

# SANT HARI DASS COLLEGE OF HIGHER EDUCATION

BANI CAMP, NAJAFGARH, NEW DELHI

NAAC ACCREDITED AND ISO 9001:2015 CERTIFIED

(Recognized by NCTE, Approved by DHE and Affiliated to GGSIPU, Dwarka, New Delhi)

## MEETING DETAILS

<b>Institute</b>	SANT HARI DASS COLLEGE OF HIGHER EDUCATION	
<b>Date</b>	18 <sup>th</sup> AUG 2021(Wednesday)	
<b>Time</b>	11:45AM	
<b>Location</b>	CONFERENCE ROOM	
<b>Attendees</b>	Mr. Jai Bhagwan Singh	Chairman of College, Mgmt&Representative
	Dr. Jai Bhagwan.	Principal of College & Chairperson IQAC
	Dr. Neelam Soni	Director of College & Co-ordinator IQAC
	Mr. Shri Bhagwan	Member of IQAC
	Dr. Madhu Shrivastava	Member of IQAC
	Mrs. Rinky Kohli	Member of IQAC
	Mr. Vijay Lakra	Member of IQAC
	Mrs. Swati Rustagi	Member of IQAC
	Mrs.Kamlesh Dahiya	Member of IQAC
<b>Guests</b>	Prof. I.S Suri	Member of IQAC

Dr. Neelam Soni, Coordinator of IQAC welcomed and briefed all Members about the agenda. IQAC members, after exchange of ideas and thoughts made the following resolutions:

The meeting began at 11: 45am, Dr. Jai Bhagwan welcomed the members and the new members were introduced before the committee. Dr. Neelam Soni director, IQAC, reported the events and initiatives undertaken in the university after the IQAC meeting conducted on 2<sup>nd</sup> April 2020 (Thursday).

### Reporting by Director IQAC

Even in the midst of pandemic and overcoming the limitations, the IQAC conducted B.Ed.& BBA induction program during the session 2021-22. During the pandemic time the students were given consistent counselling under the guidance of G&C cell in association with IQAC.

The committee started discussing the agenda.

## MEETING AGENDA

### 1. **Leave of Absence**

The leave of absence was taken by Mr. Bhagat Ram Sehrawat, Dr. S.K. Mishra and Dr. Rajeev Ranjan Dwivedi for this meeting.

### 2. **To review and confirm the minutes of the last meeting**

The Co-Ordinator read the minutes of previous meeting and the minutes were reviewed and passed by the members.

### 3. **To execute the approved Action Plan and the Policy for the betterment & improvement of the system**

The coordinator placed before all the Members the Action Plan being approved by the Governing Body Members in the meeting held on 2<sup>nd</sup> April 2020 for the Academic Session 2019-2020 taking into consideration the suggestions made by the **Joint Assessment Committee** in its Report for the Academic Session 2021-22 for the betterment & improvement of the College. For effective execution of the Action Plan, the following resolutions were passed:

- (a) The teaching-learning process during the pandemic period were conducted without any hinderances in the institute.
- (b) MOOCs was introduced by the university for the session 2021-22 for both B.Ed. & BBA program.
- (c) The new subjects were introduced in B.Ed. second semester. The proposal for the new papers was prepared by the IQAC.
- (d) “Resolved to provide Green Boards in all classrooms for delivering and imparting better teaching-learning process.Create the right kind of ambience-friendly and interactive classrooms, regular student teacher interaction.
- (e) In the meeting it was discussed and focused in detail the future plan of action. In the context of NEP 2020 introduction of value-added course was discussed for skill enhancements.
- (f) Resolved to overcome digital drive among students and computerized/digitalized the library for ease of accessibility and to upgrade the status of Library by adding latest books.
- (g) In ICT resource center new windows, ram, anti-virus, Wi-Fi routers, multifunctional laser print and open source and licensed software were added for enriching the lab facilities. Student friendly technology campus should be maintained in institute campus.
- (h) It was decided to initiate new program for stress free education system.
- (i) Resolved to upgrade & maintain the hygiene of Canteen, Labs and also in toilets.

- (j) Resolved to enrich the ICT Lab with Smart Board.
- (k) Resolved to strengthen Mentor-Mentee system further.
- (l) Resolved to motivate all the faculty members to take more initiatives for participation and presentation of research paper in seminar, conference at both International and National level and to get published the papers in Indexed Journal preferable UGC recognized and Scopus.
- (m) Resolved to provide some more platforms to the students to prove their responsibilities towards the recent demand of development of community, society and nation at large.
- (n) Resolved to put more efforts on training and placement activities so that more and more students should get placed.
- (o) Resolved to get the feedback online through structured questionnaire covering more areas in details from all stakeholders and evaluate and improve wherever required.
- (p) Strengthening the feedback mechanism shifting it to the online mode.
- (q) Planning to provide free consultancy for students regarding health and career awareness.
- (r) Strengthen the public relations of the institute.

4. **To re-constitute the different Committees/ Cell for the upcoming new session 2021-2022** All the Members and Faculties were informed and explained about the relevance and need of constituting various Committees at the College campus. The Cell decided to re-constitute the following Committees for the upcoming new Session 2021-22.

- Admission committee
- Time Table committee
- Discipline Committee
- Academic Committee
- Sports Committee
- Counseling and Mentoring Committee
- Anti-Ragging Committee
- Sexual Harassment Committee
- Examination Committee
- Assembly Committee
- CCA Committee
- Placement Cell

All the activities, duties and responsibilities of each Committee were discussed in detail and accordingly work & duties were assigned to all the respective members of the Committees.

5. **To create awareness about NAAC Guidelines for Internal Quality Assurance Cell (IQAC) and Annual Quality Assurance Report (AQAR)**

The discussion was held on Guidelines of NAAC once again for Internal Quality Assurance Cell (IQAC) and Annual Quality Assurance Report (AQAR) and created awareness among all the faculty members and other stakeholders to improve the system for conscious, consistent and catalytic actions of the academic, administrative and overall performance of the College.

6. **To discuss on requirements of preparation of Annual Quality Assurance Report (AQAR) for the Year 2021-22** Brief discussion on the requirements for preparation of AQAR for the year 2021-22 was held. The AQAR would help in systematic documentation of various activities and important information related to teaching-learning process. The coordinator informed the members of both the departments for keeping the systematic record of all activities relating to year 2021-22 required for AQAR.
7. **To discuss on preparation of submission of SSR for the Year 2021-22** Discussion was taken to take necessary steps on preparation of SSR and to coordinate with all the committees, cell and faculties to initiate the process of submitting SSR.
8. **High lightened the essentials of conducting SIP for the Year 2021-22** It was decided to organize the student induction program in online mode. It includes all the necessary activities to be taken, the students and parents were introduced with the new course, institute, faculties, the scholastic & co-scholastic activities going to be held in the entire year as part of the curriculum.
9. **Planning aimed at the New Academic Year** For the upcoming new session the academic calendar was discussed in detail. The meeting assessed the challenges to organize curricular activities for the upcoming session in the context of pandemic. It was discussed on dealing with the new papers added to the education and management department.
10. **Online-Learning** In the midst of the pandemic, for the smooth functioning of the curricular activities, it was discussed in the meeting on how to deal with the situation & carry forward the course through the on-line mode.
11. **Organizing Events** It was discussed on organizing the co-scholastic activities in the institute. It was discussed to organize webinar on caring and wellbeing keeping in mind the ongoing worldwide pandemic situation.
12. **Vote of Thanks**  
The meeting concluded with a Vote of Thanks.

**(Dr. Jai Bhagwan)**  
**CHAIRPERSON, IQAC**

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## Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 23<sup>rd</sup> Nov 2021 (Monday) at 11:00 A.M. in the Conference room

### MEETING DETAILS

<b>Institute</b>	SANT HARI DASS COLLEGE OF HIGHER EDUCATION	
<b>Date</b>	23 <sup>rd</sup> NOV 2021(Monday)	
<b>Time</b>	11:00 AM	
<b>Location</b>	CONFERENCE ROOM	
<b>Attendees</b>	Mr. Jai Bhagwan Singh	Chairman of College & Mgmt Representative
	Dr. Jai Bhagwan	Principal of College & Chairperson of IQAC
	Dr. A.K. Choudhary	Director of College & Coordinator of IQAC
	Dr. Neelam Soni	Member of IQAC
	Mr. Shri Bhagwan	Member of IQAC
	Mrs. Madhu Shrivastava	Member of IQAC
	Mrs. Rinky Kohli	Member of IQAC
	Mr. Vijay Solanki	Member of IQAC
	Mrs. Swati Rustagi	Member of IQAC
	Mr. Bhagat Ram Sehwat	Member of IQAC
	Mrs. Kamlesh Dahiya	Member of IQAC
	Mr. Mohit Tehlan	Member of IQAC
	Mr. Deepender Singh	Member of IQAC
	Ms. Priyanshi Shrama	Member of IQAC
	Mr. Amit Shokeen	Member of IQAC
<b>Guests</b>	Prof. I.S Suri	Member of IQAC

Dr. Jai Bhagwan, Principal and Chairperson of the College informed all the present members about the newly constituted Internal Quality Assurance Cell (IQAC) and welcomed all the members of the IQAC.

## MEETING AGENDA

### **To review and confirm the minutes of the last meeting**

The coordinator read the minutes of previous meeting and the minutes were reviewed and passed by the members.

### **Action Taken**

1. Online classes were taken hassle-free, adequate arrangements for this was provided to the faculty.
2. Students Guidance & Counselling Session were conducted to give them proper guidance on facing and adjusting in the society during pandemic.
3. Webinar on Self-Care and Wellbeing and workshop on Disaster Management and skill development was organized in the institute.
4. Various co-scholastic activities were conducted though online in the institute for the harmonious development of the students.

**Organizing Scholastic Activities** In the meeting the discussion was held for the upcoming curricular activities to be taken. It was discussed in detail regarding the internal assessment of the students. For adequate guidance and counselling the preparation were made to organize online mentor mentee session.

**Organization of Internship Program for Students** During the meeting decisions were taken for the preparation of organizing the internship program for the students and for this adequate guideline was given to faculties for giving practical and proper exposure to all the students before going for internship.

**Organizing Co-Scholastic Activities and Events** In the meeting it was discussed and decided to organize student development program for their harmonious development. Decisions were taken regarding preparation of the webinar on skill development. Further keeping the pandemic situation and problems being faced by the student's session on psychological counselling to be conducted and along with it was decided to organize health awareness program for students' welfare.

### **Vote of Thanks**

The meeting has been concluded with a vote of Thanks.

**(Dr. Jai Bhagwan)**  
**CHAIRPERSON, IQAC**

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## Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 21<sup>st</sup> Feb 2022 (Monday) at 11:30 A.M. in the Conference room

### MEETING DETAILS

<b>Institute</b>	SANT HARI DASS COLLEGE OF HIGHER EDUCATION	
<b>Date</b>	21 <sup>st</sup> Feb 2022 (Monday)	
<b>Time</b>	11:30 AM	
<b>Location</b>	CONFERENCE ROOM	
<b>Attendees</b>	Mr. Jai Bhagwan Singh	Chairman of College & Mgmt Representative
	Dr. Jai Bhagwan	Principal of College & Chairperson of IQAC
	Dr. A.K. Choudhary	Director of College & Coordinator of IQAC
	Dr. Neelam Soni	Member of IQAC
	Mr. Shri Bhagwan	Member of IQAC
	Mrs. Madhu Shrivastava	Member of IQAC
	Mrs. Rinky Kohli	Member of IQAC
	Mr. Vijay Solanki	Member of IQAC
	Mrs. Swati Rustagi	Member of IQAC
	Mr. Bhagat Ram Sehrawat	Member of IQAC
	Mrs. Kamlesh Dahiya	Member of IQAC
	Mr. Mohit Tehlan	Member of IQAC
	Mr. Deepender Singh	Member of IQAC
	Ms. Priyanshi Shrama	Member of IQAC
	Mr. Amit Shokeen	Member of IQAC
<b>Guests</b>	Prof. I.S Suri	Member of IQAC

Dr. Jai Bhagwan, Principal and Chairperson of the College informed all the present members about the newly constituted Internal Quality Assurance Cell (IQAC) and welcomed all the members of the IQAC.

## MEETING AGENDA

### **To review and confirm the minutes of the last meeting**

The coordinator read the minutes of previous meeting and the minutes were reviewed and passed by the members.

### **Action Taken**

1. Online mentor-mentee session was held online for satisfying the queries of the students.
2. Internship program for the students were organized and for this adequate guidelines were given to the faculties for giving practical exposure to them.
3. For students' overall growth & development psychological counselling and health awareness program was conducted successfully in the institute.
4. Importance of Skill Improvement for Education and Career Success was conducted successfully.

**Organizing FDP** In the meeting the discussion was held for organizing FDP for the professional growth and development of the faculties. It was decided to make them aware with the recent trends in education and management, equip them with the research methodology.

**Organizing SIP** It was decided to organize the student induction program in online mode. It includes all the necessary actions to be taken, the students and parents were introduced with the new course, institute, faculties, the scholastic & co-scholastic activities going to be held in the entire year as part of the curriculum.

**Organizing Scholastic Activities and Events** In the meeting it was discussed and decided to organize curricular related activities like extension lectures, seminars, other activities for student development for their harmonious development.

### **Vote of Thanks**

The meeting has been concluded with a vote of Thanks.

**(Dr. Jai Bhagwan)**  
**CHAIRPERSON, IQAC**



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## Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 10<sup>th</sup> June 2022 (Friday) at 11:40 A.M. in the Conference room

### MEETING DETAILS

<b>Institute</b>	SANT HARI DASS COLLEGE OF HIGHER EDUCATION	
<b>Date</b>	10 <sup>th</sup> June 2022 (Friday)	
<b>Time</b>	11:40 AM	
<b>Location</b>	CONFERENCE ROOM	
<b>Attendees</b>	Mr. Jai Bhagwan Singh	Chairman of College & Mgmt Representative
	Dr. Jai Bhagwan	Principal of College & Chairperson of IQAC
	Dr. A.K. Choudhary	Director of College & Coordinator of IQAC
	Dr. Neelam Soni	Member of IQAC
	Mr. Shri Bhagwan	Member of IQAC
	Mrs. Madhu Shrivastava	Member of IQAC
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	Mrs. Swati Rustagi	Member of IQAC
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	Ms. Priyanshi Shrama	Member of IQAC
	Mr. Amit Shokeen	Member of IQAC
<b>Guests</b>	Prof. I.S Suri	Member of IQAC

Dr. Jai Bhagwan, Principal and Chairperson of the College informed all the present members about the newly constituted Internal Quality Assurance Cell (IQAC) and welcomed all the members of the IQAC.

## MEETING AGENDA

### **To review and confirm the minutes of the last meeting**

The coordinator read the minutes of previous meeting and the minutes were reviewed and passed by the members.

### **Action Taken**

1. Faculty Development Program on Research Methodology and SPSS was conducted for the professional growth of the faculties.
2. Value added course on women empowerment was conducted in the institute, with the aim of making women understand their status in present society, to know their potential and work for the betterment of the society.

**Organizing FDP** In the meeting the discussion was held for organizing FDP for the professional growth and development of the faculties. It was decided to make them aware with the recent trends in education and management, equip them with the research methodology.

**Organizing SIP** It was decided to organize the student induction program in online mode. It includes all the necessary actions to be taken, the students and parents were introduced with the new course, institute, faculties, the scholastic & co-scholastic activities going to be held in the entire year as part of the curriculum.

**Organizing Scholastic Activities and Events** In the meeting it was discussed and decided to organize curricular related activities like extension lectures, seminars, other activities for student development for their harmonious development.

### **Vote of Thanks**

The meeting has been concluded with a vote of Thanks.

**(Dr. Jai Bhagwan)**  
**CHAIRPERSON, IQAC**