

## Kanya Maha Vidyalaya, Jalandhar

### Notice

Dated: 15.7.2019

A meeting of all the heads of department will be held in office of the undersigned at 1.30 pm on 20.07.2019 to discuss following agenda.

Agenda:

1. To discussed the proposed plan of action for the session.
2. Allotment of duties to different departments and cells for implementing the plan of action.



(Principal)

# Kanya Maha Vidyalaya Jalandhar

## (An Autonomous College)

### Minutes of Head of Department Meeting

Meeting Date: 20.07.2019

Meeting was held with all head of departments on 20.07.2019 at 1.30 pm in Principal office, attended by head of departments and Deans were present on behalf of head of departments.

The following agenda was discussed in detail

1. To discussed the proposed plan of action for the session.
2. Allotment of duties to different departments and cells for implementing the plan of action

Proposed agenda	Proceedings
<p><b>New courses and Teaching Learning-</b></p> <ul style="list-style-type: none"><li>➤ To introduce new PG, UG programmes and to up-grade the syllabi of existing programmes under autonomy.</li><li>➤ To use innovative teaching –learning methods. To introduce LMS software in the institution to upload on line teaching modules.</li><li>➤ To introduce a programme in ‘Happiness and Wellbeing’.</li><li>➤ To organise workshops and extension lectures.</li><li>➤ To send students for industrial training and in-field training.</li><li>➤ To organise inter-college competitions, exhibitions and fairs .</li></ul>	<p>It was decided that college will introduce Diploma in Hospitality and Catering, Integrated B.Ed. and will apply for approval to concerned agencies like AICTE.</p> <p>Regarding LMS software, Dr. Pardeep Arora was given responsibility to procure the software.</p> <p>All HODs were asked to organise workshops, extension lectures, inter-college competitions, exhibitions etc. and provide maximum trainings and exposure in industry.</p>
<p><b>To inculcate scientific temperament</b></p>	

<p><b>amongst students</b></p> <ul style="list-style-type: none"> <li>➤ To carry out extended practical, projects, experimental workshops and other activities under Star College Scheme of DBT.</li> <li>➤ To organise Inspire Camp, Inter-college Science competition, hands-on experimental workshops.</li> </ul>	<p>Star Scheme Coordinator was asked to ensure the implementation of activities</p> <p>Department of Chemistry with the help of other science departments will organise Inspire Camp of the year.</p>
<p><b>Research, Extension and Consultancy</b></p> <ul style="list-style-type: none"> <li>➤ Research initiatives like seed money for research projects &amp; research forum, will be taken to promote research.</li> <li>➤ To apply for research centre in selected departments.</li> <li>➤ To promote research in social sciences, proposals will be sent to various agencies for funds and projects.</li> <li>➤ To set up Institution Innovation Centre/ Cell</li> <li>➤ To inspire faculty to present papers in national and international seminars and conferences.</li> <li>➤ Faculty will be encouraged to publish papers in reputed Journals and to supervise more Ph.Ds.</li> <li>➤ Collaboration will be strengthened with National and International institutions for research.</li> </ul>	<p>Dean Research Dr. Jatinderpal and IQAC will invite proposals for projects to be allocated under seed money as well as apply for funding to external agencies.</p> <p>Mrs. Rashmi Sharma from Department of Commerce will work for setting up of Institution Innovation Centre IIC.</p> <p>Research Forum will be organised.</p>
<ul style="list-style-type: none"> <li>➤ <b>Global Endeavours</b></li> <li>➤ To Strengthen the collaboration with Foreign universities and to organise student exchange programmes.</li> <li>➤ To try for signing MOU with more International universities.</li> </ul>	<p>Principal Madam Dr. Atima Sharma will be visiting University of Eotvos Lorand, Budhapest, Hungry in October and Dean International Affairs Dr. Gopi Sharma and Department of Psychology will organise the visit of Prof. Robert from University of Eotvos Lorand, Budhapest, Hungry as part of faculty exchange in March.</p>
<p><b>Infrastructure Development</b></p> <ul style="list-style-type: none"> <li>➤ To purchase more books and Journals for library.</li> <li>➤ To establish more labs, class rooms and seminar hall.</li> </ul>	<p>HODs and Deans were asked to take feedback from teachers and procure infrastructure as per requirement.</p> <p>Overseer, CEO office, IT department</p>

<ul style="list-style-type: none"> <li>➤ To purchase more equipment for science labs and upgrade ICT based infrastructure for new courses</li> <li>➤ To upgrade the central software.</li> <li>➤ To upgrade the infrastructure for differently abled students.</li> </ul>	<p>and administration office will interact and work to upgrade infrastructure.</p>
<p><b>Governance and Leadership</b></p> <ul style="list-style-type: none"> <li>➤ To organise FDPs to improve professional competency of faculty and quality enhancement.</li> <li>➤ To strengthen the working of various committees for smooth functioning of the institution.</li> <li>➤ To enhance quality initiatives.</li> <li>➤ To organise industry-Academia meet.</li> </ul>	<p>Science Departments will organise FDP in December under Star Status grant of DBT.</p> <p>Principal Madam will hold meetings with various committees from time to time to streamline their functioning. Industry Academia meet will be held in October.</p>
<p><b>Student Support Activities</b></p> <ul style="list-style-type: none"> <li>➤ To strengthen mentoring, other student support services and to take feed back of students.</li> <li>➤ To strengthen the linkages and collaborations with industry for training and placements and to organise placement drives and career orientation programmes</li> <li>➤ To enhance the concessions for needy and deserving students</li> <li>➤ To train and send students for various inter-college competitions and youth festival for their holistic growth</li> <li>➤ To organise Yoga classes, Self - defence and other such training programmes and hobby classes.</li> <li>➤ To organise alumni meet and to make it a regular feature</li> </ul>	<p>Dean Student Welfare Dr. Madhumeet was asked to undertake all the listed activities with the help of various incharges and committees.</p> <p>Following teachers were given responsibility as incharges-</p> <p>Student mentoring – Dr. Sonk Bhatia  Placements- Mrs. Suman Khurana</p> <p>Scholarships and Concessions- Mrs. Amarpreet Khurana</p> <p>ECA- Dr. Gurjot</p> <p>Yoga Classes – Dr. Neeraj Sharma  Self Defense classes – Mrs. Amarpreet Khurana</p> <p>Alumni Meet- Dr. Shalini Gulati</p>
<p><b>Social Responsibility</b></p> <ul style="list-style-type: none"> <li>➤ To organise social extension activities at department and central level.</li> <li>➤ To organise a workshop on gender equity.</li> <li>➤ To participate in all Government initiatives for the society.</li> <li>➤ To keep spreading awareness through Radio 'VOW' (voice of women).</li> </ul>	<p>Various incharges were given responsibility to organise various activities-</p> <p>For organising Social Extension activities - Dr. Monica Sharma  Gender Equity Workshop – Mrs. Amarpreet Khurana  Participation in Government Initiatives – Mrs. Ashima Sahni</p>

- To carry out activities for uplifting under privileged section of society.
- To celebrate 550<sup>th</sup> Birth Anniversary of Shree Guru Nanak Dev Ji.
- To celebrate 150<sup>th</sup> Birth Anniversary of Mahatama Gandhi.
- To take environment friendly initiatives.
- To enhance value based activities to make students more responsible citizens and good human beings.

Radio Vow- Dept. of JMC

550<sup>th</sup> Birth Anniversary of Shree Guru Nanak Dev Ji – Dr. Iqbal

150<sup>th</sup> Birth Anniversary of Mahatama Gandhi- Gandhian Study Centre  
Incharge Dr. Monika Sharma

Environment Based Activities -Dr. Sadhana Tandon

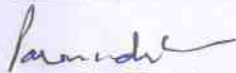
Strengthening the value based audit courses

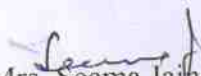
Sem I- Foundation Course


Sem -II Moral Education


Sem III Personality Development

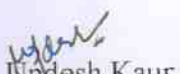
Sem IV Social Outreach

  
(Parminder Kaur)  
Coordinator IQAC


  
Mrs. Seema Jain  
HOD, English

  
Dr. Neelam Mahindru  
HOD, Music


  
Dr. Iqbal Kaur  
HOD, Punjabi


  
Dr. Updesh Kaur  
HOD, Chemistry


  
Dr. Neeraj Maini  
HOD, Commerce

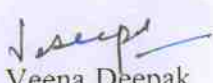
  
Mrs. Indu Bhatt  
HOD, Economics


  
Ms. Latika  
HOD Food Science


  
Mrs. Suman Khurana  
HOD, Computers


  
Mrs. Sadhna Tandon  
HOD, Zoology

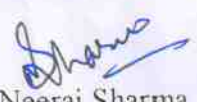
  
Dr. Vinod Kalra  
HOD, Hindi


  
Mrs. Veena Deepak  
HOD, Mathematics

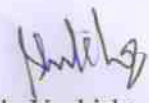
  
Dr. Gurjot Kaur  
HOD, History


  
Mrs. Niti Kapoor  
HOD, Home Science

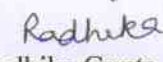
  
Mrs. Ashima Sahni  
HOD, Political Science

  
Mrs. Neeraj Sharma  
HOD, Sanskrit


  
Mrs. Harpreet Kaur  
HOD,  
Fashion Designing


  
Mrs. Shikha Vashisht  
HOD, Botany

  
Mr. Yogeshwar Hans  
HOD, Fine Arts


  
Ms. Radhika Gupta  
HOD, Psychology


  
Ms. Gayatri  
HOD, Cosmetology


  
Mrs. Manpreet kaur  
HOD, JMC


  
Dr. Gopi Sharma  
IQAC Core Committee Member


**Deans and Incharges-**

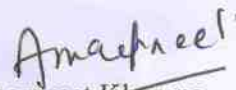
  
Dr. Madhumeet  
Dean Student Welfare


  
Dr. Monica Sharma  
Dean Social Outreach

  
Dr. Gopi Sharma  
IQAC Core Committee Member

  
Ms. Hardeep Kaur  
Controller of Examination

  
Dr. Jatinder Pal  
Dean Research

  
Mrs. Amarpreet Khurana  
Incharge Scholarship and Feedback

  
**Principal**  
(Chairperson)

# **KANYA MAHA VIDYALAYA, JALANDHAR**

## **Internal Quality Assurance Cell (IQAC)**

### **Agenda of Meeting**

The meeting of IQAC members and all Head of Department, Deans and Kaushal Incharges staff members will be held in Conference Hall at 2:00 PM on 31-07-2019.

**Date:** 31-07-2019

**Venue:** Conference Hall

**Time:** 2:00 PM

#### **Agenda:**

1. Discussion for quality initiatives in the institution.
2. Staff Orientation about filling of new AQAR.
3. Orientation regarding Examination System



**Principal**

**KANYA MAHA VIDYALAYA, JALANDHAR**  
**Internal Quality Assurance Cell (IQAC)**  
**Meeting of Mintues**

The meeting of IQAC members and all Head of Department, Deans and Kaushal Incharges, Staff members was held in Conference Hall at 2:00 PM on 31-07-2019.

**Date:** 31-07-2019

**Venue:** Conference Hall

**Time:** 2:00 PM

Principal Madam applauded Examination Cell, IQAC and Autonomy Team, Transparent System. And also congratulated all the people who are working under autonomy.

**Agenda Item 1 :** Discussion for quality initiatives in the institution.

**Proceeding:**

- Principal Mam suggested that teachers should change the syllabi relevantly which is required in 21<sup>st</sup> century. She said internship component and practical part need to be enhanced.
- Principal Madam suggested that all staff members should visit the other renowned universities as well as foreign universities websites for syllabus revision.
- Principal madam told the teachers to motivate the students for social outreach like planting the plants. Every students should take part voluntary.
- Principal madam discussed that Interactive learning and research publication in quality research journals.

**Agenda Item 2:** Staff Orientation about filling of new AQAR.

**Proceeding :**

- Dr. Gopi Sharma explained the AQAR criterion wise in front of all heads of department.
- Dr. Gopi Sharma asked the teachers to fill the AQAR form very carefully because it will be thoroughly check during NAAC.
- Dr. Gopi Sharma advised that every teacher should motivate the students to make the field visits and submit a report during the holidays wherever they visited.
- Dr. Gopi Sharma also praised the agriculture department because of e-link and said that e-link should be necessary for all departments.
- Dr. Gopi Sharma said that only those educational and research awards will be considered which are authorised by recognised bodies. It can be considered although received from Industries as well as village Sarpanch in form of letter of Appreciation .



**Agenda Item 3: Orientation regarding Examination System.**

**Proceeding:**

- Principal Madam discussed about Internal Assessment i.e. CP1 and CP2 . All teachers are to submit the lists to HODs. HODs will send award lists to CEO office. They must reach in time . Record of all activities (Assignments, Quiz, Group Discussion , debate,) should kept in teacher dairy as well as in dapartemnt.
- Dr.Gopi Sharma told the staff that ordinance of each program need to be passed from BOS.
- Ms.Hardeep asked the teachers to ensure that MST should be 80%. CP1, CP2 should be 20% out of total marks.
- Ms. Hardeep Kaur announced that the dates of CP1 is from 16<sup>th</sup> August 2019 to 31<sup>st</sup> 2019 and Awards must be submitted by 5<sup>th</sup> September. MST will be from 20<sup>th</sup> September 2019 to 5<sup>th</sup> October 2019 and awards list to be submitted by 10<sup>th</sup> October 2019. CP2 will be from 15<sup>th</sup> October 2019 to 31<sup>st</sup> October 2019 and award list will be submitted by 5<sup>th</sup> November. Heads must have copy of all the record. All award list submitted in old CEO office.

**Principal**



LIST OF TEACHING STAFF (2018-2019)

Time: 2 PM  
Venue: Conference Hall

Prof. (Dr.) Atima Sharma Dwivedi, Principal

**ENGLISH**

- Mrs. Seema Jain
- Dr. Madhumeet
- Mrs. Vanila Khanna
- Mrs. Shalini Gulati
- Ms. Seema Arora
- 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

**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. Sharanjeet Kaur

**COMPUTER**

- Mrs. Suman Khurana
- Ms. Hardeep Kaur
- Dr. Pardeep Arora
- Dr. 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
- Mrs. Reema Wadhawan/Lumb
- Ms. Himshikha (Comp. Programmer)

**HINDI**

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

**FINE ARTS**

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

**PSYCHOLOGY**

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

**SANSKRIT**

- Dr. Neeraj Sharma

**PUNJABI**

- Dr. Iqbal Kaur
- Dr. Harpreet Kaur
- Dr. Reena Kumari
- Mrs. Baksho Devi

**MUSIC**

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

**ELECTRONICS**

- Dr. Neha Verma
- Ms. Maninder Kaur

**FOOD SCIENCE**

- Ms. Kavita
- Ms. Harleen Kaur

- 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

- Ms. Deepti Walia

**PHILOSOPHY**

- Ms. Ekta Saini

**PHYSICS**

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

**MICRO-BIOLOGY**

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

**BIO-TECH**

- Ms. Navgeet
- Dr. Gurpreet Kaur Grewal

- Ms. Latika Khosla

- Ms. Navita Salaria

**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

- Dr. 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)

- 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)

- Ms. Ranjna Thakur (Textile Designing & Apparel Technology)

- Ms. Pooja (Textile Designing & Apparel Technology)

**HISTORY**

- Dr. Gurjot Kaur

- Dr. Monica Sharma

- Mrs. Neenu Chawla

- Ms. Kulwinder Kaur

**HOME SCIENCE**

- Mrs. Niti Talwar

- Mrs. Mani Khera

- Mrs. Harpreet Kaur

- Mrs. Amarjot Kaur (FD)

- Ms. Tarandeep Kaur (FD)

- Dr. 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

**BOTANY**

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

**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

- Ms. Harsharanbir Kaur

**AGRICULTURE**

- Dr. Virender Kumar Kaul

- Ms. Sakshi

**ZOOLOGY**

- Mrs. Sadhana Tandon

- Dr. Archana Saini

- Dr. Mandeep Kaur

- Dr. Tamanreet Kaur

- Ms. Prabha

**PHY. EDUCATION**

- Mrs. Ashoo Bajaj (Visiting Prof.)

- Dr. Davinder Singh

**SOCIOLOGY**

- Ms. Geetika Singh

**DANCE**

- Ms. Ritika Chopra

**COSMETOLOGY**

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

**Meeting Date:** 19-10-2019

**Meeting Venue:** Principal's Office

Meeting held by Principal Madam with Heads of Departments, Examination Committee, Deans on 19-10-2019 at Principal office at 2:30 pm.

**Point discussed:**

- PTM will be conducted on 9<sup>th</sup> November, 2019.
- To convey the message to students about retest charges.
- MSTs seriousness and benefits must be communicated. To keep and share meeting record with Department teachers.
- Retest charges can be exempted if a student is hospitalised and was not really well and excuse is genuine. These students will write applications for exemption of the test fees, class teachers and HOD will recommend and forward the applications to Ms. Rashmi Sharma.
- **HoDs/ Deans will get** syllabus completion certificate from all the teachers, and will also verify from students randomly if the syllabus has been completed.
- Award lists of retests will be submitted between 11am -3Pmin registrar's office.
- Practical retests to be taken on Departmental level.
- Final practical exam will be conducted from 13<sup>th</sup> to 20<sup>th</sup> November 2019.
- HODs will give details about practical schedule by talking to examiners up to 9<sup>th</sup> November 2019.
- To ask teachers to write inside and outside question papers clearly and to follow deadlines.

  
**Principal**

# Kanya Maha Vidyalaya, Jalandhar



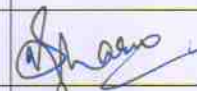
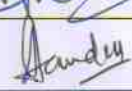
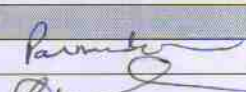




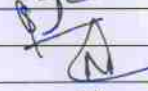
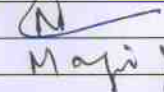

(An Autonomous College)

## Internal Quality Assurance Cell (IQAC)

### Attendance Sheet

Meeting was held with all Head of Department, Examination Committee, Deans and on 19-10-2019 at 2:30 PM in Principal's Office. The following members attended the meeting:

Heads of Departments		
1.	Mrs. Seema Jain	Absent
2.	Dr. Neelam Mahindru	
3.	Mrs. Parminder Kaur	- Parminder
4.	Dr. Updesh Kaur	
5.	Dr. Neeraj Maini	Dr. Neeraj
6.	Dr. Iqbal Kaur	
7.	Mrs. Indu Bhatt	
8.	Mrs. Suman Khurana	
9.	Mrs. Sadhna Tandon	Absent
10.	Dr. Vinod Kalra	
11.	Mrs. Veena Deepak	
12.	Dr. Gurjot Kaur	Dr. Gurjot
13.	Mrs. Niti Kapoor	Niti Kapoor
14.	Mrs. Ashima Sahni	
15.	Mrs. Neeraj Sharma	
16.	Mrs. Harpreet Kaur	Harpreet
17.	Mrs. Shikha Vashisht	Shikha Vashisht
18.	Mr. Yogeshwar Hans	
19.	Ms. Radhika Gupta	Radhika
20.	Ms. Latika	Latika
21.	Ms. Gayarti	Gayarti
22.	Ms. Manpreet Kaur	
26.	Mrs. Ashoo Bajaj	
Deans		
1.	Dean, Academics Mrs. Seema Jain	
2.	Dean, Sciences Mrs. Parminder Kaur Dr. Updesh Kaur	Parminder
3.	Dean, Commerce Dr. Neeraj Maini	Dr. Neeraj
4.	Dean, IT	

	Mrs. Suman Khurana	
5.	<b>Dean, Social Sciences</b> Dr. Gurjot Kaur Mrs. Amarpreet Khurana	
6.	<b>Dean, Languages</b> Dr. Madhumeet Dr. Vinod Kalra	Madhumeet
7.	<b>Dean, Physical Education</b> Mrs. Ashoo Bajaj	
8.	<b>Dean, International Programmes</b> Dr. Gopi Sharma (Director Kaushal Kendra)	
9.	<b>Dean, Resident Life</b> Dr. Neeraj Sharma	
10.	<b>Dean Life Sciences</b> Mrs. Sadhana Tandon	
11.	<b>Dean Performing Arts:</b> Dr. Neelam Mahindru	
12.	<b>Dean Vocational Studies:</b> Mrs. Neeti Kapoor	Neeti Kapoor
13.	<b>Dean Research:</b> Dr. Jatinder Pal	
14.	<b>Dean Student Welfare:</b> Dr. Madhumeet	
15.	<b>Controller of Examination</b> Ms. Hardeep Kaur	HB
<b>IQAC Core Committee Members</b>		
1.	Mrs. Parminder Kaur	
2.	Dr. Gopi Sharma	
3.	Dr. Jatinder Pal	
4.	Dr. Neeraj Maini	
5.	Mrs. Suman Khurana	
6.	Dr. Manmohan Singh	
<b>Examination Committee</b>		
1.	Ms. Hardeep Kaur	HB
2.	Ms. Veena Deepak	
3.	Dr. Sangeeta Prasher	
4.	Dr. Neeraj Maini	
5.	Dr. Manju Sahni	Manju Sahni
6.	Ms. Anand Prabha	
7.	Ms. Rajni Bansal	
8.	Ms. Amarjot Kaur	
9.	Mr. Munish kumar	

**KANYA MAHA VIDYALAYA, JALANDHAR**  
**(Autonomous College)**  
**Internal Quality Assurance Cell (IQAC)**  
**Agenda**

The Online Meeting of the Internal Quality Assurance Cell (IQAC) will be held **under the Chairpersonship of Principal Madam** at Google Duo on date and time as given below:

**Date** : 03-04-2020  
**Time** : 11:00 am  
**Venue** : Online Meeting  
 at Google Duo



The following members are requested to attend:

Sr. No.	Name & Designation	
1.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences & Dean Academics	IQAC Coordinator
2.	Ms. Hardeep Kaur, Controller of Examination	Special Invitee
3.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Member
4.	Dr. Neeraj Maini Head, Department of Commerce & Dean Commerce	Member
5.	Mrs. Suman Khurana Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Member
6.	Dr. Jatinder Pal, Department of Economics & Dean Research	Member

**Item: IQAC: 2020:1** To discuss the addition of questions related to Learning Management System (LMS) in Student Feedback form.

**Item: IQAC: 2020:2** To finalize the procedure and deadline for filling up the Google sheet by the faculty members.

**Item: IQAC: 2020:3** To declare the deadline of syllabus completion

**Principal**

## KANYA MAHA VIDYALAYA, JALANDHAR (Autonomous College)

### Proceedings of the Meeting of Internal Quality Assurance Cell(IQAC) held on 03-04-2020

The Online Meeting of the Internal Quality Assurance Cell (IQAC) was held at Google Duo on date and time as given below:

**Date** : 03-04-2020  
**Time** : 11:00 am  
**Venue** : Online meeting at Google Duo

The following members under the Chairpersonship of Principal Madam attended the meeting:

1.	Mrs. Parminder Kaur, IQAC, Coordinator, Head, Department of Physics, Kanya Maha Vidyalaya, Jalandhar	Present
2.	Ms. Hardeep Kaur, COE, Kanya Maha Vidyalaya, Jalandhar	Present
3.	Dr.Gopi Sharma, Autonomy Co-ordinator, Kanya Maha Vidyalaya, Jalandhar	Present
4.	Dr. Neeraj Maini, Head, Department of Commerce & Dean Commerce	Present
5.	Mrs. Suman Khurana , Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Present
6.	Dr. Jatinder Pal, Department of Economics & Dean Research	Present

**Item: IQAC: 2020:1** To discuss the addition of questions related to Learning Management System (LMS) in Student Feedback Form -

Members of the IQAC decided to formulate the committee to take feedback from students of all departments regarding LMS.

Committee for Feedback	
Name of Staff Member	Departments Allocated
Dr. Jatinder pal	1. English 2. Hindi 3. Punjabi 4. Economics



	5. Sociology
Dr. Manmohan Singh	1. Chemistry 2. Food Science & Microbiology 3. Retail Management 4. Bioinformatics
Mrs. Suman Khurana	1. JMC and Photography 2. Agriculture 3. Computer Science 4. Biotechnology
Mrs. Parminder kaur	1. Nutrition, Exercise and Health 2. Sociology 3. Textile Design and Apparel Technology 4. Fine arts 5. Physics
Dr. Neetu Chopra	1. Cosmetology 2. Beauty and wellness 3. Animation 4. Sanskrit 5. Fine Arts
Mrs. Veena Deepak	1. Mathematics 2. Physical Education 3. Fashion Designing 4. MSP
Dr. Neeraj Maini	1. History 2. Home Science 3. Commerce 4. Psychology
Dr. Gopi Sharma	1. Political Science 2. Philosophy 3. Botany 4. Zoology 5. Music and Dance

Feedback from students regarding getting notes from their teachers using LMS. Feedback was taken by the IQAC Members on phone. The Committee has given the following reports:

IQAC Members	Student Response
Mrs. Parminder Kaur	<ol style="list-style-type: none"> <li>1. Fine Arts and Sociology, Nutrition Health &amp; Exercise students are getting study material and assignments through both WhatsApp and LMS.</li> <li>2. Some students said they are getting notes from their friends as they themselves were not able to join LMS.</li> <li>3. B.Voc &amp; M.Voc. Textile, teachers are uploading enough material and taking difficulties of students.</li> <li>4. In Physics dept. MSc. (Physics), B.Sc. Nonmedical students, Computer science, Electronics are getting notes audio lectures videos, PPT from their teachers using</li> </ol>

	LMS and WhatsApp group , They are fully satisfied with their syllabus.
Dr. Neeraj Maini	<ol style="list-style-type: none"> <li>1. Psychology students of different classes (BA &amp; MA) getting notes from their teachers on WhatsApp group and LMS. Some Students gave mixed response; some find it easy to operate but others could not operate because of network issue.</li> <li>2. Some students of B.A. SEM II are not able to understand this system. So they emailed their assignment related to CP2.</li> <li>3. Teachers are posting same lectures on WhatsApp group as well as LMS.</li> <li>4. Students of Home Science, Commerce, and History are using LMS; they are getting notes from their teachers' audio, video. Written notes through WhatsApp and LMS also. Some students are not able to open it so in that case they manage their notes from their friends/.</li> <li>5. At last students gave satisfactory response from all of them regarding completion of their syllabus and efforts taken by their teachers to complete the syllabus and make them to understand it.</li> </ol>
Mrs. Suman Khurana	<ol style="list-style-type: none"> <li>1. Agriculture and Biotech students are getting notes through LMS but some were not able to view lectures through LMS initially, largely because of connectivity issues though some subjects data is not posted to LMS.</li> <li>2. As far as JMC Dept. is concerned, students are using LMS but some students are facing problems to using it. BA JMC students are not picking their phones.</li> </ol>
Mrs. Veena Deepak	<ol style="list-style-type: none"> <li>1. Fashion Designing students both PG &amp; UG are satisfied with their syllabus. The theory syllabus is almost complete and practical syllabus is somewhat pending due to the unavailability of fabric. The students and teachers are using LMS and putting videos on it and then discussing the problems with their teachers on phones.</li> <li>2. B.Voc. (MSP) students are satisfied with the pace of the syllabus. Only some topics remaining, assignments notes are uploaded on LMS including videos. Overall students are satisfied.</li> <li>3. Mathematics students of UG &amp; PG are also satisfied with their syllabus. Doubts are being taken by the teachers and videos lectures are uploading on LMS.</li> <li>4. Students of physical education are satisfied with the</li> </ol>

	<p>completion of their syllabus. WhatsApp groups are more frequently used than LMS especially in 4<sup>th</sup> Semester students.</p>
Dr. Gopi Sharma	<ol style="list-style-type: none"> <li>1. M.Sc I, II (Zoology) are satisfied. They getting notes form their teacher on LMS and WhatsApp groups.</li> <li>2. Economics students are getting notes through WhatsApp group as well LMS. Students preparing PPT of their syllabus.</li> <li>3. Dept. of Botany, BSc (Medical) Sem IV students are satisfied. They getting notes on LMS as well WhatsApp group.</li> <li>4. BA II year music students are satisfied.</li> <li>5. Political Science Students also satisfied. They are getting notes on LMS and WhatsApp group.</li> </ol>
Dr. Neetu Chopra	<ol style="list-style-type: none"> <li>1. Sanskrit Students are getting notes and videos lectures through WhatsApp and LMS.</li> <li>2. Cosmetology PG and Diploma Students are connected to WhatsApp but not using LMS due to network issue. Students are preparing PPT and sending to their teachers for checking. They are getting notes and are doing their CP assignments but not videos lectures.</li> <li>3. For B. Voc. and M.Voc. Animation Students, Majority of students are using LMS software and successfully doing assignments and getting tutorial as well as notes with video lectures. They complete satisfied.</li> <li>4. Beauty and Wellness students getting notes from their teacher through WhatsApp.</li> </ol>
Dr. Jatinder pal	<ol style="list-style-type: none"> <li>1. For MA I, II Hindi, There was mixed response. Most of the student from both classes said syllabus is almost complete. One student from each class said they are left with complete one unit. Further they are getting notes on WhatsApp and conference calls. They are getting assignments but they are not using LMS.</li> <li>2. For MA I, II Punjabi. Students are getting notes from their teachers on LMS and WhatsApp groups, assignments are also taken, queries are also solving on WhatsApp groups.</li> <li>3. BA Hons English Sem II. IV students are satisfied with studies. They said almost syllabus is over. Students said 20% syllabus is left. They are having videos calls through team links. They are getting notes using LMS. And making assignments.</li> <li>4. MA English students are satisfied. They getting notes,</li> </ol>

	audio recording from their teacher on LMS and students uploading assignments in Emails.
Dr. Manmohan Singh	<ol style="list-style-type: none"> <li>1. B.Voc (RM) Sem II, Students are getting study material from teachers on LMS and WhatsApp group. More than 90% syllabus is covered. One student told me that it is the students who are responding less to the teachers.</li> <li>2. M.Voc(RM) students are using LMS and they are satisfied. Syllabus is almost done.</li> <li>3. Students of MSc.(Chemistry) are satisfied with the online teaching using LMS and WhatsApp group. 80% syllabus covered.</li> <li>4. Students of B.Sc. Sem II are satisfied with online teaching.</li> </ol>

Members of house approved that the following points related to Learning Management System (LMS) in Student Feedback form should be there.

Parameters for Evaluation about e-classes through Learning Management System (LMS):

1. Is the Interface of the LMS software user friendly?
2. Was the study material delivered by teachers through LMS enough ?
3. Were the teachers regular in uploading the study material/ e-teaching classes?
4. Were the teachers helpful in clearing doubts or solving problems?
5. What were other interfaces used by your teachers to teach?

Click whichever is applicable-

i) Whatsapp

ii) e-mail

iii) Voice messages

iv) Virtual classes

6. Which mode of communication did you find most useful?

i) Whatsapp

ii) e-mail

iii) Voice messages

iv) Virtual classes

v) LMS software

**Item: IQAC: 2020:2** To finalize the deadline for filling up the Google sheet by the faculty members.

Members of the house decided that the staff will fill second Google sheet on 06- 04-2020. Teachers will be sent the link for google sheet on their emails.

**Item: IQAC: 2020:3** To declare the deadline of syllabus completion

The deadline for completion of syllabus is 15-04-2020 was decided by the house.

Mrs. Parminder Kaur

Ms. Hardeep Kaur

Dr. Gopi Sharma

Mrs. Suman Khurana

Dr. Jatinder Pal

Dr. Neeraj Maini

**Principal**

**KANYA MAHA VIDYALAYA, JALANDHAR**  
**(Autonomous College)**  
**Internal Quality Assurance Cell (IQAC)**  
**Agenda**

The Online Meeting of the Internal Quality Assurance Cell (IQAC) will be held **under the Chairpersonship of Principal Madam** at through Zoom app on date and time as given below:

**Date** : 16-04-2020  
**Time** : 11:00 am  
**Venue** : Online Meeting through ZOOM.



The following members are requested to attend:

Sr. No.	Name & Designation	
1.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences & Dean Academics	IQAC Coordinator
2.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Member
3.	Dr. Neeraj Maini Head, Department of Commerce & Dean Commerce	Member
4.	Mrs. Suman Khurana Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Member
5.	Dr. Pardeep Arora	Special Invitee
6.	Dr. Jatinder Pal, Department of Economics & Dean Research	Member

**Item: IQAC: 2020:1** To discuss the viability and validity of on-line programmes in KMV from upcoming session.

**Principal**

## **KANYA MAHA VIDYALAYA, JALANDHAR** **(Autonomous College)**

### **Minutes of the Meeting of Internal Quality Assurance Cell(IQAC) held on 16-04-2020**

The Online Meeting of the Internal Quality Assurance Cell (IQAC) was held **under the Chairpersonship of Principal Madam** at through Zoom app on date and time as given below:

**Date** : 16-04-2020

**Time** : 11:00 am

**Venue** : Online Meeting through ZOOM.

**The following members under the Chairpersonship of Principal Madam attended the meeting:**

1.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences & Dean Academics	IQAC Coordinator
2.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Member
3.	Dr. Neeraj Maini Head, Department of Commerce & Dean Commerce	Member
4.	Mrs. Suman Khurana Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Member
5.	Dr. Pardeep Arora	Special Invitee
6.	Dr. Jatinder Pal, Department of Economics & Dean Research	Member

### **Item: IQAC: 2020:1**

Principal Madam said that due to Covid-19, it is more appropriate to explore online programmes and asked IQAC members to search that which programmes may be in demand, validity of those programmes and what kind of technical support will be required. She also asked to explore the option that if we can apply for distance education centre of UGC where we can deliver 75% of syllabus on line and 25% by contact method.

Mrs. Suman Khurana suggested that some certificate programmes like in C,C+, Java etc. may be offered on line. We can also invite National and International experts for these programmes.

Principal Madam asked Dr. Gopi Sharma to explore if some skill development programmes can be introduced on-line. She also asked to work on fee structure for these programmes.

Dr. Pardeep and Dr. Gopi informed the house about existing on line sites and courses like Swayam Courses, NPTEL,IGNOU, IMB, Consortium for Educational Communication, CEC and MOOCS.

**Principal**

**KANYA MAHA VIDYALAYA, JALANDHAR**  
**(Autonomous College)**  
**Internal Quality Assurance Cell (IQAC)**  
**Agenda**

The Online Meetings of HODs and the Internal Quality Assurance Cell (IQAC) will be held **under the Chairpersonship of Principal Madam** through Zoom app on date and time as given below:

**For HODs of IT, Commerce, Languages, JMC and Social Sciences**

**Date : 22-04-2020**

**Time : 11:30 am**

**For HODs of Sciences, Vocational Studies and Kaushal Kendra Incharges**

**Date : 23-04-2020**

**Time : 11:30 am**

**Venue : Both Online Meetings through ZOOM**

The following members are requested to attend: All HODs/Deans and following members

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	
1.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences & Dean Academics	IQAC Coordinator
2.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Member
3.	Dr. Neeraj Maini Head, Department of Commerce & Dean Commerce	Member
4.	Mrs. Suman Khurana Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Member
5.	Dr. Pardeep Arora	Special Invitee
6.	Dr. Jatinder Pal, Department of Economics & Dean Research	Member

**Item: HODs: 2020:1 –**

To take feedback regarding syllabus completion and extend of practical syllabus left uncovered.

**Item: HODs: 2020:2 –**

To ask the HODs to promote their departments for admissions.

**Item: HODs: 2020:3-**

To ask HODs to allot workload to teachers in their departments and prepare online reading material and assignments.

**Principal**  
(Chairperson)



# KANYA MAHA VIDYALAYA, JALANDHAR (Autonomous College)

## Minutes of the Meeting of Internal Quality Assurance Cell(IQAC) and HODs/Deans with Principal Madam held on 22-04-2020 and 23.4.2020

The Online Meetings of HODs/ Deans/ Kaushal Incharges and the Internal Quality Assurance Cell (IQAC) was held under the Chairpersonship of Principal Madam through Zoom app on date and time as given below:

**For HODs of IT, Commerce, Languages, JMC and Social Sciences**

**Date : 22-04-2020**

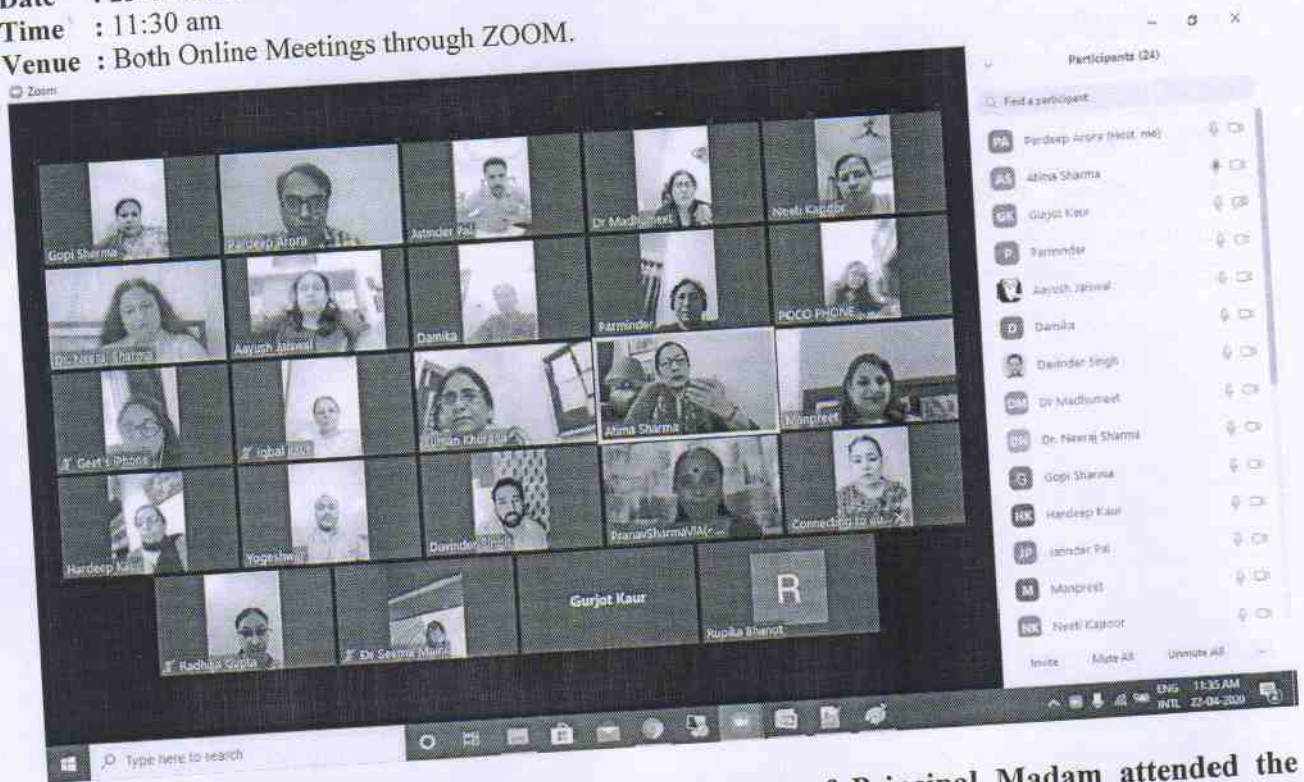
**Time : 11:30 am**

**For HODs of Sciences, Vocational Studies and Kaushal Kendra Incharges**

**Date : 23-04-2020**

**Time : 11:30 am**

**Venue : Both Online Meetings through ZOOM.**



The following members under the Chairpersonship of Principal Madam attended the meeting:

1.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences & Dean Academics	IQAC Coordinator
2.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Member
3.	Dr. Neeraj Maini Head, Department of Commerce & Dean Commerce	Member
4.	Mrs. Suman Khurana Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Member
5.	Dr. Pardeep Arora	Special Invitee
6.	Dr. Jatinder Pal, Department of Economics & Dean Research	Member

**Item: HODs: 2020:1**

Principal Madam congratulated the teachers on adopting the technology and on line completion of syllabus. She told the house that decision regarding examination will be taken only after we get guidelines from MHRD- UGC and GNDU due to COVID-19. Policy regarding paper setting will also be formulated after lockdown situation becomes clear. She took feedback from all HODs regarding completion of theory and practical syllabus in their departments. HODs apprised that theory syllabus has been completed in all departments but in some classes about 25% practical syllabus is left due to non availability of material or software or other reading material.

**Item: HODs: 2020:2**

Principal Madam asked the HODs to make short videos from 2-3 minutes highlighting faculty, infrastructure, results, placements, activities, research, programmes and eligibility for the programmes in their departments to be uploaded on website.

**Item: HODs: 2020:3**

Principal Madam asked the HODs that under the present scenario as it is not clear that when the college will open and when. In an effort to slow the spread of COVID-19, protect the vulnerable, protect our community and protect the health care system, KMV may have to shift from face-to-face classes to online classes. All HODs are to allot workload in their departments for the next semester, She asked the HODs to instruct all the teachers to prepare e- lessons and assignments for coming odd semester classes.

**Principal**  
(Chairperson)

**KANYA MAHA VIDYALAYA,**  
**(Autonomous College)**  
**Internal Quality Assurance Cell (IQAC)**  
**Agenda**

The Online Meeting of the Internal Quality Assurance Cell (IQAC) will be held **under the Chairpersonship of Principal Madam** at through Zoom app on date and time as given below:

**Date** : 1-05-2020  
**Time** : 11:00 am  
**Venue** : Online Meeting through  
**ZOOM.**



The following members are requested to attend:

Sr. No.	Name & Designation	
1.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences & Dean Academics	IQAC Coordinator
2.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Member
3.	Dr. Neeraj Maini Head, Department of Commerce & Dean Commerce	Member
4.	Mrs. Suman Khurana Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Member
5.	Dr. Jatinder Pal, Department of Economics & Dean Research	Member
6.	Ms. Hardeep Kaur Controller Examination	Special Invitee

**Item: IQAC: 2020:1** – To discuss the procedure and mode of conduct of MST.

**Item: IQAC: 2020:2** - To discuss the final examination procedure and academic calendar to be followed due to Covid-19 situation.

**Item: IQAC: 2020:3** -To plan Webinars during lockdown period and to decide topics and resource persons for these Webinars.

**Principal**

**KANYA MAHA VIDYALAYA, JALANDHAR**  
**(Autonomous College)**

**Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 1-05-2020**

The Online Meeting of the Internal Quality Assurance Cell (IQAC) was held under the Chairpersonship of Principal Madam at through Zoom app on date and time as given below:

Date : 1-05-2020

Time : 11:00 am

Venue : Online Meeting through ZOOM.

The following members under the Chairpersonship of Principal Madam attended the meeting:

Sr. No.	Name & Designation	IQAC Coordinator
1.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences & Dean Academics	Member
2.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Member
3.	Dr. Neeraj Maini Head, Department of Commerce & Dean Commerce	Member
4.	Mrs. Suman Khurana Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Member
5.	Dr. Jatinder Pal, Department of Economics & Dean Research	Member
6.	Ms. Hardeep Kaur Controller Examination	Special Invitee

**Item: IQAC: 2020:1 – To discuss the procedure and mode of conduct of MST.**

As due to Covid19 lockdown College was not able to conduct Mid semester tests for sem II and IV, so it was decided to conduct online evaluation of the students by giving assignments, MCQs, Quiz through LMS system and time bound written tests, answers to which students can upload by clicking pictures after prescribed time. Marks of this evaluation will be used as substitute to

MST marks. Information regarding this will be conveyed to faculty through HODs in next meeting.

**Item: IQAC: 2020:2**

**To discuss the examination procedure and academic calendar to be followed due to Covid-19 situation.-**

It was discussed that as per guidelines of UGC-MHRD, examination of terminal classes may be held in off-line mode from 1st July 2020. Out of all terminal classes, PG classes come under Autonomy. Principal Madam asked Ms. Hardeep the CEO, to keep her team prepared and to make the necessary arrangements. UG terminal classes are under University system, so for that instructions from University will be awaited. For other intermediate classes, it was decided to wait till third week of May to decide the policy and guidelines from MHRD and State Government.

**Item: IQAC: 2020:3 - To plan Webinars during lockdown period and to decide topics and resource persons for these Webinars.**

It was decided to hold Webinars on following proposed topics-

1. Possibilities of developing a Vaccine in near future for Novel Corona Virus by L. S. Shashidhara.
2. Challenges to Mental Health during COVID-19 by Dr. Robert from Hungary.
3. Impact and effectiveness of E-Learning tools during lockdown due to Novel Corona Virus
4. Immunity Boosters and Health Care (resource person in pipeline).
5. Effects of Lockdown and COVID-19 on Indian Economy-A New Normal

Principal Madam also told that she will hold a Webinar on Changed face of education i.e. Blended Education – a mixture of on-line and off –line education.

It was also decided to form a Sanitisation and Health Committee in the College that will look into these issues after post lockdown period. Committee will also plan about important safety issues after opening the college.

It was also decided that member of committee will be

1. Dr. Parminder Kaur
2. Dr. Gopi Sharma
3. Dr. Sadhna Tandon
4. Dr. Manmohan Singh
5. Dr. Rashmi Sharma
6. Dr. Iqbal Singh
7. Dr. Davinder Singh

**Principal**

**KANYA MAHA VIDYALAYA, JALANDHAR**  
**(Autonomous College)**  
**Internal Quality Assurance Cell (IQAC)**  
**Agenda**

The Online Meetings of HODs/ Deans/ Kaushal Incharges and the Internal Quality Assurance Cell (IQAC) will be held **under the Chairpersonship of Principal Madam** through Zoom app on date and time as given below:

**Date** : 4-05-2020  
**Time** : 11:30 am  
**Venue** : Online  
 Meetings through  
 ZOOM.



The following members are requested to attend: All HODs/Deans/ Kaushal Incharges and following members

Sr. No.	Name & Designation	
1.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences & Dean Academics	IQAC Coordinator
2.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Member
3.	Dr. Neeraj Maini Head, Department of Commerce & Dean Commerce	Member
4.	Mrs. Suman Khurana Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Member
5.	Ms. Hardeep Kaur Controller Examination	Special Invitee
6.	Dr. Jatinder Pal, Department of Economics & Dean Research	Member

**Item: HODs: 2020:1 –**

To instruct the teachers to give assignments, MCQs, quiz, tests etc. to students and evaluate these as substitute marks for mid semester exam.

**Item: HODs: 2020:2 –**

To ask the HODs and Deans to get the question papers set internally for Sem II and Sem IV classes. They can set 8 questions and students will be required to attempt any 4 out of 8.

**Item: HODs: 2020:3-**

To give reminder to teachers to prepare e- lessons/ videos from syllabus of forthcoming semester which will be useful while online teaching.

**Item: HODs: 2020:4-**

To remind the HODs to prepare admission promotion videos of their departments who have not done so far.

**Principal**

**KANYA MAHA VIDYALAYA, JALANDHAR**  
**(Autonomous College)**

**Minutes of the Meeting of Internal Quality Assurance Cell(IQAC) held on 4-05-2020**

The Online Meetings of HODs/ Deans/ Kaushal Incharges and the Internal Quality Assurance Cell (IQAC) was held **under the Chairpersonship of Principal Madam** through Zoom app on date and time as given below:

**Date** : 4-05-2020

**Time** : 11:30 am

**Venue** : Online Meetings through ZOOM

**The following members and all HODs/ Deans and Kaushal incharges under the Chairpersonship of Principal Madam attended the meeting:**

1.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences & Dean Academics	IQAC Coordinator
2.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Member
3.	Dr. Neeraj Maini Head, Department of Commerce & Dean Commerce	Member
4.	Mrs. Suman Khurana Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Member
5.	Ms. Hardeep Kaur Controller Examination	Special Invitee
6.	Dr. Jatinder Pal, Department of Economics & Dean Research	Member

**Item: HODs: 2020:1 –**

Principal Madam addressed the members that on-line teaching and evaluation is new normal under Covid-19. We have to move towards blended education as uncertainty of face to face interaction will remain for some more time. She told the HODs and Deans to up skill themselves and convey to other faculty members too.

Principal Madam asked HODs and Deans to convey to other faculty members that due to Covid19 lockdown College was not able to conduct Mid semester tests for sem II and IV, so it is decided to conduct online evaluation of the students by giving assignments, MCQs, Quiz through LMS system and time bound written tests, answers to which students can upload by clicking pictures after prescribed time. Marks of this evaluation will be used as substitute to MST marks.

It was asked that teachers must complete the assessment by 20<sup>th</sup> May and awards for the same be uploaded by 30<sup>th</sup> May 2020.

Principal Madam also asked the teachers to make list of those students and submit to Ms. Hardeep, those could not be approached by any online method. Because some students may have technology issues. College will has to give a fair chance to those students too. Policy to deal

with such issues will be discussed later. Madam Hardeep also asked the teachers to make the list of those students too who were unable to appear in CPI and CPII.

**Item: HODs: 2020:2 –**

**To ask the HODs and Deans**

Further Principal Madam asked the members as there is uncertainty about opening of colleges and getting papers set from external examiners and receiving them, so it is better to get the question papers set internally for Sem II and Sem IV classes for End Semester Examination. Question paper will be set for 2 hour duration. They can set 8 questions and students will be required to attempt any 4 out of 8. Sections can be merged. Question papers should be emailed by 31<sup>st</sup> May, 2020.

**Item: HODs: 2020:3-**

Principal Madam asked the HoDs get e- lessons/ videos prepared from all the teachers from syllabus of forthcoming semester which will be useful while online teaching. So for that they must allot the workload. Each teacher should spend 5-6 hours daily to prepare lessons. For that Department wise meetings will be held to see the outcome.

**Item: HODs: 2020:4-**

Principal Madam asked the HODs to prepare admission promotion videos of their departments who have not done so far. She also asked the teachers to prepare admission promotion banners of their Departments. Teachers and students will be asked to join Twitter and Instagram to follow college activities. All faculty members should also check website and see how best their department can be represented. Principal Madam enquired about the status of new website from Ms. Suman Khurana.

Dr. Gopi Sharma asked the HoDs to keep the syllabi and agenda ready for BOS meetings which may be held online through Zoom.

Principal Madam suggested following committee to upgrade Google Virtual Tour of the college:

Dr. Ravi Khurana Coordinator

Ms. Manpreet JMC Member

Mr. Sandeep JMC Member

Mr. Karan JMC Member

Dr. Madhumeet Advisor

Dr. Gurjot Advisor

**Principal**  
(Chairperson)



**KANYA MAHA VIDYALAYA, JALANDHAR**  
**(Autonomous College)**  
**Internal Quality Assurance Cell (IQAC)**  
**Agenda**

The Online Meetings of HODs/ Deans/ Kaushal Incharges and the Internal Quality Assurance Cell (IQAC) will be held **under the Chairpersonship of Principal Madam** through Zoom app on date and time as given below:

**Date** : 30-05-2020  
**Time** : 11:30 am  
**Venue** : Online Meetings through ZOOM.



The following members are requested to attend: All HODs/Deans/ Kaushal Incharges and following members

Sr. No.	Name & Designation	
1.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences & Dean Academics	IQAC Coordinator
2.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Member
3.	Dr. Neeraj Maini Head, Department of Commerce & Dean Commerce	Member
4.	Mrs. Suman Khurana Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Member
5.	Ms. Hardeep Kaur Controller Examination	Special Invitee
6.	Dr. Jatinder Pal, Department of Economics & Dean Research	Member

**Item: HODs: 2020:1** – To address HODs to work on strategies to improve results and attendance of their students.

**Item: HODs: 2020:2** – To ask HoDs to prepare two types of workload and requirement of adhoc teachers of their departments

- one for blended teaching, by merging sections and groups
- other for face to face teaching

To give one week's time for this.

**Item: HODs: 2020:3** – To discuss some Academic Council agenda points like

- to relax 50% aggregate marks condition to Hindi, Punjabi Hons. admission.
- Additional Banking paper for B - To add skill based papers in B A

**Item: HODs: 2020:4** – To ask HoDs to instruct teachers of Sem II and IV, to submit question papers by email.

**Item: HODs: 2020:5** – To instruct the teachers to keep their e-lessons ready as College may start classes of Sem III and V in July.

**Principal**

# KANYA MAHA VIDYALAYA, JALANDHAR (Autonomous College)

## Minutes of the Meeting of Internal Quality Assurance Cell(IQAC) held on 30-05-2020

The Online Meetings of HODs/ Deans/ Kaushal Incharges and the Internal Quality Assurance Cell (IQAC) was held **under the Chairpersonship of Principal Madam** through Zoom app on date and time as given below:

**Date** : 30-05-2020

**Time** : 11:30 am

**Venue** : Online Meetings through ZOOM

**Apart from all HODs, Kaushal incharges and Deans, following members under the Chairpersonship of Principal Madam attended the meeting:**

1.	Mrs. Parminder Kaur Head, Department of Physics & Dean Sciences & Dean Academics	IQAC Coordinator
2.	Dr. Gopi Sharma, Autonomy Coordinator KMV, Jalandhar	Member
3.	Dr. Neeraj Maini Head, Department of Commerce & Dean CommePrce	Member
4.	Mrs. Suman Khurana Head, Department of Computer Science & Applications & Dean IT, Course Incharge, Animation and VFX	Member
5.	Ms. Hardeep Kaur Controller Examination	Special Invitee
6.	Dr. Jatinder Pal, Department of Economics & Dean Research	Member

**Following agenda was preparing by Principal Madam in consultation with IQAC members and CEO.**

**Item: HODs: 2020:1** – Principal Madam discussed the strategies to improve results and attendance of their students with teachers. Teachers said that some poor results are due to non regularity of students in classes. Principal Madam asked that non serious students should be taken care of from the beginning. The mentors of students can play a big role in it. She told that just after CPI, it will be the duty of the class teachers to notify the mentors of those students which are not attending classes or have not done well in CPI. Mentors should try to contact such students and council them specially hostel students. They should encourage the students and take care of their Psychological and emotional problems. They can also form peer groups of such students with other students to guide them. Mentors will submit the written report about the efforts done by them.

**Item: HODs: 2020:2** –

Principal Madam asked the HODs to prepare teachers, recruitment plan and workload. She explained that the requirement is to be submitted in two parts. One plan for the situation that if

College opens and face to face normal teaching is resumed. Other if only online classes are held then some classes can be clubbed together. Both the workloads and teachers' requirement is to be submitted to IQAC by next Monday at email kmvqac127@gmail.com.

**Item: HODs: 2020:3 –**

Principal Madam discussed following points which will be part of Academic Council agenda like

- To relax 50% aggregate marks condition to Hindi, Punjabi Hons. admission.
- Additional Banking paper for B.A.
- To add skill based papers in B.A.

HODs of English and Hindi requested Madam to take their request regarding relaxation of eligibility condition of aggregate marks to Academic Council so that more students can take Hons.

Just like additional paper of Banking for B.Sc. Economics students, teachers asked to offer the same additional paper to BA students too. Similarly teachers requested to offer skill based papers to students of BA as skill development is need of the hour for better placement.

Principal madam agreed to add these points in forthcoming meeting of Academic Council.

**Item: HODs: 2020:4 –** Keeping in mind the pending examination of classes under Autonomy, Principal Madam asked the HoDs to instruct teachers of Sem II and IV to submit question papers by separate emails for UG and PG, which will be provided by examination cell. Teachers will send the emails directly to examination branch to maintain secrecy. CEO also asked the HODs to make sure that awards of CPII and MST are uploaded online by 31<sup>st</sup> May. They should also fill the absentees of CPI, CPII and MSTs on the google sheet being circulated.

**Item: HODs: 2020:5 –**

Principal madam took feedback from teachers about preparation of online lessons and asked them to be ready for next semester. She said that she will be taking feedback from individual departments soon. She told the teachers to prepare online teaching plan and lessons, demonstration videos for students. HODs should prepare work allotment for each teacher for this. There is a possibility to start classes of IIIrd and Vth sem.

**Principal**  
(Chairperson)