



# SH. L.N. HINDU COLLEGE, ROHTAK

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

Tel: 01262-265345

**2020-21**

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

**Date: 01 October, 2020**

**Time: 12:15 P.M**

**Venue: Madhav Sabhagar, Sh. L. N. Hindu College, Rohtak**

### **Members Present:**

1. **Dr. Vijay Kumar, Principal**
2. **Dr. Rashmi Chhabra, Asstt. Prof.**
3. **Dr. Meenakshi Gugnani, Asstt. Prof.**
4. **Mrs. Bandna Ranga, Asstt. Prof.**
5. **Dr. Shikha, Asstt. Prof.**
6. **Dr. Shalu Juneja, Asstt. Prof.**
7. **Dr. Sumit Kumari Dahiya, Asstt. Prof.**
8. **Dr. Deepti Sharma, Asstt. Prof.**
9. **Ms. Raunak, Asstt. Prof.**
10. **Dr. Rajni Kumari, Asstt. Prof.**
11. **Mrs. Chandna Jain, Asstt. Prof.**
12. **Mrs. Pooja Chawla, Asstt. Prof.**
13. **Dr. Neelam Maggoo, Associate Prof., Coordinator, IQAC**
14. **Sh. Subhash Chugh (Alumni)**
15. **Mr. Pawan Kumar Dhingra, Deputy Superintendent**
16. **Mr. Shubham (Student, B.A I)**
17. **Mr. Neeraj (Student, B.Com I)**

### **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. **The Principal informed the members of the IQAC about the progress in the last session**
  - a. Construction work of New block/Upgradation of labs/Renovation work under RUSA grant was delayed last year due to the impact of COVID 19 and non-availability of labour but it was restarted when things got normal and construction work is in progress.

- b. The college has started 12 new Certificate courses to enhance the employability skills of the students.
- c. New learning methodology was adopted by teachers using ICT Tools, to improve quality of education.
- d. Research and Development Cell of the College has organized a number of online webinars/ workshops etc. to encourage the faculty members to promote research in various streams.
- e. Our institute has collaborated in various industries for internship on the job training, project work and sharing of research facilities.
- f. Environmental Clubs were constituted to empower students to participate in various environmental activities and to create awareness of environmental issues such as protection, conservation, preservation and Restoration of environment.
- g. The Principal informed the house a Skill Development Centre for girl students was inaugurated in the last session and is working in full swing and the girl students are enrolling themselves in big numbers with great enthusiasm.

## 2. Action plan for the current session 2021 discussed:

The IQAC coordinator presented action plan for quality enhancement as per the discussion with the IQAC members:-

- a) **Emphasis on ICT enabled Tools:-** The IQAC decided that we need to transform the classroom communication methods and should try to make teaching and learning interactive and collaborative by the use of ICT tools. It was resolved that the departments will organise various State and National Level Online competitions using ICT tools.
- b) **To conduct National /International conferences:-** IQAC decided that the college will send proposals to DGHE for conducting various National /International Seminars in the current Session.
- c) **To strengthen the Alumni database at departmental level:-** The IQAC Coordinator proposed at the alumni database must be strengthened at the departmental levels and the alumni participation in college activities must be enhanced in the current session
- d) **Publication of Code of Conduct Handbook:-** The Code of Conduct Handbook for the current session will be edited and published by the Students Welfare Department.
- e) **To apply for vacant post of Teaching and Non Teaching Staff Members:-** It was unanimously decided that college will apply for vacant post for teaching and non teaching staff members in the current session because college work is suffering because of shortage of staff .
- f) **To strengthen Industrial linkage/ MOU's :-** It was decided that the college will make more efforts to strengthen Industrial linkages /MOU's in the current session. This will provide more exposure to the students and will improve employment prospects for the students. It was resolved that departments should organize various extension lectures from the heads of various institutions and MNCs to strengthen academic industry linkage.
- g) **To strengthen consultancy services :-** College will work towards strengthening the consultancy services in the college in the direction it was resolved that the college will appoint a student counselor from the staff itself who will work for the holistic development of the students.

- h) **To encourage staff members to apply for Research Projects:-** The college will strive to inculcate research in the aim of the staff members it was resolved that the staff members will be encouraged to apply for UGC projects. It is necessary that the spirit of research and its benefits should be inculcated among the faculty members.
  - i) **To encourage students to excel in various Sports events and activities:-** It was resolved that the college will focus more on sports activities in the current session to prepare them to face the challenges of life and to enhance the physical and mental abilities of the students
  - j) **To enhance the employability skills of the students:-** IQAC Coordinator informed the house that the college has started 12 new certificate courses in the last session to enhance the employability skills of the students and will further work in this direction by organizing extension lectures, seminars, workshops, conferences etc . It was resolved that the heads of the various departments will organize such extension activities for the students.
  - k) **To complete the Renovation and Construction work:-** Coordinator of IQAC informed the members that construction work under RUSA 2.0 is under progress and will be completed in the current session.
  - l) **To upgrade the Solar Energy System, Installation of Rain Harvesting System:-** The financial grant for the project regarding installation of Rain Harvesting System and the upgradation of Solar Energy System is awaited and is most likely to be received in the current session.
  - m) **To apply for NCC Unit of the College:** The principal informed the members that the college will be applying for NCC Unit which is one of the premier youth organizations in our country and which contributes in propagating National unity and integrity among the youth
  - n) **To construct site for National Flag in the College Premises:** National Flag is a depiction of a country's Social, Economic and Political values. National Flag is of utmost importance for the people of India and it is a roof under which the feeling of nationalism and patriotism flourishes. It represents the hopes and aspirations for the citizens of our country and is a symbol of National Pride. It was resolved in the first meeting of IQAC that a site for National Flag will be constructed in the college premises.
3. **Blood Donation Camp on Dr Mangal Sen Jayanti:-** It was resolved in the meeting that College will be organizing a Blood Donation Camp on the auspicious occasion of Dr Mangal Sein jayanti following all the Covid Protocols issued by State Govt.
4. **To Promote Online Teaching and Learning:-** Keeping in view the COVID-19 pandemic, it was proposed that student may have to go for online learning because of closure of Institution. Hence it was decided that the HOD's should ensure that all the staff members should create WhatsApp groups of students in order to remain in contact with the students, thus making optimum utilization of the available e- resources.

5. **Internal and External Academic and Administration Audit** :- The IQAC Coordinator informed the house that the college is all prepared for both Internal and External Academic and Administrative Audit for the current session.

The proposal was put before the house and it was decided that the college should go for both audits and the HOD's were asked to keep the records ready for the current session.

The meeting ended with thanks to the hon'ble Chairman IQAC, Dr. Vijay Kumar and other member of the IQAC by Dr. Neelam Maggu, Coordinator, 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 2nd Meeting of the IQAC

Date: January 11, 2021

Time: 01:00 P.M

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

### Members Present:

1. . Dr. Vijay Kumar, Principal
2. Dr. Rashmi Chhabra, Asstt. Prof.
3. Dr. Meenakshi Gugnani, Asstt. Prof.
4. Mrs. Bandna Ranga, Asstt. Prof.
5. Dr. Shikha, Asstt. Prof.
6. Dr. Shalu Juneja, Asstt. Prof.
7. Dr. Deepti Sharma, Asstt. Prof.
8. Ms. Raunak, Asstt. Prof.
9. Dr.Rajni Kumari, Asstt. Prof.
10. Mrs. Chandna Jain, Asstt. Prof.
11. Mrs. Pooja Chawla, Asstt. Prof.
12. Dr. Neelam Maggoo, Associate Prof., Coordinator, IQAC
13. Sh. Ajay Nijhawan, Vice President, Hindu Education Society
14. Mr. Pawan Kumar Dhingra, Deputy Superintendent
- 15 Mr. Shubham (Student, B.A I)
- 16 Mr. Neeraj (Student, B.Com I)

### 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 1st meeting** :- It was resolved that the minutes of the 1<sup>st</sup> meeting of the IQAC for the current session held on 1st October, 2020 to be confirmed.
2. **Report on the follow-up action taken on the decisions approved by the IQAC in its 1<sup>st</sup> meeting held on October 1, 2020.**
  - a) **State & National Level Online Competitions:** The house is informed that in these testing times the faculty members are working incessantly for the students. Various departments have organized State and National level Competitions in online mode.

- b) Four Seminar Proposals sent to DGHE-** IQAC Coordinator informed the house that College has sent proposals to DGHE for organizing four National level seminars in offline mode with limited number of candidates by strictly adhering to the COVID-19 guidelines issued by the State Government and Ministry of Home Affairs.
- c) Proposal for NCC Unit:** The College has forwarded the proposal for NCC Unit in the college to the NCC Headquarters and the administration is hopeful that it would be considered shortly by the authority.
- d) Extension Activities:** The house is informed by the Principal that the National Level Webinar on birth anniversary of Mahatma Gandhi was organized by the Students Welfare Department and the Career Guidance and Placement Cell has organized a webinar on “Digital Marketing to enhance the employment Skills of the students.
- e) Faculty Development Program:** A Seminar was organized by the Department of Commerce titled “Benefits of filing ITR” for the faculty members.
- f) Outreach Community Programmes:** The UOP Cell and Women Cell of the college jointly organized a health check-up camp in Baniyani Village which is adopted by the college.
3. **Observance of National Youth Day:** It was decided that National Youth Day will be observed on the Birth Anniversary of Swami Vivekanand Ji to encourage the students to learn about the life, ideas and the philosophy of Swami Vivekananda and apply them in their lives.  
(Action to be taken by the Students’ Welfare Department)
4. **To Promote Research Culture among students:** The College should strive for inculcating research culture among students, especially the Post Graduate students. It is imperative that spiritual research and its benefits should be inculcated among the students. The members of the committee recommended the following steps should be taken in this direction.
- a) Encouraging students to present Research Papers in various seminars.
- b) Workshop on SPSS to be organized for the UG/PG students.
- c) Class Presentation to be made compulsory by the students.  
(Action to be taken by the respective HOD's)
6. **To commemorate the Birth and Death Anniversaries of freedom fighters :-** The IQAC members proposed that the college should celebrate the birth anniversary of Swami Vivekananda, Netaji Subhash Chandra Bose and other freedom fighters.  
The proposal was approved and action to be taken by students welfare department, NSS and YRC Unit
7. **Proposal for Workshop on "Entrepreneurship and Innovation as Career Opportunity"**  
A proposal for Workshop on "Entrepreneurship and Innovation as Career Opportunity" was put before the house by Institution's Innovation Cell in collaboration with Career Guidance & Placement Cell to enhance the employability skills among students.  
(Action to be taken by Convener, IIC & CGC)

The meeting was concluded with the thanks to the hon’ble Principal, Dr. Vijay Kumar and other members of the coordinator, 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 3<sup>rd</sup> Meeting of the IQAC

**Date: 08 April, 2021**

**Time: 12:45 P.M**

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

### Members Present:

1. **Dr. Rashmi Chhabra, Officiating Principal**
2. **Dr. Meenakshi Gugnani, Asstt. Prof.**
3. **Mrs. Bandna Ranga, Asstt. Prof.**
4. **Dr. Shikha, Asstt. Prof.**
5. **Dr. Shalu Juneja, Asstt. Prof.**
6. **Dr. Deepti Sharma, Asstt. Prof.**
7. **Ms. Raunak, Asstt. Prof.**
8. **Dr. Rajni Kumari, Asstt. Prof.**
9. **Mrs. Chandna Jain, Asstt. Prof.**
10. **Dr. Neelam Maggoo, Associate Prof., Coordinator, IQAC**
11. **Sh. Subhash Chugh (Alumni)**
12. **Mr. Pawan Kumar Dhingra, Deputy Superintendent**
13. **Mr. Shubham (Student, B.A I)**
14. **Mr. Neeraj (Student, B.Com I)**

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

Coordinator IQAC welcomed the members to the meeting of the IQAC and introduced the new Officiating Principal Dr. Rashmi Chhabra, who joined on April, 02, 2021 to the house and started the proceedings of the meeting, which are as follows:

1. **Confirmation of the minutes of the 2<sup>nd</sup> meeting** :- It was resolved that the minutes of the 2<sup>nd</sup> meeting of the IQAC for the current session held on January 11, 2021 to be confirmed.
2. **Departmental Files**: - IQAC Coordinator admired the efforts and the hardwork of the heads of various departments for the completion of all the data of for the departmental files.
3. **Proposal for 7 days Online National Level Yoga Workshop**: The members of the IQAC proposed that a Yoga Workshop should be organized for faculty and the students

to get rid of the stress which has arisen because of the pandemic. This workshop will help to manage anxiety and to foster harmony among body, mind and environment. The proposal was approved and it was decided that 7 Days Online National Workshop will be organized shortly.

4. **Proposal to organize COVID Vaccination Camp** :- A proposal was put before the house that a Vaccination Camp should be organized for the students, staff and the community to speed up the Vaccination drive.

The proposal was approved and it was resolved that the NSS and YRC units of the college will organize the same.

5. **Evaluation of Papers** :- It was informed that due to COVID-19 Pandemic, the college itself will be Evaluation Center and all the faculty members were strictly instructed to check the answer-sheets without being biased.

(Action to be taken by Superintendent-in-chief)

6. **Other Items** :-

**a) Successful Organization of Online Competitions:-** The chairman congratulated the members of the committee and the staff for the successful organization of State and National level Online Competitions.

**b) ACR's:-** It was decided that the ACR's of regular staff members must be properly filled and duly signed by the chair.

**c) Office Records:** - It was resolved that the office files must be properly maintained by the Office Staff and duly submitted in time to the IQAC officials.

(Action to be taken by Mr. Pawan)

**d) Super 60 Classes:** - The Principal commended the Super 60 team for their efforts done for the academic development of the students.

7. **ISO Certification:-** The Principal informed the house that first survey of ISO was done on Dec 27, 2020 and the Certificate for the same was issued on Jan 27, 2021.

The meeting was quite thought provoking and enlightening and ended with thanks to the Hon'ble Principal, Dr. Rashmi Chhabra and other member 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 4<sup>th</sup> Meeting of the IQAC

**Date: 02 July, 2021**

**Time: 01:30 P.M**

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

### Members Present:

1. **Dr. Rashmi Chhabra, Principal**
2. **Mrs. Bandna Ranga, Asstt. Prof.**
3. **Dr. Shikha, Asstt. Prof.**
4. **Dr. Sumit Kumari Dahiya, Asstt. Prof.**
5. **Dr. Deepti Sharma, Asstt. Prof.**
6. **Ms. Raunak, Asstt. Prof.**
7. **Dr. Rajni Kumari, Asstt. Prof.**
8. **Mrs. Chandna Jain, Asstt. Prof.**
9. **Mrs. Pooja Chawla, Asstt. Prof.**
10. **Dr. Neelam Maggoo, Associate Prof., Coordinator, IQAC**
11. **Sh. Sudershan Dhingra, General Secretary, Hindu Education Society**
12. **14. Mr. Pawan Kumar Dhingra, Deputy Superintendent**
13. **15 Mr. Shubham (Student, B.A I)**
14. **16 Mr. Neeraj (Student, B.Com 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 3<sup>rd</sup> meeting:** - It was resolved that the minutes of the 3<sup>rd</sup> meeting of the IQAC for the current session held on April 8, 2021 to be confirmed.
2. **Appreciation for the successful Organization of 7 days National Workshop on Yoga and Vaccination Camp** : The Chairman of IQAC congratulated the whole team for organising 7days Online Yoga National Workshop in collaboration with Nehru Yuva Kendra. She further applauded the incessant efforts of the organizers of COVID Vaccination Camp

**3. University Exam Results:** The IQAC noted the results of all the classes and expressed their concern for the low pass percentage of the students. The Heads of various departments were advised to consult with their respective colleagues to devise a mechanism to improve the result in the coming semester.  
(Action to be taken by the HOD's of various departments)

**4. Proposal for Workshop by Home Science Department**

A Proposal for two days online workshop was put before the house on the topic "Short Course on Bakery" by Department of Home Science for consideration.

(Action to be taken by HOD, Home Science)

**5. Proposal for Sanitization Camp** :- Keeping in view the COVID-19 situation in the state, the members of the team suggested that there should be a college Sanitization Camp.

The proposal was accepted and it was resolved that one day sanitization camp will be organized by NSS and YRC Units of the college shortly.

**6. Submission of ACR's:-** It was decided that all the staff members must submit their ACR's for the current session to the Academic Incharge latest by 31st of August, 2021

(Action to be taken by Academic Incharge)

**7. MOU's** :- The Principal informed the house that the college has signed two MOU's with Government and Private Agencies. Haryana Kala Parishad (Government Agency) will work to promote Art, Culture, Literature and performing arts in our college as per the memorandum of understanding signed by the director.

**8. NCC Unit allotted to the College:** - The Principal informed the members that a Self-Financed NCC Unit is allotted to our college on June 30, 2021. The Principal applauded the untiring efforts of NCC Coordinator, Mr. Rajesh Gahlawat

**9. AQAR of the Session 2020-21 placed before IQAC:-** AQAR of the Session 2020-21 was placed before the IQAC Members and after reviewing the report some amendments were proposed and incorporated in the report.

**10. Completion of the Construction Site:** - The IQAC Coordinators informed the house that the construction for the site of 100ft. National Flag has been completed and will be duly inaugurated on 74<sup>th</sup> Independence Day.

**11. Proposal for the Upgradation of Home Science Lab & Skill Development Centre:-**

The IQAC Coordinator put the proposal before the house regarding upgradation of Home Science Lab & Skill Development Centre in collaboration with Rotary Club, Rohtak and Singer Company for enhancing the employability skills of the students.

The meeting concluded with thanks to the worthy Principal and to the members of IQAC by Dr. Neelam Maggu, Coordinator IQAC.