

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

Meeting Circular

HCST/IQAC/2019-2020/06

Date:-18/12/2019

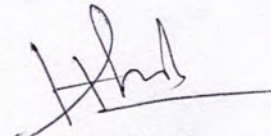
All The IQAC members and invitee members are hereby informed that IQAC meeting will be held on December 20, 2019 in the Chairman Conference room at 01:30 PM. All committee members are requested to present in meeting.

Agenda of the Meeting

- 1) Endorsement of previously meeting
- 2) NAAC preparation, Alumni record details

Following members are requested to present in the meeting

1	All IQAC committee members	
2	NAAC Criteria Coordinators	Invitee Member
3	Alumni cell coordinator	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

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

Meeting Notes

HCST/IQAC/2019-20/06

Date:-20/12/2019

Venue: - Chairman office, HCST

Agenda of the Meeting

- 1) Endorsement of previously meeting
- 3) NAAC preparation, Alumni record details

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
10	Dr. Shankar Thawkar (Alumni cell coordinator)	Invitee Member

Following points were discussed in meeting held at 11:00 AM on 20/12/2019.

1) Alumni data collection and other details has been presented by Mr. Shankar Thawkar

- Webpage for central Alumni cell (CAC) are under development.
- CAC has suggested to organize alumni meet at Noida.
- It is important to establish the alumni chapters in different cities of India. It has weightage in NAAC accreditation process.
- IQAC has suggested him to display alumni data in batch wise on website.
- Alumni profile should be collected through google page link and this link must be available on college/group/CAC websites and must be circulated through other social media channels.
- Previous available alumni data will be forwarded by Mr. Shankar Thawkar to all the departments for verification. Details will be submitted by departments before 25 Jan 2020.
- Following number of alumni profiles has been received in CAC from departments

Department	Alumni profile received
CSE	12 ±
Chemical	8 ±
IT	90 ±
EI/EC	90 ±
EE	50 ±
ME	45 ±
BT	25 ±
CE	45 ±
AUTO	12 ±

• It is decided that each department will provide atleast 10 % distinguished alumni profile from each batch latest by 25-Jan-2020.

- Registrar office will provide the total number of students pass out from HCST.

2) NAAC Preparation Review has been presented by Dr.Suruchi.

- To apply for NAAC, college must be affiliate by University but at present condition, college is not affiliated. College has only stay order from court.
- Few courses must be reduced.
- Data Collection and preparation task has been assigned to different authorities.
- It is suggested that Data formats and SSR reports of HIMCS must be reviewed for data collection.

Sr.No	Point no.	Remarks	Data facilitator	Date of completion
1	1.1.2	Must be reviewed again and how to be classified. Can we add PMKVY in this section?. must be verified from University.		
2	1.2.2	Dept. must provide the semester wise elective subject list for last 5 years.(2015,16,17,18,19)	HOD	25 jan 2020
3	1.2.3	Dept. should compile the list of student who qualified the MOOCS course.	HOD	1 Feb 2020
4	1.3.1	Must be submitted by Humanities Dept.	HOD Humanities	
5	1.3.2	Skill development courses are conducted in college since last few years . Data will be provided by Executive Director office	Executive Director office	
6	1.3.3	First year and some second year student has completed internship. This data must be collected by dept & summer training data of last year must be collected by HOD. Summer training reports of students will be keep as a record.	HOD	10 jan 2020
7	1.4.1	Feedback of student, teacher, employee alumni and parents. Formats for collection of feedback data will be decided in meeting.	DSW	

- criteria-2 Teaching learning process

Sr.No	Point no.	Remarks	Data facilitator	Date of completion
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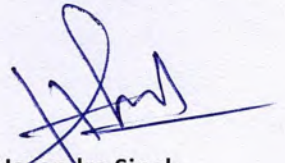
8	2.1.1, 2.1.2, 2.1.3	(Admission status data)	Completed	
9	2.2.1	The institution assesses the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow learners. Documentation will be started after meeting with director sir. Academic Counsel must be formed in HCST.	Director Sir and academic counsel.	
10	2.2.2	Student- Full time teacher ratio (current year data) .HR dept. must provide the required data to Dr. Sanjeev	HR	
11	2.2.3	Percentage of differently able students (Divyangjan) on rolls (current year data)	Completed.	
12	2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	by Academic council /P&d /T. Senthil	
13	2.3.2	Use of LMS. All HODs must be ensure that all teacher must upload the lecture wise notes on ERP.	By Teachers and HODs	
14	2.3.3	HODs must provide the counselors list and data. Format will be circulated by Dr, Suruchi	HOD and Dr.Suruchi	
15	2.3.4	Innovation and Creativity in teaching- learning	HOD	
16	2.4.1	HR executive will provide the data as per AICTE norm.	HR	
17	2.4.2	Average percentage of full time teachers with Ph. D. during the last five years	Completed	
18	2.4.3	Teaching experience of full time teachers in number of years(current year data)	HR Department	
19	2.4.4	Percentage of full time teachers who received awards, recognition, fellowship at State, National, International level from government, recognized bodies during last five years	Data will be collected from faculties by Dr.Sanjeev	

		Dr. Sanjeev will collect data from all faculties.		
20	2.4.5	Average percentage of full time teachers from other States against sanctioned posts during the last five years.	HR Department	
21	2.5.1	Reforms in Continuous Internal Evaluation (CIE) System at the Institutional level. Write-up will be provided by DA office	DA office	
22	2.5.2	Mechanism of internal assessment is transparent and robust in terms of frequency and variety Write-up will be provided by DA office	DA office	
23	2.5.3	Mechanism to deal with examination related grievances is transparent, time- bound and efficient	COE	
24	2.5.4	The Institution adheres to the academic calendar for the conduct of CIE. Write-up will be provided by DA	DA office	
25	2.6.1	NAAC preparation committee will explain the concept of PO/PSO/CO to all HODs for related document preparation.	NAAC preparation committee	
26	2.6.2	Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution documentation.	HOD	
27	2.6.3	Average pass percentage of Students (Current year data)	COE	
28	2.7.1	Online student satisfaction survey regarding teaching learning process will be completed at the time of submission of SSR documents.	Registrar office	

- Criteria-3:-Research and Development

Sr.No	Point no.	Remarks	Data facilitator	Date of completion
29	3.1.1	Research Grants	Dean R&D	
30	3.1.3	Number of research projects per teacher funded by government and non government agencies during the last five years	Dean R&D	
31	3.2.1	Incubation centre and other initiatives for creation and transfer of knowledge	T.Senthil	
32	3.2.2	Number of Workshops/ seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years	HOD	
33	3.3.1	The institution has a stated Code of Ethics to check malpractices and plagiarism in Research.	EVP/Executive Director office	
34	3.3.4	Number of research papers per teachers in the journals notified on UGC website	Data will be provided by teachers to Dr. Nishant singh	
35	3.3.5	Number of books and chapters in edited volumes/books published and papers in national/international conference-proceedings per teacher during last five years	Data will be provided by teachers to Dr. Nishant singh	
36	3.4.1	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years	Dr. Mamta Sharma	
37	3.4.2	Number of awards and recognitions received for extension activities from government/ recognised bodies during the last five years	Director Sir, Dr.Mangla, Dr.Haresndra Singh Chauhan, Dr.Gaur,Etc	
38	3.4.3,3.4.4	Sport ,NCC	Dr.Kaharwar	

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Dr. Hafendra 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/2019-20/06

Date: 23/12/2019

IQAC conducted a meeting on December 20, 2019. Dr. Shankar Thawkar is advised to follow the guidelines of IQAC for organizing alumni meet. The suggestions of IQAC on NAAC accreditation will be discussed with the management.

(Dr. R.K. Upadhyay)

Director

Director
Hindustan College of
Science & Technology
FARAH (MATHURA)