

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

Meeting Circular

HCST/IQAC/2019-2020/05

Date:-23/11/2019

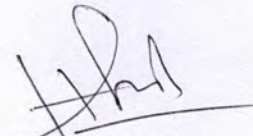
All The IQAC members and invitee members are here by informed that IQAC meeting will be held on November 25, 2019 in the Chairman Conference room at 01:30 PM. All committee members are requested to present in meeting.

Agenda of the Meeting

- 1) Endorsement of previously meeting
- 2) NAAC preparation, PDP classes, Placement drive, 5 days week.

Following members are requested to present in the meeting

1	All IQAC committee members	
2	NAAC Criteria Coordinators	


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

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

Meeting Notes

HCST/IQAC/2019-20/05

Date:-25/11/2019

Venue: - Chairman office, HCST

Agenda of the Meeting

- 1) Endorsement of previously meeting
- 2) NAAC preparation, PDP classes, Placement drive, 5 days week.

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	Dr. Suruchi	(Member)
6	Dr. Sandeep Agrawal	(Member)
7	Mr. Kapil Gupta	(Member)
8	Mr. Vijay Katta	(Secretary)
9	Mr. Sanjay Singh (HOD-ECE)	Invitee Member

Following points were discussed in meeting held at 03:00 PM on 25/11/2019.

- **NAAC Accreditation process**
 - Director, HCST addressed the committee for NAAC Accreditation process review.
 - Previous NAAC preparation committee (Dr. Suruchi, Mr. Sanjay Singh) will submit their review report to IQAC committee.

- Mr. Kapil Gupta and Mr. Shankar Thawakar will be the new team member in NAAC Preparation committee with Dr. Suruchi and Mr. Sanjay Singh.
- Mr. Kapil Gupta will prepare NAAC presentation.

2. Change/ Review in College Timing (5 day working/week)

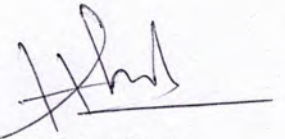
- At present college working time is 10 AM to 5:00 PM (6 Days/Week). Total academic load per week is 7 lecture/day * 6 days= 42 Lectures.
- If college will open for 5 days/week from 09:00 AM to 5:00 PM then total academic load will be 8 Lecture/day*5 Days=40 Lectures.
- There is minor change in working hours.
- **Benefits of 5 working days/week:-**
 - On an average per day working cost is approx. 1 Lakh rupees. On 5 working days/week, so average cost cutting will be approx. 50 Lakhs/year (4days/month *12 months *1 Lakh/day)
 - Student will get continuous 2 days for their studies.
- **Issues with 5 working days/week.**
 - It will be problematic for those students who are doing coaching (for GATE, CAT, Certification course, etc) from Agra/Mathura because coaching hours are in morning time and from 5:00 PM onwards. It will be difficult for them to manage both.

3. PDP Classes.

- It is suggested that to improve the students interest and attendance in PDP classes, department level committee will decide the course requirement i.e academic plan for PDP classes as per department level and students requirement.
- It is suggested that for effective execution of PDP classes, committee must be formalized. Committee will be consist of:-
 - HOD-Department
 - HOD- T&D
 - Dy. HOD- Department
 - 2 students/ section.
- Above Committee will finalize the PDP lesson plan for each semester before commencement of classes and will monitor the execution of PDP classes at department level.

4. T&P reporting

- It is suggested that before finalizing the company for placement drive, T&P Dept. coordinator and HOD must ensure that profile of the company is appropriate for their respective branch students. T&P coordinator must submit above report to Director, HCST through HODs for final review and approval.



Dr. Harendra Singh

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

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

IQAC MEETING ACTION TAKEN REPORT

HCST/IQAC/2019-20/05

Date: 27/11/2019

With reference to the IQAC meeting held on November 25, 2019, as per the suggestion of IQAC for effective delivery of PDP classes, the following committee is constituted for this semester:

- HOD-Department
- HOD- T&D
- HOD- Department
- 2 students/ section.

Dr. Suruchi and Mr. Sanjay Singh are advised to submit their review report of NAAC preparation to the IQAC committee. There will be no change in college timing.

(Dr. R.K. Upadhyay)

Director

Director
Hindustan College of
Science & Technology
FARAH (MATHURA)