



# HINDU COLLEGE

SONEPAT-131001 (HARYANA)

(Affiliated to Maharishi Dayanand University, Rohtak)

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF THE MEETING

26.11.2024

The Internal Quality Assurance Cell (IQAC) meeting was held on 26.11.2024 at 11:30 am in College Conference Hall under the aegis of worthy Principal Mrs Archana Gupta. Convener IQAC, Dr Shuchi Kukreja, moderated the meeting. The particulars of the meeting are as follows:

The following members attended the meeting:

1. **Chairperson:** Mrs Archana Gupta

2.1 **Co-coordinators (Teaching):**

S.No.	Name	Department
1.	Dr Shilpi Gupta	Chemistry
2.	Dr Vishal Dahiya	Physical Education
3.	Dr Shalu Katyal	Commerce

2.2 **Members of Co-ordinating Committee (Teaching):**

S.No.	Name	Department
1.	Dr Aruna Malik	HOD, Economics
2.	Dr Savita	Mathematics

*Shalu* *Gupta*

3.	Dr Yogita	HOD, BBA
4.	Mrs Nidhi Gupta	Computer Science
5.	Dr Hema Upreti	HOD, Zoology

**2.3 Members of Co-ordinating Committee (Non-Teaching):**

S.No.	Name	Department
1.	Mr Gaurav Jain	Restorer, Library

**3. Member from management:**

Mr Suresh Goyal

**4. Senior Administrative Officer (Teaching):**

S.No.	Name	Department
1.	Dr Arun Gaur	Vice Principal & HOD, Physics
2.	Dr Seema Garg	HOD, Commerce

**5. Nominees from local Society, Students and Alumni:**

S.No.	Name	Nominee
1.	Mr Rachit Tomar	M.Sc. (F) Chemistry Student
2.	Ms Meenakshi	B.Sc. (F) Non-Medical Student

**6. Nominees from Employer/Industrialists/Stakeholders:**

S.No.	Name	Nominee
1.	Mr Shyam Lal	Employer

**7. Co-ordinator/ Director of IQAC:**

Dr Shuchi Kukreja

 

**1. Confirmation of the minutes of the last IQAC meeting held on 13.03.2024**

It was resolved that the minutes of the previous IQAC meeting held on 13.03.2024 be confirmed.

**2. Action Taken Report (13-03-2024)**

It was noted that the Action Taken Report pertaining to the resolutions of the IQAC meeting held on 13.03.2024 was released to the committee for review and discussion.

The action taken report is appended as **Annexure-A**.

**3. Agenda Meeting (26-11-2024)**

- I. Campus Infrastructure and Facilities Development
- II. Environmental and Sustainability Initiatives
- III. Student and Faculty Support Programs
- IV. Organizational and Operational Initiatives

The detailed agenda is appended as **Annexure-B**.

**4. Discussions and decisions:**

**I. Campus Infrastructure and Facilities Development**

- The committee deliberated upon the requirements and implementation plan for setting up a dedicated language lab to enhance language learning resources.
- Renewal and expansion of current smart classrooms and exploring opportunities to establish additional smart classrooms were discussed. The student nominees emphasized the importance of learning with new-age tools and smart room facilities.
- The committee emphasised the initiatives for creating a dedicated art gallery space to showcase students' artwork and foster a creative environment.
- The viability of establishing a nursery and botanical garden to enhance campus biodiversity and provide a learning resource for students was pondered.



- The committee apprised the requirement of action steps to set up a dispensary/Health and Wellness Centre on campus for accessible medical assistance.
- The installation of signage, including campus maps, maps for each block, emergency contact information, and safety signage near hazardous areas were discussed.
- The members specified the necessity of adequate and accessible hygiene facilities, particularly for the convenience of female students, staff, and faculty.
- The probable initiatives for enhancing the visual appeal and functionality of campus spaces were deliberated upon.

## II. Environmental and Sustainability Initiatives

- The initiatives for an eco-friendly campus, including monthly observance of Vehicle Pooling Day to reduce the college's carbon footprint were tabled by the members.
- The members suggested the inclusion of pragmatic and economic strategies for improving waste management and recycling on campus to maintain cleanliness and sustainability.
- The committee acknowledged the incorporation of posters as an effective tool for raising social awareness on a range of topics pertinent to the well-being of both students and staff.

## III. Student and Faculty Support Programs

- The action plan for faculty development programs to foster professional growth and academic excellence was discussed.
- The student nominees emphasized the need for the establishment of a student support cell to provide resources and guidance to students in need of assistance and also suggested the installation of a student suggestion box in the college main block.
- The committee advised the NSS units to take initiatives for community support activities by tying up with NGOs for the distribution of clothes, shoes, and stationery to the needy.
- The importance of the consistent and successful organization of the alumni meet was highlighted.

## IV. Organizational and Operational Initiatives

- The committee advised the formation of associations/societies across all streams to encourage faculty and student involvement in various activities.
- The committee proposed the remodelling of the website to ensure current, accessible, and user-friendly content.




- The members emphasized exploring the avenues for generating additional revenue to support campus development and activities.

The meeting concluded with a vote of thanks extended to the Chairperson and all the members of the IQAC, followed by the collective singing of the national anthem.



**Dr Shuchi Kukreja**

**Convenor**

**IQAC**



**Mrs Archana Gupta**

**Principal**

**Hindu College Sonapat**

## Annexure-A

### Action Taken Report of Previous Meeting (13.03.2024)

S. No.	Agenda	Action Taken
1	Composition of IQAC	Composed and fully functional
2	Creation of IT Cell	Created and functional
3	Registration of faculty on VIDWAN portal	Registered and List of Faculty's VIDWAN IDs attached
4	Registration of College on IRINS portal	Pending
5	Registration of Alumni Association of College	Under Process
6	Suggestions on Mission and Vision Statement	Made available on the Website
7	Networking (Between IQAC and various Departments/ Cells/ Committees)	Achieved
8	Academic Calendar	Made available on the Website
9	Activity Calendar	Made available on the Website
10	Digitisation of Library	A Library Committee has been formed to undertake this task
11	Mentor-Mentee Group	Mentor-mentee groups are created and meet regularly on 4th Saturday of every month

12	Green Campus Strategy Best Practices	A Committee has been formed to undertake the steps towards best practices
13	Faculty Development Initiatives	Proposal ready
14	Infrastructure Development Committee	Proposals have been invited and received
15	Events Report preparation and submission mechanism	The format for report preparation and submission has been made available on the website

## Annexure-B

### Agenda IQAC Meeting (26.11.2024)

#### Campus Infrastructure and Facilities Development

1. **Establishment of Language Laboratory**  
To review and discuss the requirements and implementation plan for setting up a dedicated language lab to enhance language learning resources.
  2. **Annual Maintenance Contract (AMC) for Smart Classroom Technology**  
Renewal and expansion of AMC for current smart classrooms and exploration of opportunities to establish additional smart classrooms.
  3. **Art Gallery Development**  
Initiatives for creating a dedicated art gallery space to showcase students' artwork, fostering a creative environment.
  4. **Nursery and Botanical Garden Development**  
Proposal for establishing a nursery and botanical garden to enhance campus biodiversity and provide a learning resource for students.
  5. **Establishment of a Functional Dispensary**  
Review requirements and action steps to set up a dispensary on campus for accessible medical assistance.
  6. **Signage and Campus Navigation Enhancements**  
To discuss the installation of signage, including maps for each block, campus maps, emergency contact information, and safety signage near hazardous areas.
  7. **Facilities for Toiletries and Hygiene**  
To put in place, the necessary arrangements to ensure adequate and accessible hygiene facilities, particularly for the convenience of female students, staff, and faculty.
  8. **Campus Beautification and Improvement**  
To discuss the initiatives for enhancing the visual appeal and functionality of campus spaces.
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#### Environmental and Sustainability Initiatives

1. **Green Campus Initiatives**  
Planning and promoting initiatives for an eco-friendly campus, including monthly observance of Zero Carbon Day to reduce the college's carbon footprint.
2. **Waste Management Strategies**  
Review strategies for improving waste management and recycling on campus to maintain cleanliness and sustainability.
3. **Social Awareness Initiatives**



To develop and display posters to promote social awareness on various topics relevant to student and staff well-being.

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#### **Student and Faculty Support Programs**

1. **Faculty Development Action Plan**  
To outline an action plan for faculty development programs to foster professional growth and academic excellence.
  2. **Student Support Cell Setup**  
Discuss the establishment of a student support cell to provide resources and guidance to students in need of assistance.
  3. **Community Outreach Initiatives**  
Coordination for community support activities, including the distribution of clothes, shoes, and stationery to the needy.
  4. **Preparation for the First Alumni Meet**  
Discussion and planning of the inaugural alumni meet, covering event logistics, outreach, and engagement strategies.
  5. **Suggestion Box Mechanism**  
To discuss the ways to develop effective mechanisms for managing and responding to suggestions submitted by students and staff.
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#### **Organizational and Operational Initiatives**

1. **Solicitation of Proposals for College Societies**  
To initiate the establishment of college societies, and to encourage faculty involvement and cross-departmental collaboration.
  2. **College Website Updates**  
To review and plan for necessary updates to the college website to ensure current, accessible, and user-friendly content.
  3. **Revenue Generation Strategies**  
To explore the avenues for generating additional revenue to support campus development and activities.
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Each agenda item will be discussed in detail to ensure alignment with our objectives and to set clear action points for successful implementation.