

SESSION 2023-2024

Meeting

Date
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All the HOD's are here by informed that a meeting would be held at 12.00 Noon at Principal's office on 4.08.2023

Agenda of the meeting is as follows:

Agenda ::

1. To Prepare action Plan for the academic year 2023-2024

2. To Prepare, submit and implement the time table for the current academic year.

IQAC Coordinator

Dr. S. G. Rao

Principal

Dr. Sandhya Madan Mohan

Dr. N. Shukla

Mrs. P. C. Claudius

Dr. Asha Rani Das

Dr. Bhadrati Verma

Dr. B. Pandey

Dr. P. Pandey

Dr. M. S. Pandey

Sahni Mahamood Ghaffi

Minutes of the meeting

An action Plan for academic year 2023-2024 was prepared under the directives and guidance of the principal Dr. Sandhya Madan Mohan.

S.No	Month	Activities
1.	August	To Prepare Mentor-Mentee list
2.	September	To conduct Induction Program for Newly admitted student.
3.	November/December	Motivational lectures by different departments.
4.	January 2024	Sports Day.
5.	February	Model Exam & Annual Day.
6.	April	Submission of AQAR.

2. Inputs were given by Dr. Bhazati Verma, H.O.D. Commerce for allotment of class rooms in time-table of morning shift.

Meeting ended with thanks to all the members present.

Dr. S.G. Rao
ICAC Co-ordinator
04/08/23

Dr. Sandhya Madan Mohan
Principal
04/08/23

Dr. M. Shinde MS
 Mrs. P.C. Claudius MS
 Dr. Asha Raut MS
 Dr. Bhasati Verma MS
 Dr. P. Paudyal MS
 Dr. Mrs. P. Pandey MS
 Salma Mohammad Shafi MS
 Dr. Anupama Shrivastava MS
 Dr. Basu Palit MS
 Dr. B. Paudyal MS

Dr. M. Shinde
 Mrs. P.C. Claudius
 Dr. Asha Raut
 Dr. Bhasati Verma
 Dr. P. Paudyal
 Dr. Mrs. P. Pandey
 Salma Mohammad Shafi
 Dr. Anupama Shrivastava
 Dr. Basu Palit
 Dr. B. Paudyal

Dr. M. Shinde
 Mrs. P.C. Claudius
 Dr. Asha Raut
 Dr. Bhasati Verma
 Dr. P. Paudyal
 Dr. Mrs. P. Pandey
 Salma Mohammad Shafi
 Dr. Anupama Shrivastava
 Dr. Basu Palit
 Dr. B. Paudyal

Meeting

All the HOD's are hereby informed that a meeting would be held at 1:00 PM at Principal's office on 12.10.2023. Agenda of the meeting is as follows:

Agenda-

1. To confirm the minutes of last meeting.
2. All AMC's to be renewed. [CRO]
3. Purchase of open software digital for the department of Physics.
4. Any other matter with permission of the Principal.

Qut
11/10/23

IQAC Coordinator
Dr S.G. Rao

11/10/23

Principal
Dr S.M. Mohan

Dr. N. Shukla Shukla

Mrs. P.C. Claudius Q.N.M

Dr. Asha Rani Das Asha

Dr. Bharati Verma B. Verma

Dr. M. S. Pandey M.S.

Dr. Anupama Shrivastava Anupama

Salma Mohammad Sherji Salma

Dr. P. Pandey P. Pandey

Dr. B. Pandey B. Pandey

minutes of the meeting

Date _____
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1. To verify the minutes of last meeting.
2. Principal Dr. Sandhya Madan Mohan directed Mrs. P.C. Claudius - H.O.D. Physics to call quotation for the item required for the department as per indent submitted to her.
3. Principal Dr. Sandhya Madan Mohan directed Mrs. Neha Shrivastava, I/C (L & A), B.M.M. to put up the notice sheet for renewal of all the AMC's due in this current session.
4. All the H.O.D's are directed to make necessary pre preparations for internal examination.

Meeting ended with thanks to all the members present.

Signature
12/10/23

IQAC Co-ordinator

Dr. S. G. Rao

Signature
12/10/23

Principal

Dr. Sandhya Madan Mohan

Dr. N. Shukla

Mrs. P.C. Claudius

Dr. A.R. Das

Dr. Bhavati Verma

Dr. P. Pandey

Dr. Mrs. Parich

Salma Mohammad Shaji

Dr. Basu Palitgoudar

Dr. Anupama Shrivastava

Dr. B. Pandey

Meeting

All the HOD's are hereby informed that a meeting would be held at 13:00 PM at Principal's office on 14/12/2023. Agenda of the meeting is as follows:

Agenda-

1. To confirm the minutes of the last meeting.
2. Discussion of dates of Annual Sports day, Annual function & Model exam.
3. Installation of CCTV in College Hostel.

Sub
13/12/23

[Signature]
13/12/23

IQAC Co-ordinator

Dr. S.G. Rao

Principal

Dr. Sandhya Madan Mohan

Dr. N. Blak

Mrs. P.C. claudius

Dr. Asha Rani Das

Dr. Bhazali Verma

Dr. P. Pandey

Dr. M. S. Pandey

Edma Mohammad Shafi

Dr. Basheer B. Lyngdas

Dr. Anupama Shrivastava

Dr. B. Pandey

Minutes of the meeting

Date 71
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1. To ~~ratify~~ the minutes of last meeting
2. Principal Dr. Sandhya Madan Mohan suggested to organise Annual Sports day on 20.1.2024 in college sports ground from 11.00 AM onwards
3. It was decided unanimously that Model Exam will be conducted in the first week of February 2024, considering semester exam and all other relevant activities.
4. CCTV camera was installed in college Hostel.

5. It was also discussed ^{that} students who had participated in district / state / National level ^{competitions} will be honoured on the sports day instead of Annual Function. Competition & events to be organised on the day were discussed & finalized. Responsibility of circulating the notice/information was given to sports officer Mrs. Poojisha Thate & sports Incharges Dr. M. Madhuri and Dr. Nidhi Monika Sharma.

Dr. S. G. Rao
14/12/23
IQAC Co-ordinator
Dr S.G. Rao

Dr. Sandhya Madan Mohan
14/12/23
Principal
Dr. Sandhya Madan Mohan

Dr. N. Shukla
Mrs. P.C. Claudius
Dr. A.R. Das
Dr. Bhavati Verma
Dr. P. Pandey
Dr. A.S. Pandey
Dr. B. Pandey

Dr. Barke Padilaymas

Dr. Anupama Shrivastava

scanned with CamScanner

Meeting

All the H.O.D's are hereby informed that a meeting would be held at 2.30 PM at Principal's office on 8/02/2024. Agenda of the meeting is as follows:

Agenda-

1. To confirm the minutes of last meeting.
2. New IQAC co-ordinator to be appointed.
3. NET coaching / Activities under the banner of CURIE to be arranged.
4. Recurring expenditure from CURIE to be planned.
5. Purchase of Library Books.
6. Maintenance of canteen and college foyer.

Date
07/02/24

Principal

IQAC co-ordinator

Dr. S.G. Rao

Dr. N. Shukla

Mrs. P.C. Claudice

Dr. Ashe Ravi Das

Dr. Bhavati Verma

Dr. P. P. Pandey

Dr. M. S. Pandey

Salma Mohammad Sheikh

Dr. Basu Pallabindar

Dr. Rupam Ajeet Yadav

Dr. Anupama Shrivastava

Dr. B. Pandey

Minutes of the meeting

1. To ratify the minutes of last meeting.
2. Considering forthcoming retirement of Dr. S. G. Rao - IQAC co-ordinator, Principal Dr. Sandhya Madan Mohan proposed the name of Dr. Bharati Verma as IQAC co-ordinator and it was accepted by all the members. As such all the activities from today onwards will be assisted by Dr. Bharati Verma.
3. Under academic activities it was proposed by the P.T. Madam of CURIE Project that the funds available for academic purpose must be utilized for NET Coaching classes for adding academic wisdom in students, under the banner of CURIE Project.
4. Recurring items to be purchased from CURIE Funds, were discussed and listed.
5. List of Books submitted by H.O.D.'s of different departments were reviewed and finalised for purchase under relevant heads of College Funds.
6. Discussion on the construction, management and services provided by the contractor of the canteen were discussed such as; No. of items and rates of products available in the canteen were assessed, members showed their satisfaction.
7. Principal also drew attention of the members of IQAC & HOD's to

consider the coming summer & make necessary arrangements for comfort of students and staff. False ceiling of the canteen was suggested.

8. All members accepted the proposal & requested the Principal to ~~that~~ start the procedure.

9. Lastly it was also decided that the Idol of "Goddess Saraswati" installed last year must be protected with glass cover to avoid any type of damage.

Meeting ended with thanks to every one present.

Chitra
08/02/24
IQAC Co-ordinator
Dr S.G. Rao

6/2/24
Principal
Dr Sandhya Madan Mohan

Dr N. Shukla	<u>Shukla</u>
Mrs. P.C. claudius	<u>claudius</u>
Dr. Asha Rani Das	<u>Asha</u>
Dr Bhazati Verma	<u>B. Verma</u>
Dr. P. Pandey	<u>P</u>
Dr. Mrs. Pandey	<u>Pandey</u>
Salma Mohammad Shariq	<u>Salman</u>
Dr. Bansi Palgundar	<u>B</u>
Dr. Rupam Ajeet Yadav	<u>Rupam</u>
Dr Anupama Shrivastava	<u>A</u>
Dr B Pandey	<u>B</u>