



# SH. L.N. HINDU COLLEGE, ROHTAK

(Affiliated to M.D. University, Rohtak )

Accredited by NAAC with B (2.74) Grade

Tel: 01262-265345

## Session 2021-22

### **Minutes of 1st Meeting of the IQAC**

Date : August 12, 2021

Time : 1:00 p.m

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

#### Members Present :

1. Dr. Rashmi Chhabra, Offg. Principal
2. Dr. Meenakshi Gugnani (Associate Professor, Dept. of Mathematics)
3. Mrs. Bandana Ranga (Assistant Professor, Dept. of Economics)
4. Dr. Shalu Juneja (Assistant Professor, Dept. of Commerce)
5. Dr. Deepti Sharma (Assistant Professor, Dept. of Commerce)
6. Mrs. Raunak Rathee (Assistant Professor, Dept. of English)
7. Dr. Rajni Kumari (Assistant Professor, Dept. of Political Science)
8. Mrs. Chandna Jain (Assistant Professor, Dept. of Economics)
9. Mrs. Pooja Chawla (Assistant Professor, Dept. of Computer Science)
10. Sh. Sudershan Dhingra, President, Hindu Education Society
11. Sh. Jitender Mehta, General Secretary, Hindu Education Society
12. Mr. Neeraj Chawla (Member from Industry)
13. Mr. Sanjeev Maggu (Member from Industry)
14. Dr. Neelam Maggu (Associate Professor, Coordinator, IQAC)
15. Dr. Shikha (Assistant Professor, Deputy Coordinator, IQAC)
16. Mr. Pawan Kumar Dhingra (Deputy Superintendent)
17. Sh. Subhash Chugh (Alumni)
18. Ms. Arshpreet (Student, B.A I)
19. Mr. Garvit (Student, B.Com II)

#### **Opening Remarks by the Respected Principal, Dr. Rashmi Chhabra, Chairman, IQAC**

The Principal, Dr. Rashmi Chhabra, Chairman, IQAC, welcomed the members to the 1st meeting of the IQAC of the Session 2021-22 :

#### **1. The Principal informed the members of the IQAC about the developments in the session:**

a. The construction of New Building through the grant received under RUSA 2.0 is completed in the current session.

b. The Principal appreciated the efforts of Mr. Rajesh Gahlawat (Assistant Professor in Commerce), NCC Coordinator, on adding another feather in the cap as NCC is brought to the college in the session.

## **2. Action Plan for the Quality Enhancement discussed:**

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

a. FDP/ Seminars will be organized to develop the innovative thought - process among staff and students for their personal and professional growth.

(Action to be taken by Research and Development Cell)

b. Career Guidance and Placement Cell should be encouraged to enhance the competitive skills of bright students and to make them able in standing ahead of the others in the competition.

(Action to be taken by Career Guidance and Placement Cell)

## **3. Sanction for National Seminars/Conferences:**

The Principal informed the house that Four (4) proposals for National Seminars/Conferences submitted by the concerned Departments were duly forwarded to the DGHE for their approval and the same has been received as the permission is granted by the DGHE. Concerned Departments were further requested to take necessary steps.

(Action to be taken by the Department of English, Department of Political Science, Department of Science and Department of Commerce)

## **4. Appreciation for Library Updation:**

The Principal appreciated the efforts of Dr. Chitra Sharma, Librarian, for Upgradation of Library Services in the form of INFLIBNET's N-List consortium. Through this all kinds of new information is available on N-List e- journals and any kind of online material is within our reach now.

## **5. Appreciation on Successful COVID Vaccination Camp:**

The Principal congratulated the whole team of NSS and YRC and appreciated the efforts done by the Coordinators on organizing successful COVID - Vaccination and Sanitization Camps in the college keeping in view the need of the hour during Pandemic.

## **6. Lesson Plans/ Teacher's Diary:**

As a lesson plan is essential like a cornerstone of successful teaching practice. In order to help faculty in maintaining a standard teaching pattern, it was decided that Lesson Plans should be formulated by the Academic Department and all the records of daily teaching should also be kept in the Teachers' Diary by the faculty.

(Action to be taken by Academic Department)

## **7. To Develop Research Culture:**

Research enables teachers to teach and lead more strategically and effectively and connects with the sources of information and networks of professional support. Keeping this in view, it was suggested that all the staff members should inculcate the research habit in their nature and should participate in National and International Seminars/Conferences and must get their research paper (at least one) published in UGC approved journal in the current session.

## **8. Proposals for National Seminars /Conferences:**

Four (4) Proposals were submitted before IQAC to organize National Seminars/Conferences by Department of English, Department of Political Science, Department of Science and Department of Commerce to foster knowledge and professional skills of the faculty.

(Action to be taken by Research and Development Cell)

#### **9. To Organize Workshop for Non- Teaching Staff:**

It was resolved that Workshops/ Training Programs for Non- Teaching Staff should be organized to increase work creativity, knowledge and skills in the field of administration.

(Action to be taken by Research and Development Cell)

The meeting was ended with a vote of thanks by Dr. Neelam Maggu, Coordinator, IQAC to the Respected Chairman, IQAC and other members.



# 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 2nd Meeting of the IQAC

Date : December 13, 2021

Time : 1:00 p.m

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

### Members Present:

1. Dr. Rashmi Chhabra, Offg. Principal
2. Dr. Meenakshi Gugnani (Associate Professor, Dept. of Mathematics)
3. Mrs. Bandana Ranga (Assistant Professor, Dept. of Economics)
4. Dr. Shalu Juneja (Assistant Professor, Dept. of Commerce)
5. Dr. Deepti Sharma (Assistant Professor, Dept. of Commerce)
6. Mrs. Raunak Rathee (Assistant Professor, Dept. of English)
7. Dr. Rajni Kumari (Assistant Professor, Dept. of Political Science)
8. Mrs. Chandna Jain (Assistant Professor, Dept. of Economics)
9. Mrs. Pooja Chawla (Assistant Professor, Dept. of Computer Science)
10. Sh. Jitender Mehta, General Secretary, Hindu Education Society
11. Mr. Sanjeev Maggu (Member from Industry)
12. Dr. Neelam Maggu (Associate Professor, Coordinator, IQAC)
13. Dr. Shikha (Assistant Professor, Deputy Coordinator, IQAC)
14. Mr. Pawan Kumar Dhingra (Deputy Superintendent)
15. Sh. Subhash Chugh (Alumni)
16. Ms. Arshpreet (Student, B.A I)

### Opening Remarks by the Respected Principal, Dr. Rashmi Chhabra, Chairman, IQAC

The Principal, Dr. Rashmi Chhabra, 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 1st meeting of the IQAC held on August 12, 2021.

#### 2. Appreciation for Orientation Programme:

The Principal appreciated the staff members for the successful completion of the Orientation Programme, organized for newly admitted students that was focused on helping incoming students adjust to the new atmosphere of the college.

#### 3. Appreciation for National Seminar

The Principal appreciated the efforts by the Organizing Committee for the National Seminar organized by the Department of Political Science on December 02, 2021 for making the event a successful one.

#### **4. National Seminar by Department of Political Science :**

It was resolved that One Day National Seminar will be organized by Department of Political Science in the coming month as the permission has been received by the DGHE. The Principal formulated various committees for the smooth conducting of the same.

(Action to be taken by Department of Political Science)

#### **5. Proposal for Field Survey :**

A proposal for conducting Field Survey was put before the house by Department of Hindi to pay attention to the common mistakes done by the society, seeking the importance of our Mother Tongue.

(Action to be taken by Department of Hindi)

#### **6. Extension Lecture on Skill India :**

It was proposed that an extension lecture will be organized under the joint aegis of Institution Innovation Cell and Career Guidance and Placement Cell for inculcating the entrepreneurship skills among the students as this makes one more productive and efficient in the job prospectus and it will widen the career opportunities.

(Action to be taken by IIC & Career Guidance and Placement Cell)

#### **7. Provision for Slow Learners:**

Academic Committee expressed its concern over the results in which University Pass Percentage is higher than the College Pass Percentage. In this regard, the HOD's of various departments are advised to take some necessary steps in the form of remedial classes, tutorials, exam notes etc. for the slow learners so that their performances could be improved in the upcoming University Examinations.

(Action to be taken by Academic Department)

#### **8. Consolidated Report of Activities:**

All the HOD's / Conveners/ Incharges of various Committees/ Cells were advised to prepare a consolidated report of all the events/ activities conducted by their concerned Committees/ Cells alongwith their press releases and Geo- tagged photographs. They are further asked to submit the hard copy as well as the soft copy of the same to their respective Departmental Coordinators till the end of this month.

(Action to be taken by all HOD's/ Conveners/ Incharges)

The meeting was concluded with thanks to the Respected Chairman, IQAC, Dr. Rashmi Chhabra and other members of the IQAC.



# 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 3rd Meeting of the IQAC

Date : January 03, 2022

Time : 1:00 p.m

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

Members Present :

1. Dr. Rashmi Chhabra, Offg. Principal
2. Dr. Meenakshi Gugnani (Associate Professor, Dept. of Mathematics)
3. Mrs. Bandana Ranga (Assistant Professor, Dept. of Economics)
4. Dr. Shalu Juneja (Assistant Professor, Dept. of Commerce)
5. Dr. Deepti Sharma (Assistant Professor, Dept. of Commerce)
6. Mrs. Raunak Rathee (Assistant Professor, Dept. of English)
7. Dr. Rajni Kumari (Assistant Professor, Dept. of Political Science)
8. Mrs. Chandna Jain (Assistant Professor, Dept. of Economics)
9. Sh. Jitender Mehta, General Secretary, Hindu Education Society
10. Mr. Sanjeev Maggu (Member from Industry)
11. Dr. Neelam Maggu (Associate Professor, Coordinator, IQAC)
12. Dr. Shikha (Assistant Professor, Deputy Coordinator, IQAC)
13. Mr. Pawan Kumar Dhingra (Deputy Superintendent)
14. Sh. Subhash Chugh (Alumni)
15. Ms. Arshpreet (Student, B.A I)

### Opening Remarks by the Respected Principal, Dr. Rashmi Chhabra, Chairman, IQAC

The Principal, Dr. Rashmi Chhabra, 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 2nd Meeting of the IQAC held on December 13, 2021.

#### 2. Instructions regarding Closer of College due to COVID- 19 :

It was informed that as per the directions received from DGHE, Panchkula , the college shall remain closed till 12.01.22 for the students. However, the staff shall attend the college as usual and online classes will be taken by the faculty from the college as per the time - table.

The staff was further asked to follow the COVID protocol including wearing of masks and vaccination.

#### 3. Proposal for One Day Workshop for Non- Teaching Staff :

A proposal for One Day Training & Development Program for Non-Teaching Staff was submitted before the house by Training and Development Cell to be organized in the coming month.

(Action to be taken by Training and Development Cell)

#### **4. Proposal for 21 Days Surya Namaskar Camp :**

A proposal for 21 Days Surya Namaskar Camp was submitted before the house by NSS, NCC and YRC units of the college as directed by the Government to celebrate the 75 years of independence .

(Action to be taken by NSS, NCC and YRC units)

#### **5. Discussion on NEP :**

It was suggested that a discussion should be there on New Education Policy 2020 to acquainted all the faculty with the revolutionary changes in the education system for character building and skill development of the students. The Discussion Forum is asked to take necessary action for the same.

(Action to be taken by Convener, Discussion Forum)

The meeting was concluded with thanks to the Respected Chairman, IQAC and the members.



# 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 4th Meeting of the IQAC

Date : May 5, 2022

Time : 01:00 pm

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

Members Present :

1. Dr. Rashmi Chhabra, Offg. Principal
2. Dr. Meenakshi Gugnani (Associate Professor, Dept. of Mathematics)
3. Mrs. Bandana Ranga (Assistant Professor, Dept. of Economics)
4. Dr. Shalu Juneja (Assistant Professor, Dept. of Commerce)
5. Dr. Deepti Sharma (Assistant Professor, Dept. of Commerce)
6. Mrs. Raunak Rathee (Assistant Professor, Dept. of English)
7. Dr. Rajni Kumari (Assistant Professor, Dept. of Political Science)
8. Mrs. Chandna Jain (Assistant Professor, Dept. of Economics)
9. Mrs. Pooja Chawla (Assistant Professor, Dept. of Computer Science)
10. Sh. Sudershan Dhingra, President, Hindu Education Society
11. Sh. Jitender Mehta, General Secretary, Hindu Education Society
12. Mr. Neeraj Chawla (Member from Industry)
13. Mr. Sanjeev Maggu (Member from Industry)
14. Dr. Neelam Maggu (Associate Professor, Coordinator, IQAC)
15. Dr. Shikha (Assistant Professor, Deputy Coordinator, IQAC)
16. Mr. Pawan Kumar Dhingra (Deputy Superintendent)
17. Sh. Subhash Chugh (Alumni)
18. Ms. Arshpreet (Student, B.A I)
19. Mr. Garvit (Student, B.Com II)

### Opening Remarks by the Respected Principal, Dr. Rashmi Chhabra, Chairman, IQAC

The Principal, Dr. Rashmi Chhabra, 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 3rd meeting of the IQAC held on January 03, 2022.

#### 2. Appreciation for 7 Days Camp:

The Principal appreciated the efforts of NSS and YRC units of the college and congratulated the whole teams on the well organization of the 7 Days District Level NSS and YRC Camps.



### **3. Appreciation for Skill Development Centre :**

The Principal congratulated the whole team on the successful establishment of the Skill Development Centre on February 22, 2022 in collaboration with the Rotary Club and Department of Home Science. It will help the students to inculcate the skill and talent in them to make their career bright.

### **4. Appreciation for YRC Award :**

The Principal appreciated the efforts of Dr. Rajesh Gahlawat, YRC Coordinator and congratulated the whole team on adding one another feather in the cap as the college is nominated for prestigious State Level YRC Award.

### **5. National Seminar by Department of English :**

It was decided that One Day National Seminar on "Emerging Trends in Contemporary Indian Literature" will be organized by Department of English in the last week of April ,2022. Various committees were formulated for the smooth conducting of the event.

(Action to be taken by Department of English)

### **6. Centralized Sessional Tests :**

It was decided that Centralized Sessional Tests will be organised of all the classes (including Arts, Commerce and Science) a month before the University Examinations so as to prepare the students for performing well in the final exams.

The Academic Department was instructed to complete all the required formalities and take necessary steps for the same.

(Action to be taken by the Academic Department)

### **7. Scrutiny of ACRs and APIs :**

The IQAC members scrutinized the Annual Confidential Reports and API proformas submitted by the faculty members to be presented before the Screening Committee for the grant of next scale under Career Advancement Scheme (CAS). Each and every document was checked by the committee and according to the UGC norms and was found to be satisfactory all the documents were approved by the committee and forwarded to the concerned authority for the final decision.

(Action to be taken by the College Office)

### **8. Unified Report of Activities :**

It is proposed that all the HODs/ Conveners/ Incharges of different Departments/Committees/Cells should prepare the consolidated report of all the activities organized by their concerned Departments/ Committees/ Cells along with their press releases and Geo-tagged photos to the respective coordinators.

(Action to be taken by All the Departments/ Committees/ Cells)

### **9. Submission of Research Work :**

The Coordinator, IQAC instructed the members to submit their certificates/ proofs of the research work done by them during the current session i.e 2021-22 till the end of the month for the AQAR submission.

### **10. Proposal for Cultural Workshop:**

A Proposal for 15 Days Cultural Workshop was put before the house by Student Welfare Department. It was also suggested by the Department that this workshop should be organized in collaboration with Haryana Kala Parishad. It will aim to spread the awareness about Haryanvi Culture amongst students by training them in Haryanvi Folk Dance and Music.

(Action to be taken by Students' Welfare Department)

### **11. Proposal for 7 Days Workshop:**

A proposal for 7 Days Workshop was submitted by Career Guidance Cell before the house for enhancing career based knowledge of the students. Proposal was accepted and concerned department was suggested to take further necessary actions.

(Action to be taken by Career Guidance & Placement Cell)

### **12. Fifteen Days Workshop on SPSS:**

A proposal was submitted before the house for organizing 15 Days workshop on SPSS in order to enhance the knowledge of staff and students in the research area seeking the importance of this particular aspect in professional development.

(Action to be taken by concerned Department)

The meeting was concluded with thanks to the Respected Chairman, IQAC and the members for attending the meeting by the Coordinator, IQAC.