

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

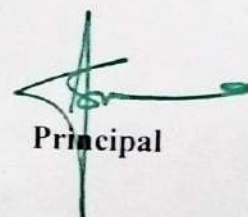
Meeting Date: 21-07-2018

Meeting Venue: Principal's Office

A Meeting of IQAC members will be held with external members on 21-07-2018 at Principal office at 12:00 noon.

Agenda:

1. To discuss the action taken report of the institution of academic year 2017-18.
2. To discuss and approve the planning for the academic session 2018-19.


Principal

Kanya Maha Vidyalaya, Jalandhar
(An Autonomous College)

Minutes of Meeting of Internal Quality Assurance Cell (IQAC) with External Peer Members

Meeting Date: 21-07-2018

Meeting Venue: Principal's Office

Meeting of IQAC was held with external peer members on 21-07-2018 at Principal office at 12:00 noon

The following members were attended meeting:

Sr. No.	Name	Department & Designation	Present/Absent
1.	Dr. Atima Sharma Dwivedi	Principal & Chairperson of Committee	Present
2.	Dr. Gurcharan Singh	Professor, School of Management Studies, Punjabi University Patiala	Present
3.	Mrs. Paramjit Kaur Ghuman	Officiating Principal, Govt. Arts and Sports College, Jalandhar	Present
4.	Dr. Sushma Chopra	Management Nominee	Absent
5.	Dr. Sushma Chawla	Alumni Nominee	Absent
6.	Mr. Sandeep	Industry Nominee, Dream Weavers	Absent
7.	Mrs. Parminder Kaur	Co-ordinator IQAC & HOD Physics Dept.	Present
8.	Dr. Gopi Sharma	Autonomy Co-ordinator , IQAC Core Committee Member	Present
9.	Dr. Jatinder Pal	IQAC Core Committee Member , Dean Research & IQAC Member	Present
10.	Mrs. Suman Khurana	IQAC Core Committee Member , HOD, Computer Sci. and Apps.	Present
11.	Dr. Neeraj Maini	IQAC Core Committee Member , HOD, Commerce	Present
12.	Dr. Manmohan Singh	IQAC Core Committee Member	Present
13.	Mr. Manoj Sharma	Administrative Officer	Present
14.	Mr. Munish	Administrative Officer	Present

Agenda Item: IQAC:2018:1 To discuss the action taken during academic year 2017-18.

Mrs. Parminder Kaur, IQAC Co-ordinator apprised the house about the action taken report of the academic year 2017-18. She explained the following progress made by the institution in different criterion:

Plan of Action	Achievements (Detail in Action Taken Report)
New courses and Teaching Learning	
To introduce innovative short- term skill development certificate courses under various sector skills and to plan new courses	<p>Six skill development certificate courses were introduced during the session. For session 2018-19, seventeen new courses were planned and 24 BOS were organised in different subjects.</p> <p>Seventeen new UG, PG and diploma programmes were planned.</p>
To use innovative teaching methods and to prepare more e-content	<p>Innovative teaching methods like group discussions, student seminars, student–student workshops, power point presentations were used.</p> <p>Students are provided ICT based education. Those teachers are rewarded who use maximum e-content.</p> <p>JMC Department is running radio VOW with talk of relevant topics by faculty members being a regular feature.</p>
To organise PPT competitions, class seminars, quiz, educational visits	<p>To promote teaching learning 54 activities comprising PPT competitions, quiz, poster/model making competitions, paper presentations etc. were held during the session.</p> <p>Thirty nine educational trips were organised during the session.</p>
To organise workshops and s for students & teachers interaction with renowned resource persons	<p>More than seventy renowned resource persons delivered invited talks, interacted with the students and enlightened them students and teachers during three seminars, 26 workshops and 24 extension lectures organised during the session to supplement class room teaching.</p>
To organise FDPs to improve professional competency of faculty and quality enhancement. Also to encourage faculty to attend FDPs	<p>The Institution organised five Faculty Development programmes in the college which were attended by the faculty. Four teachers attended refresher courses, three teachers attended orientation courses</p>

	at University level and two teachers attended workshops at National level.
To conduct regular class tests and MSTs	Regular class tests were organised in all the departments and MSTs were held at central level once in each semester.
To organise Interdisciplinary competitions and lectures	Many interdisciplinary competitions like Anubhuti, Scibration-18, Brainstorm and Gophar@17 and other competitions, workshops and extension lectures were held.
To contribute more in up-gradation of syllabi by proposing the syllabi as per the need of the hour	Faculty has revised syllabus introducing COS and PSOs for all the first year courses for the session 2018-19. Faculty has also contributed in revision of syllabus of other classes by attending BOS at University level. 24 BOS were held in the College and 25 teachers were members of various committees at University level to make contributions.
To send students for industrial training or in-field training	More than 139 students went for various internships and training programmes during the session for hands on field experience.
To organise exhibitions and fairs	Institution has organised exhibitions like Commerce Mela by Commerce Dept., Prayaas by FD Dept., Gastro-Fest by Zoology Dept., Start-up 2017 by JMC Dept. Christmas and New Year sale at Sukriti-the Retail Lab by B.Voc Retail Management students etc. to impart practical training to students in their respective fields
To inculcate scientific temperament amongst students	
To carry out extended practical, projects, experimental workshops	During 2017-18, Science students performed 41 extended practicals, 50 investigatory projects and 64 demonstrations. Six experimental workshops were held to give hands on training to students. Due to excellent work, the Vikram Sarabhai Club

	under VIPNET, DST got upgraded to Bronze level.
To apply for next level of FIST grant	Proposal was sent to DST for FIST grant phase II, and the Institution got 1.2 Crore FIST grant for research, teaching facilities, infrastructure and maintenance of equipment.
To organise seminars	Two seminars were organised by the Department of Chemistry and a week-long FDP was organised by Science Faculty on 'Recent Developments and Techniques in Teaching and Learning in UG Programs'.
Botanical garden upgraded	Herbal garden was developed in Botanical garden and students were taught the medicinal values of herbal plants.
Research and Consultancy	
To send proposal for Seminars, Minor and Major research projects	Teachers were motivated to send proposals for seminars and conferences.
To inspire faculty to present papers in national and international seminars and conferences.	Faculty has presented 19 papers in International conferences and 25 in National seminars.
e-publication of four journals (Panorama, The Oracle, Unmeelan and IJERCM) published by KMV	A separate website was created for e-publication of these Journals.
Books and department level journals published by Hindi, English, Commerce & Social Sciences department	Faculty has published 11 books and 16 book chapters. Department level Journals Prayaas, IJERCM, Unmilan an e-magazine of Physics KMV-PHY Spectrum have also been published.
Encourage faculty to publish papers in reputed Journals and to supervise more Ph.D.s	Faculty has published 42 papers in International, 17 papers in National Journals. One paper has been published in conference proceedings. Faculty is supervising 7 Ph.D. students.
To promote research, Inspire camp will be organised To organise Inspire Camp for promoting research and scientific	8th Inspire camp was organised from 30th Jan, 2018 to 3rd Feb, 2018 in which more than 200 students from 14 schools of Punjab participated.

temper	
To organise exhibitions and stalls of the items designed by vocational study departments organised as part of consultancy services	To promote consultancy services a number of exhibitions as well as stalls were organised by Vocational and other Departments like Prayaas by FD Dept, Start-up 2017 by JMC Dept. Christmas and New Year sale at Sukriti- the Retail outlets by B.Voc Retail Management students. Day care centre for kids of working women is also run by Department of Home Science.
Global Endeavours	
To Strengthen the collaboration with Foreign universities like Chatham, Lesley and Boston university	Principal Dr. Atima Sharma visited Lesley University from 25 th June to 29 th June 2018 and discussed additions in MOU like student & faculty exchange and admissions. Principal Dr. Atima Sharma also visited Boston University and discussed options for joint research publications, exchange of academic materials and other information and Interactive participation in joint conferences & seminars through visits & video conferencing.
To organise student exchange programmes with Chatham and Boston universities	Vijeta Saini, a student of B.A.(Hons. School in English) participated in the Summer course under 'KMV-Boston Students Exchange Programme' at Boston University, USA.
Infrastructure Development	
To purchase more books and Journals for library	In this year 782 books worth 287976.50 rupees were purchased and 3000000 new e-books were added. Apart from this 148 DVDs were added to library.
To add more labs in various departments	A concert hall and a Listening Lab was set up in the Music Department.
To preserve old resources under heritage grant and to construct	About 1036 books and rare manuscripts were preserved and digitalised as archives in Library.

heritage memorial	Historical Krishana Hall was set up as Hall of Fame with Murals and Heritage memorial costing Rs 319,000 was constructed.
To purchase more equipments for science labs and upgrade ICT-based infrastructure for new courses	Science equipment, 12 more computers and printers were purchased. An additional 6Mbps leased line was added in the campus to enhance the speed of internet.
To upgrade labs under Kaushal Kendra for skill development of students	Labs under Kaushal Kendra were upgraded with more computers and equipment for providing hands-on training
To implement CPE project and Star College Scheme	CPE project and Star College Scheme was implemented successfully and advisory meetings for both the schemes were held. The Institution got Star College Status after the work done was presented at the evaluation meeting at New Delhi on 8 th May, 2018. This status is awarded due to excellent performance under this scheme like addition of new practical, student projects, interdisciplinary projects, inter-college competitions, faculty development program, student-student mentoring and other extension activities.
Student Support Activities	
To strengthen teacher- student and student – student mentoring	Mentoring process of students is carried over successfully under which students are provided guidance throughout the session.
To strengthen Student Welfare Department along with Readers club, Book Bank, Cell against Sexual Harassment, Anti ragging cell, Grievance Cell, Lost and Found Club	All student support services are popularised among students by putting up boards and through website. Names and emails of incharges are provided to students for efficient communication. Apart from this a number of activities are carried by Anti Ragging cell, Book Bank, Student Wellness Club, Stress Buster Club and Lost and Found Cell to help

	students.
To organise welcome function for new students 'Saraswati Puja', Talent Hunt, Foundation programme and other student activities	On 5 th Aug, 2017 to mark the auspicious start of 132 nd academic session and to welcome new entrants, Saraswati Pooja was organised in its traditional fervour. Talent hunt was also organised to recognise talent among new students.
To strengthen the linkages and collaborations with industry for training and placements	Institution established linkages for the promotion of research, publications, industrial training of students and placements in industry. About 700 students were provided opportunity to attend internships and industrial visits.
To enhance the concessions for needy and deserving students	Concessions worth more than ten lakh were provided to needy and deserving students and all the merit students were given liberal scholarships as per college policy.
To organise placement drives and career orientation programmes	Placements and Counselling is promoted by organizing lectures concerning career planning, providing information on job availability and industrial training. About 13 career oriented lectures were organised. The Placement Cell invited 14 companies for campus recruitment and 130 students were placed during on- campus placement drive.
To upgrade Book Bank to help students	On 17 th Jan, 2018, KMV Book Bank which operated under the aegis of the Dept. of Student Welfare distributed free books to the students. As the new session commenced the KMV Book Bank put up an exhibition of books of all subjects. As many as 500 students donated their old books and 400 students got books on various subjects.
To organise remedial classes for students	Remedial classes for slow and average students and special classes for advanced learners were

	organised
To take regular feedback from students at departmental levels and central level	Regular feedback is taken by IQAC from students at central level. Some departments also take feedback and suggestions regarding timetable, syllabus and infrastructure from students.
To train and send students for various inter-college competitions and Youth festival for their holistic growth	Students are provided expert training for Youth Festival and other inter-college competitions to showcase and chisel their talent and personality.
To organise Yoga classes, Self – Defense classes, Personality Development classes, Spoken English classes, IELTS classes and other competition classes	Right from appointing the Students' Council, Student welfare department of the college is working efficiently and takes care of all the student support activities like student wellness, stress busting, organizing Yoga classes, Self-defence classes, Personality Development classes, Spoken English classes, IELTS classes and other competition classes.
To organise hobby classes during summer vacation	During summer vacation hobby classes in cooking, IT skills, communication skills and beauty care were organised from 1 st May, 2018 to 15 th May, 2018. It was a purely practical training which was activity based. Students were also taught communication skills through role-play method, picture composition and situational teaching.
To organise motivational lectures for students during morning assembly and Moral education classes	Motivational talks were delivered by Principal Madam and faculty during morning assembly. Moral education classes were held for all second year students. Under autonomous status, moral education course will be added as a grade based paper in IInd semester of all programmes to teach ethical values to students.
To organise alumni meet and to make it a regular feature	A Special Alumni Meet " Heritage Alumni Meet " was organized on 16th Sept., 2017 to mark 132 nd

	<p>glorious years of providing value based nurturing of enlightened young women. The meet witnessed an overwhelming response of around 900 KMVites whose indebtedness, affection, affinity and nostalgia came to the fore during their visit to their alma mater.</p>
<p>To organise annual farewell function 'Amar Jyoti' for outgoing students</p>	<p>KMV organized the pious Amar-Jyoti function on 17th April, 2018 to mark the culmination of the academic session 2017-18 in which about 1000 students were given a traditional farewell.</p>
<p>Social Responsibility</p>	
<p>To organise social extension activities at department level</p>	<p>Departments organised at least 17 social extension activities like food adulteration checking in villages, visiting orphanages & Pinglaghar, running empathy corner etc.</p> <p>Teachers from Department of English, Political Science and Computer science recorded talking books for blind statements of 12th class of CBSE Board in collaboration with an NGO, Saksham.</p>
<p>To hold vocational training workshops for under-privileged women under Women Studies Centre</p>	<p>Vocational training workshops were held for under-privileged women in which about 57 women were trained in textile designing, stitching, IT skills etc.</p>
<p>To organise visits to adopted school comprising under privileged children to educate and distribute books and other necessary items as per requirement</p>	<p>P.G. Department of Commerce, Dept. of History and P.G. Department of Physics visited the adopted Banarsi Dass School, Transport Nagar, Jalandhar and helped under-privileged children, providing stationery, study material and items of daily use to the students.</p> <p>Students were also taught about personal hygiene and sanitation.</p>

<p>To Encourage students to be responsible citizens by creating awareness regarding electoral process, traffic rules etc.</p>	<p>Department of Political Science held workshops on Punjab Right to Service Act 2011 and voting rights under 'Sveep' programme to create awareness amongst students.</p>
<p>To Encourage students to conserve environment by tree plantation drives, eco-friendly festival celebration and by celebrating environment related days like World Ozone, Water Conservation Day, World AIDS Awareness Days, Protection Earth Day and through other activities under Saplings of Life Club</p>	<p>Plantation drive at Apahaj Ashram, tree plantation and cleanliness drive at villages, cleanliness drive on the eve of Diwali, eco-friendly diwali rally, plantation drive with Rotary Club, tree plantation at Banarsi Dass Charitable School, tree plantation at Transport Nagar were the main environment-related activities organised by different departments. Various activities like Poster competition, Rangoli and Street play were organized under the event to sensitize the students about the issue of ozone depletion on World Ozone Day. The theme of the event was "Caring for all under the Sun." by Saplings of Life Club.</p>
<p>To continue serving humanity with Empathy corner, to help the needy people</p>	<p>Empathy corner was run successfully by departments as per schedule provided by Dean Social Welfare.</p>
<p>To hold training workshop for senior citizens and women for e-learning</p>	<p>Department of Computer Science and IT held two one month long workshops for 22 senior citizens and 173 police women in mobile communication and IT skills from 04th to 15th Dec., 2017 and 7th to 17th March, 2018 respectively.</p>
<p>To organise the cleanliness drives, cancer awareness drives, blood donation camp, world AIDS day, visit to old Age Homes, Orphanages, Pingalwara and other social welfare activities in adopted schools and villages.</p>	<p>All these activities were organised under social extension cell and by different departments. Students registered in Swatch Bharat Internship Programme in June 2018. College also got registered with Unnat Bharat Abhiyaan.</p>

To organise value-based activities like Havan, Saraswati Puja, Moral Education programme, Monday Morning assembly, celebration of birth anniversary of freedom fighters etc.	On 13 th July, 2017 KMV Havan was performed to begin 132 nd academic session 2017-18. On 05 th Aug, 2017 to mark the auspicious start of 132 nd academic session Saraswati Pooja was organised in its traditional fervour. Apart from these 23 value based activities were under taken during the session.
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The members of the house appreciated the progress made by the institution during the year 2017-18.

The house approved the Agenda Item 1.

Agenda Item: IQAC:2018:2. To discuss and approve the plan of action for the academic session 2018-19.

IQAC co-ordinator further discussed the planning of action for the academic session 2018-19 in various criterions. She described the various planned activities under New Courses and Teaching Learning, Research and Consultancy, Global Endeavours, Infrastructure Development, Governance and Leadership, Student Support Activities, Social Responsibility.

Plan of Action
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.
To use innovative teaching –learning methods.
To organise International Conference.
To organise workshops and extension lectures for students & teachers interaction with renowned resource persons
To organise FDPs to improve professional competency of faculty and quality enhancement.
To up-grade the syllabi of existing programmes.
To send students for industrial training and in-field training
To organise exhibitions and fairs
To inculcate scientific temperament amongst students
To carry out extended practical, projects, experimental workshops and other activities under

Star College Scheme of DBT.

To implement FIST project successfully.

Research and Consultancy

Research policy will be framed and initiatives will be taken to promote research.

To inspire faculty to present papers in national and international seminars and conferences.

e-publication of four journals (Panorama, The Oracle, Unmeelan and IJERCM) published by KMV and publication of books and department level journals.

Faculty will be encouraged to publish papers in reputed Journals and to supervise more Ph.Ds

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.

To try for signing MOU with more International universities.

Infrastructure Development

To purchase more books and Journals for library

To add more labs in different departments and to upgrade labs under Kaushal Kendra for skill

To purchase more equipments for science labs and upgrade ICT based infrastructure for new courses

To upgrade the central software

Governance and Leadership

Under the status of autonomous College different committees will be formed.

New policies like examination and evaluation policy, sports policy etc. will be approved and implemented.

Student Support Activities

To strengthen mentoring, and other student support services and to take feedback of students.

To strengthen the linkages and collaborations with industry for training and placements and to organise placement drives and career orientation programmes

To enhance the concessions for needy and deserving students

To train and send students for various inter-college competitions and Youth festival for their holistic growth

To organise Yoga classes, Self – defense and other such training programmes and hobby classes.

To organise alumni meet and to make it a regular feature

Social Responsibility

To organise social extension activities at Department level and at central level.

To participate in all Government initiatives for the society.

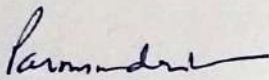
To carry over activities for uplifting under privileged section of society.

To enhance value based activities to make students more responsible citizens and good human beings.

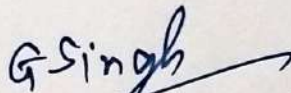
To take environment protection initiatives and activities.

The members of the house gave some valuable suggestions to take more initiatives to promote research and to organize more FDPs and Extension Lectures etc.

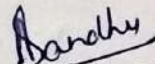
The house approved the Agenda Item 2.



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



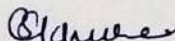
Dr. Gurcharan Singh
Professor, School of
Management Studies
Punjabi University Patiala



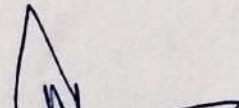
Mrs. Paramjit Kaur Ghuman
Officiating Principal, Govt.
Arts and Sports College,
Jalandhar



Dr. Gopi Sharma
IQAC Core Committee
Member, Autonomy
Coordinator



Mrs. Suman Khurana
IQAC Core Committee
Member, HOD, Computer
Dept.

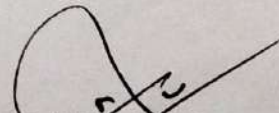


Dr. Neeraj Maini
IQAC Core Committee
Member,
HOD, Commerce Dept.

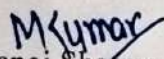


Dr. Jatinder Pal
Dean Research,
IQAC Core Committee
Member

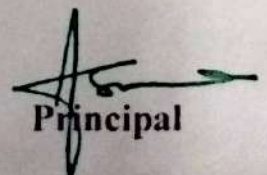
Mr. Sandeep
Industry Nominee,
Dream Weavers



Mr. Munish
Administrative Officer



Mr. Manoj Sharma
Administrative Officer



Principal

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:

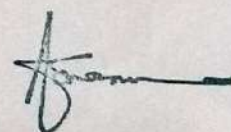
1. To discuss admission promotion plan for session 2019-20.
2. To promote paper publications in quality Journals
3. To share proceedings of Academic Council meeting
4. To discuss division of work in bigger departments

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

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

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

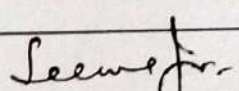
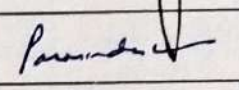
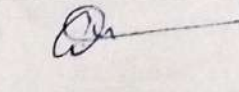
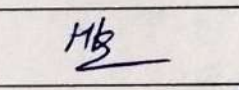
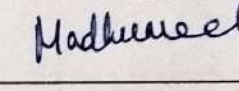
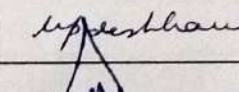
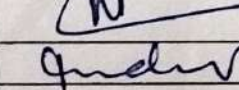
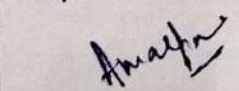
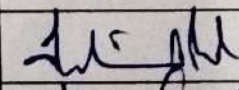
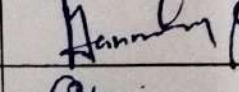
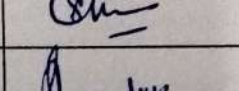
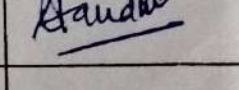
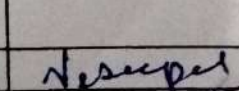

Kanya Maha Vidyalaya, Jalandhar

(An Autonomous College)

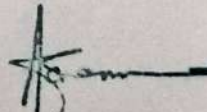
Internal Quality Assurance Cell (IQAC)

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	
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	
6.	Dr. Madhumeet	Dean Student Welfare Dean, Languages	
7.	Dr. Updesh Kaur	Chemistry & HOD Dean, Sciences	
8.	Dr. Neeraj Maini	Commerce & HOD Dean, Commerce	
9.	Mrs. Indu Bhatt	Economics & HOD	
10.	Mrs. Amarpreet Khurana	Dean Economics & Business	
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	
14.	Mrs. Sadhana Tandon	Zoology & HOD Dean Life Sciences & Environment related activities	
15.	Dr. Vinod Kalra	Hindi & HOD Dean, Languages	
16.	Mrs. Veena	Mathematics & HOD	

	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

Kanya Maha Vidyalaya, Jalandhar

(An Autonomous College)

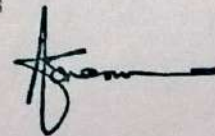
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5.	Ms. Hardeep Kaur	Controller of Exams	Hardeep Kaur
6.	Dr. Madhumeet	Dean Student Welfare Dean, Languages	Madhumeet
7.	Dr. Updesh Kaur	Chemistry & HOD Dean, Sciences	Updesh Kaur
8.	Dr. Neeraj Maini	Commerce & HOD Dean, Commerce	Neeraj Maini
9.	Mrs. Indu Bhatt	Economics & HOD	Indu Bhatt
10.	Mrs. Amarpreet Khurana	Dean Economics & Business	Amarpreet Khurana
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 Khurana
14.	Mrs. Sadhana Tandon	Zoology & HOD Dean Life Sciences & Environment related activities	Sadhana Tandon
15.	Dr. Vinod Kalra	Hindi & HOD Dean, Languages	Vinod Kalra
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33.	Mrs. Manpreet Kaur	JMC & HOD	
34.	Ms. Baldeep Kaur	Bioinformatics & HOD	
35.	Ms. Navgeet Kaur	Biotechnology & HOD	
36.	Ms. Geetika Singh	Sociology & HOD	Geetika Singh



Principal

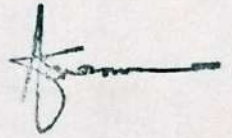
Kanya Maha Vidyalaya, Jalandhar
(An Autonomous College)
Internal Quality Assurance Cell (IQAC)

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.

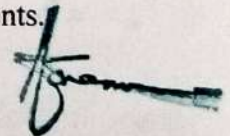
All Faculty members attended the FDP :

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.

3.	To describe the Mentor's Mentee Booklet among the whole faculty Members	<p>must be considered.</p> <p>The Booklet named as "Mentor's Mentee Booklet" should be printed and given to each mentor as per the strength of the students.</p>	<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
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KANYA MAHA VIDYALAYA JALANDHAR

LIST OF TEACHING STAFF (2018-2019)

Agenda:- Meeting the Mentors

Venue:- Conference Hall
Time:- 2:30 pm

Prof. (Dr.) Atima Sharma Dwivedi Principal

ENGLISH

- Mrs. Seema Jain
- Dr. Madhumeet
- Mrs. Vanita 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 Kherra
- 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)
- Ms. Sumedha Sehgal

LIBRARIAN

- Mrs. Hema Saini

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/Mohindran
- Ms. Simran Kaur
- Ms. Arushi
- Ms. Hitasha Nanda
- Ms. Shoranjit

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
- Mrs. Deepshikha Sharma
- Ms. Saloni 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. Tamarpreet Kaur
- Ms. Prabha
- Ms. Navjit Kaur

PHY. EDUCATION

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

SOCIOLOGY

- Ms. Geetika Singh

DANCE

- Ms. Ritika Chopra

COSMETOLOGY

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

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 B. 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
- Ms. Maninder Kaur

FOOD SCIENCE

- Ms. Kavita
- Ms. Harleen Kaur

MICRO-BIOLOGY

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

BIO-TECH

- Ms. Navgeet
- Ms. Latika Khosla
- Dr. 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 Kapalsingh
- Mrs. Narinderjit Kaur
- Dr. Abhimanu Dhir
- Mrs. 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)
- Mrs. Kajal Verma (Retail Management)
- Ms. Dilpreet Kaur (Retail Management)
- Ms. Prashoon Mishra (Retail Management)
- Ms. Kamini Chhabra (Mgt. & Secretarial Practices)
- 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. Harinder Kaur (FD)

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

LIST OF TEACHING STAFF (Adhoc)

(2018-2019)

ENGLISH

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

HINDI

Ms. Neha


SANSKRIT

Ms. Mamta Sharma

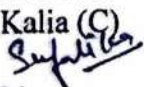
PUNJABI

Ms. Renu Bala 
Ms. Satinder Kaur 

PSYCHOLOGY

Ms. Surabhi Sharma 

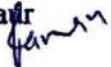
ENVIROMENT SC.

Ms. Sufalica Kalia (C) 

ECONOMICS

Ms. Deepka Rani
Ms. Aarti Gupta (PT)


POLITICAL SC.

Ms. Ramanpreet Kaur 

HISTORY

Ms. Rupinder Kaur

HOME SCIENCE

Ms. Vanshika Jain 

MUSIC

Ms. Ritu Bhardwaj
Sh. Rama Kant





DANCE

Ms. Meenakshi


COMMERCE

Mrs. Tripti Arora (C) 
Ms. Sharanjeet 


COMPUTER

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


PHYSICS

Ms. Alpa Pahwa (C) 
Ms. Satvir Kaur

MATHEMATICS

Sh. Sachin Kumar (C) 


PHILOSOPHY

Dr. EKTA SAINI 

BIOLOGY

Ms. Gurwinder Kaur
Ms. Anita Pathania

CHEMISTRY

Ms. Sharanjeet Kaur (C) 
Ms. Amandeep Kaur

DPE

Ms. Ramanjot Kaur 

DRAWING & PAINTING

Ms. Neelam

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

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All Faculty members attended the FDP :

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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 Sahn	Political Science & HOD	<i>Ashima Sahn</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>

Veena Deepak (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

IQAC Meeting held on 06-08-18

A Faculty Development Programme will be organised by IQAC with all teaching faculty members at 02.30 p.m. in conference Hall on 06-08-2018.

The following points will be discussed:

1. To train faculty member for grouping of students in management information system.
2. The staff was made aware how to mark attendance and assess registration page through teacher ID.


Principal

Kanya Maha Vidyalaya, Jalandhar

(An Autonomous College)


IQAC Meeting Minutes

Meeting Date: 06.08.2018

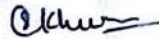
A Faculty Development Programme was organised by IQAC with all teaching faculty members at 02.30 p.m in Conference Hall to train the staff for online daily attendance on software portal.


The following points were discussed:


1. How to make groups of students as per time table of teachers.
2. How to mark attendance and assess registration page through teachers Id provided to them.

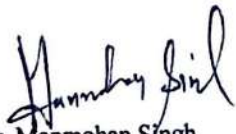

Mrs. Parminder Kaur
IQAC Co-ordinator,
HOD Physics Dept.



Ms. Hardeep Kaur
Registrar, COE


Mrs. Suman Khurana
IQAC Core Committee
Member, HOD
Computer Dept.


Dr. Gopi Sharma
IQAC Core Committee
Member, Autonomy Coordinator


Dr. JatinderPal
Dean Research
IQAC Core Committee Member


Dr. Manmohan Singh
IQAC Core Committee
Member


Dr. Neeraj Maini
IQAC Core Committee Member,
HOD Commerce Dept.



Principal

Action Taken Report (ATR)

On

IQAC Meeting held on 06-08-2018

Sr.No.	Agenda Item	Decision taken in meeting	Action Taken
1.	To train faculty member for grouping of students in management information system.	The staff was trained for how to create a group of student's in management information software.	Management information software is used by staff and online record is maintained.
2.	The staff was made aware how to mark attendance and assess registration page through teachers ID.	The staff was trained for online daily attendance on software portal.	Daily Online attendance is recorded by staff on software and cumulative report is generated by examination cell.


Principal
Kanya Maha Vidyalaya
Jalandhar

Prof. (Dr.) Atima Sharma Dwivedi, Principal

ENGLISH

- Mrs. Seema Jain
- Dr. Madhumeet
- Mrs. Vanita Khanna
- Mrs. Shalini Gulati
- Mrs. Seema Arora
- Dr. Reema Sharma
- Mrs. Ritu Partha Datta Roy
- Mrs. Satinder Kaur (Visiting Prof.)
- Mrs. Tejswani
- Mrs. Aarti Sharma
- Mrs. Nisha Sharma
- Mrs. Yamini Kukreja
- Mrs. Sarvinder Kaur
- Dr. Vinod Kataria
- Dr. Rupika Dhan
- Dr. Anushrutha
- Dr. Lavleen Kaur

COMMERCE

- Dr. Neeraj Maini
- Dr. Subina Butra
- Mrs. Rashmi Sharma
- Mrs. Rashmi Bindra
- Mrs. Ritu
- Mrs. Namita Kochhar
- Mrs. Poonam Jairath
- Mrs. Harjot Kaur
- Mrs. Yasmin
- Mrs. Alisha Kakkur
- Mrs. Neta
- Mrs. Anshita Vatta/Mobindru
- Mrs. Simran Kaur
- Mrs. Arushi

COMPUTER

- Mrs. Suman Khurana
- Mrs. Hardeep Kaur
- Mr. Pardeep Arora
- Mr. Ravi Khurana
- Mrs. Rajni Bansal
- Mrs. Prabhdeep Kaur
- Mr. Nitin Khanna
- Mrs. Gurline Kaur
- Mrs. Vandana Sharma
- Mrs. Gaganpreet Kaur
- Mrs. Jasreet Kaur
- Mrs. Manshara Bir Kaur
- Mrs. Mehak Kohli
- Mrs. Navdeep Kaur
- Mrs. Shivani Sood

SANSKRIT

Dr. Neeraj Sharma

PUNJABI

- Dr. Iqbal Kaur
- Dr. Harpreet Kaur
- Dr. Reema Kumari
- Mrs. Baksho Devi
- Mrs. Lakhwinder Kaur
- Mrs. Seema Kumari
- Mrs. Rajjot Kaur
- Mrs. Manjinder Kaur
- Mrs. Chiranjwan Kaur
- Mrs. Mansdeep Kaur

FINE ARTS

- Mr. Yogeshwar Hans
- Mrs. Rakha Hans

MUSIC

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

ECONOMICS

- Mrs. Anampreet Khurana
- Dr. Jansher Pal
- Mrs. Rajinder Kaur
- Mrs. Mangreet Kaur

PHYSICS

- Mrs. Parminder Kaur
- Dr. Nitu Chopra
- Dr. Sonik Bhatia
- Dr. Sarangeeta Prasher
- Dr. Manmohan Singh
- Dr. Gopi Sharma
- Mr. Harleen Singh
- Dr. Surbhi
- Mrs. Deepshikha Sharma
- Mrs. Pragti Bangoria
- Mrs. Saloni Dagi

PHILOSOPHY

Mrs. Rashmi Rande

HISTORY

- Dr. Gurjot Kaur
- Dr. Monica Sharma
- Mrs. Neenu Chauha

BOTANY

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

HOME SCIENCE

- Mrs. Nitu Talwar
- Mrs. Mani Khora
- Mrs. Harpreet Kaur
- Mrs. Anampreet Kaur (FD)
- Mrs. Tarandeep Kaur (FD)
- Mrs. Amarbir Kaur (FD)
- Mrs. Neha (FD)
- Mrs. Kanika Kaur (FD)
- Mrs. Deepika Singla/Bansal (FD)
- Mrs. Hardeep Kaur (FD)
- Mrs. Gurleen Kaur (FD)
- Mrs. Kamranjot Kaur (FD)
- Mrs. Maninder Kaur (FD)
- Mrs. Navpreet Kaur (FD)
- Mrs. Ritika Dhar (H.Sc.)
- Mrs. Kirti Rani Bhandari (H.Sc.)

MATHEMATICS

- Mrs. Veena Deepak
- Mrs. Anand Prabha
- Mrs. Monika Rani
- Mrs. Anandpreet Kaur
- Mrs. Kirandeep Kaur
- Mrs. Megha Talwar
- Dr. Vinod Kumar Kaul
- Mrs. Sushama Tandon
- Dr. Archana Saini
- Dr. Mansoor Kaur
- Mrs. Navjit Kaur
- Mrs. Prabha Kaur
- Mrs. Tamandeep Kaur

POLITICAL SCIENCE

- Mrs. Ashima Sahni
- Dr. Iqbal Singh

PHY. EDUCATION

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

JOURNALISM

- Mrs. Anpreet Kaur
- Mr. Sahajpal Singh
- Mrs. Nisha Sharma
- Mrs. Sandeep Singh
- Mrs. Vandana Khanna

SOCIOLOGY

- Mrs. Geetika Singh

COSMETOLOGY

- Mrs. Anita Kaur
- Mrs. Gurpreet Arora
- Mrs. Anpreet Kaur
- Mrs. Sarandeep Kaur

LIBRARIAN

Mrs. Pooja Sarin

PSYCHOLOGY

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

ELECTRONICS

- Mrs. Neha Verma
- Mrs. Maninder Kaur

FOOD SCIENCE

- Mrs. Kavita

MICRO-BIOLOG

- Mrs. Latika Trehan
- Mrs. Shivani

BIO-TECH

- Mrs. Navgeet
- Mrs. Preeti Mahey
- Mrs. Latika Khosla

BIO INFORMATICS

- Mrs. Gurpreet Kaur Grewal
- Mrs. Baldeep Kaur

ENVIRONMENT MGT.

- Mrs. Nimneet Kaur
- Mrs. Anika

CHEMISTRY

- Dr. Updesh Kaur
- Dr. Manju Mehra
- Mrs. Tark Sinderpal Kabalsingh
- Mrs. Narinderjit Kaur
- Mr. Abhimannu
- Mrs. Ravneet Saini
- Mrs. Jaspreet Kaur
- Mrs. Samruti Vaid
- Mrs. Neha Arora
- Mrs. Brijika Jaryal

KAUSHAL KENDRA STAFF:

- Mrs. Vibhuti Kalia (Textile & Apparel Tech)
- Mrs. Arti Thakur (Computer I.T.)
- Mrs. Dimple (Mgt. & Secretarial Practices)
- Mrs. Chetna (Retail Management)
- Mrs. Balpreet Kaur (English)
- Mrs. Parveen Lata (Phy.)
- Mrs. Jashpreet Kaur (Nutri., Exer. & Health)
- Mrs. Manpreet Khanna (Photography & I.M.C)
- Mrs. Anampreet Kaur (Management & Secretarial Practices)
- Mrs. Neha (Retail Management)
- Mrs. Pooja (Retail Management)
- Mrs. Pooja (Retail Management)
- Mrs. Kunal (Textile Designing & App. Tech)

COMPUTER (I.T.)

- Mr. Dinesh Kaur (Adj. Faculty in Photography & I.M.C)
- Mr. Karandeep Sidhwa (Visiting Faculty)
- Mr. Rohan Bhandal (Visiting Faculty)
- Mrs. Vandana Khanna (Visiting Faculty)
- Mrs. Rajni Kaur (I.M.C)
- Mrs. Kamna Thakur
- Mrs. Tarandeep (Nutrition)
- Mrs. Gurpreet Kaur (Home Sc.)
- Dr. Pooja Chaudhary (Phy.)
- Ms. Pooja Bora (Phy.)
- Ms. Harpreet Kaur

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

LIST OF TEACHING STAFF (Adhoc)

(2018-2019)

ENGLISH

Ms. Babita

Ms. Gorvi

Ms. Paridhi Tuli

HINDI

Ms. Neha

SANSKRIT

PUNJABI

Ms. Renu Bala

Ms. Satinder Kaur

PSYCHOLOGY

Ms. Surabhi Sharma

ENVIROMENT SC.

Ms. Sufalica Kalia

ECONOMICS

Ms. Deepka Ran

Ms. Aarti Gupta (PT)

POLITICAL SC.

Ms. Ramanpreet Kaur

HISTORY

Ms. Rupinder Kaur

HOME SCIENCE

Ms. Vanshika Jain

MUSIC

Ms. Ritu Bhardwaj

Sh. Rama Kant

DANCE

Ms. Meenakshi

COMMERCE

Mrs. Anju Sharma

Mrs. Tripti Arora

Ms. Sharanjeet

COMPUTER

Mrs. Rajni Marwaha

Mrs. Richa Vij

Mrs. Meenu Katal

Ms. Kawaljit Kaur

PHYSICS

Ms. Alpa Pahwa

Ms. Satvir Kaur

MATHEMATICS

Sh. Sachin Kumar

PHILOSOPHY

Mrs. Rashmi Randev

BIOLOGY

Ms. Gurwinder Kaur

Ms. Anita Pathania

CHEMISTRY

Ms. Amandeep Kaur

Ms. Sharanjeet Kaur

DPE

Ms. Harpreet Kaur

DRAWING & PAINTING

Ms. Neelam


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

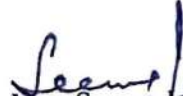
13.	Dip. in Creative Writing in Hindi	Under Consideration
14.	Vaksetu	Under Consideration
15.	Pragtishella DFD after +2	Under Consideration

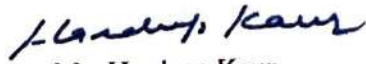
2. It was also discussed as to which new courses can be started from the next academic session. The courses proposed to be started from 2019-20 for which possibilities will be explored were the following:

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

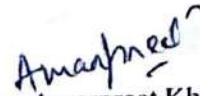
3. Another Proposal was given to start a vocational centre in the evening in the new building for optimum utilization of the existing infrastructure.



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)

Kanya Maha Vidyalaya, Jalandhar

(An Autonomous College)

Internal Quality Assurance Cell (IQAC)

Action Talem 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> <ul style="list-style-type: none"> ▪ 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>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.

- 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

Attendance sheet
KANYA MAHA VIDYALAYA JALANDHAR
 LIST OF TEACHING STAFF (2018-2019)

Date :- 23-07-2018
 Time :- 1:00 pm

Prof. (Dr.) Atma Sharma Dwivedi, Principal

ENGLISH

- Mrs. Seema Jain
- Dr. Madhumest
- Mrs. Vanita Khanna
- Mrs. Shalini Gulari
- 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 Prasher
- 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 Bains

HISTORY

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

HOME SCIENCE

- Mrs. Niti Talwar
- Mrs. Mani Khern
- Mrs. Harpreet Kaur
- Mrs. Amarjot Kaur
- Ms. Tarandeep Kaur (FD)
- Ms. Himrajot Kaur (FD)
- Ms. Neha (FD)
- Ms. Barun Kaur Mann (FD)
- Ms. Deepika Singla/Bansal (FD)
- Ms. Pardeep Kaur (FD)
- Ms. Ramanjot Kaur (FD)
- Ms. Manjinder 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 Bains
- Dr. Iqbal Singh

JOURNALISM

- Mrs. Manpreet Kaur
- Mr. Nehalpal Singh
- Mr. Hardeep Singh
- Mrs. Nidhi Sharma (C)
- Ms. Sumadha Belgul

LIBRARIAN

- Mrs. Jyoti Kaur

COMMERCE

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

FINE ARTS

- Mr. Yogeshwar Hans
- Ms. Neha Mahajan

MUSIC

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

PHYSICS

- Sh. Jiya Lal
- Sh. Abhey Kumar
- Sh. Ashwani Kumar
- Sh. Vikramjit

BIOLOGY

- 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. Saloni 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 Kaur
- Ms. Sakshi

ZOOLOGY

- Mrs. Sadhana Tandon
- Dr. Archana Bains
- Dr. Mandeep Kaur
- Ms. Amanpreet Kaur
- 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
- Ms. Gayatri Arya (Instructor)
- Ms. Anrit Kaur (Instructor)

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
- Ms. Maninder Kaur

FOOD SCIENCE

- Ms. Kavita
- Ms. Harleen Kaur

MICRO-BIOLOGY

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

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 Kabulshigh
- Mrs. Nurinderjit 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. Dinosh Kumar (Adj. Faculty in Animation)
- 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 Puri (Computer Science / Appli.)
- Ms. Harpreet Kaur (Computer Science / Appli.)
- Ms. Rival (Textile Designing & Apparel Technology)
- 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

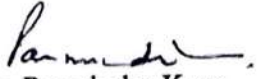
Meeting Date: 11-07-2018


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.

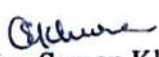
Prof. Mrs. Atima Sharma Diwedi
(Principal)



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 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> <p>Under Graduate Programmes 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> <p>Post Graduate Diplomas 1. P.G. Diploma in Digital Marketing 2. P.G Diploma in Textile Designing</p> <p>Diplomas After 10+2 1. Diploma in Medical Lab Technology 2. Diploma in Early Childhood Care and Education</p>
	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

		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. 	

<p>Faculty on Latest and</p>			<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 										
	<p>To implement FIST project successfully.</p>	<p>Purchase of equipment and books will be completed under FIST grant</p>	<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>										
<p>Research and Consultancy</p>													
	<p>Research policy will be framed and initiatives will be taken to promote research.</p>	<p>Dr. Jatinderpal Dean Research was asked to frame the research policy and research promotion initiatives like allocation of seed money.</p>	<p>Seed money was allocated to five research projects undertaken by:</p> <table border="1"> <tr> <td>1. Dr. Pardeep Arora and Team (Dept of Computer Sc)</td> <td>Rs.30000</td> </tr> <tr> <td>2. Dr. Monika Rani & Team (Dept of Mathematics)</td> <td>Rs.30000</td> </tr> <tr> <td>3. Mrs. Rashmi Bindra & Team (Dept. Of Commerce)</td> <td>Rs.20000</td> </tr> <tr> <td>4. Mr. Sehajpal Singh & Team (Dept of JMC)</td> <td>Rs.22000</td> </tr> <tr> <td>5. Mrs. Seema Jain & Team (Dept of English)</td> <td>Rs.11000</td> </tr> </table>	1. Dr. Pardeep Arora and Team (Dept of Computer Sc)	Rs.30000	2. Dr. Monika Rani & Team (Dept of Mathematics)	Rs.30000	3. Mrs. Rashmi Bindra & Team (Dept. Of Commerce)	Rs.20000	4. Mr. Sehajpal Singh & Team (Dept of JMC)	Rs.22000	5. Mrs. Seema Jain & Team (Dept of English)	Rs.11000
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4. Mr. Sehajpal Singh & Team (Dept of JMC)	Rs.22000												
5. Mrs. Seema Jain & Team (Dept of English)	Rs.11000												
	<p>To inspire faculty to present papers in national and international seminars and</p>	<p>College will promote participation in National and International</p>	<p>Duty Leaves to present papers in national and international seminars and conferences is implemented;</p>										

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)

	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) Printer All in One (01) Cosmetology Lab is under construction
	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 Statutory committees are formed under Autonomy	All the Statutory and Non-Statutory 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