

MEETING 01

Day / Date of Meeting : 16/07/2019
Time : 3:00 PM

Location of Meeting : Principal Room

Note Maker : Mrs. PUNAM SAHU

AGENDA

- Action Plan for the Year 2019-2020.
- Admission 2019-20
- Faculty Development Programme
- Online Education

MINUTES

- Plans of institution for the current academic year 2019-20.
: Based on first year's work & consequent learning, tentative plans drawn earlier were discussed threadbare.
- Sessions on service conditions for teaching & non-teaching staff were to be organized.

- Admission 2019-20.
- It was proposed to conduct Faculty Development Programmes on New Framework of NAAC Accreditation during the academic year 2019-20.
- Students must be encouraged to excel in co-curricular activities.
- Review meetings on department activities with Principal to be organized to evaluate the performance of the departments.
- Students must be encouraged to take more online certification courses. Preference to be given for SWAYAM courses.
- Student satisfaction survey to be carried out.

Members Present in Meeting —

Mr. B. S. SAXENA (Chairperson) *BS*

Dr. SMITA SAXENA (Principal) *SS*

Dr. P. K. SHRIVASTAVA (Connoisseur from the field of Education) *PK. Shrivastava*

Dr. SUMANLATA SAXENA (Connoisseur
from the field of Education)

Dr. SANJAY MISHRA (Community Representative)
Sanjay Mishra

Mrs. PUNAM SAHU (IQAC Coordinator)
Punam

Mrs. RITIKA SONI Ritika

Dr. MADHURI SINGH M

Dr. PUSHPA SHARMA P

Mrs. NAMRATA PANDEY Nand

Mrs. SANGEETA JOSHI Joshi

Ms. JAMAL BABU Jamal

TABASSUM SULEMAN (Alumni Representative)
Tabassum

SUBHDRA SAINEE (Alumni Representative)
Sainee

ANSALI ROHRA (Student Representative)
Ansali

MEETING NO. 02

Day / Date of Meeting: 13/11/2019

Time: 3:00 PM

Location of Meeting: Principal Room

Note Maker: Mrs. PONAM SAHU

AGENDA


- Mentoring - data
- Digital Library / e-Library
- Spontaneous Curriculum Upgradation.


Minutes

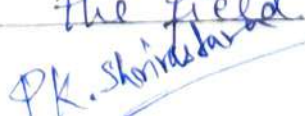
- Mentoring Data - It was agreed that data of teachers & students (All semester of B.Ed, M.Ed & B.P.Ed) from each department will be sent excel document to IQAC team. The information includes names, no. of teachers engaged in teaching different papers / courses & respective no. of students in each.

- All departments will group their students (in groups of 20-25 student) & accordingly allocate each teacher with one group of students.
- After allocation of teachers to all students, remaining teachers of the department will be in the common pool to mentor students B. Ed, B.P. Ed & M. Ed program.
- Library : Transit is needed from traditional to digital library; resource & space planning to be done effectively. E-library subscription may be done.
- Sports department may take up some courses offered by MHRD. Sports & Fitness to be included in the curriculum of all courses.

Members Present in Meeting —

Mr. B. S. SAXENA (Chairperson) 

Dr. SMITA SAXENA (Principal) 
13/11/19

Dr. P. K. SHRIVASTAVA (Commissioner from
the field of Education)


Dr. SOMANLATA SAXENA (Commissar
from the field of Education)

Dr. SANJAY MISHRA (Community
Representative)

Mrs. PUNAM SAHU (IQAC Coordinator)

Ms. RITIKA SONI (Ritika)

Dr. MADHURI SINGH (M)

Dr. PUSHPA SHARMA (P)

Mrs. NAMRATA PANDEY (Nand)

Ms. SANGEETA JOSHI (Joshi)

Mr. JAMAL BABU (Jamal)

TABASSUM SOLEMAN (Alumni Representative)
Tabassum

SUBHDRA SAINEE (Alumni Representative)
Subhdra

ANJALI ROHRA (Student Representative)
Anjali

MEETING NO. 03

Day/Date of Meeting : 14/02/2020

Time : 3:00 PM

Location of Meeting : Principal Room

Note Maker : Mrs. PUNAM SAHU.

AGENDA.

- Reviewing current academic year work.
- Setting targets for the next academic year.
- Promoting Entrepreneurship
- Mentoring activities.

Minutes

- Reviewing current year work with respect to the quality of activities, result analysis, degree of students, new ideas, continuation of the best practices & challenges etc.

- Setting targets for the next academic year. The college plan to identify & implement good practices for enhanced teaching, learning & evaluation process.
- Certificates to be collected from the passed out students who have become entrepreneurs.
- Mentoring to be carried out using any digital / social media for the Physical & mental well being of the students.

Members Present in Meeting —

Mr. B. S. SAXENA (Chairperson) ~~B.Saxena~~

Dr. SMITA SAXENA (Principal) ~~13/11/11~~

Dr. P. K. SHRIVASTAVA (Commissar from the field of Education) ~~P.K. Shrivastava~~

Dr. SANJAY MISHRA (Community Representative) ~~Sanjay Mishra~~

Mrs. PUNAM SAHU (IQAC Coordinator) ~~P.Sahu~~

Mrs. RITIKA SONI Ritika

Dr. MADHURI SINGH MS

Dr. PUSHPA SHARMA P

Mrs. NAMRATA PANDEY Nand

Mrs. SANGEETA JOSHI Joshi

Mr. JAMAL BABU Jamal

TABASSUM SOLEMAN (Alumni Representative)
Tabassum

SUBHDRA SAINEE (Alumni Representative)
Sainee

ANSALI ROHRA (Student Representative)
Anshali