

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Meeting Circular

HCST/IQAC/2018-19/ 04

Date:-05/10/2018

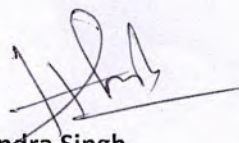
All The IQAC members and invitee members are here by informed that IQAC meeting will be held on October 06, 2018 in the Chairman Conference room at 03:30 PM. All committee members are requested to present in meeting.

### Agenda of the Meeting

- 1) Endorsement of previous meeting
- 2) To Review the academic performance of academic year 2017-2018 and attendance monitoring

Following members are requested to present in the meeting

1	All IQAC committee members	
2	Dr. R.K. Tiwari, COE-HCST	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/2018-19/04

Date: -06/10/2018

Venue: - Chairman office, HCST

### Agenda of the Meeting

- 1) Endorsement of previous meeting
- 2) To Review the academic performance of academic year 2017-2018 and attendance monitoring

### Members of Committee present in the meeting

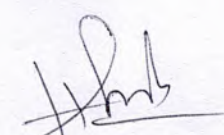
1	Dr. Rajeev Kumar Upadhyay	Chairperson, IQAC
2	Dr. Harendra Singh	(Director, IQAC)
3	Dr. M.S. Gaur	(Member)
4	Dr. Mamta Sharma	(Member)
5	Mr. Vijay Katta	(Secretary)
6	Mr. Kapil Gupta	(Member)
7	Dr. Sandeep Agrawal	(Member)
8	Dr. Suruchi	(Member)
8	Dr. R.K. Tiwari, COE-HCST	Invitee Member

The meeting was held at 03:30 PM on 06/10/2018 in the Chairman Conference room, HCST. Dr. R. K. Tiwari has presented overall results of the students for academic year 2017-18.

To improve the student's performance in university examination IQAC has given following suggestions.

- 1) Minimum 7 days preparation leave must be given to students.
- 2) All HOD must check and analyses the performance of students.
- 3) Attendance criteria must be strictly considered to allow students to appear in CTs.
- 4) All CTs results must be uploaded on ERP within 7 days of examination.
- 5) Counsellor must be in contact with all parents.

Attendance of students in current academic semester has been satisfactory.

  
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

Date: 08/10/2018

IQAC conducted a meeting on October 6, 2018. The agenda of the meeting was to review the results of the last academic semester.

For improvement of results, the following IQAC suggestions are accepted and followed in the current semester:

- A minimum of seven days preparation leave must be given to students.
- All HODs must check and analyze the performance of students.
- Attendance criteria must be strictly considered to allow students to appear in CTs.
- All CTs results must be uploaded to ERP within 7 days of the examination.
- To strengthen the counselling mechanism, all counsellors must be in contact with the parents.

(Dr. R.K. Upadhyay)

Director

Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)