

# 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 DETAIL

S.No.	Area	Name of Members	Designation
1.	Chairperson	Dr. Jai Bhagwan	Principal of the College
2.	Teachers: i) BBA  ii) B.Ed.	Mrs. Rinky Kohli Mr. Vijay Lakra  Dr. Joni Hooda Dr. Madhu Shrivastava	Assistant Professor Assistant Professor  Assistant Professor Assistant Professor
3.	Management Representative	Sh. Surender Prakash	Member of Governing Body of Society
4.	Administrative officer	Mrs. Swati Rustagi	Accounts Officer
5.	Nominee from Local Society	Mr. Vijay Solanki	Distt. President, Najafgarh BJP
6.	Students: i) B.Ed.  ii) BBA	Ms. Neha Kaushik  Mr. Naman Mukhija	Enrl. No. 01796902121  Enrl. No. 03196901721
7.	Alumni i) B.Ed.  ii) BBA	Ms. Nisha Sehrawat  Mr. Amit Shokeen	Enrl. No. 00896902112  Enrl. No. 00296901713
8.	Nominee from Employers/ Industrialists / Other Stakeholders	Mr. Bhagat Ram Sehrawat  Mrs. Kamlesh Dahiya  Prof. (Dr.) I.S. Suri	Chairman of the NGO Gramin Vikas Sangh (Regd.), Delhi  Principal, Sant Hari Dass Public School, Najafgarh  Visiting Professor, Gujrat Technical University
9.	Coordinator	Dr. Neelam Soni	Director of the College

## Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 8<sup>th</sup> Aug. 2022

Date	Time	Place
8, Aug. 2022	11.00 AM	Conference Room

The meeting began at 11: 05 am, Dr. Jai Bhagwan welcomed the members Dr. NeelamSoni Director, IQAC, reported the events and initiatives undertaken in the university after the IQAC meeting conducted on 10 June 2022. Dr.NeelamSoni, Coordinator of IQAC welcomed and briefed all Members about the agenda.

### MEETING AGENDA

#### **1. 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 10<sup>h</sup> June, 2022 for the Academic Session 2022-2023 taking into consideration the suggestions made by the Joint Assessment Committee in its Report for the Academic Session 2022-2023 for the betterment & improvement of the College. For effective execution of the Action Plan, the following resolutions were passed:

1. Resolved to A holistic and multidisciplinary education would aim to develop all capacities of students -intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. Such an education will help to develop well-rounded individuals
2. 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.
3. Resolved to strengthen Mentor-Mentee system further.
4. To strengthen the feedback mechanism specially the analysis of feedback received including Faculty Evaluation & Feedback from Students, Institution Facility Evaluation & Feedback from Students.
5. Research policy introduced for encouraging research endeavors.

#### **2. To re-constitute the different Committees/ Cell for the upcoming new session 2022-2023**

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 2022-23.

- 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

- 3. 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 counseling the preparation were made to organize online mentor mentee session
- 4. 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 counseling to be conducted and along with it was decided to organize health awareness program for students' welfare.
- 5. Vote of Thanks**  
The meeting has been concluded with a vote of Thanks.

**Dr. Jai Bhagwan  
CHAIRPERSON**

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9.	Coordinator	Dr.NeelamSoni	Director of the College

## Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 8<sup>th</sup> Nov. 2022

Date	Time	Place
8, Nov. 2022	11.30 AM	Conference Room

### MEETING AGENDA

#### **1. 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. Different committees/cells were reconstituted for the upcoming new session 2022-2023. All the Members and Faculties were informed and explained about the activities, duties and responsibilities of each Committee.
2. For the holistic development of the students various programs were conducted in the college as health awareness program, skill development programs.
3. Mentor mentee session was organized to help students in solving their problems. Students Guidance & Counseling Session was conducted to give them proper guidance on facing and adjusting in the society during pandemic.
4. Various scholastic activities as seminar, conference were conducted to motivate faculties for their professional growth.

#### **2. To encourage students to participate more in co-curricular activities**

Dr. Jai Bhagwan, Principal and Chairperson of the meeting explained the students about the need and relevance of co-curricular activities for overall growth and development of students. He encouraged students to actively participate in these activities to improve their learning experiences, to help them identify and develop their inner talents like creative & public-speaking skills, leadership qualities, etc. as co-curricular activities offer them an opportunity of thinking unusually and getting the innovative ideas of their own.

#### **3. To perform major Activities during the year in the sphere of extension activities and Institutional Social Responsibility**

The Coordinator explained the relevance and need of different activities to be performed within the Campus in the sphere of extension activities and Institutional Social Responsibility. The matter was discussed in detail.

#### **4. 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.

#### **5. To discuss on requirements of preparation of Annual Quality Assurance Report (AQAR) for the Year 2022-23**

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.

6. **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.
7. **Organizing SIP** It was decided to organize the student induction program. It includes all the necessary actions to be taken, the scholastic & co-scholastic activities going to be held in the entire year as part of the curriculum.
8. **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.
9. **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. It was discussed on dealing with the new papers added to the education and management department.
10. **Vote of Thanks** The meeting has been concluded with a vote of Thanks.

**Dr. Jai Bhagwan  
CHAIRPERSON**

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2.	Teachers: v) BBA  vi) B.Ed.	Mrs.Rinky Kohli Mr. Vijay Lakra  Dr. Joni Hooda Dr. Madhu Shrivastava	Assistant Professor Assistant Professor  Assistant Professor Assistant Professor
3.	Management Representative	Sh. Surender Prakash	Member of Governing Body of Society
4.	Administrative officer	Mrs. Swati Rustagi	Accounts Officer
5.	Nominee from Local Society	Mr. Vijay Solanki	Distt. President, Najafgarh BJP
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9.	Coordinator	Dr.Neelam Soni	Director of the College

## Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 2<sup>nd</sup> Feb. 2023

Date	Time	Place
2 Feb. 2023	10.30 AM	Conference Room

### MEETING AGENDA

#### 1. 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. Various co-scholastic activities were conducted to encourage students to actively participate to improve their learning experiences, to help them identify and develop their inner talents like creative & public-speaking skills, leadership qualities, etc. it offers them an opportunity of thinking unusually and getting the innovative ideas of their own.
2. Academic calendar was prepared for the new session, the new subjects added to the syllabus. Student induction program was conducted for the students.
3. College organized various curricular related activities like extension lectures, seminars, and other activities for student development for their harmonious development.
2. **To discuss on preparation of submission of SSR for the Year 2022-23** Discussion was taken to take necessary steps on preparation of SSR and to coordinate with the all the committees, cell and faculties to initiate the process of submitting SSR.
3. **High lightened the essentials of conducting SIP for the Year 2022-23** 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.
4. **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.
5. **Vote of Thanks**  
The meeting concluded with a Vote of Thanks.

**Dr. Jai Bhagwan  
CHAIRPERSON**



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9.	Coordinator	Dr.Neelam Soni	Director of the College

## Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 12<sup>th</sup> April 2023

Date	Time	Place
12 April. 2023	12.30 AM	Conference Room

### MEETING AGENDA

#### 1. 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. The SSR has been prepared and submitted by the IQAC.
2. College organized Induction programme for students in which the students and parents were introduced with the new course, institute, faculties, and the scholastic & co-scholastic activities
3. College organized various curricular activities like extension lectures, seminars, and co-curricular activity including AKAM activity and G-20 activities along with other activities for student development for their harmonious development.
2. To discuss on next step for NAAC cycle-II after DVV submission:
  - (a) IQAC coordinator discussed about the next process of NAAC CYCLE -II that is Students Satisfaction Survey. She asked to IQAC members to make students aware about the SSS.
  - (b) It was decided to update the college website. The charge has been given to Mr. Devraj to upload the necessary documents on the website.
  - (c) It decided to keep arrangement for the second installment of payment for NAAC Cycle II.
3. To take the follow up of the Syllabus completion: It has been decided to complete the syllabus on time as per the university order. Faculty members can arrange the classes online/offline to complete their syllabus on time.
4. To discuss on constitute publication committee It is decided to take necessary action for the college Publications. and The Members and Faculties were informed and explained about the relevance and need of constituting the publication Committees at the College campus. The Cell decided to constitute the publication Committees for the upcoming new Session 2023-24.

5. **To sign MoUs** it is decided to sign MoUs with an organization that would be the beneficial for students and faculties as well.

**Vote of Thanks**

The meeting concluded with a Vote of Thanks.

**Dr. Jai Bhagwan  
CHAIRPERSON**