



SH. L.N. HINDU COLLEGE, ROHTAK

(Affiliated to M.D. University, Rohtak)
Accredited by NAAC with B (2.74) Grade

Tel: 01262-265345

MINUTES OF THE MEETING

Date-August 30, 2022

Venue-IQAC Room, Sh. L. N. Hindu College, Rohtak

Members Present :

Dr. Rashmi Chhabra, Offg. Principal
Dr. Neelam Maggu (Associate Professor, Dept. of Commerce)
Mrs. Bandana Ranga (Assistant Professor, Dept. of Economics)
Dr. Shikha (Assistant Professor, Dept. of English)
Dr. Shalu Juneja (Assistant Professor, Dept. of Commerce)
Dr. Deepti Sharma (Assistant Professor, Dept. of Commerce)
Mrs. Raunak Rathee (Assistant Professor, Dept. of English)
Mrs. Chandna Jain (Assistant Professor, Dept. of Economics)
Mrs. Pooja Chawla (Assistant Professor, Dept. of Computer Science)
Sh. Sudershan Dhingra, President, Hindu Education Society
Sh. Subhash Chugh (Alumni)
Sh. Pawan Kumar Dhingra (Deputy Superintendent)
Ms. Siddhi (Student, B.A I)
Ms. Tisha Jain (Student, B. Com II)
Mr. Sanjeev Maggu (Member from Industry)

Following members could not attend the meeting due to some unavoidable circumstances: -

Dr. Meenakshi Gugnani (Associate Professor, Dept. of Mathematics)
Dr. Rajni Kumari (Assistant Professor, Dept. of Political Science)
Sh. Jitender Mehta, General Secretary, Hindu Education Society
Mr. Neeraj Chawla (Member from Industry)

Proceedings:

1.1 Opening Remarks by Principal:

The Principal, Dr Rashmi Chhabra welcomed all the members to the 1st IQAC meeting of the session 2022-23. She emphasized the importance of continuous improvement and quality enhancement in the institution and also highlighted the need for introducing new courses and subjects to keep up with the evolving educational landscape.

1.2 Confirmation of Minutes of Meeting held on May 05, 2022:

The minutes of the previous meeting held on May 05, 2022, were confirmed by the members without any amendments.

1.3. Proposals to be sent to DGHE for New Courses and National Seminar of Hindi and Commerce:

Dr Neelam Maggu, IQAC Coordinator proposed to send proposals to DGHE to introduce B.Sc. Computer Science and additional subjects of Psychology and Geography in the B.A course, keeping in view the ever-increasing demand of students for these courses. It was also decided that IQAC team will send proposals to DGHE for organizing National Seminars on Hindi and Commerce to promote academic discourse and research in these areas.

The members agreed that these additions would enhance the academic offerings of the college

Action to be taken by IQAC team to Prepare Proposals for new courses and seminars to be sent to DGHE.

1.4 Initiating steps to implement NEP 2020 effectively:

The members discussed the steps to be taken to effectively implement the National Education Policy 2020 in the college with a focus on multidisciplinary education and skill development.

It was decided to form a committee to oversee the implementation process.

Action to be taken by Academic Committee to initiate steps to implement NEP 2020 effectively.

1.5 Encouraging students to indulge in community services:

The importance of community service was highlighted by members of the management and it was decided unanimously to encourage students to participate in community service activities to develop a sense of social responsibility and planned to integrate such activities into the curriculum. It was proposed to organize health check-up camps for girl students in the adopted villages of Bahu Akbarpur ,Sunaria Village to promote health and well-being among the community.

Action to be taken by NSS and UOP units of College

1.6 Proposal to be sent to management for setting up of Incubation centre in college:

A proposal to set up an Incubation Centre in the college was discussed by the members, aiming to foster innovation and entrepreneurship among students and it was decided to send the proposal of setting up of Incubation Centre to the management for consideration.

Action to be taken by IQAC team by drafting proposal for setting up of incubation Centre

1.7 College planning to apply for 3rd cycle of NAAC accreditation:

The Principal informed the members that college is going to apply for the 3rd cycle of NAAC accreditation to maintain and enhance the quality of education and infrastructure.

Action to be taken by IQAC team by reviewing the previous AQARs and drafting SSR for Accreditation process

1.8 Plan to go for Gender audit, Green audit, and Energy audit:

The members discussed the plan to conduct gender audit, green audit, and energy audit in the college to ensure sustainability and inclusivity.

1.9 Preparation of Activity Calendar:

The IQAC emphasized the importance of creating a comprehensive activity calendar for the upcoming session. This calendar will outline various academic, cultural, and extracurricular activities planned for students. It was agreed upon to prepare an activity calendar for the session, outlining various events, workshops, and academic activities. This calendar will serve as a roadmap for the smooth functioning of the institution throughout the academic year.

1.10 Administrative approval of Rs 50 Lakh as 2nd Installment under RUSA

During the meeting, Principal Dr. Rashmi Chhabra informed the House that the administrative approval of ₹50,00,000 as the second installment under the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) 2.0 has been received. This funding will be utilized for the procurement of necessary equipment, and efforts will be made to expedite the process. She emphasized the importance of utilizing this grant effectively and efficiently to enhance the overall academic and research facilities at our college.

The House was pleased to receive this update, recognizing the importance of enhancing educational infrastructure through such initiatives.

Minutes recorded by:

IQAC Coordinator

Date: August 30, 2022



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MINUTES OF THE MEETING

Date-November 28, 2022

Venue-IQAC Room, Sh. L. N. Hindu College, Rohtak

Members Present:-

Dr. Rashmi Chhabra, Offg. Principal
Dr. Neelam Maggu (Associate Professor, Dept. of Commerce)
Mrs. Bandana Ranga (Assistant Professor, Dept. of Economics)
Dr. Shikha (Assistant Professor, Dept. of English)
Dr. Shalu Juneja (Assistant Professor, Dept. of Commerce)
Dr. Deepti Sharma (Assistant Professor, Dept. of Commerce)
Mrs. Raunak Rathee (Assistant Professor, Dept. of English)
Mrs. Chandna Jain (Assistant Professor, Dept. of Economics)
Sh. Sudershan Dhingra, President, Hindu Education Society
Sh. Jitender Mehta, General Secretary, Hindu Education Society
Sh. Pawan Kumar Dhingra (Deputy Superintendent)
Ms. Siddhi (Student, B.A I)
Ms. Tisha Jain (Student, B. Com II)
Mr. Neeraj Chawla (Member from Industry)

Following members could not attend the meeting due to some unavoidable circumstances: -

Dr. Meenakshi Gugnani (Associate Professor, Dept. of Mathematics)
Dr. Rajni Kumari (Assistant Professor, Dept. of Political Science)
Mrs. Pooja Chawla (Assistant Professor, Dept. of Computer Science)
Sh. Subhash Chugh (Alumni)
Mr. Sanjeev Maggu (Member from Industry)

Proceedings:

2.1 Opening remarks by Dr Rashmi Chhabra, Chairman IQAC and Welcome to the members of IQAC

The meeting commenced with the Principal, Dr Rashmi Chhabra, extending a warm welcome to all members of the team, with a special mention of the external experts who graced the meeting with their presence. She appreciated the unrestricted backing and ground-breaking concepts provided by the members, thus helping in making the college a hub of knowledge, research and innovation.

2.2 Proposals for New Courses and Seminars:

IQAC Coordinator Dr Neelam Maggu, informed the house that college has submitted proposals for Hindi and Commerce seminar and for approval of new courses on Nov 21, 2022. Members appreciated the untiring efforts of IQAC Team

2.3 Confirmation of Minutes of the Last Meeting:

The minutes of 1st meeting of the session held on August 30,2022 were circulated among all the members.

The house considered and resolved that the minutes of the IQAC meeting held on August 30,2022 be confirmed

2.4 Formation of Committees for Internal Academic and Administrative

Audit:

The chairperson highlighted the importance of establishing a robust internal audit system to ensure the continuous improvement of academic and administrative processes within the college.

It was discussed that the IAAA serves as a vital tool to enhance institutional excellence by identifying strengths, weaknesses, opportunities, and threats in both academic and administrative domains and evaluates teaching methodologies, curriculum relevance, student performance, faculty competence, and research contributions.

The committee will suggest methods for continuous improvement of quality, keeping in mind the impending 3rd cycle of NAAC. This includes identifying bottlenecks in administrative mechanisms and opportunities for academic, administrative, and examination reforms.

The committee unanimously agreed on the necessity of forming the IAAA committee.

2.5 Review of Feedback Collection Process:

The IQAC reviewed the current feedback collection process, including the stakeholders involved, the forms used, and the frequency of feedback collection. The existing process was found to be effective in gathering insights from students, teachers, employers, alumni, parents, and non-teaching staff.

The committee identified areas where the feedback collection process could be further improved and gave some suggestions to further strengthen the process like ensuring that the questions in the feedback forms are clear and concise, providing user manuals and technical support to facilitate the process. and linking feedback results to curriculum improvement and overall institutional quality enhancement.

Action to be taken by the Feedback Committee and IT Department

2.6 Sports Achievements, Awards and Recognitions:

The Principal informed the house that the college has been honored with the “Best Institution Award” and the “Best YRC Counsellor Award” for the session 2021-22 by the Honorable Governor of Haryana acknowledging the collective efforts of the institution.

The Principal shared the proud news that the college secured a Bronze medal in the inter-college boxing competition and a Gold medal in the inter-college state baseball tournament.

2.7 Formation of Internal Assessment Monitoring Committee:

IQAC Coordinator suggested that exams are approaching and Internal Assessment Monitoring Committee should be constituted to ensure that the internal assessment process is transparent and fair. The committee will oversee the evaluation of tests, assignments, and projects by subject teachers and will review the correctness and fairness of internal assessment marks and Student grievances related to internal assessment will be addressed at this level.

The House appreciated the suggestion and ensured that these processes are carried out transparently, without bias, and in accordance with established norms and guidelines.

2.8 Health and Educational Initiatives:

Dr Rashmi Chhabra, Principal informed the house that college is incessantly working towards holistic well being of students and community by organising health check-up camps on campus and in adopted villages with a focus on women's health.

She apprised the house about the initiation of a certificate course in Tally aiming at enhancing the vocational skills of the students providing them with valuable skills in financial accounting software.

2.9 Regular SFS Staff Interviews:

The principal informed the house that college has successfully conducted interviews for the posts of SFS regular teaching and non teaching staff members and document verification of selected candidates is in process and soon these candidates will be joining the institution. Their expertise will surely contribute to the college's growth.

2.10 Selection Process for Regular Principal:

Dr. Neelam Maggu informed the house that as the college is preparing to apply for the 3rd cycle of accreditation, we need to speedify the process of selection of Regular Principal. Discussion ensued regarding the commencement of the selection process for a regular principal. The IQAC recognized the importance of selecting a capable leader to steer the institution towards its goals effectively. The selection process will include a call for applications, shortlisting of candidates, interviews, and final selection by the committee.

House agreed that necessary steps must be taken to initiate the process.

Closing Remarks:

The meeting concluded with the Principal thanking all the members for their valuable contributions and looking forward to the successful implementation of the discussed initiatives.

Minutes recorded by:

IQAC Coordinator

Date: November 28, 2022



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Tel: 01262-265345

MINUTES OF THE MEETING

Date-March 03,2023

Venue-IQAC Room, Sh. L. N. Hindu College, Rohtak

Members Present:

Dr. Rashmi Chhabra, Offg. Principal
Dr. Meenakshi Gugnani (Associate Professor, Dept. of Mathematics)
Dr. Neelam Maggu (Associate Professor, Dept. of Commerce)
Mrs. Bandana Ranga (Assistant Professor, Dept. of Economics)
Dr. Shikha (Assistant Professor, Dept. of English)
Dr. Shalu Juneja (Assistant Professor, Dept. of Commerce)
Dr. Deepti Sharma (Assistant Professor, Dept. of Commerce)
Mrs. Raunak Rathee (Assistant Professor, Dept. of English)
Dr. Rajni Kumari (Assistant Professor, Dept. of Political Science)
Mrs. Chandna Jain (Assistant Professor, Dept. of Economics)
Mrs. Pooja Chawla (Assistant Professor, Dept. of Computer Science)
Sh. Sudershan Dhingra, President, Hindu Education Society
Sh. Jitender Mehta, General Secretary, Hindu Education Society
Sh. Pawan Kumar Dhingra (Deputy Superintendent)
Ms. Siddhi (Student, B.A I)
Ms. Tisha Jain (Student, B. Com II)
Mr. Neeraj Chawla (Member from Industry)

Following members could not attend the meeting due to some unavoidable circumstances: -

Sh. Subhash Chugh (Alumni)
Mr. Sanjeev Maggu (Member from Industry)

Proceedings:

3.1 Opening Remarks by Principal,Dr. Rashmi Chhabra :

Principal,Dr. Rashmi Chhabra welcomed all the members of the Internal Quality Assurance Cell (IQAC) to the meeting. She emphasized the importance of the IQAC's role in ensuring quality

enhancement and continuous improvement within the institution. She expressed her gratitude to the members for their commitment and dedication to maintaining academic excellence. The meeting commenced with a sense of purpose and collaboration, aiming to address key issues and make informed decisions for the betterment of the college.

3.2 Collection of Data for Filing AQAR 2022-23:

Dr Neelam Maggu, IQAC Coordinator emphasized the need to collect relevant data for the Annual Quality Assurance Report (AQAR) for the academic year 2022-23. It was emphasized that thorough data collection is crucial for maintaining transparency and accountability.

3.3 Starting Collection of 5-Year Data for NAAC 3rd Cycle:

The IQAC acknowledged the necessity of initiating the process of collecting five-year data for the Institutional Internal Quality Assurance (IIQA) and Self Study report(SSR) for the NAAC 3rd cycle. This long-term data collection is vital for evaluating and enhancing the institution's quality standards.

It was decided that criteria wise committee needs to be constituted for collection of data. This comprehensive data collection will cover a span of five years and contribute to the college's evaluation during the NAAC's third cycle.

Action to be taken by IQAC team

3.4 Upcoming Convocation Ceremony:

The IQAC discussed plans for organizing the Convocation ceremony in the next academic session. The members expressed enthusiasm for celebrating the achievements of graduating students and marking the culmination of their academic journey. This event will be a significant milestone for graduating students and will reflect the college's achievements.

3.5 Selection Process for Regular Principal:

Principal, Dr. Rashmi Chhabra apprised the house that the advertisement for the post of the regular principal was published in the newspaper on January 7th, 2023. The selection process is moving forward swiftly, with interviews scheduled to be conducted shortly. This marks a significant step in the college's commitment to academic leadership and excellence. The upcoming interviews will be a critical phase in appointing a principal who aligns with the college's vision and goals, ensuring the institution's continued growth and success in the academic arena. The community eagerly anticipates the appointment of a dynamic and visionary leader.

3.6. College Achievements:

The principal shared some remarkable achievements of the college:

- The college secured the overall trophy in the Inter-College Thai Kwando Tournament.

- Simran, a student of our college, achieved second position in the North Zone Inter-University competition held at CRSU Jind.
- The college's Hindi one-act play secured second position, and mimicry also achieved the same rank in the Zonal Youth Festival organized by M D University.
- Additionally, the college successfully organized a 6-day Surya Namaskar workshop and won the overall trophy in a 3-day Inter-College Kwan Ki Do event.
- Our student received the **Best Camper award** in 5-day District-level YRC camp organized by Saini College.
- The college also arranged several Educational trips for students.

3.7 National Seminar:

Dr. Neelam Maggu, the IQAC coordinator informed the house that DGHE (Directorate of Higher Education) has approved the organization of National Seminar of Hindi which will be organized on 29th March,2023.Members suggested of constituting a committee to oversee the preparations for this prestigious event.

Action to be taken by IQAC team & Department of Hindi

3.8 Proposal to organize Parents Teachers Meet

During the meeting, it was proposed that PTM should be planned and it was unanimously agreed upon that a Parents-Teacher Meet will be organized in the upcoming month of April. This event is of paramount importance as it fosters an open dialogue between educators and families, creating a collaborative environment to support student development. It will provide an opportunity for parents to gain insights into their child's academic progress, behavior, and social well-being within

By engaging in these meaningful exchanges, we can build a stronger, more informed community that is invested in the educational journey of our students. This initiative is a testament to our commitment to holistic education and the well-being of our students.

Action to be taken by IQAC team, Academic committee & Student Counselling Cell

3.9 Confirmation of the minutes of the 2nd meeting of the IQAC held on November 28,2022

The minutes of the 2nd meeting of the IQAC held on November 28,2022 were circulated among all the members. The house considered and resolved that the minutes held on November 28,2022 of the 2nd meeting of the IQAC be confirmed.

Minutes recorded by:

IQAC Coordinator

Date: March 03, 2023



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MINUTES OF THE MEETING

Date-May 10,2023

Venue-IQAC Room, Sh. L. N. Hindu College, Rohtak

Members Present:

Dr. Rashmi Chhabra, Offg. Principal
Dr. Meenakshi Gugnani (Associate Professor, Dept. of Mathematics)
Dr. Neelam Maggu (Associate Professor, Dept. of Commerce)
Mrs. Bandana Ranga (Assistant Professor, Dept. of Economics)
Dr. Shikha (Assistant Professor, Dept. of English)
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Mr. Sanjeev Maggu (Member from Industry)

Following members could not attend the meeting due to some unavoidable circumstances: -

Sh. Subhash Chugh (Alumni)
Mr. Neeraj Chawla (Member from Industry)

Proceedings:

4.1 Opening remarks by Hon'ble Principal Dr. Rashmi Chhabra, Chairman IQAC and Welcome to the members of IQAC

Dr. Rashmi Chhabra graciously welcomed the members of the IQAC, acknowledging their unconditional support which has been instrumental in our journey towards excellence.

With a sense of pride, Dr. Chhabra congratulated the Department of Hindi for the remarkable success of the One Day National Seminar held on the 29th of March. The collective efforts of the IQAC team have indeed paved the way for such triumphs, and it is with heartfelt appreciation that we recognize the contributions of each member. She also apprised that Gender Audit is already in progress under the supervision of Dr Pooja Chawla.

4.2 Confirmation of the minutes of the 3rd meeting of the IQAC held on March 03,2023

The minutes of the 3rd meeting of the IQAC held on March 03,2023 were circulated among all the members. The house considered and resolved that the minutes held on March 03,2023 of the 3rd meeting of the IQAC be confirmed

4.3 Superannuation of Dr. Neelam Maggu:

The committee discussed the preparations for the superannuation of Dr. Neelam Maggu, Associate Professor of Commerce, scheduled for May 31, 2023. The members proposed a series of events to honor Dr. Maggu's contributions, including a farewell ceremony highlighting her service to the college.

4.4 College Achievements:

Dr Rashmi Chhabra apprised the house about college's recent accomplishments, with special mention of the **Gold Medal** victory at the National Taekwondo Championship 2023 and in 3 Days Inter College Softball Competition (M) Additionally, the commendable efforts of the NSS, NCC, and UOP units in organizing numerous **rural health checkup camps** were acknowledged, showcasing the college's commitment to community service and engagement.

These initiatives not only enhance the institution's reputation but also foster a spirit of social responsibility among students.

4.5 Centralised Sessional Test

Academic Coordinator Mrs Bandana Ranga informed the house about the successful completion of the Centralized Sessional Tests, organized from May 1st to May 3rd, 2023, for the even semester examinations. The meticulous planning and execution of the sessional tests were commended, reflecting the collective efforts of the faculty and administrative staff in ensuring a smooth and efficient assessment process. This achievement underscores the college's commitment to upholding academic rigor and integrity, setting a commendable standard for future examinations.

The members expressed their satisfaction with the outcome and extended their gratitude to everyone involved in the process.

4.6 Purchase of Equipments under RUSA 2.0

Dr. Neelam Maggu, the IQAC coordinator, provided an update on the equipment procurement process under Rashtriya Uchchar Shiksha Abhiyan (RUSA) 2.0. She informed the house that all the necessary equipment has been successfully purchased by the RUSA Committee. Notably, the acquisition included items such as photocopier,IFPD,PA Sound System,Audio Podium,Desks ,tables,LED Notice Board,DSLR, Laptop,Printer,water cooler, a sound system, and an RFID system. These purchases were made on various dates, with the water cooler, sound system, and RFID system being procured on March 21st and 23rd. The ₹50,00,000 approved by RUSA under the second installment has been effectively utilized during this session. These acquisitions will undoubtedly enhance the learning environment for students and faculty alike.

Minutes recorded by:

IQAC Coordinator
Date: May 10, 2023