under the status of autonomous College different committees will be formed. | Different statutory and non Statuary committees are formed under Autonomy | All the Statutory and Non-Statuary committees under autonomy are attended all meeting of Governing Body, Academic Council and Finance Committee and guiding effectively for the proper working of the college under Autonomous Status. | |
| New policies like examination and evaluation policy, sports policy etc will be approved and implemented. | Responsibilities to frame and modify policies for examination & evaluation, sports policy, Extracurricular policy, sports and research policy were divided amongst different faculty members and their teams. | The Policies of Examination and Evaluation, Sports and Research are approved from all Statutory Bodies and working properly. | |
| Student Support Activities | Dean student welfare and Dean ECA were given responsibility to implement planned activities and to strengthen various student welfare committees. | The meetings of Student Welfare Committees and ECA are regularly conducted. | |


Principal

Kanya Maha Vidyalaya, Jalandhar
(An Autonomous College)
Internal Quality Assurance Cell (IQAC)
Agenda of Meeting

Meeting Date: 01-11-2018

Meeting Venue: Principal's Office

Meeting will be held with IQAC members and all Heads of Departments on 01-11-2018 at Principal office at 12:00 pm.

Agenda :

1. To fix the date of Board of Studies in December.
2. To revise syllabi of UG and PG classes along with course outcomes for session 2019-20.
3. To convert all PGs to Credit Based System.
4. To finalize the list of examiners for June 2019.
5. To discuss new courses for session 2019-20.



Principal

Kanya Maha Vidyalaya, Jalandhar
(An Autonomous College)
Internal Quality Assurance Cell (IQAC)
Proceedings of the Meeting

A meeting was held with IQAC members and all Heads of Departments on 01-11-2017 at Principal office at 12:00 pm.

Proceedings of the same are as follows-

| Item No. | Agenda Item | Decision taken |
|----------|--|---|
| 1. | To fix the date of Board of Studies in December | It was decided to hold BOS meetings in those departments where examiners for 2 nd sem exam have not been approved. The meetings must be held before 20 th December. |
| 2. | To revise syllabi of UG and PG classes along with course outcomes for session 2019-20. | HODs and deans were asked to revise syllabi of existing courses to make it globally acceptable and competitive. |
| 3. | To convert all PGs to Credit Based System. | It was decided to take all post graduate programmes to Credit based continuous evaluation system from session 2019-20. |
| 4. | To finalize the list of examiners for June 2019. | All HODs and deans were asked to finalise the list of at least six examiners and paper setters for each course of each programme for June 2019, 2 nd Semester examinations along with their designation, address, email and phone numbers and submit the lists to COE office soon after getting approved from BOS if not done earlier. They are also to submit signed copy of syllabi to COE office. |
| 5. | To discuss new courses for session 2019-20 | It was decided to introduce new courses like M.Sc. Botany, B.Sc. (Hons.) Maths, B.Sc. (Hons.) Physics, B.A. B.Ed. Integrated from the session 2019-20. |

Kanya Maha Vidyalaya, Jalandhar
(An Autonomous College)
Internal Quality Assurance Cell (IQAC)
Attendance Sheet

Meeting Date: 01-11-2018
Meeting Venue: Principal's Office

| Sr. No. | Name | Department and Designation | Signature |
|---------|----------------------------------|--------------------------------------|------------------------|
| 1. | Dr. (Prof.) Atima Sharma Dwivedi | Principal & Chairperson of Committee | |
| 2. | Mrs. Seema Jain | English & HOD | <i>Seema Jain</i> |
| 3. | Mrs. Parminder Kaur | Physics & HOD | <i>Parminder Kaur</i> |
| 4. | Dr. Gopi Sharma | IQAC Core Committee Member | <i>Gopi Sharma</i> |
| 5. | Dr. Updesh Kaur | Chemistry & HOD | <i>Updesh Kaur</i> |
| 6. | Dr. Neeraj Maini | Commerce & HOD | <i>Neeraj Maini</i> |
| 7. | Mrs. Indu Bhatt | Economics & HOD | <i>Indu Bhatt</i> |
| 8. | Dr. Jatinder Pal | IQAC Core Committee Member | <i>Jatinder Pal</i> |
| 9. | Dr. Manmohan Singh | IQAC Core Committee Member | |
| 10. | Mrs. Suman Khurana | Computer & HOD | <i>Suman Khurana</i> |
| 11. | Mrs. Sadhna Tandon | Zoology & HOD | <i>Sadhna Tandon</i> |
| 12. | Dr. Vinod Kalra | Hindi & HOD | <i>Vinod Kalra</i> |
| 13. | Mrs. Veena Deepak | Mathematics & HOD | <i>Veena Deepak</i> |
| 14. | Dr. Gurjot Kaur | History & HOD | <i>Gurjot Kaur</i> |
| 15. | Mrs. Neeti Kapoor | Home Science & HOD | <i>Neeti Kapoor</i> |
| 16. | Mrs. Ashima Sahni | Political Science & HOD | <i>Ashima Sahni</i> |
| 17. | Mrs. Neeraj Sharma | Sanskrit & HOD | <i>Neeraj Sharma</i> |
| 18. | Dr. Iqbal Kaur | Punjabi & HOD | <i>Iqbal Kaur</i> |
| 19. | Mrs. Shikha Vashisht | Botany & HOD | <i>Shikha Vashisht</i> |
| 20. | Dr. Virender Kumar Kaul | Agriculture & HOD | |
| 21. | Mr. Yogeshwar Hans | Fine Arts & HOD | <i>Yogeshwar Hans</i> |
| 22. | Ms. Radika Gupta | Psychology & HOD | <i>Radika Gupta</i> |
| 23. | Ms. Latika | Food Science & Microbiology & HOD | |
| 24. | Mrs. Harpreet Kaur | Fashion Designing & HOD | |
| 25. | Dr. Neelam Mahindru | Music & HOD | <i>Neelam Mahindru</i> |
| 26. | Mrs. Ashoo Bajaj | Physical Education & | <i>Ashoo Bajaj</i> |

venue (accepte (HOD))

| | | HOD | |
|-----|--------------------|----------------------|----------|
| 27. | Ms. Gayatri | Cosmetology & HOD | Gayatri |
| 28. | Mrs. Manpreet Kaur | JMC & HOD | Manpreet |
| 29. | Ms. Baldeep Kaur | Bioinformatics & HOD | Baldeep |
| 30. | Ms. Navgeet Kaur | Biotechnology & HOD | Navgeet |
| 31. | Ms. Geetika Singh | Sociology & HOD | Geetika |



Principal


Kanya Maha Vidyalaya, Jalandhar
(An Autonomous College)
Internal Quality Assurance Cell (IQAC)

Agenda

A Faculty Development Programme will be held in the Conference Hall at 02:30 p.m. with all faculty members on 14-02-2019.

Agenda:

1. To present the views on the topic "Mentoring the Mentors".
2. To discuss the various difficulties of faced by students and solutions to the same.
3. To describe the Mentor's Mentee Booklet among the whole faculty Members



Principal

Kanya Maha Vidyalaya, Jalandhar

(An Autonomous College)

Internal Quality Assurance Cell (IQAC)

Faculty Development Programme on 'Mentoring the Mentors'

Meeting Date: 14-02-2019

Meeting Venue: Conference Hall

A Faculty Development programme was held on 14-02-2019 in Conference Hall at 02:30 pm.

All Faculty members attended the FDP :

Resource person for professional development activity was Dr. Atima Sharma Dwivedi.

During this FDP Principal madam guided the whole staff members about mentoring the students. Madam discussed valuable views with all faculty members and said that teachers should help the students in such a way that the students rediscovers one self.

Principal Madam discussed her views on importance of Mentoring for students:

- In teaching learning programme, mentoring is very important as per personal needs and requirement of the students.
- It is difficult for teachers to keep personal touch with each student of the class , that is why mentoring in small groups becomes important.
- Mentoring relates to personal care and attention to every individual who is inefficient in some area.
- Personal problems, personal fear, Psychological issues, family/financial problems comes under mentoring.
- 50% problems of attendees will vanish when mentor gives proper attention towards their attendees.
- Mentor should show, 'I have care for you in my heart.'
- Some students may be weak in studies. Mentors should talk to students about their difficulties in various subjects.
- Ms. Nitiya is a professional counselor to which mentors can refer those students who need more professional counseling.
- Principal Madam Suggested to teachers that there should not be harassment and discrimination of any kind for students.
- They should give equal attention and respect to even weak student.
- Male members should be more careful while dealing with female students.



Principal .

Kanya Maha Vidyalaya, Jalandhar
(An Autonomous College)

Action Taken Report (ATR)
On
IQAC Meeting held on 14-02-2019

| Sr.No. | Agenda Item | Decision taken in meeting | Action Taken |
|--------|---|---|---|
| 1. | To present the views on the topic "Mentoring the Mentors". | <p>Principal Dr. Atima Sharma explained her views on the topic and suggest different opinions:</p> <ul style="list-style-type: none"> • Teachers should keep in touch with students of the class. • Mentor should show "I have care for you in my heart". • Professional Counsellor should be appointed. | <p>Professional Counsellor Ms. Nitiiya has appointed as a professional counsellor for handling the various psychological problems of the students.</p> <p>All the faculty members followed Objectives of the Mentor:</p> <ul style="list-style-type: none"> ✓ Help new Learner to settle in the college/course. ✓ Help to establish good communication between new learners, college staff and other learners. ✓ Provide support for the individuals who might be isolated or lack support and self confidence ✓ Offer appropriate advice and guidance/counselling of any issue of the student. ✓ Help student to see the way ahead-progression and career opportunities. ✓ Give and receive constructive feedback about learning environment and infrastructure ✓ Help mentees to manage time, plan and priorities work, set goals and action plan, gain a better understanding of their studies. |
| 2. | To discuss the various difficulties of faced by students and solutions to the same. | Personal problems, personal fear, psychological issues, family/financial problems | Mentors established good communication between new learners and offered appropriate advice and guidance of any issue. |

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| 3. | To describe the Mentor's Mentee Booklet among the whole faculty Members | must be considered. | <p>Mentor's Mentee booklet is published for the students by the college and distributed to each mentor as per the grouping of students which contains the following information about the student:</p> <p>1. Student Profile: Name, Class, Subjects, Roll Number, Contact Number, Email Address, Postal Address, Name of the Teacher Incharge</p> <p>2. Academic Record of the Student:</p> <ul style="list-style-type: none"> • Exam Type: MST-1, Odd Sem., University exam, MST-II, Even Sem, University Exam • Result • Subjects in which Excellence • Subjects in which weak <p>3. Extra Activity Record:</p> <p>Activities in which participated:</p> <ul style="list-style-type: none"> • Spoken English • Foreign Language • Inter College Competition • Extra Social responsibility • Curricular Activities • Self Defence • Yoga Classes • Youth Festival • IELTS • Any Other <p>4.Placement/Progression Report</p> <p>5.Mentoring Meeting Record</p> <ul style="list-style-type: none"> • Meeting Number • Date • Time • Venue • Outcome of Meeting and action taken • Signature of student |
|----|---|---------------------|---|

66 Meeting
14.2.2019

KANYA MAHA VIDYALAYA JALANDHAR

LIST OF TEACHING STAFF (2018-2019)

Agenda:- Mentoring the Mentors

Venue:- Conference Hall
Time: 2:30 pm

Prof. (Dr.) Atima Sharma Dwivedi, Principal

ENGLISH

- Mrs. Seema Jain
- Dr. Madhumeet
- Mrs. Vanila Khanna
- Mrs. Shalini Gulati
- Ms. Seema Arora
- Dr. Deepika Anand (on leave)
- Dr. Reena Sharma
- Mrs. Rituparna Datta Roy
- Mrs. Satinder Kaur (Visiting Prof.)
- Ms. Tejasvani (C)
- Ms. Aarti Prashar
- Ms. Nisha Sharma
- Ms. Yamini Kukreja
- Ms. Ravneet Kaur

HINDI

- Dr. Vinod Kalra
- Dr. Rupika Bhanot
- Dr. Anushobha
- Dr. Loveleen Kaur
- Ms. Manjula Sharma

SANSKRIT

- Dr. Neeraj Sharma

PUNJABI

- Dr. Iqbal Kaur
- Dr. Harpreet Kaur
- Dr. Reena Kumari
- Mrs. Baksho Devi
- Ms. Lakhwinder Kaur
- Ms. Seema Kumari
- Ms. Baljeet Kaur
- Ms. Manjinder Kaur
- Dr. Chirjiwan Kaur

ECONOMICS

- Mrs. Indu Bhatt
- Mrs. Amarpreet Khurana
- Dr. Jatinder Pal
- Ms. Rajinder Kaur
- Ms. Manpreet Kaur

PHILOSOPHY

- Dr. Ekta Saini

HISTORY

- Dr. Gurjot Kaur
- Dr. Monica Sharma
- Mrs. Neenu Chawla
- Ms. Kulwinder Kaur

HOME SCIENCE

- Mrs. Niti Talwar
- Mrs. Mani Khara
- Mrs. Harpreet Kaur
- Mrs. Amarjot Kaur (FD)
- Ms. Tarandeep Kaur (FD)
- Ms. Simerjeet Kaur (FD)
- Ms. Neha (FD)
- Ms. Barun Kaur Mann (FD)
- Ms. Deepika Singla/Bansal (FD)
- Ms. Pardeep Kaur (FD)
- Ms. Ramanjot Kaur (FD)
- Ms. Maninder Kaur (FD)
- Ms. Navpreet Kaur (FD)
- Ms. Ritu Rani Bhankur (H.Sc.)
- Ms. Amandeep Kaur (H.Sc.)
- Ms. Tarandeep Kaur (H.Sc.)

POLITICAL SCIENCE

- Mrs. Ashima Sahni
- Dr. Iqbal Singh

JOURNALISM

- Mrs. Manpreet Kaur
- Mr. Sehajpal Singh
- Mr. Sandeep Singh
- Mrs. Nidhi Sharma (C)

COMMERCE

- Dr. Neeraj Maini
- Dr. Sabina Batra
- Mrs. Rashmi Sharma
- Mrs. Rashmi Bindra
- Ms. Ritu
- Mrs. Namita Kochhar
- Ms. Poonam Jairath
- Ms. Yasmine
- Ms. Alisha Kakkar
- Ms. Neha
- Ms. Anshita Vatta/Mohindru
- Ms. Simran Kaur
- Ms. Arushi
- Ms. Hitasha Nanda
- Ms. Sharyeet

FINE ARTS

- Mr. Yogeshwar Hans
- Ms. Neha Mahajan

MUSIC

- Dr. Neelam Mahindru
- Ms. Neeru Bhatia
- Mrs. Poonam Sharma
- Mrs. Daler Kaur
- Sh. Jiya Lal
- Sh. Abhey Kumar
- Sh. Ashwani Kumar
- Sh. Vikramjit

PHYSICS

- Mrs. Parminder Kaur
- Dr. Nitu Chopra
- Dr. Sonik Bhatia
- Dr. Sangeeta Prasher
- Dr. Manmohan Singh
- Dr. Gopi Sharma
- Mr. Harleen Singh
- Dr. Surbhi
- Ms. Deepshikha Sharma
- Ms. Sajoni Puri

BOTANY

- Mrs. Shikha Vashisht
- Mrs. Deepika Vashistha
- Dr. Sandeep Kaur

MATHEMATICS

- Mrs. Veena Deepak
- Mrs. Anand Prabha
- Dr. Monika Rani
- Mrs. Natasha Sharma
- Mrs. Amandeep Kaur
- Mrs. Kirandeep Kaur
- Mrs. Megha Talwar
- Ms. Renu Sharma

AGRICULTURE

- Dr. Virender Kumar Kaul
- Ms. Sakshi

ZOOLOGY

- Mrs. Sadhana Tandon
- Dr. Archana Saini
- Dr. Mandeep Kaur
- Ms. Tamanreet Kaur (C)
- Ms. Prabha
- Ms. Navjit Kaur

PHY. EDUCATION

- Mrs. Ashoo Bajaj (Visiting Prof.)
- Sh. Davinder Singh

SOCIOLOGY

- Ms. Geetika Singh (C)

DANCE

- Ms. Ritika Chopra

COSMETOLOGY

- Ms. Manpreet Kaur
- Ms. Ravneet Kaur

COMPUTER

- Mrs. Suman Khurana
- Ms. Hardeep Kaur
- Dr. Pardeep Arora
- Mr. Ravi Khurana
- Mrs. Rajni Bansal
- Ms. Prabhdeep Kaur
- Mr. Nitin Khanna
- Ms. Gurline Kaur
- Ms. Vandana Sharma
- Ms. Gaganpreet Kaur
- Ms. Jasreet Kaur
- Ms. Mansharan Bir Kaur
- Ms. Mehak Kohli
- Ms. Navdeep Kaur
- Ms. Harpreet Kaur
- Ms. Nidhi Bhatia
- Ms. Himshikha (Comp. Programmer)

PSYCHOLOGY

- Dr. Radhika Gupta
- Dr. Sharanjit Kaur
- Ms. Nitya Mahajan

ELECTRONICS

- Ms. Neha Verma

FOOD SCIENCE

- Ms. Kavita
- Ms. Harleen Kaur

MICRO-BIOLOGY

- Ms. Latika Trehan (C)
- Ms. Shivali

BIO-TECH

- Ms. Navgeet
- Ms. Latika Khosla
- Ms. Gurpreet Kaur Grewal

BIO INFORMATICS

- Ms. Baldeep Kaur
- Ms. Swati Arora

ENVIRONMENT MGT.

- Ms. Nimneet Kaur
- Ms. Anika

CHEMISTRY

- Dr. Updesh Kaur
- Dr. Manju Mehra
- Mrs. Tank Sinderpal Kabalsingh
- Mrs. Narinderjit Kaur
- Dr. Abhimanu Dhir
- Ms. Ravneet Saini
- Ms. Jaspreet Kaur
- Mr. Harminder Singh
- Ms. Neha Arora
- Ms. Savi Khanna

KAUSHAL KENDRA STAFF :

- Mrs. Vibhuti Kalia (Textile & Apparel Tech)
- Ms. Arti Thakur (Computer /I.T.)
- Mrs. Dimple (Mgt. & Secretarial Practices)
- Mrs. Chetna (Retail Management)
- Mr. Dinesh Kumar (Adj. Faculty in Animation)
- Ms. Barjinder Kaur (English)
- Ms. Manorma Bhandari (Photography & JMC)
- Ms. Kajal Verma (Retail Management)
- Ms. Dilpreet Kaur (Retail Management)
- Ms. Prashoon Mishra (Retail Management)
- Ms. Kamini Chhabra (Mgt. & Secretarial Practice)
- Ms. Manisha Singhmar (Nutrition, Exercise & Health)

- Ms. Vandana Pali (Computer Science /Appls.)
- Ms. Harpreet Kaur (Computer Science /Appls.)
- Ms. Rincal (Textile Designing & Apparel Technology)
- Ms. Ranjna Thakur (Textile Designing & Apparel Technology)
- Ms. Pooja (Textile Designing & Apparel Technology)

- Navinder Singh
- Ms. Harmander Kaur (FD SAT)

K.M.V. Collegiate Sr. Sec. School, Jalandhar

LIST OF TEACHING STAFF (Adhoc) (2018-2019)

ENGLISH

Ms. Babita (C) *B*
Ms. Gorvi
Ms. Paridhie Tuli

HINDI

Ms. Neha

SANSKRIT

Ms. Mamta Sharma

PUNJABI

Ms. Renu Bala *Renu Bala*
Ms. Satinder Kaur *Satinder*

PSYCHOLOGY

Ms. Surabhi Sharma *Surabhi*

ENVIROMENT SC.

Ms. Sufalica Kalia (C) *Sufalica*

ECONOMICS

Ms. Deepka Rani
Ms. Aarti Gupta (PT)

POLITICAL SC.

Ms. Ramanpreet Kaur *Ramanpreet*

HISTORY

Ms. Rupinder Kaur

HOME SCIENCE

Ms. Vanshika Jain *Vanshika*

MUSIC

Ms. Ritu Bhardwaj
Sh. Rama Kant

DANCE

Ms. Meenakshi

COMMERCE

Mrs. Tripti Arora (C) *Tripti*
Ms. Sharanjeet *Sharanjeet*

COMPUTER

Mrs. Rajni Marwaha (C) *Rajni*
Mrs. Richa Vij (C) *Richa Vij*
Mrs. Meenu Katal (C) *Meenu Katal*
Ms. Kawaljit Kaur (C) *Kawaljit*

PHYSICS

Ms. Alpa Pahwa (C) *Alpa*
Ms. Satvir Kaur

MATHEMATICS

Sh. Sachin Kumar (C) *Sachin*

PHILOSOPHY

Dr. EKTA SAINI *Ekta Saini*

BIOLOGY

Ms. Gurwinder Kaur
Ms. Anita Pathania

CHEMISTRY

Ms. Sharanjeet Kaur (C) *Sharanjeet*
Ms. Amandeep Kaur

DPE

Ms. Ramanjot Kaur *Ramanjot*

DRAWING & PAINTING

Ms. Neelam

Kanya Maha Vidyalaya, Jalandhar
(An Autonomous College)
Internal Quality Assurance Cell (IQAC)
Agenda of Meeting

The meeting of IQAC core committee and HODs, Deans will be held in the Conference Hall of Kanya Maha Vidyalaya, Jalandhar on date and time as given below:

Date: 25-04-2019

Time: 01:00 pm

Venue: Conference Hall

Agenda:

1. To discuss admission promotion plan for session 2019-20.
2. To promote paper publications in quality Journals
3. To share proceedings of Academic Council meeting
4. To discuss division of work in bigger departments

The following staff members have attended the meeting:

| Sr. No. | Name | Department and Designation | Signature |
|---------|--|---|-----------|
| 1. | Dr. (Prof.) Atima Sharma Dwivedi | Principal & Chairperson of Committee | Present |
| 2. | Mrs. Seema Jain | English & HOD Dean, Academics | Present |
| 3. | Mrs. Parminder Kaur | Physics & HOD Dean, Sciences | Present |
| 4. | Dr. Gopi Sharma | IQAC Core Committee Member Dean, International Programmes | Present |

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|-----|---------------------------|--|---------|
| 5. | Ms. Hardeep Kaur | Controller of Exams | Present |
| 6. | Dr. Madhumeet | Dean Student Welfare Dean, Languages | Present |
| 7. | Dr. Updesh Kaur | Chemistry & HOD Dean, Sciences | Present |
| 8. | Dr. Neeraj Maini | Commerce & HOD Dean, Commerce | Present |
| 9. | Mrs. Indu Bhatt | Economics & HOD | Present |
| 10. | Mrs. Amarpreet Khurana | Dean Economics & Business | Present |
| 11. | Dr. Jatinder Pal | IQAC Core Committee Member, Deans of Research | |
| 12. | Dr. Manmohan Singh | IQAC Core Committee Member | |
| 13. | Mrs. Suman Khurana | Computer & HOD Dean, IT | Present |
| 14. | Mrs. Sadhana Tandon | Zoology & HOD Dean Life Sciences & Environment related activities | Present |
| 15. | Dr. Vinod Kalra | Hindi & HOD Dean, Languages | Present |
| 16. | Mrs. Veena Deepak | Mathematics & HOD | Present |
| 17. | Dr. Gurjot Kaur | History & HOD Dean, Social Sciences | |
| 18. | Mrs. Neeti Kapoor | Home Science & HOD Dean Vocational Studies | Present |
| 19. | Mrs. Ashima Sahni | Political Science & HOD Dean, Social Extension Programmes | Present |
| 20. | Dr. Monika Sharma | Dean, Social Extension Programmes | Present |
| 21. | Mrs. Neeraj Sharma | Sanskrit & HOD Dean, Resident Life | Present |

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|-----|-------------------------|---|---------|
| 22. | Dr. Iqbal Kaur | Punjabi & HOD | Present |
| 23. | Mrs. Shikha Vashisht | Botany & HOD | |
| 24. | Dr. Varinder Kumar Kaul | Agriculture & HOD | Present |
| 25. | Mr. Yogeshwar Hans | Fine Arts & HOD | Present |
| 26. | Ms. Radhka Gupta | Psychology & HOD | |
| 27. | Ms. Latika | Food Science & HOD | Present |
| 28. | Mrs. Harpreet Kaur | FD & HOD | Present |
| 29. | Dr. Neelam Mahindru | Music and Dance & HOD Dean Performing Arts | |
| 30. | Ms. Poonam Sharma | Dean Performing Arts | |
| 31. | Mrs. Ashoo Bajaj | Dean, HOD Physical Education | |
| 32. | Ms. Gayarti Aryan | Cosmetology & HOD | Present |
| 33. | Mrs. Manpreet Kaur | JMC & HOD | Present |
| 34. | Ms. Baldeep Kaur | Bioinformatics & HOD | |
| 35. | Ms. Navgeet Kaur | Biotechnology & HOD | |
| 36. | Ms. Geetika Singh | Sociology & HOD | |


Principal

Kanya Maha Vidyalaya, Jalandhar
(An Autonomous College)
Internal Quality Assurance Cell (IQAC)
Meeting Minutes

The meeting of IQAC core committee and HODs, Deans was held on 25-04-2019 at 1:00 pm in Conference Hall.

After discussion of Academic Council meeting, Principal Madam appreciated the members and said every person has worked very hard under autonomy.

For new session:

1. Every department must prepare its admission promotion plan and explore its highlights regarding
 - Updated Syllabi
 - New Courses
 - Infrastructure
 - Placements
 - E-learning Techniques
 - Teacher Quality etc.
 - New Examination System
 - Extra Activities

They should prepare academic calendar before vacations and submit to IQAC.

2. She asked teachers to promote each department through social media.
3. Department achievement like Job placements, International standard as well as college collaboration must be shared with students
4. Regarding research every department should have at least 2 Publications in Scopus. Principal Madam asked about publication from HODs and took feedback from HODs about papers published in their departments. Principal Madam praised some departments which have good publications. She also asked HODs to also involve students in research.

5. She also apprised HODs about Academic Council meeting decision regarding credit based system which will be introduced after maturing autonomy.
6. It is decided that credit system for PG will be postponed by one year. System will be in CES at present. Credit based system will be implemented later on as per UGC guidelines
7. During 2019-20, Credit based system will only be for B.Voc and M.Voc classes
8. Dr. Gopi Sharma Autonomy coordinator apprised the HODs that the ordinance for each programme is to be passed . So they have to prepare ordinance of each course.
9. Principal Madam, also discussed the functioning of bigger departments as in bigger departments it become need of hour to divide duties among senior staff members. She discussed two options to deal with this situation

Option 1: HODs by rotation

Option 2: Division of responsibilities of the department among two or three persons

Voting was conducted on above stated two options and unanimous decision was taken to option 2.

Principal Madam instructed IQAC to prepare roster of duties for following PG departments and submit to office for circulation.

PG department of Commerce

PG department of English

PG department of FD

PG department of Physics

PG department of Computer Science & Applications.

PG department of Hindi

Pg department of Punjabi

PG department of Music

PG department of Chemistry


Principal

Kanya Maha Vidyalaya, Jalandhar
(An Autonomous College)
Action Taken Report (ATR)
On
IQAC Meeting held on 25-04-19

| Sr. No. | Agenda Item | Decision taken in Meeting | Action Taken |
|---------|--|--|--|
| 1. | To discuss admission promotion plan for session 2019-20. | It was decided that every department must prepare its admission promotion plan and explore its highlights regarding Updated Syllabi, New Courses, Infrastructure, Placements, E-learning Techniques, Teacher Quality, New Examination System and Extra Activities for new session. | Each department has executed admission promotion highlighting features of department in terms of infrastructure and placements. <ul style="list-style-type: none"> • The admission promotion has done by the following ways: <ul style="list-style-type: none"> ✓ Through Social media like as Facebook, Twitter, You Tube ✓ Handbills ✓ Leaflets ✓ Pamphlets |
| 2. | To promote paper publications in quality Journals | It was decided by principal madam regarding research every department should have at least 2 Publications in Scopus. Madam Principal decided students will be involve in research. | Faculty started to publish their Paper in reputed journals |
| 3. | To share proceedings of Academic Council meeting | It was decided that credit system for PG will be postponed by one year. System will be in CES at present. Credit based system will be implemented later on as per UGC guidelines. It was informed that credit based system will be implement on PG Classes after maturing autonomy. It was also decided that they have to prepare ordinance of each programme | The decision of academic council about credit based system has been shared with all department .The PG Course presently running in CES but only B.Voc. and M.Voc. courses will be following the credit based system during 2019-20. |
| 4. | To discuss division of work in bigger departments | Division of responsibilities has been allocated to all Head and Senior members of the large department. Voting was conducted | The duties have been allocated to Heads and Senior members of the department. Mainly focus |

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|--|--|--|--|
| | | <p>on two options</p> <ol style="list-style-type: none"> 1) Rotation of heads of department on basis of seniority. 2) Division of duties among top two faculty members. <p>Unanimous decision was taken to adopt option 2.</p> | <p>on:</p> <ul style="list-style-type: none"> • Holding BOS • Finding and inviting examiners • Curriculum restructuring • Remedial Classes • Mentoring Process • Making arrangement for workshop and extension lecture • Organising Departmental activities like exhibition training MOUs • Enhance research profile of the department • Admission Promotion • Meeting parents and students • Handling grievances • Ensuring Timely completion of syllabus |
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Principal

Kanya Maha Vidyalaya, Jalandhar

(An Autonomous College)

Internal Quality Assurance Cell (IQAC)

Attendance Sheet

The meeting of IQAC core committee and HODs, Deans was held on 25-04-2019 at 1:00 pm in Conference Hall. The following staff members have attended the meeting:

| Sr. No. | Name | Department and Designation | Signature |
|---------|----------------------------------|---|----------------|
| 1. | Dr. (Prof.) Atima Sharma Dwivedi | Principal & Chairperson of Committee | |
| 2. | Mrs. Seema Jain | English & HOD Dean, Academics | Seema Jain |
| 3. | Mrs. Parminder Kaur | Physics & HOD Dean, Sciences | |
| 4. | Dr. Gopi Sharma | IQAC Core Committee Member Dean, International Programmes | |
| 5. | Ms. Hardeep Kaur | Controller of Exams | HB |
| 6. | Dr. Madhumeet | Dean Student Welfare Dean, Languages | Madhumeet |
| 7. | Dr. Updesh Kaur | Chemistry & HOD Dean, Sciences | Updesh Kaur |
| 8. | Dr. Neeraj Maini | Commerce & HOD Dean, Commerce | N |
| 9. | Mrs. Indu Bhatt | Economics & HOD | Indu Bhatt |
| 10. | Mrs. Amarpreet Khurana | Dean Economics & Business | Amarpreet |
| 11. | Dr. Jatinder Pal | IQAC Core Committee Member, Deans of Research | Jatinder Pal |
| 12. | Dr. Manmohan Singh | IQAC Core Committee Member | Manmohan Singh |
| 13. | Mrs. Suman Khurana | Computer & HOD Dean, IT | Suman |
| 14. | Mrs. Sadhana Tandon | Zoology & HOD Dean Life Sciences & Environment related activities | Sadhana |
| 15. | Dr. Vinod Kalra | Hindi & HOD Dean, Languages | |
| 16. | Mrs. Veena | Mathematics & HOD | Veena |

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|-----|-------------------------|--|----------------------|
| | Deepak | | |
| 17. | Dr. Gurjot Kaur | History & HOD Dean, Social Sciences | <i>Gaur</i> |
| 18. | Mrs. Neeti Kapoor | Home Science & HOD Dean Vocational Studies | <i>Neeti Kapoor</i> |
| 19. | Mrs. Ashima Sahni | Political Science & HOD Dean, Social Extension Programmes | <i>Ashima</i> |
| 20. | Dr. Monika Sharma | Dean, Social Extension Programmes | <i>Monika Sharma</i> |
| 21. | Mrs. Neeraj Sharma | Sanskrit & HOD Dean, Resident Life | <i>Neeraj</i> |
| 22. | Dr. Iqbal Kaur | Punjabi & HOD | <i>Iqbal</i> |
| 23. | Mrs. Shikha Vashisht | Botany & HOD | <i>Shikha</i> |
| 24. | Dr. Varinder Kumar Kaul | Agriculture & HOD | |
| 25. | Mr. Yogeshwar Hans | Fine Arts & HOD | <i>Yogeshwar</i> |
| 26. | Ms. Radhika Gupta | Psychology & HOD | <i>Radhika</i> |
| 27. | Ms. Latika | Food Science & HOD | <i>Latika</i> |
| 28. | Mrs. Harpreet Kaur | FD & HOD | <i>Harpreet</i> |
| 29. | Dr. Neelam Mahindru | Music and Dance & HOD Dean Performing Arts | <i>Neelam</i> |
| 30. | Ms. Poonam Sharma | Dean Performing Arts | |
| 31. | Mrs. Ashoo Bajaj | Dean, HOD Physical Education | |
| 32. | Ms. Gayarti Aryan | Cosmetology & HOD | <i>Gayarti</i> |
| 33. | Mrs. Manpreet Kaur | JMC & HOD | <i>Manpreet Kaur</i> |
| 34. | Ms. Baldeep Kaur | Bioinformatics & HOD | |
| 35. | Ms. Navgeet Kaur | Biotechnology & HOD | <i>Navgeet</i> |
| 36. | Ms. Geetika Singh | Sociology & HOD | |


Principal