



# HINDU GIRLS COLLEGE

SONIPAT (HARYANA)

(A premier institution of Haryana, 'A' Grade Accredited by NAAC)

Phone No. : 0130-2241546, 2247248 (Office)

E-mail : hindu\_girlscollege@yahoo.co.in Website : www.hgcsonepat.com

26 Aug, 2020

## NOTICE

The members of IQAC are requested to attend the online meeting on 20 September, 2020 at 1 pm. The link for the meeting will be shared on whatsapp group.

- 1 .Chairperson Dr. Neeta Mittal *Neeta*
2. Co-ordinator Dr. Rachana Gupta *Rachana*
- 3 .Co-coordinator Dr. Parul Jindal

### 4. Members of Co-ordinating Committee

Dr. Vipasha Agrawal  
Mrs. Sunita Jain  
Dr. Anita Goel  
Mrs. Manju Goendi  
Mrs. Neena Gupta  
Mr. Pankaj Jain  
Mr. Vivek Mittal  
Dr. Maya  
Ms. Astha Parashar

### 5. Senior Administrative Officers (Teaching)

Dr. Latesh Taneja  
Dr. Sushila Rana

### 6. Nominees from Non –Teaching Staff

Mr. Arun Bansal  
Mr. Sushil Goel



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### AGENDAS OF MEETING

- Proper Sanitization of the college premises
- Motivate students to participate in online competitions organized by institutes
- Motivate staff members to update themselves on advanced teaching techniques



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## MINUTES OF MEETING

An online meeting of the members of IQAC was held on 20 September, 2020 at 1:00 pm. The meeting was steered by the Principal, Dr. Neeta Mittal and coordinated by Dr. Rachana Gupta.

Following members attended the same:

1. Chairperson Dr. Neeta Mittal *Neeta*
2. Co-ordinator Dr. Rachana Gupta *Rachana*
3. Co-coordinator Dr. Parul Jindal

### 4. Members of Co-ordinating Committee

Dr. Vipasha Agrawal  
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Dr. Anita Goel  
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## SUGGESTIONS OFFERED AND DECISION TAKEN

- Dr. Neeta Mittal, Principal informed the house that all measures have been taken to ensure implementation of SOP related to COVID-19. For this a guard is deputed on the entrance gate to check temperature of each and every person who entered the college and also sanitized their hands. The guard also ensures that everybody wore a mask.
- Dr. Latesh Taneja, Vice Principal suggested to properly monitor the sanitization of the college premises.
- Dr. Rachana Gupta, Convener IQAC recommended that all the departments should actively participate in Online Seminars/ Workshops/Competitions organized by different institutions during COVID -19 period. Conveners of all Societies/ Clubs/ Associations /Cells and HoDs should organize competitions in online mode with active participation of students from other institutes and maintain a proper record of all activities and achievements.
- Dr. Susheela Rana, Head, Department of English offered her suggestion that the staff members should attend Refresher/ Orientation courses by online mode. They should also join online courses to learn and update themselves on advanced teaching techniques.

The meeting ended with a vote of thanks by Dr. Rachana Gupta, Convener, IQAC.

*Neeta*

*Rachana*



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## AGENDA

- To keep a check on the effective implementation of Standard Operating Procedures related to COVID-19 and enlightening students about the need to follow the same as Offline classes started after a long break
- To collect feedback by online mode
- To maintain proper record of all meetings and report of activities



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### Minutes of the Meeting

A meeting of the members of IQAC was held on 26 November, 2020 at 1:00 pm in IQAC Room. The meeting was steered by the Principal, Dr. Neeta Mittal and coordinated by Dr. Rachana Gupta.

Following members attended the same:

1. Chairperson

Dr. Neeta Mittal

*Neeta*

2. Co-ordinator

Dr. Rachana Gupta

*Rachana*

3. Co-coordinator

Dr. Parul Jindal

#### 4. Members of Co-ordinating Committee

Dr. Vipasha Agrawal

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## DECISION TAKEN AND SUGGESTIONS OFFERED

- All Departments were directed to make students aware to maintain COVID appropriate behaviour in and outside the college campus.
- Feedback Committee was directed to prepare google forms for online feedback collection of all stakeholders as per the latest guidelines issued by NAAC
- All Societies/ Cells/ Clubs/ Associations and HODs directed to maintain a proper record of all meetings and report of all activities as per requirement of new AQAR performa.

The meeting ended with a vote of thanks by Dr. Rachana Gupta, Convener,

*Neeta*

*Rachana*



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## AGENDA

- Owing to an increasing demand of starting an e-journal of the college by the research-oriented faculty as well as students of PG Courses, it is indispensable to take initiative for the same.
- Steps to be taken to prepare students for the upcoming exams due to the lack of teacher-student face to face interaction as a result of pandemic phase.
- Psychological and financial support to the required students on priority basis.
- Standard operating procedures to be followed taking into consideration the possibility of an offline conduct of examinations.





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## Minutes of the Meeting

A meeting of the members of IQAC was held on 5 Feb, 2021 at 1:00 pm in IQAC Room. The meeting was steered by the Principal, Dr. Neeta Mittal and coordinated by Dr. Rachana Gupta.

Following members attended the same:

1. Chairperson

Dr. Neeta Mittal

*Neeta*

2. Co-ordinator

Dr. Rachana Gupta

*Rachana*

3. Co-coordinator

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### DECISION TAKEN

After a full-length discussion on the new endeavour of starting an e-journal of the College, it was recommended by IQAC Committee to form an Editorial Board and an Advisory Committee for the journal with immediate effect so as to chart out the roadmap for the same.

### SUGGESTIONS OFFERED

- Principal Dr. Neeta Mittal emphasized that the e-journal should be **quality-oriented**. She suggested that the journal should be **comprehensive** in its outlook, i.e. it should cover all PG courses available in the college.
- Dr. Sushila Rana, Head, English Department envisaged that the journal should be **cost-effective** as well as **pocket-friendly**.
- Dr. Rachana Gupta, Convener, IQAC suggested to the Research, Consultancy and Extension Committee that the name of the e-journal should be capitalized as **PRAGYAN** as it was written in small letters in the proposal.
- Following the notification of DGHE, Dr. Latesh Taneja, Vice Principal suggested that students coming from humble background had been facing issue in attending online classes due to unavailability of smart phones with them since the beginning of the session. They should be called for offline classes as per the given schedule so that their loss could be timely taken care of.
- Taking into consideration the economic setback faced by a number of families during the pandemic phase, Dr. Anita Goel, Head of Hindi Department offered her valuable suggestion that being an institution exclusively for girls, the college should offer financial aid to maximum number of students so that financial crunch does not create a stumbling block in their studies.
- Dr. Maya shared her viewpoint that due to the students' first foray into online classes especially of the first year students, majority of them were panicky for the upcoming examinations. The Department of Psychology as well as Women Cell should work in the direction of giving counseling to the needed ones.
- Dr. Manju Goendi, Head of Music Department suggested that students' health had always been a priority of the institution. Therefore, SOP related to COVID-19 should be followed in letter and spirit during the conduct of examinations.

The meeting ended with a vote of thanks by Dr. Rachana Gupta, Convener, IQAC.

*Neeta*

*Rachana*