



SH. L.N. HINDU COLLEGE, ROHTAK

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

Tel: 01262-265345

2019-20

Minutes of Ist Meeting of the IQAC

Date: 22 August, 2019

Time: 01:00 PM

Venue: Principal's Office, Sh. L. N. Hindu College, Rohtak

Members Present:

- 1. Dr Vijay Kumar, Principal**
- 2. Dr. A.K. Jain, Associate Professor**
- 3. Mrs. Madhu Arora, Associate Professor**
- 4. Dr. Rashmi Chhabra, Assistant Professor**
- 5. Dr. Anju Deshwal, Assistant Professor**
- 6. Mrs. Bandana Ranga, Assistant Professor**
- 7. Dr Shikha, Assistant Professor**
- 8. Mrs. Pooja Chawla, Assistant Professor**
- 9. Sh. Subhash Ahuja, Alumni**
- 10. Sh. Ravinder Saxena, Member from Society**
- 11. Mr. Neeraj Chawla, Member from Industry**
- 12. Dr Neelam Maggoo, Associate Professor, Coordinator, IQAC**
- 13. Yash Makhija, Student Coordinator**

Following members could not attend the meeting:-

- 1. Sh. Sudershan Dhingra, Gen. Secretary, Hindu Education Society**
- 2. Sh. Ashwani Khurana, Vice President, Hindu Education Society**
- 3. Mr. Sanjeev Maggu, Member from Industry**

Opening Remarks by the Respected Principal, Dr Vijay Kumar, Chairman, IQAC

The Principal, Dr Vijay Kumar, Chairman, IQAC, welcomed the members to the meeting of the IQAC of the session 2019-20 with special mention of the newly added members of the IQAC:

1. The Principal informed the members of the IQAC about the developments in the previous session.

- a) The College started five new certificate courses during the Academic year 2018-19 to emphasis on skill development of our students and make them Job ready for the Industry.
- b) The Principal appreciated efforts of the Environment conservation committee for promoting the participation of students in creating awareness of environmental issues.
- c) The construction of Auditorium is completed.
- d) Super 60 classes were organized to enhance the competitive skills of bright students.

2. Action Plan for the Quality Enhancement discussed:-

The IQAC coordinator presented action plan for Quality Enhancement as per the discussions with the IQAC members:-

- a) Introduction of new certificate courses to emphasize on specialized skills to stand ahead of others in the competition. (Action to be taken by Student Welfare Department)
- b) Construction of new block will be completed in the present session through the grant received under RUSA 2.0. (Action to be taken by RUSA)
- c) FDP/Seminars will be organized to inculcate research culture among staff and students. (Action to be taken by Research & Development Cell)
- d) Career Guidance and placement cell will be strengthened (Action to be taken by Career Guidance Cell)
- e) Environment Conservation Committee will introduce some creative activities/programs to make the energy campaign more effective. (Action to be taken by Environment Conservation Committee)

3. Scrutiny of ACR :-

Members of the IQAC scrutinized the Annual Confidential Report and API pro forma submitted by Dr Shikha, Assistant Professor, Department of English, to be presented before the screening committee for the grant of Senior Scale, i.e., the Grade Pay of 7,000/-. Each and every document was checked by the committee and found to be satisfactory and was according to the UGC norms. Then all the documents were approved by the committee for the final decision and forwarded to the concerned authority.

4. To increase participation of the staff in National/ International seminar/ conferences:-

It was resolved that all the staff members shall participate in the National and International seminar/Conferences and must get their paper (at least one published in UGC approved Journal in current session).

5. Reconstitution of Committee to collect feedback from stakeholders:-

It was suggested that the college should maintain a structured feedback from visitors like guest faculty, practical examiners, other dignitaries and visitors visiting the college on various occasions. (Action to be taken by Feedback Committee)

6. Initiative for Upgradation of Library Services:-

INFLIBNET's N-List consortium for colleges is very economic and useful to all. All kinds of new and invented information is available on N-List e-journals or any kind of online study material. Keeping this in mind, it was suggested that this system should be adopted in the college library. (Action to be taken by Dr. Chitra Sharma, Librarian)

The meeting concluded with thanks to the Respected Chairman IQAC, Dr Vijay Kumar and other members of the IQAC.



Principal



IQAC Coordinator



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Minutes of 2nd Meeting of the IQAC

Date: 05 October, 2019

Time: 11:00 AM

Venue: Principal's Office, Sh. L. N. Hindu College, Rohtak

Members Present:

1. Dr Vijay Kumar, Principal
2. Dr. A.K. Jain, Associate Professor
3. Mrs. Madhu Arora, Associate Professor
4. Dr. Rashmi Chhabra, Assistant Professor
5. Dr. Anju Deshwal, Assistant Professor
6. Mrs. Bandana Ranga, Assistant Professor
7. Dr Shikha, Assistant Professor
8. Mrs. Pooja Chawla, Assistant Professor
9. Sh. Subhash Ahuja, Alumni
10. Sh. Ravinder Saxena, Member from Society
11. Mr. Neeraj Chawla, Member from Industry
12. Dr Neelam Maggoo, Associate Professor, Coordinator, IQAC
13. Yash Makhija, Student Coordinator

**Opening Remarks by the Respected Principal, Dr Vijay Kumar,
Chairman, IQAC**

The Principal, Dr Vijay Kumar, Chairman, IQAC welcomed the members to the meeting of the IQAC and started the proceedings of the meeting which are as follows:

1. Confirmation of the Minutes of the Ist Meeting of the IQAC held on 22nd August, 2019.

2. Proposal to organize FDP :-

A proposal for conducting a seven days Faculty Development Program to enhance professional education and competence was put before the house as it is observed that Faculty Development Program as a standalone educational pedagogy in fostering knowledge and professional skills of faculty. (Action to be taken by the Academic Department)

3. Proposal for National Seminar on Mathematics:-

Proposal was submitted before IQAC to organize a One-Day National Seminar by Department of Mathematics in the month of January, 2020.

4. Internal and External Academic and Administrative Audit:-

It was proposed that it was the session the college should go for both Internal and External Academic and administrative audit in the month of Dec 2019. So all the head of the departments/conveners should keep their records maintained. (Action to be taken by all the Head of the Departments and Conveners of different Cells)

5. Office Records:-

It was suggested to maintain the office files in the proper order and submit the same to the IQAC Office (Action to be taken by Mr. Pawan Dhingra, Deputy Supdt.)

6. To sign MOU's and Industry linkages with institution imparting employability skill:-

IQAC resolve that MOU's/ Linkages/ Collaboration with industries be signed for the current session i.e. 2019-20. (Action to be taken by Mrs. Chandana Jain, Convener, Training and Placement Cell)

7. To organize extension lecture under Women Cell:-

The Women Cell in the college has been doing a commendable job in sensitizing the girls towards various gender related and social issues through various awareness campaigns, experts' talks. Our girls students are motivated and trained enough for awakening the masses towards gender related issues in nearby localities and villages. It is proposed that motivational lectures by successful and leading ladies should be arranged on women related social issues. (Action to be taken by Mrs. Anila Bathla, Convener, Women Cell)

8. Establishment of IPR Cell :-

As per the discussion in the previous meeting IPR cell is constituted under the convenership of Dr. Suman Dureja. It is further proposed that the cell will organize extension lecture on IPR to guide and assist Faculty members and students on copyright protection and to apply for patents. (Action to be taken by Dr. Suman Dureja, Convener, IPR Cell)

9. Proposal to organize workshop of Non teaching staff :-

It was resolved that two days workshop will be organized for the non teaching staff of the college to make them aware about their roles and responsibilities towards the institution.

10.Saptahik Book Corner :-

It was proposed by the member of IQAC to encourage reading skills and stimulate students imaginative and creative skills, A Saptahik Book Corner should be started. It was further resolved that the liberation of the college

will maintain and update a record of library books, magazines, journals and other periodicals along with other facilities.

11. Consolidated report of Activities:-

It is proposed that all the conveners/ incharges of different committees/ cell should prepare report of all the activities organized by their respective cells alongwith press releases and photographs and submit hard and soft copies of their respective achievements and activities till the end of this month.

12. Proposal for FDP on Research Methodology:-

Dr. Rashmi Chhabra informed the house that proposal for seven days FDP is duly sent to DGHE for their approval.

The meeting ended with thanks to the Respected Chairman IQAC, Dr Vijay Kumar and other members of the IQAC.



Principal



IQAC Coordinator



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Minutes of 3rd Meeting of the IQAC

Date: 14 January, 2020

Time: 11:30 AM

Venue: Principal's Office, Sh. L. N. Hindu College, Rohtak

Members Present:

1. Dr Vijay Kumar, Principal
2. Dr. A.K. Jain, Associate Professor
3. Mrs. Madhu Arora, Associate Professor
4. Dr. Rashmi Chhabra, Assistant Professor
5. Dr. Anju Deshwal, Assistant Professor
6. Mrs. Bandana Ranga, Assistant Professor
7. Dr Shikha, Assistant Professor
8. Mrs. Pooja Chawla, Assistant Professor
9. Sh. Subhash Ahuja, Alumni
10. Sh. Ravinder Saxena, Member from Society
11. Mr. Neeraj Chawla, Member from Industry
12. Dr Neelam Maggoo, Associate Professor, Coordinator, IQAC
13. Yash Makhija, Student Coordinator

**Opening Remarks by the Respected Principal Dr Vijay Kumar, Chairman,
IQAC and Welcome to the members of IQAC**

Proceedings of the meeting are as follows:

1. Confirmation of the Minutes of the 2nd Meeting of the IQAC held on 5th Oct, 2019.

2. Appreciation of the successful completion of FDP :-

The house appreciated the efforts of organizing committee of Seven Days FDP on Research Methodology held from 16 Dec, 2019 to 22nd Dec, 2019.

3. Internal and External Audit:-

The members of the IQAC were informed that the internal and external academic and administrative audit has been successfully completed on 09.12.2019 and 27.12.2019 respectively.

4. Postponement of National Seminar of Mathematics:

The National Seminar of Mathematics which was scheduled to be held in the month of January is postponed because of bad weather conditions and the letter for permission of rescheduling of the seminar is sent to DGHE.

5. Discussion of the Criteria of AQAR:-

The seven criteria's of IQAC Report were analyzed and thoroughly discussed for the impending NAAC inspection of the college. Also, different committees were formed for the completion of work regarding IQAC report.

6. Detailed Report of Computer Lab, Science Lab:-

It was resolved that the Computer Department of the College along with the Hardware Engineer should submit the detailed report of the Hardware and software configuration alongwith the total no. of browsing centre, Computer Centre and the available bandwidth of Internet Connection in the institute.
(Action to be taken by Mrs. Pooja Chawla)

7. Constitution of EBSB Club:-

In pursuance of the directive of ministry of human Resource Development, Govt. of India, College established Ek Bharat Shrestha Bharat Club to create an environment which promotes learning between states by sharing their best practices and experiences. EBSB Club was constituted in the month of November, 2019.

The meeting was thought provoking. In the end, IQAC Coordinator thanked the Hon'ble Chairman IQAC, Dr Vijay Kumar and other members of the IQAC for their valuable suggestions.



Principal



IQAC Coordinator



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Minutes of 4th Meeting (Online) of the IQAC

Date: 26th May, 2020

Time: 11:00 a.m.

Venue: Zoom Meeting App

Members Present:

1. **Dr Vijay Kumar, Principal**
2. **Dr. A.K. Jain, Associate Professor**
3. **Mrs. Madhu Arora, Associate Professor**
4. **Dr. Rashmi Chhabra, Assistant Professor**
5. **Dr. Anju Deshwal, Assistant Professor**
6. **Mrs. Bandana Ranga, Assistant Professor**
7. **Dr Shikha, Assistant Professor**
8. **Mrs. Pooja Chawla, Assistant Professor**
9. **Sh. Subhash Ahuja, Alumni**
10. **Sh. Ravinder Saxena, Member from Society**
11. **Mr. Neeraj Chawla, Member from Industry**
12. **Dr Neelam Maggoo, Associate Professor, Coordinator, IQAC**
13. **Yash Makhija, Student Coordinator**

**Opening Remarks by the Respected Principal Dr Vijay Kumar Arora,
Chairman IQAC and welcome to the members of IQAC**

Proceedings of the meeting are as follows:

1. Confirmation of the Minutes of the 3rd Meeting of the IQAC held on 14th January, 2020

2. Scrutiny of ACR and API:-

Members of the IQAC scrutinized the Annual Confidential Report and API pro forma submitted by Dr Meenakshi Guginai, Assistant Professor, Department of Mathematics; Mrs Bandna Ranga, Assistant Professor, Department of Economics; Dr Chitra Sharma, Librarian and Mr Rajesh Gahlawat, Assistant Professor, Department of Commerce, to be presented before screening committee for the grant of next senior scale. Every document was found to be satisfactory and was according to the UGC norms. Further the case was forwarded to the concerned authority.

3. Review of Seven Criteria of AQAR:-

All the concerned committees regarding Seven Criteria of AQAR Report, as was discussed in the earlier meeting, were asked to update the chair regarding the work assigned to them.

4. Submission of Internal Assessment :-

All the staff members were informed to submit their Internal Assessment based on class tests, assignments and attendance of the students. The staff was also informed to adhere to the instructions provided by the University to mark the Internal Assessment due to Covid19.

5. The chair was updated regarding verification of the documents of the SC/ST students for Post-Metric Scholarship. The students who didn't apply for the same as yet were informed telephonically.

6. University Examination:-

Academic Committee analyzed the results of all the classes and expressed its concern over the results of those classes in which University pass percentage is higher than the colleges pass percentage. The HOD's of various departments are advised to take some steps for the academically weak students so that their results can be improved.

7. SWOT Analysis:-

The members of the committee along with the principal analyze Institute strength weakness opportunities and threats. To get a clear vision on the institute's current status and to understand and measure the overall scenario. Members discussed a strategic plan to meet the desired objectives.

8. Keeping in view the increasing number of covid-19 cases and the state the institute is taking towards online teaching platform to continue with the process of educating students. The institute is also planning to organize several online workshop/webinar/Extension lectures for the staff members and students to Combat with the present tough time.

The meeting concluded with a Vote of Thanks by the Coordinator IQAC to the members present in the meeting.



Principal



IQAC Coordinator