

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

Meeting Circular

HCST/IQAC/2022-23/03

Date:-01/12/2022

All The IQAC members and invitee members are here by informed that IQAC meeting will be held on December 02, 2022 in the Chairman Conference room at 11:00 AM. All committee members are requested to present in meeting.

Agenda of the Meeting

- 1) Endorsement of previous meeting
- 2) Modify counseling format
- 3) Annual Gender Sensitization Action Plan
- 4) Student grievance policy document
- 5) E-Governance policy
- 6) The Institution ensures effective curriculum planning and delivery

Members of Committee present in the meeting

1	All IQAC committee members	
2	Dr. Ajay Sharma, HOD Biotech	Invitee member


Dr. Harendra Singh

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

Vision of the College

HCST strives to impart a holistic knowledge-centric environment to serve humanity by providing research-oriented technical education to nurture global leaders and entrepreneurs.

Mission of the College

1. Create an ecosystem to foster a culture of innovation, research, academic excellence and entrepreneurship.
2. Nurture technically competent and socially committed global leaders with high moral and ethical values.
3. Impart outcome based education to facilitate students for their holistic development.

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

Meeting Notes

HCST/IQAC/2022-23/03

Date:-02/12/2022

Venue: - Chairman office, HCST

Agenda of the Meeting

- 1) Endorsement of previous meeting
- 2) Modify counseling format
- 3) Annual Gender Sensitization Action Plan
- 4) Student grievance policy document
- 5) E-Governance policy
- 6) The Institution ensures effective curriculum planning and delivery

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. Richa Kapoor	(Member)
9	Dr. Vinod Kushwah	(Member)
10	Dr. Suruchi	(Member)
11	Mr. Sanjay Singh	(Member)
12	Mr. Anurag Bajpai	(Member)
13	Dr. Shankar Thawkar	(Member)
14	Dr. Ajay Sharma	(Invitee member)

Vision of the College

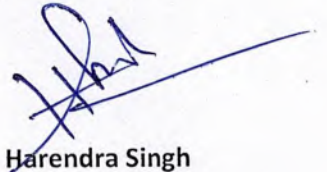
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Mission of the College

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2. Nurture technically competent and socially committed global leaders with high moral and ethical values.
3. Impart outcome based education to facilitate students for their holistic development.

The meeting was held at 11:00 AM on 02/12/2022 in the Chairman Conference room, HCST.

- 1) Dean Academics has proposed the counseling file format. IQAC has reviewed the formats and suggestion of IQAC committee is incorporated in mentioned document.
- 2) Dean Student welfare Dr. Sandeep Agarwal has presented the Annual Gender Sensitization Action Plan and Student grievance policy document. IQAC has reviewed the document and suggested modification in documents. Dr. Sandeep is also requested to submit the document for further review and approval from IQAC.
- 3) Dr. Ajay Sharma has presented the document of the Institution ensures effective curriculum planning and delivery and Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. IQAC has reviewed the document and suggested the modification in it. Dr. Ajay is also requested to submit the modified document for further review and approval from IQAC
- 4) IQAC has drafted the E-governance policy document.



Dr. Harendra Singh

(Director, IQAC)
Director

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

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Counselling file format


Step 1: login on ERP 192.168.100.20/simwebsgi/login

Step 2:- Click on Student

Step 3:- Click on Admission

Step 4: type student admission number/Roll number and search

Step 5: Click on Print DVS button. Student information form will be opened.

Name	Sakshi Sharma	DOB	20/01/2003	
Father Name	Sunil Sharma	Marital Status	Single	
Mother Name	Manisha Sharma	Domocile		
Gender :	Female	Religion		
Email :	sakshisharma11912@gmail.com	Caste		
Permanent Address	T1, 202 Varahi Apartment Shamsabad Road, Agra/ City AGRA/ State Uttar Pradesh /Pin 202001	Category/Quota	General	
Current Address	T1, 202 Varahi Apartment Shamsabad Road, Agra/ City AGRA / State Uttar Pradesh /Pin 202001	Sub Cat/ Sub Quota		
G. Occupation	Desg.	Adm. Under		
Phone		Local Guardian Cont. No		
Student Mobile		Phone	9758260292	
		Student Mobile	8755170111	

Session	2022	Program B.Tech(CS)	Adm.Sem. Sem I	Cur.Sem. Sem I	Fee Cat. Direct
Adm. No	HCST22CS174	Roll No		Enroll. No	Serial No 29
Adm. Date	09/12/2022	Adm. Through	Direct	Adm. Status/Sub Status	Active/Regular
Hostel (Y/N) No		Mess (Y/N) No		Transport (Y/N) No	Test Name
Reg. No	1221201178			Group (hccst) Section	A4.1
Test Bank					

Qualification	College/Institute	Roll No	Board/University	Subjects	Medium	Year	%age	CGPA	Grade
10th	51200 - Amar Deep Sch. Vaibhav Ngr. Firozabad	5049645	Cbse	All		2016	0.00	0.0	
12th	51200 - Amar Deep Sch. Vaibhav Ngr. Firozabad	5659891	Cbse	All		2018	54.83	0.0	

Particular	DOB	DOM	Qual_name	Qual%	Occ Name	Designation	Job Type	Org. Type	Ann Income
Father				0.00					0.00
Mother				0.00					0.00

Particular	Mobile	E-mail
Father	9758260292	
Mother	9758260292	
Guardian	6397516556	
Emergency	9758260292	
Student Official	8755170111	sakshisharma.hccst.cse22@aggei.org

Step 6: print this form.

Step 7: for Counselling record use attached format.

Counselling Record

	To be filled by the Student in First Semester	To be filled by Counsellor (Semester wise)							
		I	II	III	IV	V	VI	VII	VIII
Strength									
Remarks (By Counsellor)									
	To be filled by the Student in First Semester	To be filled by Counsellor (Semester wise)							
		I	II	III	IV	V	VI	VII	VIII
Weakness									
Remarks (By Counsellor)									
Name of the Counsellor									
Signature of counsellor									

Date	Event	Sem.	Purpose	Action Taken	Sign. of Parent/ Student	Sign. of Counsellor

Sign. of First year Coordinator

Sign. of HOD

Vision of the College
 VCET strives to assist a holistic knowledge-oriented environment to pave the way for providing research-oriented technical education to nurture global leaders and entrepreneurs.

Mission of the College

1. Create an ecosystem to foster a culture of innovation, research, academic excellence and entrepreneurship.
2. Nurture technically proficient and socially committed global leaders with high moral and ethical values.
3. Support outcome based education to facilitate students for their holistic development.

Counselling Record

	To be filled by the Student in First Semester	To be filled by Counsellor (Semester wise)							
		I	II	III	IV	V	VI	VII	VIII
Strength									
Remarks (By Counsellor)									
	To be filled by the Student in First Semester	To be filled by Counsellor (Semester wise)							
		I	II	III	IV	V	VI	VII	VIII
Weakness									
Remarks (By Counsellor)									
Name of the Counsellor									
Signature of counsellor									

Date	Event	Sem.	Purpose	Action Taken	Sign. of Parent/Student	Sign. of Counsellor

Sign. of First year Coordinator

Sign. of HOD

Vision of the College

HCST strives to impart a holistic knowledge-centric environment to serve humanity by providing research-oriented technical education to nurture global leaders and entrepreneurs.

Mission of the College

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Hindustan College of Science & Technology, Farah, Mathura

Students Grievances Cell

Introduction:

The Student's Grievance Cell desires to promote and maintain a conducive and unprejudiced educational environment. The objectives of Students Grievance Cell include the following:

1. To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.
2. To make officials of the College responsive, accountable and courteous in dealing with the students.
3. To ensure effective solution to the student's grievances with an impartial and fair approach.

The Cell enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the College. 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated bias".

During the year no such major grievances were received. Grievances otherwise received were forwarded to the vice principals for immediate redressal. In all such cases prompt action were taken and the matter sorted out. In all cases the aggrieved student was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same.

Objectives of Students' Grievance Cell:

1. To support, those students who have been deprived of the services offered by the college, for which he/she is entitled.
2. To make officials of the college responsive, accountable and courteous in dealing with the students.
3. To ensure effective solution to the students' grievances with an impartial and fair approach.

Functions:

1. Redressal of Students' Grievances to solve their academic and administrative problems.
2. To co-ordinate between students and Departments/Sections to redress the grievances
3. To guide ways and means to the students to redress their problems.

Students' Grievance Procedure:

The grievance procedure is a machinery to sort out the issues between student and college. It is a means by which a student who believe that, he/she has been treated unfairly with respect to his/her academic/administrative affairs or is convinced to be discriminated is redressed It is a device to settle a problem. It enables to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college. It involves a process of investigation in which 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Matters are disclosed to only those, who have a legitimate role in resolving the matter. Emphasis on procedural fairness has been given with a view to be heard and right to be treated bias"

Grievances in the prescribed form available with their Vice-Principal (s) / Dean (s) of the respective department. The form, duly filled, is required to be submitted in the drop box placed outside the Principal's office. The secretary in turn intimates the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the students.

Exclusions:

SGC shall not entertain following issues.

1. Decisions of the Academic Council/Board of studies and other academic/ administrative committees constituted by the college.
2. Decisions with regard to award of scholarships/fee concessions/awards/medals.
3. Decisions made by college under the Discipline Rules and Misconduct.
4. Decisions of the college in admissions of any courses.
5. Decisions of the competent authority on assessment and examination result.

During the Year no Such Major Grievances Were Received Grievances otherwise Received were forwarded to the vice - Principals for Immediate Redressal. In all such cases prompt action were taken and the matter sorted out. In all cases the aggrieved was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same.

GRIEVANCE LETTER TEMPLATE

Date:

To

ATTNI

Address

Postal code

Country

Subject:

Dear [Name)

I am writing to inform you that wish to raise a grievance relating to subject of grievance to be investigated in line with the employer name grievance procedure. I am raising my grievance with regards to the following.

1.....

2.....

Describe thee, be specific, mention dates/events/people and mention any steps taken to resolve the problem and outcome.

I think that this has led to me being discriminated against/related less favorably on the grounds of my disability/health condition.

I would now like this to be investigated as per my entitlement outlined in the stuff handbook/grievance procedure. I am aware that I am entitled to be accompanied at a grievance hearing.

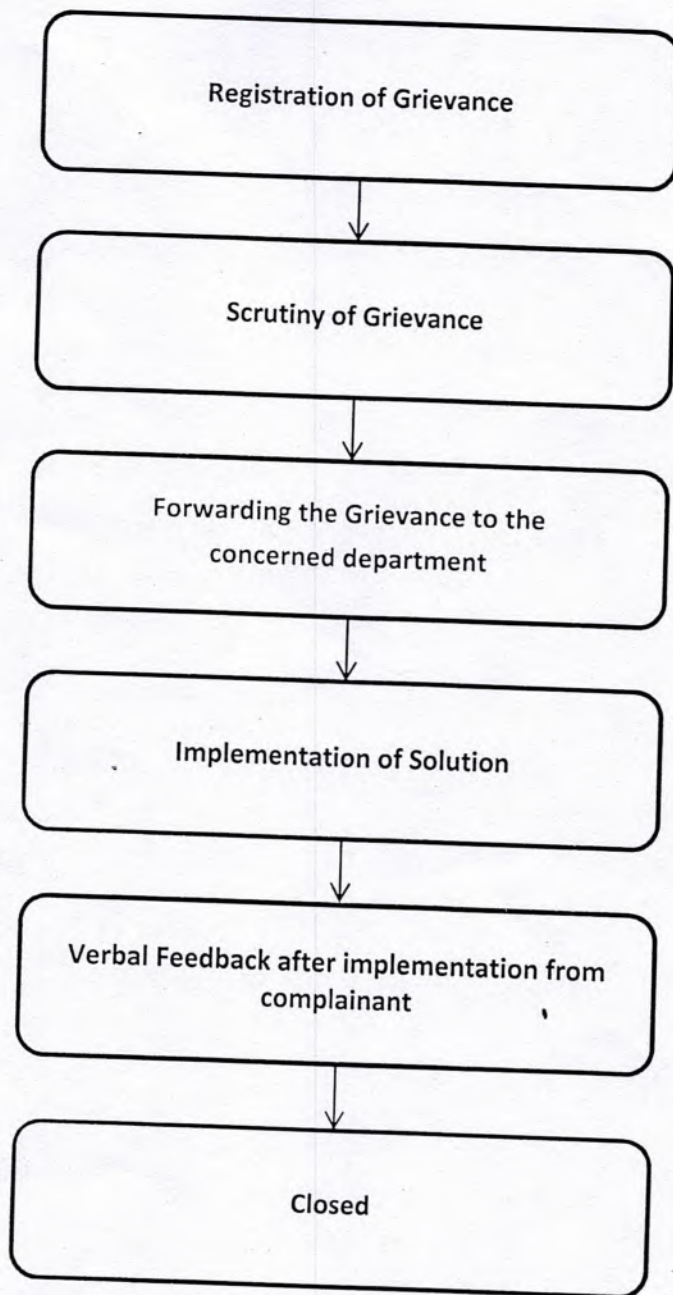
I look forward to it.

With thanks

Yours sincerely

(Signature)

Name



[Handwritten signature]

[Faint, illegible text]

Hindustan College of Science & Technology, Farah, Mathura

Students Grievances Cell

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Objectives of Students' Grievance Cell:

1. To support, those students who have been deprived of the services offered by the college, for which he/she is entitled.
2. To make officials of the college responsive, accountable and courteous in dealing with the students.
3. To ensure effective solution to the students' grievances. ~~with an impartial and fair approach.~~

Functions:

1. Redressal of Students' Grievances to solve their academic and administrative problems.
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Grievances in the prescribed form available with Dean Student's Welfare office. The form, duly filled, is required to be submitted in the drop box placed outside the DSW office. The DSW in turn intimates the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Director and further course of action will be decided and the same shall be intimated to the students.

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4. Decisions of the college in admissions of any courses.
5. Decisions of the competent authority on assessment and examination result.

~~During the year no such major grievances were received, grievances otherwise received were forwarded to the committee for immediate redressal. In all such cases prompt action were taken and the matter sorted out. In all cases the aggrieved was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same.~~

GRIEVANCE LETTER TEMPLATE

Date:

To

The Director,

HCST

Farah, Mathura-281122

U.P., India.

Subject:

Sir,

I am raising my grievance with regards to the following:

1.....

2.....

~~Describe thee, be specific, mention dates/events/people and mention any steps taken to resolve the problem and outcome.~~

~~I would now like this to be investigated as per my entitlement outlined in the staff handbook/grievance procedure. I am aware that I am entitled to be accompanied at a grievance hearing.~~

You are, therefore, requested to kindly investigate the matter and do the needful.

I look forward to it.

With thanks

Yours faithfully,

(Signature)

Name:

Roll No:

Student's ID:

7th July, 2022

Hindustan College of Science & Technology, Farah, Mathura

OFFICE OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)

Annual Gender Sensitization Action Plan 2022-23

The following plan for gender sensitization will be implemented during the 2022-23 academic year.

S.No.	Plan to implement
1	Gender equity sensitization sessions by experts in the college. <ul style="list-style-type: none">• Awareness sessions to be conducted.
2	Gender sensitization in Induction programme. <ul style="list-style-type: none">• To be encouraged to report any issues of sexual harassment.
3	Women Welfare Cell is to be constituted. <ul style="list-style-type: none">• WWC should ensure safety and security issues of the girls.• WWC would organize gender equity programmes and other activities to spread awareness.
4	Availability of Counselling services for psychological issues among students. <ul style="list-style-type: none">• Students will be guided to their mentors to discuss their problems. If need arises parents are also to be contacted.

**Chairperson
(ICC)**

10th August, 2021

Hindustan College of Science & Technology, Farah, Mathura

OFFICE of THE INTERNAL COMPLAINTS COMMITTEE (ICC)

Annual Gender Sensitization Action Plan (2021-2022)

Implementation of the following will be attempted for gender sensitization among stakeholders of the University in 2021-22 year.

- ❖ Motivation to college to hold the gender equity sensitization events.
 - Awareness sessions to be conducted.
 - Sexual Harassment related workshops to be conducted.
- ❖ Ensuring the gender issues to be addressed in the courses.
 - Faculty members to be asked to discuss gender related issues during the lectures.
- ❖ Gender sensitization for new students in orientation session.
 - Orientation sessions to be held in college.
 - New students to be informed about ICC rules and procedures.
- ❖ Gender sensitization of Faculty in Induction programme.
 - Newly joined faculty members to be informed about the issues related to gender sensitization and sexual harassment.
 - ICC Rules and Procedures to be communicated to them.

Chairperson
Internal Complaints Committee (ICC)

29th July, 2020

Hindustan College of Science & Technology, Farah, Mathura

OFFICE OF THE INTERNAL COMPLAINTS COMMITTEE

Annual Gender Sensitization Action Plan 2020-21

Following steps will be implemented to promote gender equity in the University in the year 2020-21.

- Ensuring the gender equity events by the experts in every school.
 - ❖ Awareness sessions to be conducted in all Schools.
 - ❖ Skits and Workshops to be organized in all Schools on Gender Equity.
- Ensuring the preparation of Event Completion Reports (ECR) by the college.
- Concerns related to Digital literacy and online safety of women.
 - ❖ Experts to be invited to spread awareness about Digital literacy and online safety of women.
- Students orientation sessions related to gender sensitization to be organized.
 - ❖ New Student to be informed about ICC rules and procedures.
 - ❖ Female students to be made aware of ways of filing a complaint.

Chairperson

Internal Complaints Committee-ICC

22nd July, 2019

Hindustan College of Science & Technology, Farah, Mathura

OFFICE OF THE INTERNAL COMPLAINTS COMMITTEE

Annual Gender Sensitization Action Plan 2019-20

To promote the gender equity in the University following actions will be taken in the academic year 2019-2020.

Action to be taken
<ul style="list-style-type: none">• Organizing gender sensitization sessions in college. ❖ Awareness sessions to be conducted.❖ Orientation Programmes on Gender Equity to be organized for first year students.
<ul style="list-style-type: none">• To conduct awareness sessions for members of the Committee about sexual harassment laws and ICC procedures. ❖ External Expert to be called for spreading awareness among Committee members about sexual harassment laws & ICC procedures.
<ul style="list-style-type: none">• Ensuring the display of name and contact details of the ICC members. ❖ Boards mentioning name and contact details of ICC members to be displayed.

Chairperson
Internal Complaints Committee-ICC

16th July, 2018

Hindustan College of Science & Technology, Farah, Mathura

OFFICE OF THE INTERNAL COMPLAINTS COMMITTEE

Annual Gender Sensitization Action Plan 2018-19

To promote the gender equity in the University following actions will be taken in the academic year 2018-2019.

Action to be taken

- Organizing gender sensitization sessions.
 - ❖ Awareness sessions to be conducted.
 - ❖ Orientation Programmes on Gender Equity to be organized for first year students.
- Motivating all the students to participate in the events.
 - ❖ Committee members to be requested to ensure the involvement of all students in Gender Equity events.
- Encouraging the students to report any matters of sexual harassment to the committee.
 - ❖ Committee members to encourage students that all matters of sexual harassment be reported to the committee.

Chairperson

Internal Complaints Committee-ICC

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

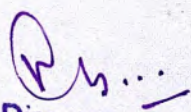
E- GOVERNANCE POLICY


Hindustan College of Science and Technology believes in efficiency and transparency in the functioning of the institution. The institution understands the importance of integrating ICT to enhance the overall administration. E-Governance is not only participatory but also accountable and transparent for the smooth functioning of the administration. E-Governance facilitates the efficient distribution of information, thus improving administrative efficiency and public services in all aspects of education. The institution is using WebSim/ERP for e-governance.

Objectives:

1. Implementation of E-Governance in various aspects and areas of the institution.
2. Improving the efficiency of our operations.
3. Promoting transparency and accountability and improving the efficiency of the institute's operations.
4. Effective online internal and external communications among the institute's various stakeholders.
5. Visibility of the institute's information globally.
6. Easy access to staff and student information.

The implementation of the E-Governance policy will help the institution to achieve the above objectives. In order to provide an efficient and smooth governance system within the institution. E-Governance is used in the following areas:


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)


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

- **Website:**

The institution's website needs to be up-to-date to reflect the recent amendments as and when amended. The institution's website shall always reflect the vision and mission of the college with all the required information with a single click. All the latest information shall be available to visitors of the website.

- **Admission Details:**

The admission details, including the student's admit card, year of joining, completion of the college, branch and registration details, etc., can be easily maintained through e-governance. The student data can be easily accessible.

- **Administration and Accounts:**

The WebSim allows easy entry of records and maintenance of academic, administrative and account details like preparation of the academic calendar, section/division, fee category, creating user logins for students and faculty, SMS facility, etc. WebSim is integrated with the college website and it can be accessed from anywhere, anytime and with any device having internet facilities.

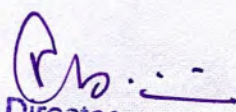
The accounts department preserves the records, viz., fee payment details, cash in hand, expenditure reports, tracking the payment records. In addition to these, we can easily access the fee records and hostel details, records, salary details of the staff and miscellaneous records.

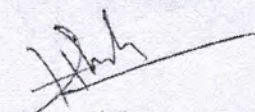
- **Academics:**

Through e-government, the details and records of each and every one regarding academics are easily visible, viz., theory and practical time tables, assigning the task to faculty, maintaining attendance and lesson plans, feedback forms for students/faculty, posting of study material and so on.

- **Examinations:**

Many types of records, such as the name of the student, individual subject scores for internal and external examinations etc., can be maintained. Students can check their marks after unloading them.


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)


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

- Library:

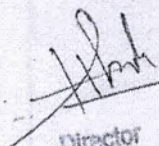
Through e-governance, the maintenance of library records, viz., rules for issues and renewals of data pertaining to a particular book with effective time limits, provides easy access to faculty and student-wise book issue and return details.

- Transportation:

Through e-government, we can easily access the various records of transportation, like college bus route details, halts, insurance premiums, student details who are availing of bus facilities and route-wise driver details.

- Hostel Management:

Through e-governance, hostel allotment, hostel-wise student details and hostel fee records can be maintained.


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


Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

IQAC MEETING ACTION TAKEN REPORT

HCST/IQAC/2022-23/ 03

Date: 04/12/2022

With reference to the IQAC meeting HCST/IQAC/2022-23/03 held on December 2, 2022, all the policy documents and counseling file format have been approved and informed to all concerned. The first-year coordinator has to use the new counseling file format from this semester.

(Dr. R.K. Upadhyay)

Director

Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

Vision of the College

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