

Ist Meeting

Date: / /

26/9/19

NOTICE

All the ^{faculty} members including the members of IQAC Cell, are requested to assemble in Principal's office at 12:45 P.M. on 26/9/19 to discuss/review about the following points →

Agenda of the meeting

- ① About mentoring system in college.
- ② Meditation and life-skill programme for students/faculty by Heartful Campus offerings.
- ③ Organization of Workshop/Seminar on IQAC/NAAC.
- ④ e-learning centre in library.

1) Dr. M.P.S

2) " M.D

3) " P.S

4) T.A

5) " S.T

6) " M.K

7) " P.A

8) " V.S

9) " N.K

10) " M.J

11) " K.B

12) " A.B

13) " M.S

14) " Monu Ram

15) " Monu Ram

Colleg

26/9/19

(Dr. Arshirastogi
Coordinator
IQAC Cell)

26.9.19

(Dr. Yashoda
Mittal

Chairperson

& IQAC
Principal

(15) Ramesh Gupta R.G.

Mukund
Kumar

Santoshi

Santoshi

RD

Minutes of the Meeting

Agenda 1 -

A tentative mentoring system was presented in the meeting by IQAC coordinator, and it was suggested by Principal Madam that for regular classes (B.Sc. I, II & III A sections Maths & Bio gp) one permanent and one temp. tutor should be assigned responsibility. For M.Sc. classes, the tutors (1 or 2) teaching them are sufficient and for SFS sections, 2-3 tutors will be the main tutors mentors supervised in all by the permanent teaching faculty.

Agenda 2 -

A register with the details of this program should be circulated for the interested students. As proposed by Dr. Shushma Viladkar U-Connect Coordinator, Heartful Institute, Heartfulness Educational trust the tentative dates 10, 11 and 12th Oct. 2019 are also all right for our College. The timing suggested for this program is 10:00 - 11:00 in Seminar Room or Room No. 5.

Agenda 3 -

It was unanimously decided that a workshop for IQAC/NAAC

Date: / /

Should be held on urgent basis.
The names suggest as expert
were Prof. Pachari, Retired prof. of
H.N.B Garhwal University or Prof.
Srotha of Kuram University.

Agenda 4-

The Coordinator of the ISAC Cell
informed the members that in library
on first floor space has been created
by shifting almirah and the planning
for the same is being done
with the Principal Maam and Sh.
Ajay Tyagi. A budget of 2.2 Lakhs
has been allotted by the Managing
Committee for the same.

The meeting ended with the vote of
thanks by Coordinator ISAC. [ISAC Cell members.]

Arish

Megh

①

②

As. (A.R.)

③ Him (V.S.)

④

⑤

Megha (Megha Sharma)
(Student)

⑥ R.G.
(R.G.)

Pranav

Pr

Pr

Date: (11:00 am)

NOTICE

All the faculty members including the members of IQAC cell are requested to assemble in Principal Modam office at 11:15 AM on 5/10/19 to discuss/review about the following points -
Agenda of the meeting.

- 1) Action taken plan of the Meeting held on 26/9/19
- 2) About College dress Bank in College.
- 3) About Remedial Coaching in College.
- 4) Any other point as per the suggestion of Principal.

Dr. Shree
[Coordinator
IQAC Cell]

Dr. Shree
5.10.19
(Principal)
Chairperson
IQAC Cell

1) Dr. MPS

M.D

P.S

T.A

S.T

M.K

P.A

V.S

N.K

M.J

K.B

A.B

M.S

Manu Kumar

Members of IQAC Cell

1) Rakesh Gupta R.G

2) Vandita Srivastava

3) Dr. Naveen Kumar

4) Dr. Shree

5) Naveen Kumar

6) Megha. [Megha Sharma (Phy.)]

7) Santoshi [Santoshi]

8) Dr. Shree

Date: / /

Item 1 :- Action taken report on the minutes of meeting held on 26/9/19

Item No.	Particulars	Action taken
1.	About Mentoring system in College	Mentoring System plan prepared & signed by all
2.	Meditation & life skill program in College	Dates decided as 10, 11 & 12 Oct. 2019
3.	Organization of Workshop on IQAC/NAAC.	Date decided as 25 th Nov. 2019. for workshop.
4.	e-learning Centre in library	Planning done, budget approved and flooring work started.

Item 2 :- About College dress (old) bank
A notice ^{can be} circulated to inform students and it was felt that it can be implemented at the end of session, just before the last yr. students pass out from college.

Date: / /

Item 3 - It was suggested that daily or one hour duration class can be held from 3-4 pm or 9-10 AM by the permanent faculty members open for all regular or STS students on the selected important topics. The ~~class~~ remedial class can be planned ^{as} one day - one subject basis.

In the end of the meeting, the chairperson thanked everyone for sparing their valuable time and made this meeting successful.

Item 4 - Regarding development programme for support staffs → As suggested in last session → It was reported that a one "workshop on Human Re-engineering for self awareness & clearing skills" has been held on 24/9/2019 in which 108 participants took part including the teaching and non-teaching staff members. It was also suggested that ^{there} such workshops should be held.


[Dr. Ashu Paslogi]
Coordinator
IQAC
2019-2020

IOAC IIIrd meeting

(7)

Date: / /

Dated
9/10/19

NOTICE

All the following faculty members are requested to assemble in Chemistry deptl. office at 12:30 ~~noon~~ ^{pm} to discuss/review about the previous years AQAR's. Meeting is today.



Dr. Arshi Pasla
Coordinator,

- (1) NAAC Coordinator Dr. Manoj Sharma ^{IOAC Cell.}
- (2) IOAC Cell (2019-20) members ^(On leave)
 -  - Dr. Arshi Pasla
 - Dr. Manoj Sharma
 - Dr. Navneet Kumar 
 - Dr. Vandita Srivastava.
- (3) IOAC Cell Coordinator
(2016-2017) Dr. Mithlesh Kumar
- (4) IOAC Cell Coordinator
(2017-18) Dr. Pooja Arora ^(On leave)
(2018-19)

Due to 'On leave' of two faculty members, the meeting was postponed.

IQAC - IIIrd meeting

(8)

Date: / /

NOTICE

11/10/19

All the following faculty members are requested to assemble in Principal's office around 2:00 P.M. to discuss/review about the previous year AQAR's. Meeting is today.

Princip
11.10.19

Arshi
11/10/19

[Dr. Yashoda Mittal]
Principal &
Chairperson, IQAC Cell.

(Dr. Arshi Rastogi)
Coordinator, IQAC Cell.

(1) NAAC Coordinator - Dr. Manoj Sharma

(2) IQAC Cell (2019-20) Members

Dr. Arshi Rastogi

Dr. Manoj Sharma

Dr. Naveen Kumar

Dr. Vandita Srivastava

Rajeev Gupta

(3) IQAC Cell Coordinator

(2016-2017) Dr. Nithlesh Kumar

(4) IQAC Cell Coordinator

(2017-18)

(2018-19)

Dr. Pooja Arora

(On leave)

Agenda of Meeting

① Regarding AQAR reports of previous years.

② Planning for Workshop (date, keep-note speaker & budget)

Date: / /

Minutes of the Meeting

(1) It was decided that the above faculty members will sit together 3-4 hrs daily and complete the AQARs as early as possible by 15th starting November.

(2) Telephonically, the expert for NAAC / IOAC workshop, Prof. Pachon tentatively gave his consent for 14-16 Nov. 2019. Thus, the tentative dates for the workshop is 14, 15 or 16 Nov. 2019. It was decided that an initial budget of 20,000/- Rs. should be approved from the Secretary, Management committee for the same.

(3) Action taken report on the minutes of the 2nd meeting held on 5/10/19.

Item No.	Particulars	Action taken
(2)	College dress bank in college	It will be implemented at the end of the session.

Date: / /

Item No.	Particulars	Action taken
③	Remedial Coaching in college.	Action will be taken soon
④	Development program for Support staff.	One workshop done, more should be held in the session.

At the end of the meeting, the Coordinator of the IQAC thanked everyone.


[Dr. ARSHI RASTOGI]
IQAC Coordinator
2019-2020

IQAC - IVth Meeting

(11)

Date: / /

Dated

NOTICE

13/11/2019

(1)

All the faculty members are requested to assemble in Principal Madani's office at 2:00 P.M. on 13/11/2019 to discuss/review the following agenda. IQAC members are also invited for Agenda of the Meeting the same.

- (1) Action taken plan of the meeting held on 1/11/19
- (2) About workshop to be held on 25/11/19 titled "IQAC Challenge in higher education"
- (3) ^{About} Smt. Neelam Verma, SO → discussion
- (4) Any other point as per the suggestion of principal

Rastogi 13/11/19
(Dr. Arshi Rastogi)
Coordinator
IQAC Cell

Yashoda 13/11/19
(Dr. Yashoda Mittal)
Principal
Chairperson
IQAC Cell

- ① Dr. M.P.S ✓
- ② " M.D. - ✓
- ③ " P.S. - ✓
- ④ " T.A. - ✓
- ⑤ " S.T. - ✓
- ⑥ " M.K. - ✓
- ⑦ " P.A. - ✓

- ⑧ Dr. V.S. ✓
- ⑨ " N.K. ✓
- ⑩ " K.B. ✓
- ⑪ " M.J. ✓
- ⑫ " M.S. ✓
- ⑬ " A.B. ✓
- ⑭ " M.R. ✓
- ⑮ " K.B. ✓

- IQAC members
- ⑯ Ragoon Gupta R.G.
 - ⑰ Vandita Shivastava ✓
 - ⑱ N.K.
 - ⑳ N.K.
 - ㉑ N.K.
 - ㉒ N.K.

Minutes of the meeting Date: 13/11/19

- (1) Action taken on 3rd meeting held on 11/10/19.

Item No.	Particulars	Action taken
①	AQAR Reports of previous years	In progress
②	Planning of workshop	Already done

- (2) a) It was decided in the meeting that various committees involving all teaching and non-teaching staff be formed.
- b) Nearby colleges may be informed through email to nominate 1 or 2 members to participate in the workshop.

(3) This item was not discussed.

At the end, the coordinator thanked everyone.

Pantoshi (Pantoshi)
Dean

Oslog 13/11/19
Coordinator,
IQAC
2019-2020

NOTICE

Date: 15/11/19

All the teaching and non-teaching staff is informed that the following are the committees for the Workshop Titled "IOAC Challenges in Higher Education" to be held on 25th Nov. 2019. All are requested to work accordingly.

[Convenor] [Organizing Secretary]

(1) Invitation / Registration / Certificates

Dr. Naveen Kumar

Dr. Monu Ram

→ Sh. Rajesh Nautiyal

→ Sh. Ajay Tyagi

[Sh. Dinkar - Assistant PR]

→ Sh. Anil Agarwal

(2) Welcome / Bouque

Dr. M.P. Singh

Dr. Mithlesh Kumari

Sh. Rajeev Tupta

Sh. Krishan Pal

(3) Refreshment Committee

Dr. Purnima Srivastava

Dr. Shashi Tyagi

Sh. Rantaj Singh

Sh. Nidhit Garg

→ Sh. Anil R.B.

Date: / /

- + Sh. Subhash
- Sh. Sandeep
- Sh. Dharamveer
- Sh. Naresh
- Shubham

(4)

Reporting (Reporters)

- Dr. Manoj Sharma
- Dr. Anubika Bhatt
- Sh. Pushpendra

(5) → Sitting Arrangement / stage /
Banner / Audio-visual
(Room No. 3)

- Dr. Tanveer Alam
- Sh. Lalit Batra

- Sh. Harish
- Sh. Amit R.P.
- Ms. Rashmi Tagal

(6)

Rangoli / Candle enlightenment

- Dr. Pooja Arora
- Dr. Kiran Bharti Kiran
- Sh. Tejpal
- Sh. K.K. Saxena

(7)

Press - Release

- Dr. Vandita Srivastava
- Dr. Megha Juyal
- Sh. Adesh Saini
- Sh. Rishipal
- Sh. Premchand

Date:

NOTICE

15/11/19

It is to inform all teaching and non-teaching staff to assemble in Room No. 5 for a meeting regarding workshop to be held on 25th Nov. 2019 at 3:00 P.M. on 16th Nov. 2019.

[Dr. M.D.]

[Convenor]

[Dr. A.R.]

[Organizing Secretary]

15.11.19

[Principal Chairperson]

Teaching StaffNon-Teaching Staff

- ① Dr. M.P.S. ✓
- ② " P.S. ✓
- ③ " T.A. ✓
- ④ " S.T. ✓
- ⑤ " M.K. ✓
- ⑥ " P.A. ✓
- ⑦ " V.S. ✓
- ⑧ " N.K. ✓
- ⑨ " K.B. Kisan ✓
- ⑩ " M.J. ✓
- ⑪ " M.S. ✓
- ⑫ " A.B. ✓
- ⑬ " M.R. ✓

- ① Sh. R.G. ✓
- ② " A.G. ✓
- ③ " A.T. ✓
- ④ " M.G. ✓
- ⑤ " R.N. ✓
- ⑥ " A.S. ✓
- ⑦ " R.S. ✓
- ⑧ " L.B. ✓
- ⑨ Smt. Rashmi ✓

- ⑩ Sh. K.K.S. ✓
- ⑪ Sh. Dharmveer - HRT.
- ⑫ Sh. Amit R.B. - Bhatnagar
- ⑬ " Krishanpal ✓
- ⑭ " Amit R.P. ✓
- ⑮ " Tejpal ✓
- ⑯ " Sandeep - P.A.
- ⑰ " Nalini ✓
- ⑱ " Rishipal ✓
- ⑲ " Harish ✓
- ⑳ " Omkar ✓
- ㉑ " Nishant - N/A
- ㉒ Subhal ✓

NOTICE

17/11/19

This is to inform all teaching and Non-teaching staff that a Workshop is being organised on 25th Nov. 2019 from 9:45 AM onwards titled

"IOAC, Challenges in Higher Education". All are invited for Refreshment in library around 12:30 pm. The key-note speaker

of the day is Prof. (Dr.) J.P.

Pachauri, former Head, Sociology deptt., HNB.GU & Chairman/member NAAC peer team.

[Signature]

[Dr. Arshi Rashogi]
Organising Secretary
Workshop.

[Signature]

[Principal]
&
Chairperson

Idly Sharma → D.S.

Priya → Priya

Juhi → Juhi

Anas → Anas

Zainab Ansari → Zainab

Vandana Chakraborty → Vandana

Sugandha Sharma → Sugandha

Pooja Kashyap → Pooja

Vaishalce → Vaishalce

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19/11/19

NOTICE

23/11/19

This is to inform all teaching and non-teaching staff that a workshop is scheduled on 25th Nov. 2019, Monday, from 9:45 AM onwards. So, all are requested to reach college by 8:30 A.M. and all the ^{members} ~~committees~~ are requested to work accordingly.

Dr. Arshi Paslogi
Organising Secretary & Coordinator

[Prof (Dr) Yashoda Mittal
Chairperson]

- 1) Dr. M.P.S
- 2) " M.D
- 3) " P.S
- 4) " T.A
- 5) " S.T
- 6) " M.K
- 7) " P.A
- 8) " V.S
- 9) " N.E
- 10) " M.J
- 11) " M.S
- 12) " K.B
- 13) " A.B
- 14) " M.Ram

" Sh. P.G.R.C

Dr. [Signature]

Rab

K.K.S

H.S

Am

Am

23/11/19

23/11/19

[Signature]

NOTICE

One Day Workshop

Titled

“ IQAC Challenges in Higher Education”

This is to inform all teaching and non-teaching staff that a

workshop is being organised

on 25th Nov. 2019, from 9.45 am in Seminar room.

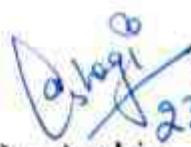
All are invited for the same.

The key note-speaker of the workshop is

Prof. (Dr.) J.P. Pachauri,

Ex-HOD, Department of Sociology

HNBGU, Sriagar & Chairman/Member NAAC peer team.


23/11/19
[Dr. Arshi Rastogi]

Coordinator IQAC 2019-2020

IOAC - Vth Meeting 19

NOTICE

Date: Dated

14/12/19 ✓

It is to inform the following members of the IOAC Coll to assemble in Principals' office at 11:30 AM to discuss following agenda items -

Agenda 1 - To discuss / review the recommendations and suggestions of the workshop held on 25th Nov. 2019 titled "IOAC Challenges in Higher Education". Key note speaker of the workshop was Prof. (Dr.) J.P. Pachori.

Agenda 2 - Any other item.

(Prof) Members of the IOAC - 2019-20 Session

1) Dr. Yashoda Mittal - Principal & Chairperson IOAC Coll

2) Dr. Gopal Ranjan - President, College management Committee

3) Dr. Aashi Pal Singh - Coordinator

4) Dr. Manoj Sharma - Convenor (Members IOAC)

5) Dr. Vandita Srivastava - (Member IOAC)

6) Dr. Manjul Sharma - Convenor NAAC & Convenor Workshop

7) Dr. Naveen Kumar - Member

8) Sh. Rajeev Gupta - Member IOAC (College Administrative IOAC)

9) Ms. Megha Sharma (Office) - Member (Student)

- 10) ^{Dr. Anil Sharma} Dr. Anil Sharma (Alumni) ^{Date:} Member
 11) Mrs. Santoshi - B. Ed (1st Sem) ^{Student} Member IOAC Cell (Student)

12) Mrs. Mangal Devi - Stakeholder (Parent) ^{Member IOAC}
Minutes of the meeting held on
14/12/19.

Following members were present in the meeting.

- 1) Prof. (Dr.) Yashoda Mittal - chairperson & Principal IOAC.
- 2) Prof. (Dr.) Gopal Ranjan - President, College management Committee & Member IOAC.
- 3) Dr. Aashi Pastogi - Coordinator IOAC
- 4) Dr. Mangal Sharma - Convenor NAAC
- 5) Dr. Manoj Sharma - Co-convenor IOAC
- 6) Dr. Vandita Srivastava - Member IOAC
- 7) Sh. Rajeev Gupta - Member IOAC (College Administrative officer)
- 8) Mrs. Santoshi - B. Ed 1st Sem. (Student Representative) Member IOAC.
- 9) Mrs. Megha Sharma - M.Sc 1st Sem. ^{IOAC} Member.

¹⁰⁾ Item ① Dr. Navneet Kumar (Faculty) ^{Member}
 Dr. Anil Sharma (Alumni)

① The recommendations given by Dr. J.P. Pachauri was read by Dr. Aashi Pastogi, Coordinator IOAC Cell and discussed with all the honourable members present in the meeting.

Following has been suggested:

1) President Gopal Rayan Sir suggested that an estimated budget be provided so that it can be put in the management Committee for its sanction and approval.

Budget ~~also~~ be prepared in two heads separately.

A) Regarding purchase of various items mentioned in recommendations like Notice-boards, display boards, computer, photo-copies machine --- etc.

B) Regarding building related requirements
(i) Maintenance of existing structures like pathways for labs, toilets repairing ---

(ii) For extension of New building -
(Regarding IQAC office, faculty meeting room)

It was suggested that the B(ii) part will be left for the management Committee to be decided.

- 1) Dr. Manoj Sharma, IQAC co-convenor.
- 2) Dr. Yashoda Mittal, Chairperson IQAC
- 3) Dr. Anshu Rastogi, Coordinator IQAC
- 4) Dr. Vandita Srivastava, Member IQAC
- 5) Dr. Manjul Shuman, Convenor NAAC
- 6) Sh. Rajeev Gupta - Member IQAC
- 7) Ms. Santoshi - B.Ed - 1st Sem
- 8) Prof. (Dr.) Gopal Rayan - (Member IQAC) President, CMC
9. Dr. Naveen Kumar member

Date: / /

ACTION TAKEN REPORT

Action taken on the minutes of 4th meeting held on 13/11/19

Item No.	Particular	Action Taken
2(a)	Formation of committees and meetings of the committees	• Done (Page No. 13-14) As given on page No. (15-18)
2(b)	Invitation to nearby college	Done and conf workshop held successfully on 25/11/2019.

The Coordinator thanked everyone for sparing their valuable time.

Arshi

[Dr. Arshi Rastogi]
Coordinator, IQAC
2019-2020

⑩

(M)

(Mrs. Mangla Devi)

⑪

Bromar