

Minutes of Meeting 2017-18

MEETING NO: 1

NOTE MAKER: MRS. RITIKA SONI

Agenda : Plans of institution for the current academic year 2017-18.

- Admission 2017-18
- Workshops & Interactive sessions with all departments

Date of Meeting : 10/7/2017

Time : 3:00 pm

Location of Meeting : Principal Room

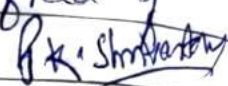
Minutes

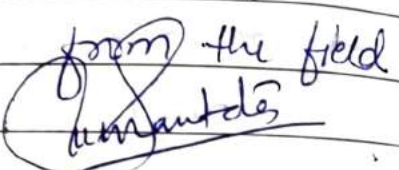
- plans of institution for the current academic year 2017-2018 - Based on first year work & consequent learning, tentative plans drawn earlier were discussed threadbare.
- Sessions on service conditions for teaching & non-teaching staff were to be organised
- Admission 2017-18
- Workshop & interactive sessions to be continuous with all departments

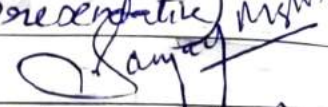
Members Attended Meeting

Mr. B.S. Saxena (Chairperson)

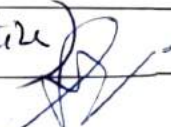
Dr. Padma Agrawal (Principal) 

Dr. P.K. Shrivastav (Connoisseur from the field of Education) 

Dr. Sumanlata Saxena (Connoisseur of Education) 

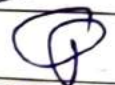
Mr. Sanjay Mishra (Community Representative) 

Mr. Sanjeev Saxena (Management Representative)

Dr. Smriti Saxena (Administrative Representative) 

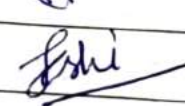
Mr. Rishi Son (Co-ordinator) 

Dr. Madhuri Singh 

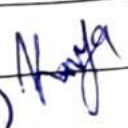
Dr. Pushpa Sharma 

Mrs. Punam Sahu 

Mrs. Narmada Pandey 

Mrs. Sangeeta Joshi 

Mr. Jyoti Babu

Kavya Panya (Alumini Representative) 

Subhadra Sainee (Alumini Representative) 

Meeting No: 2

NOTE MAKER: MRS. RHIKA SONI.

Agenda :

- Mentoring - data (Division of students & allocation of teachers)
- Skill Development Programme

Date of Meeting : 20/11/2017

Time : 3:00 pm

Location of Meeting : Principal Room.

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 depts will group their students (in group of 20-25 student) in and accordingly allocate each teacher with one group of students.

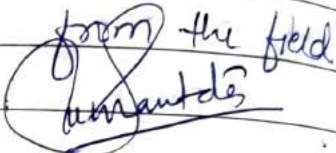
- After allocation of teachers to all students, remaining teachers of the department will be in the common pool to mentor students B.Ed, B.P.Ed & M.Ed program.
- Each teacher will have 20-25 students under their mentorship
- To cater to students' needs by strengthening our Tutorial programs & Remedial Strategies through communication skill Development Programme & Language Lab. activities.

Members Attended Meeting

Mr. B.S. Saxena (Chairperson)

Dr. Padma Agrawal (Principal) 

Dr. P.K. Shrivastav (Connoisseur from the field of Education) 

Dr. Sumanlata Saxena (Connoisseur from the field of Education) 

Mr. Sanjay Mishra (Community Representative) 

Mr. Sayeer Saxena (Management Representative)

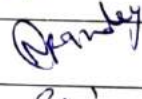
Dr. Smite Saxena (Administrative Representative) 

Mr. Rishi Son (Co-ordinator) 

Dr. Madhuri Singh 

Dr. Pushpa Sharma 

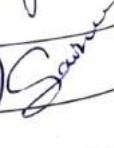
Mrs. Punam Sahu 

Mrs. Narmada Pandey 

Mrs. Sayee Joshi 

Mr. Jamal Babu

Kavya Pawa (Alumni Representative) 

Subhadra Sainee (Alumni Representative) 

Meeting NO: 3
NOTEMAKER: MRS. RITIKA SONI

* Agenda

- Reviewing Current academic year work
- Setting targets for the next academic year

* Date of Meeting: 23/4/2018

* Time: 3:00 pm

* Location of Meeting: Principal Room.

* Minutes —

Reviewing current year work with respect to the quality of activities, result analysis, degree of students participation suggestions from 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. We propose the following small steps -

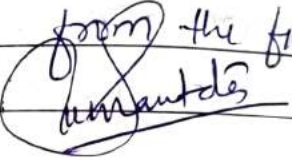
- ✓ Provide opportunities to students for field experiences related to the syllabus
- ✓ for every course, one unit/sub unit be assigned for self-study. The instructional materials for this will be made available in the library as well as in digital format. This unit should be evaluated.
- ✓ The College envisages enriched staff development programs for capacity building in varied areas.
- ✓ Strengthen evaluation of teachers through self-appraisals & students feedback

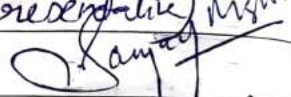
Members Attended Meeting

Mr. B.S. Saxena (Chairperson)

Dr. Padma Agrawal (Principal) 

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

Dr. Sumanlata Saxena (Connoisseur from the field of Education) 

Mr. Sanjay Mishra (Community Representative) 

Mr. Sameer Saxena (Management Representative)

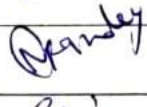
Dr. Smriti Saxena (Administrative Representative) 

Mr. Rishi Son (Co-ordinator) 

Dr. Madhuri Singh 

Dr. Pushpa Sharma 

Mrs. Punam Sahu 

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Mrs. Sangeeta Joshi 

Mr. Jamal Babu

Kavya Pawa (Alumini Representative) 

Subhadra Sinee (Alumini Representative) 