

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Meeting Circular

HCST/IQAC/2018-19/02

Date:-05/07/2018

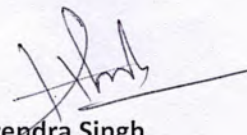
All The IQAC members and invitee members are here by informed that IQAC meeting will be held on July 07, 2018 in the Chairman Conference room at 01:30 PM. All committee members are requested to present in meeting.

### Agenda of the Meeting

- 1) Department calendar
- 2) Book bank facility
- 3) Maintenance of labs

Following members are requested to present in the meeting

1	All IQAC committee members	
2	Dr. Pramod Senger, Library Incharge	Invitee member

  
Dr. Harendra Singh  
(Director, IQAC)

Director  
Internal Quality Assurance Cell  
Hindustan College of Science & Technology  
Farah, Mathura

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Meeting Notes

HCST/IQAC/2018-19/ 07

Date:-07/07/2018

Venue: - Chairman office, HCST

### Agenda of the Meeting

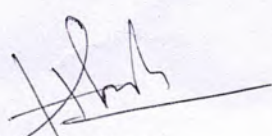
- 4) Department calendar
- 5) Book bank facility
- 6) Maintenance of labs

### Members of Committee present in the meeting

1	Dr. Rajeev Kumar Upadhyay	Chairperson, IQAC
2	Dr. Harendra Singh	(Director, IQAC)
3	Dr. M.S. Gaur	(Member)
4	Dr. Mamta Sharma	(Member)
5	Mr. Vijay Katta	(Secretary)
6	Mr. Kapil Gupta	(Member)
7	Dr. Sandeep Agrawal	(Member)
8	Dr. Pramod Senger	Invitee Member

Following points were discussed in meeting held at 1:30 PM on 07/07/2018 in Chairman Conference room.

1. Planning of Departmental Activities and Events.
2. To ensure proper and timely maintenance of Laboratories and Classrooms for conducting Experiments and Classes in coming semester. All HOD must ensure it.
3. Preparation of sports activities for coming semester.
4. To ensure Book-Bank distribution to all the students and procurement of new reference books for upcoming semester as per the syllabus.

  
Dr. Harendra Singh

(Director, IQAC)  
Director  
Internal Quality Assurance Cell  
Hindustan College of Science & Technology  
Farah, Mathura

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## IQAC MEETING ACTION TAKEN REPORT

HCST/IQAC/2018-19/2

Date: 10/07/2018

IQAC conducted a meeting on July 7, 2018. The agenda of the meeting was the preparation of the department academic calendar and sport event calendar for the odd semester of 2018-19.

All the HODs and sport director are advised to prepare the department academic calendar and sport events for the odd semester of 2018-19 and submit them to the dean academic office by July 16, 2018.

(Dr. R.K. Upadhyay)

Director

Director

Hindustan College of  
Science & Technology  
FARAH (MATHURA)