

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

Meeting Circular

HCST/IQAC/2018-2019/6

Date:-17/01/2019

All The IQAC members and invitee members are here by informed that IQAC meeting will be held on January 19, 2019 in the Chairman Conference room at 01:30 PM. All committee members are requested to present in meeting.

Agenda of the Meeting

- 1) Endorsement of previously meeting
- 2) Subject allotment, Course file, Lab manual

Following members are requested to present in the meeting

1	All IQAC committee members	
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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/2018-19/06

Date:-19/01/2019

Venue: - Chairman office, HCST

Agenda of the Meeting

- 1) Endorsement of previously meeting
- 2) Subject allotment, Course file, Lab manual

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)

The meeting was held at 01:30 PM on 19/01/2019 in the Chairman Conference room, HCST. Following points has been discussed.

- 1) There was no pending decision in previous meeting.
- 2) Course file and lab manual format is already approved by IQAC and it is forwarded through Dean Academics. All HODs must ensure that faculty must prepare the course file and lab manuals at start of semester. Attendance and other documents can be updated during semester.
- 3) Subject allotment is crucial process for any academic institution. In HCST, it is properly followed from many academic years. It is again suggested that subject allotment must be properly documented and must be completed before start of semester.


Dr. Harendra Singh

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

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

IQAC MEETING ACTION TAKEN REPORT

Date: 22/01/2019

With reference to the IQAC meeting held on January 19, 2019, all the HODs are here to be informed that they must ensure the preparation of course files and lab manuals before the start of the academic semester.

It is also advised to keep documentation of subject allotment atleast for one year.

(Dr. R.K. Upadhyay)

Director

Director

Hindustan College of
Science & Technology
FARAH (MATHURA)