

HINDU KANYA MAHAVIDYALAYA, JIND
INTERNAL QUALITY ASSURANCE CELL (IQAC)
(2020-2021)
Minutes of the meetings

On 18th August, 2020 a meeting of IQAC was conducted under the chairmanship of worthy Principal Mrs. Anita Kumari while following the necessary S.O.P (Covid-19) in conference hall at 11 A.M. In this meeting following agenda were taken.

1. The chairman congratulates the house that the college is going to enter in 50th year of its establishment and create a successful history. All members unanimously agreed to celebrate 50th anniversary through organization of online activities and if covid situation is improved offline program will organized. Every cell and department will quote "celebration of 50th anniversary " on their activity brochure and on college magazine.
2. To implementation of S.O.P (Covid-19) – All members agreed to construct a S.O.P. committee (Standard Operating Procedure, Covid-19) for ensuring that S.O.P's are being followed by staff members.
3. To follow the academic calendar for 2nd year and 3rd year class - All members unanimously agreed to strictly adhere to the university academic calendar. Every department have to prepare work load and lesson plan for online classes.
4. Preparation for online admissions - The chairman informed that Admission committees have to be constituted for online admission (Admissions will be purely online due to Covid- 19). Training will be provided to staff for online admissions.
5. Preparation for online teaching – Due to Covid-19 situation all members decided that online teaching will continue. The following modes of teaching were discussed.
 - 1) They can take class on Google meet/ Cisco web x/ZOOM.
 - 2) They can make Google classroom.
 - 3) They can use E-Resources.
 - 4) They can develop their own E-content and sent it to students.
6. Incentives for needy and meritorious students in Academics, Cultural and Sports Activities – All members unanimously resolved to receive the

application from poor and needy students, University merit holders in academic, Cultural and Sports activities for fee concession.

7. Promotion of Research environment in college – All members unanimously decided to motivate and to encourage teachers for attending, presenting and publishing their research articles in seminars/conference/workshops held elsewhere and Journals of National/International.

It was also resolved unanimously to procure research material including Books, Journals, Soft-wares and E-Journals etc.

8. To coordinate the organization of State/National/International level seminar/Conference/Workshop– Chairman informed the house that Department of History is organizing International online Seminar. All members agreed to fully cooperate for successful organization of the event.

9. To coordinate the organisation of State/National level activities of different cells of the college – It was decided that different cells of the college including Women Development Cell, N.S.S., Red Ribbon, E.D.C., Road Safty Club will organization State/National level competitions.

10. To coordinate the organization of State/National Level activities of different departments of the college - It was decided that different departments of the college will organizing State and National Level competitions.

Dr. Sushma Hooda
Coordinator, IQAC

Mrs. Anita Kumari
Chairman, IQAC

Date:- 18.08.2020

HINDU KANYA MAHAVIDYALAYA, JIND
INTERNAL QUALITY ASSURANCE CELL (IQAC)
(2020-2021)
Minutes of the meetings

On 17.11.2020 a meeting of IQAC was conducted under the Chairmanship of worthy Principal Mrs. Anita Kumari while following all the necessary S.O.P. (Covid-19) in which the decisions of following issues were taken.

1. To confirm the minutes of IQAC meeting held on August 18th, 2020- The coordination of IQAC read the minutes of 1st meeting of IQAC held on August 18, 2020 and the same were confirmed.
2. To review the admission during the academic session 2020-2021 – The Chairman placed the record regarding admission of students in different classes. All members appreciated the admission progress during 2020-2021.
3. To implementation of S.O.P (Covid-19) – All members agreed to construct a S.O.P. committee (Standard Operating Procedure, Covid-19) for ensuring that S.O.P's are being followed by students.
4. To prepare for online/offline classes – It was decided that every department have to prepare time table , work load and lesson plan for online classes and offline doubt classes for all UG/PG Ist Semester classes.
5. To continue counseling for support of mental health of students during pandemic – All members decided that faculty member will continue counseling offline along with online mode to support mental health of students during pandemic.
6. To prepare action plan for the academic session 2020-2021 – All members agreed to prepare action plan and successfully achieve the same.

The following action plan was prepared for the academic session 2020-2021.

1. International and National Seminar will be organised.
2. Research Culture will be promoted in the college.
3. To improve internal quality, expert advise will be taken.
4. Language lab will be established.

5. Far seamlessly conducting online classes infrastructure will be improved.
6. Internship programme will be organized for providing practical knowledge.
7. As NEP 2020 has insisted up on skill development. So Entrepreneurship Development Club will organize programme for the same.
8. To boost immunity, herbal park will be setup.
9. Students will be motivated to do exercises, yoga, breathing exercises , Parallel Bar Exercises and meditation to boost immunity.
7. The Chairmen informed the house that Department of History has successful organized the International Seminar. All members appreciated the event.
8. Presentation of semester result analysis – The Chairmen presented the result of UG and PG final semester. All members appreciated the result.

Dr. Sushma Hooda
Coordinator, IQAC

Mrs. Anita Kumari
Chairman, IQAC

Date:- 17.11.2020

HINDU KANYA MAHAVIDYALAYA, JIND
INTERNAL QUALITY ASSURANCE CELL (IQAC)
(2020-2021)
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On 23.01.2021 a meeting of IQAC was held under the chairmanship of worthy Principal, following the S.O.P's of Covid-19. In the meeting following agenda was discussed:-

1. To confirm the minutes of IQAC meeting held on November 17th, 2020- The coordination of IQAC read the minutes of 2nd meeting of IQAC held on November 17, 2020 and the same were confirmed.
2. Review the Departmental Academics progress– The Chairperson informed that syllabus of odd semesters of all the classes are almost complete and revision is in progress. Each department remained active in organizing number of activities.
It was unanimously decided to conduct extra classes for weak students to help them.
It was decided that assessment tests and assignments have to be taken as per University norms for timely submission of assessment.
3. To review the department activities – All members appreciated State/National level activities organized by different departments during the odd semester.
4. To review the activities of different cells of the college – All members appreciated the activities of different cells of college including women cell, legal cell, NSS, Red Ribbon Club, EDC, Career Counseling Cell during the odd semester.
5. It was decided that incharge of cultural affairs have to motivate students to take part in up coming youth festival. Practice should be started for best performance of our college in youth festival.

Dr. Sushma Hooda
Coordinator, IQAC

Mrs. Anita Kumari
Chairman, IQAC

Date:- 23.01.2021

HINDU KANYA MAHAVIDYALAYA, JIND
INTERNAL QUALITY ASSURANCE CELL (IQAC)
(2020-2021)
Minutes of the meetings

On 18th March, 2021 a meeting of IQAC was held under the Chairmanship of worthy Principal Mrs. Anita Kumari, following all the necessary SOP (Covid-19) in the conference Hall at 1:00 P.M. In the meeting following agenda was discussed.

1. *To confirm the minutes of IQAC meeting held on January 23rd, 2021-* The coordination of IQAC read the minutes of 3rd meeting of IQAC held on January 23, 2021 and the same were confirmed.
2. *To coordinate the organization of Annual Prize distribution function-* All members agreed to organize annual prize distribution function (following the standard operating procedure Covid-19) with full cooperation of all the teaching faculty members and non-teaching staff of the college.
3. *To coordinate the organization of Online State/ National/International level activities of different cells and different departments of the college-* It was decided that for celebration of 50th anniversary of the establishment of college every cell and department of college have to organize online State/National/International levels competitions. All members agreed to fully cooperate for successful organization of the competitions.
4. *To prepare for online/off line classes-* It was decided that every department have to prepare time table, workload and lesson plan for even semester.
5. It was unanimously decided that on the occasion of celebration of 50th anniversary of establishment of our college a special edition of college magazine "Gayan Stambh" will be published. Chief editor of magazine Dr. Sudha Malhotra has been authorized the same.

Dr. Sushma Hooda
Coordinator, IQAC

Mrs. Anita Kumari
Chairman, IQAC

Date:- 18.03.2021

HINDU KANYA MAHAVIDYALAYA, JIND
INTERNAL QUALITY ASSURANCE CELL (IQAC)
(2020-2021)
Minutes of the meetings

A meeting was held on 12.05.2021 by online mode under the chairmanship of Shri Anshul Kumar Singla, President of the college and Mrs. Anita Kumari, Principal of the college with the members of teaching staff. The agenda of the meeting was : Online teaching during lockdown". Shri Anshul Kumar Singla ji asked from Asso./Asstt. Professors about the status of their online classes and gave valuable advise. In the meeting following decision was taken.

- To improve pedagogy of teaching faculty.
 1. Every Assoc./Asstt. Professor must take online classes according to their workload and time table.
 2. Every Assoc./Asstt. Professor must keep record of their online classes.
 3. The teaching faculty must keep attendance record of students and ensure maximum attendance in their online classes.
 4. The teaching faculty can make video lecture and upload it on college youtube channel if they are willing to do so. The lectures available on youtube are open to all, so any student from the society can access the lectures even if they are not the students of the college.
 5. It is decided to provide any ICT tools to teaching staff for effective online teaching if required.
 6. It was also decided to create online link for students feedback, so that evaluation of teaching faculty can be done and it help teaching faculty to refine their teaching.
- To review achievements in youth festival:- Chairman informed the house about the achievements of youth festival. All members appreciate the same.

Dr. Sushma Hooda
Coordinator, IQAC

Mrs. Anita Kumari
Chairman, IQAC

Date:- 12.05.2021

HINDU KANYA MAHAVIDYALAYA, JIND
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Minutes of the meetings

On 26th June, 2021 a meeting of IQAC was held under the chairmanship of worthy Principal Mrs. Anita Kumari following all the necessary SOP (Covid-19) in the Conference Hall at 12.30 P.M. In the meeting following agenda was discussed

1. To confirm the minute of IQAC meetings held on 18th March, 2021 and 12 May, 2021: The coordinator of IQAC read the minutes of 4th and 5th meetings and same were confirmed.
2. Preparation of AQAR 2020-21: It was unanimously resolved to prepare the AQAR for the session 2020-2021 and place the same to the management of the college coordinator of IQAC Dr. (Mrs.) Sushma Hooda and all criteria incharges were authorized for preparing the AQAR for 2020-21.
3. Preparation of prospectus for the session 2021-22: All members unanimously resolved that prospectus of the college for the new academic session 2021-22 containing all the information about the college and admission rules have to prepare and uploaded on the college website and available for new admission seeker through online mode. The prospects incharge Mrs. Anjali Gupta and other members were authorized for preparing prospects.
4. Presentation of Action Taken Report: IQAC coordinator Dr. Sushma Hooda put the Action Taken Report (2020-21) before chairperson and read the same.

The following Action Taken Report is presented before the house and read the same:

1. Organization of international level online seminar-- Department of History successfully organized international level online seminar on 11 November 2020.
2. Promotion of research culture-- Subscription of many prominent research journals is there. Many faculty members have attended workshops, Faculty

Development Program, seminars, conferences and presented research papers. One computer has been provided to Department of History.

3. Expert advise for internal quality ---Online invitation was given to Dr. Anil Yadav (professor central university of Haryana, Mahendrgarh and member of IQAC ,research and ethics committee)for taking valuable advice .

4. Establishment of language lab- We were unable to establish Language Lab due to Covid-19.

5. Improvement of broadband infrastructure for online classes-- Broadband internet was installed in social science, English and Hindi Department.

6. Organization of Internship Program - We were unable to organize internship program due to Covid-19. Though, One day online industrial visit was organized.

7. Organization of skill development program: We were unable to organize skill development programe due to Covid-19. Though, Mehndi Racho Program was organized on the occasion of “Karwa Chauth” by EDC in which a platform was provided to students to draw mendhi with payment and State Level online competition was organized on “Best out of waste”.

8. Establishment of herbal park- Herbal park was established in front of science wing. Total expenditure incurred on purchase of plants was ₹17800/- during the session 20-21.

9. Motivation of students for doing exercises, parallel bar exercise and yoga etc.- Multiple sessions were organized in the college in which students did exercises, parallel bar excercise and yoga under the instruction of physical education faculty. Ten days national level online yoga workshop was also organized by Department of physical education. Online National level Yoga competition was organized on International Yoga Day.

Dr. Sushma Hooda
Coordinator, IQAC

Mrs. Anita Kumari
Chairman, IQAC

Date:- 26.06.2021