



HINDU COLLEGE, SONEPAT

Run by The Sonapat Hindu Educational & Charitable Society, Sonapat

Affiliated to Maharishi Dayanand University, Rohtak

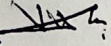

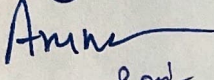
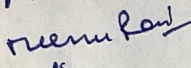
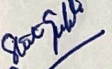
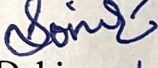

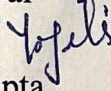
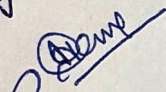
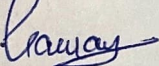
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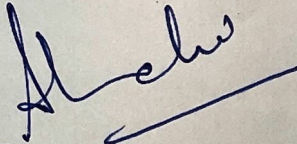
Website : www.hcsnp.edu.in E-mail : principalhcsnp@gmail.com

No- 547

Date: - 19.03.2024

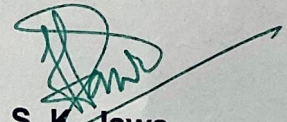
The minutes of IQAC meeting held on 13th March 2024 are hereby circulated. Kindly go through and acknowledge. The soft copy will be circulated on the IQAC group.

1. Dr Vishal Kumar Sharma 
2. Dr Ajay Kumar 
3. Dr Aruna Malik 
4. Mrs Meenu Rani 
5. Dr Savita
6. Dr Shilpi Gupta 
7. Dr Sonia 
8. Dr Vishal Dahiya 
9. Dr Shalu Katyal
10. Dr Yogiita 
11. Mrs Nidhi Gupta
12. Dr Hema 
13. Mr Gaurav Jain 



Dr Shuchi Kukreja

Convener



S. K. Jawa

Principal



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Minutes of IQAC Meeting (13.03.2024)

The Internal Quality Assurance Cell (IQAC) meeting was held on 13.03.2024 at 1:30 pm in College Conference Hall under the aegis of worthy principal Sh S.K. Jawa, also the chairperson of IQAC, Dr Shuchi Kukreja, Convener IQAC has been the moderator. The particulars of the meeting are as follows:

Attendees:

The following members attended the meeting:

1. Dr Vishal Kumar Sharma *[Signature]*
2. Dr Ajay Kumar
3. Dr Aruna Malik *[Signature]*
4. Mrs Meenu Rani
5. Dr Savita
6. Dr Shilpi Gupta *[Signature]*
7. Dr Sonia *[Signature]*
8. Dr Vishal Dahiya
9. Dr Shalu Katyul
10. Dr Hema
11. Mr Gaurav Jain

Agenda:

The chairperson presented the agenda for the meeting, outlining the following key topics to be discussed.

1. Composition of IQAC
2. Creation of IT Cell
3. Registration of faculty on VIDWAN portal
4. Registration of College on IRINS portal
5. Registration of Alumni association of College

6. Suggestions on Mission and Vision statement
7. Networking (Between IQAC and various Departments/ Cells/ Committees)
8. Academic Calendar
9. Activity Calendar
10. Digitization of Library
11. Mentor-Mentee Group
12. Green Campus Strategy/Best Practices
13. Faculty Development Initiatives
14. Infrastructure Development Committee

The collaborative and open communication from all the participants ensured a focused and productive discussion throughout the session.

Summary of the discussion and decisions made:

1. Composition of IQAC

The committee agreed upon the filling up the following positions of IQAC:

- **Member from Management:** Request letter to be sent to the management through proper channel for the nomination

- **Senior Administrative officer (office superintendent/manager):**

Teaching

Dr Arun Gaur, Associate Professor, Department of Physics

Dr Anita Phor, Associate Professor, Department of Chemistry

Non- Teaching

Dr Dharmesh, Librarian

To be finalized by the Principal before the next meeting.

- **Nominee each from-local society/trust**
Request letter to be sent to the management through proper channel for the nomination

- **Two Nominees from students**
To be finalized by the Principal before the next meeting.

- **Two Nominees from alumni**
 1. Dr Rachna Gupta, Principal, Hindu Girls College
 2. To be finalized by the Principal before the next meeting.

- **One Nominee each from-Employer/Industrialist/Stakeholder**
Request letter to be sent to the management through proper channel for the nomination

2. **Creation of IT Cell:**

It was proposed for the creation of an IT cell of the College with immediate effect, comprising members from Department of Computer Science along with Dr Nidhi Gupta and Mr Gaurav Jain (Members, IQAC).

The cell was shouldered with responsibilities as follows:

- Updating the College website
- Creation of a window of IQAC on the College website
- Maintaining and updating the flyers containing information regarding College's upcoming event and News report of culminated event
- Managing and updating Faculty CV's on the College website
- Creating Google form for student data collection at the time of admission in the upcoming session
- Facilitating the registration of faculty on VIDWAN portal
- Ensuring the registration of College on IRINS portal
- Creating dedicated Email ids of departments and cells to ensure a better networking between IQAC and various Departments/ Cells/ Committees

3. **Registration of faculty on VIDWAN portal:**

Assigned to IT Cell

4. **Registration of College on IRINS portal**

Assigned to IT Cell

5. **Registration of Alumni Association of College:**

To create a lifelong network for alumni and foster a mutually beneficial relationship between alumni and the College. Dr Vishal Kumar Sharma, Mrs Meenu Rani and Dr Yogita were tasked to look into the procedure for setting up and registering the College Alumni Association and envision the association's goals, potential membership structure and other requirements.

6. **Suggestions on Mission and Vision statement:**

The committee also brainstormed to reconsider the vision and mission of the College in alignment with the National Education Policy 2020. The floor was left open for members to mull over it and submit their suggestions to the convener at the earliest.

7. **Networking between IQAC and various Departments/ Cells/ Committees:**

Assigned to IT Cell

8. Academic Calendar

Considering the crucial role of a well and in-time planned academic calendar the following members were tasked with drafting the academic calendar plans for the session 2024-25. Dr Ajay Kumar, Mrs Meenu Rani and Dr Savita

9. Activity Calendar

Considering the crucial role of a well and in-time planned activity calendar for the outcome oriented academic year, the following members were tasked with drafting/outlining tentative plans for the session 2024-25.

Activity calendar: Dr Vishal Sharma, Dr Aruna Malik, Dr Vishal Dhayia

10. Digitization of Library:

It was acknowledged that continuous improvement is essential for enhancing the overall quality of library services provided by the College. Several initiatives for digitization of library were discussed and Dr Dharmesh and Mr Gaurav Jain were suggested to work on:

- Swift and updated information of college library facilities and activities on College website
- To expedite the enrolment of students and faculty for e-journals and e-books via INFLIBNET N-LIST
- Easy mechanism to be designed- eg. Google form to collect data from students and faculty for registration on these portals
- Information disbursal to students and faculty on the usage of these resources
- Any other areas on faculty and student support services, and infrastructure upgrades.

10. Mentor-Mentee Group:

A dedicated period on 15th March had been agreed upon to conduct the meeting of already formed mentor-mentee groups. The meeting would seek to boost mentees' confidence, increase their sense of belonging within the college community, and empower them to make informed decisions about their academic and future career paths. Dr Ajay Kumar, Dr Meenaxi Phor, Dr Savita were given the charge of data collection and report submission of the mentor-mentee meeting.

11. Green Campus Strategy/Best Practices:

The members consensually felt the need to strengthen the practices of a sustainable and environment sensitive campus community that nurtures a culture of conservation and innovation. Dr Vishal Dahiya and Dr Hema Upreti in collaboration with the College's Eco Club were earmarked to foresee and implement a comprehensive green strategy focusing upon the following suggested areas:

- Reduce energy consumption by using alternative energy sources
- Implement a workable recycling/reusing program for paper, plastic and other materials
- Encourage composting of biodegradable waste

- Develop a botanical garden in the campus
- Rain water harvesting

12. Faculty Development Initiatives:

The attendees underscored that the Faculty development initiatives are crucial for the College to maintain high-quality education and a thriving academic environment. Dr Shilpi Gupta, Dr Sonia, Dr Shalu and Dr Savita were assigned the task of promoting and sensitizing the faculty for following initiatives:

- To motivate faculty towards technology integration in their teaching and learning
- To acquaint and ensure enrolment of teaching faculty to workshops in various formats (in-person, online, blended) to accommodate diverse schedules
- To use Google classroom for furnishing e-content, taking assignment and utilize MS Excel/Google sheets for Internal assessment
- To use Google calendar for preparing individual timetables to be shared to HOD and Departmental Timetable by HODs to be shared to Principal

13. Infrastructure Development Committee:

A Sub-committee for College Infrastructure Development was formed which consisted of Dr Vishal Dahiya, Dr Aruna Malik and Dr Yogita as its key members. This committee would identify needs, propose solutions, and collaborate with college administration to improve the physical and technological infrastructure that supports teaching and learning. Members were given the opportunity to raise any additional matters for discussion. The meeting concluded at 3:00 pm with a vote of thanks to all attendees for their valuable contributions and active participation.



Dr Shuchi Kukreja
Convener



S. K. Jawa
Principal