

# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## Meeting Circular

HCST/IQAC/2023-24/ 2

Date:-04/10/2023

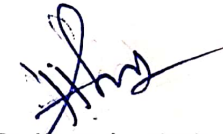
All The IQAC members and invitee members are here by informed that IQAC meeting will be held on October 07, 2023 in the Chairman Conference room at 11:30 AM. All committee members are requested to present in meeting.

### Agenda of the Meeting

- 1) Endorsement of previous meeting
- 2) streamline the registration process.
- 3) Strategies for enhancing continuous attendance
- 4) Discussion on sessional mark preparation

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

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### Vision of the College

HCSI 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/2023-24/ 2

Date:- 07/10/2023

Venue: - Chairman Conference Room

### Agenda of the Meeting

- 1) Endorsement of previous meeting
- 2) streamline the registration process.
- 3) Strategies for enhancing continuous attendance
- 4) Discussion on sessional mark preparation

### Members of Committee present in the meeting

1	Dr. Harendra Singh	(Director, IQAC)
2	Dr. M.S. Gaur	(Member)
3	Dr. Mamta Sharma	(Member)
4	Mr. Vijay Katta	(Secretary)
5	Mr. Kapil Gupta	(Member)
6	Dr. Richa Kapoor	(Member)
7	Dr. Vinod Kushwah	(Member)
8	Dr. Suruchi	(Member)
9	Mr. Sanjay Singh	(Member)
10	Dr. Shankar Thawkar	(Member)

The meeting was held at 11:30 AM on 07/10/2023 in the chairman conference room, HCST. Following points are discussed.

#### 1) Registration Guidelines

- a) It is suggested that registration and fee collection must be done through ERP.

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#### **Mission of the College**

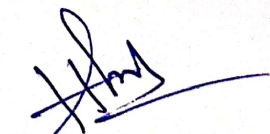
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- b) Registration must be start before 10 days of commencement of classes.
- c) Fine must be imposed as per following
  - a. First 5 days – 500 Rs. (From commencement of classes)
  - b. 6 to 10days – 1000 Rs.
  - c. 11 to 15 days – 5000 Rs.
- d) After 15 days, online registration is not allowed. After 15 days onwards registration of students will be allowed by competent authority only.

## 2) Enhance Attendance

- a) Ordinance of AKTU must be follows strictly for attendance norms and to appear in class tests.
- b) Students' attendance must be sent to department to display on notice board on every 2<sup>nd</sup> and 4<sup>th</sup> Saturday.
- c) Counselling must be conducted regularly and monitored by department HODs.
- d) All communication to students must be send on their college email id.
- e) It is advised that each department must create a year wise and groupwise college email-id for students.
- f) Overall attendance must be monitored by HOD.
- g) It is advised that Academic calendar must be uploaded on website and ERP.
- h) Sessional marks will be prepared as per the guidelines of AKTU. Students has to maintain 75% attendance and must appear in at least two class tests.

  
Dr. Harendra Singh  
Director  
Internal Quality Assurance Cell  
Director, IQAC  
Hindustan College of Technology  
Farah, Mathura

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# HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

## IQAC MEETING ACTION TAKEN REPORT

HCST/IQAC/2023-24/ 2

Date: 10/10/2023

IQAC conducted a meeting on October 7, 2023. The suggestions from IQAC regarding fines are under review. The suggestions for enhancing attendance have been approved. All HODs are advised to monitor the counseling process and its documentation. Every fortnight, the Dean of Academic will forward the student attendance. HODs must circulate it to students. Email IDs have already been created and grouped according to branch.



(Dr. R.S. Pavithr)

Director  
Director  
**Hindustan College of  
Science & Technology**  
FARAH (MATHURA)

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