

Notice

All the members of IQAC are informed that a meeting will be held on 18th July 2023 at 2:00 p.m. in the Conference Room. All the members are requested to be present in the meeting in time. The following agenda will be discussed in the meeting:

Agenda:

1. Confirmation of the minutes of the previous IQAC meeting
2. Discussion and finalization of the Action Plan for the New Session
3. Planning to upgrade the overall performance from point of view of NAAC accreditation
4. Green Initiatives
5. Feedback and Analysis


Mrs. Anjali Gupta
Co-Ordinator, IQAC


Dr. Punam Kajal
Principal
Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

Hindu Kanya Mahavidyalaya, Jind (Haryana)
Academic Year: 2023-24
Minutes of IQAC Meeting held on 18 July 2023

Date: 18 July 2023

Time: 2.00 p.m.

Venue: Conference Hall

Agenda:

1. Confirmation of the minutes of the previous IQAC meeting
2. Discussion and finalization of the Action Plan for the New Session
3. Planning to upgrade the overall performance from point of view of NAAC accreditation
4. Green Initiatives
5. Feedback and Analysis

Minutes of Meeting:

I. Confirmation of the Minutes of the Previous Meeting

The meeting started with the welcome note by madam Principal Dr Punam Kajal. The coordinator Mrs Anjali Gupta announced the minutes of the last meeting held on 22 May 2023. The same were reviewed and confirmed by all present members.

II. Discussion and Finalization of the Action Plan for the Session 2023-24

The IQAC reviewed and discussed the action plan for the upcoming session. Key areas of focus were determined as follows:

1. Audits:

Energy Audit, Green Audit, and Academic Administrative Audit will be conducted to evaluate and enhance the efficiency and eco-friendliness of college resources. IQAC will coordinate these audits and prepare comprehensive reports.

2. Facility Upgrades:

A) Completion of the establishment of a Language Lab was planned to improve students' language skills. The department of English was assigned the task to oversee the procurement and setup.

B) IT and library facilities were decided to be improved to provide better academic resources. The Computer Science department and library committee were assigned the role of leading these upgrades.

3. Academic and Co-curricular Initiatives:

A) Extension Activities focusing on multidisciplinary outreach will be conducted. All the departments would draft an action plan for these activities.

B) A series of workshops and seminars will be scheduled across departments. All the departments and cells would be responsible for organizing these events.

C) Value Added Courses will be introduced to broaden students' skills. Departments will submit their proposals for VACs. The Committee for Value Added Courses would initiate and support the department in initiating the course.

4. Campus Infrastructure and Aesthetics:

A) Signboards and Awareness Instructions will be installed across the campus to guide students and visitors. The Beautification Committee with the help of IQAC would take this charge.

B) Motivational Wall Paintings will be created in select locations to foster a positive atmosphere. The Beautification Committee with the help of IQAC will take necessary measurements.

C) An overhaul of infrastructure will be undertaken to improve the learning environment.

5. Student and Alumni Engagement:

A) Orientation Program for new students will be organized at the start of the session to familiarize them with college policies and resources. The chief tutor will oversee the conduct of Orientation Program.

B) A Sports Meet will be organized to promote student engagement. Students will be encouraged and provided all opportunities to participate in Sports. The Physical Education department was assigned this task.

C) Alumni activities will be held to strengthen connections with past students. The Alumni Committee will coordinate the schedule for alumni events.

6. MOUs and Linkages:

Signing of MOUs and Linkages with various organizations will be prioritized to provide students with additional learning and career opportunities. Activities under existing MOUs will be initiated to engage students in collaborative projects and internships. MoU Committee will monitor and report on activities conducted under these agreements.

7. Academic and Administrative Planning:

- A) Departments and cells will prepare their Action Plans for alignment with IQAC goals.
- B) Website updates will be performed to ensure current information is accessible.
- C) The Academic Calendar will be finalized and shared with all departments.

8. Community and Cultural Initiatives:

Celebration of national and folk events & Festivals will be organized to instil cultural pride and unity. The Music department and Youth and Cultural Affairs committee will take all the necessary steps to engage students in these activities.

9. Professional Development and Research:

Workshops for Non-Teaching Staff will be arranged to enhance their skills and contribute to the institution's overall efficiency. Motivating Staff for Publishing Research Papers was highlighted.

10. Planning to Boost Admissions:

Boosting admissions through advertising and incentives was discussed to increase student enrolment. A special committee was to be made as per the Managing Committee directives. The committee would be responsible to chalk out plan and policies to boost admissions. A senior faculty member would be the convenor of the committee.

III. Planning to upgrade the overall performance from point of view of NAAC accreditation

It was unanimously planned that groups of three or four faculty members will visit various colleges that have scored A++ grade in NAAC accreditation to get support and guidance with an aim to get better grade in NAAC this time.








IV. Green Initiatives


It was decided that green practices of our college will be boosted and new initiatives will be adopted to highlight them as our best practice. A nursery will be developed as an initiative towards this direction. Green plantlets will be gifted to the resource persons and other guests visiting our premises to spread the message of Go Green


V. Feedback and Analysis

Feedback collection and analysis processes were emphasized to support continuous improvement. Proper documentation and organization of data for events and initiatives was discussed to streamline reporting and compliance.

All the members agreed upon the action plan and gave their consent to work together accordingly. Each IQAC member and department was assigned responsibilities based on the above action plan. The meeting concluded with a vote of thanks to the chair by the Co-Ordinator, IQAC Mrs Anjali Gupta. The following IQAC members were present in the meeting along with Chairperson and IQAC Coordinator:

Designation	Name	Signature
Chairperson, IQAC	Dr. Punam Kajal	
Coordinator, IQAC	Mrs. Anjali Gupta	
Members	Dr. Upasana	
	Mrs. Rekha Saini	
	Dr. Geeta Gupta	
	Mrs. Anju	
	Dr. Priyanka Sahni	


Coordinator, IQAC
Mrs. Anjali Gupta


Principal
Dr. Punam Kajal
Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

Hindu Kanya Mahavidyalaya, Jind

Internal Quality Assurance Cell (IQAC)

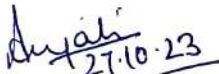
NOTICE (2023-24)

Dated 27.10.2023

All the members of IQAC are informed that a meeting will be held on 30th October 2023 at 1:40 p.m. in the IQAC office. All the members are requested to be present in the meeting in time. The following agenda will be discussed in the meeting:

Agenda:

1. Workshops and Training Programmes for Students
2. Administrative Training Programme for Non-teaching Staff Members
3. Faculty Development Programme/ Workshop for Faculty Members
4. Library Upgradation


Mrs. Anjali Gupta
Co-Ordinator, IQAC


Dr. Punam Kajal
Principal
Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

Hindu Kanya Mahavidyalaya, Jind (Haryana)

Academic Year: 2023-24

Minutes of IQAC Meeting held on 30th October, 2023

Date of Meeting: 30th October, 2023

Venue: IQAC office

Time: 1:40 P.M.

Agenda:

1. Workshops and Training Programmes for the overall development of Students.
2. Administrative Training Programme for Non-teaching Staff Members.
3. Faculty Development Programme/Workshops for Faculty Members.
4. Library Upgradation

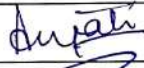
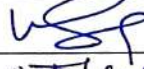
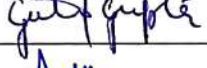


Minutes of Meeting:


1. **Workshops and Training Programmes for the overall development of Students:** The IQAC Coordinator emphasized the importance of organizing workshops and training programmes on various topics such as Research Methodology, Entrepreneurship, ICT skills, soft Skills, Intellectual Property rights etc., for the overall development of students. It was decided that each department should conduct their own workshops on these burning topics.
2. **Administrative Training Programme for Non-teaching Staff Members:** It was agreed that administrative training programme would be organized for non-teaching staff members to enhance their skills and efficiency.
3. **Workshop on ICT Skills for Faculty Members:** IQAC Coordinator and the members discussed the need for a workshop on ICT skills for teaching staff members to promote the use of technology in the teaching-learning process and it was decided that workshop will be conducted for faculty members in the end of November, 2023.


4. **Library Upgradation:** The IQAC Coordinator and members agreed to arrange a meeting with the librarian to discuss library facilities enhancement. Proposed library upgrades include the purchase of more reference books, e-books, e-journals, e-repositories, a question bank, introduction of bar coded/digital library cards for students and faculty members. The discussion also focused on strategies to increase the number of physical and e-users in the library.

In addition, IQAC Coordinator, Mrs. Anjali Gupta requested IQAC members to submit suggestions for the qualitative improvement of the campus.

The following IQAC members were present for the meeting along with IQAC Coordinator:

Designation	Name	Signature
Coordinator, IQAC	Mrs. Anjali Gupta	
Members	Dr. Upasana	
	Dr. Geeta Gupta	
	Mrs. Anju	
	Dr. Priyanka Sahni	


Mrs. Anjali Gupta
Coordinator, IQAC


Dr. Punam Mor
Principal
Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

Hindu Kanya Mahavidyalaya, Jind Internal Quality Assurance Cell (IQAC)

NOTICE (2023-24)

Dated 06.02.2024

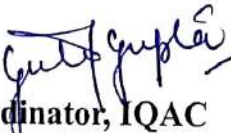
Date of Meeting: 7th February, 2024


Venue: Conference Room

Time: 2:00 P.M.

Agenda:

1. Confirmation of the minutes of the proceedings of IQAC meeting held on 2nd January, 2024.
2. Approval of Gender Audit Committee for getting gender Audit.
3. Discussion on Institutional Development Plan (IDP).
4. Discussion on submission of IIQA with either old format or new formant of NAAC.
5. Discussion on different policy documents to be uploaded on the institutional website.
6. Installation of Solar Panel.
7. Discussion of Modules on ERP Portal
8. ISO 9001:2015 and ISO 14001:2015 Audits
9. Any other matter with the permission of chair.


Coordinator, IQAC
Dr. Geeta Gupta


Principal
Dr. Punam Kajal
Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

Hindu Kanya Mahavidyalaya, Jind (Haryana)
Academic Year: 2023-24
Minutes of IQAC Meeting held on 7th February, 2024

Date of Meeting: 7th February, 2024

Venue: Conference Room

Time: 2:00 P.M.

Agenda:

1. Confirmation of the minutes of the proceedings of IQAC meeting held on 2nd January, 2024.
2. Approval of Gender Audit Committee for getting gender Audit.
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9. Any other matter with the permission of chair.

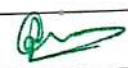




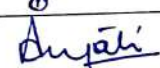
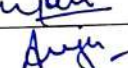
Minutes of the Meeting:

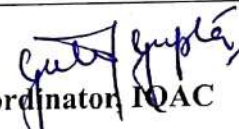
1. **Proceedings of the last Meeting:** The minutes of the previous meeting which was held on 2nd January, 2024 were read out and confirmed by IQAC Coordinator, Dr. Geeta Gupta. Dr. Geeta Gupta provided updates on the progress of work decided upon in the previous meeting, including the establishment of the IPR cell and ongoing activities related to Academic and Administrative Audits.
2. **Gender Audit Committee:** The Gender Audit Committee was finalized with the approval of madam principal and members of IQAC. Two external members were also finalized for the Gender Audit for the academic year 2022-23 and 2023-24.

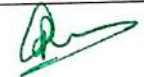
3. **Institutional Development Plan:** There was a comprehensive discussion on formulating an Institutional Development Plan in alignment with the latest guidelines issued by University Grant Commission on 6th February, 2024. It was decided to collect suggestions from the faculty members to draft a Institutional Development Plan for the college spanning five years from 2024-25 to 2029-30.
4. **Submission of IIQA:** Deliberations were made on the Dr. Radhakrishnan Committee Report on “Transformative Reforms for Strengthening Assessment and Accreditation of Higher Education Institutions in India”. IQAC members provided input on whether to submit IIQA using the existing NAAC Accreditation process or the revised format.
5. **Policy Document Preparation:** IQAC Coordination Dr. Geeta Gupta informed to the madam principal and members of IQAC regarding preparation of different policy documents e.g., Policy on Gender equity, Policy on IPR, Policy document on staff welfare, Policy against sexual harassment etc. It was decided in the meeting that convenor of respective department or cell would collaborate with IQAC members to draft these policies for eventual approval by Madam Principal.
6. **Installation of Solar Panel:** It was decided in the meeting that an additional solar panel will be installed for Block-B.
7. **Modules on ERP Portal:** There was a decision in the meeting to introduce new modules on Grievance, Complaint management, Bulk messages etc. in the existing ERP.
8. **ISO 9001:2015 and ISO 14001:2015 Audits:** There was a decision in the meeting that to maintain the quality standards in the institution ISO Audit 9001:2015 and ISO Audit 14001:2015 will be done.
9. Decision was also taken to assign smart classrooms to different departments on a weekly basis to for using ICT tools in teaching. Dr. Priyanka Sahni, co-coordinator of IQAC informed madam principal, Coordinator IQAC, Dr. Geeta Gupta and members of IQAC that LMS team has successfully set up the faculty as well as student login IDs on MOODLE LMS. Madam Principal and IQAC members congratulated the team for this achievement and it was decided that

official information will be provided to all the faculty members regarding this so that they can upload their course content on MOODLE. It was decided that a training programme will be organized on MOODLE for all the faculty members.

Lastly, Dr. Geeta Gupta, Coordinator IQAC, expressed her gratitude to Madam Principal, Dr. Punam Kajal and all the members for actively participating in the meeting and contributing their valuable insights. The following IQAC members were present in the meeting along with chairperson and IQAC Coordinator:

Designation	Name	Signature
Chairperson, IQAC	Dr. Punam Kajal	
Coordinator, IQAC	Dr. Geeta Gupta	
Co-Coordinator, IQAC	Dr. Priyanka Sahni	
Member	Dr. Upasana	
Member	Mrs. Rekha Saini	
Member	Mrs. Anjali Gupta	
Member	Mrs. Anju	


Coordinator, IQAC
Dr. Geeta Gupta


Principal
Dr. Punam Kajal

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Hindu Kanya Mahavidyalaya
Jind (Haryana)

Hindu Kanya Mahavidyalaya, Jind

Internal Quality Assurance Cell (IQAC)

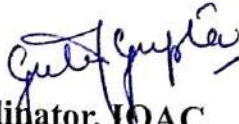
NOTICE (2023-24)

Dated 01.01.2024

A meeting of IQAC will be held on 02.01.2024 in Conference Room at 11:00 A.M. to discuss the following agenda:

Agenda:

1. Confirmation of the minutes of the previous meeting.
2. Establishment of IPR Cell and code of conduct and Professional Ethics Committee.
3. Value Added Courses to be introduced in the Even semester.
4. ICT tools to be used by the faculty members along with records and Procurement of Learning Management System (MOODLE).
5. Discussion on Institutional Academic and Activity Calendar.
6. Internal Academic and Administrative Audit
7. Alumni Meet
8. Athletic Meet
9. Blood Donation Camp and OPD for girl students.
10. Upgradation of Library facilities
11. Any other matter with the permission of chair.


Coordinator, IQAC
Dr. Geeta Gupta


Principal
Dr. Punam Kajal
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Hindu Kanya Mahavidyalaya
Jind (Haryana)

Hindu Kanya Mahavidyalaya, Jind (Haryana)
Academic Year: 2023-24
Minutes of IQAC Meeting held on 2nd January, 2024

Date of Meeting: 2nd January, 2024

Venue: Conference Room

Time: 11:00 A.M.

Agenda:

1. Confirmation of the minutes of the previous meeting.
2. Establishment of IPR Cell and code of conduct and Professional Ethics Committee.
3. Value Added Courses to be introduced in the Even semester.
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10. Upgradation of Library facilities
11. Any other matter with the permission of chair.

Minutes of the Meeting:


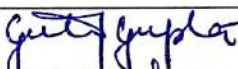



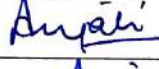

1. **Confirmation of the minutes of previous meeting:** The meeting started with the welcome note by madam Principal Dr. Punam Kajal. The Coordinator Dr. Geeta Gupta announced the minutes of last meeting held on 30th October, 2023. The same were reviewed and confirmed by all present members.
2. **IPR Cell and Code of Conduct & Professional Ethics Committee:** It was decided in the meeting to establish IPR Cell and Profession Ethics Committee in

the college to spread awareness about Intellectual Property rights and code of conduct and ethics among students and faculty members.

3. **Value Added Courses:** Mrs. Anju, member of VAC Committee reported the successful completion of fourteen Value added Courses in the odd semester of the session 2023-24 organized by different departments. It was decided that the new VAC courses will be introduced in the even semester and efforts will be made to enroll all the students in these courses.
4. **ICT tools in teaching-Learning:** IQAC Coordinator and the members discussed the need for a workshop on ICT skills for teaching staff members to promote the use of technology in the teaching-learning process and it was decided to conduct workshop for faculty members. It was also agreed that administrative training programme would be organized for non-teaching staff members to enhance their skills and efficiency.
5. **Activity Calendar:** Dr. Priyanka Sahni presented the activity calendar for the even semester of the session 2023-24. All the members agreed to implement the calendar.
6. **Academic and Administrative Audit:** It was decided that internal Academic Audit will be done by the IQAC members and proforma for audit was finalized.
7. **Alumni Meet:** The coordinator and the members agreed to organize Alumni meet of the previous five batches through the Alumni Association of the college.
8. **Athletic Meet:** It was decided that Athletic Meet would be organized in the month of February by the Department of Physical Education.
9. **Blood Donation Camp and OPD for Girl Students:** It was decided to organise a Blood donation camp and one day gynaecologist camp for girls. (Assigned to Red Cross Cell).
10. **Upgradation of Library Facilities:** It was decided to upgrade library facilities by creation of question bank for competitive examinations, orientation programme for students in Library, Workshop on N-List, Web-OPAC usage etc. (Assigned to Librarian).

11. Decision was also taken to give necessary directions to all the Heads of Departments to inform students about course outcomes, internal assessment etc. and to Convenor of the Cells regarding the organization of different activities workshop and Seminars on Research Methodology, Entrepreneurship Development etc. and proper record maintenance.

Lastly, Dr. Geeta Gupta, Coordinator IQAC, expressed her gratitude to Madam Principal, Dr. Punam Mor, and all the members for active participation in the meeting. The following IQAC members were present in the meeting along with chairperson and IQAC Coordinator:

Designation	Name	Signature
Chairperson, IQAC	Dr. Punam Kajal	
Coordinator, IQAC	Dr. Geeta Gupta	
Co-Coordinator, IQAC	Dr. Priyanka Sahni	
Member	Dr. Upasana	
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