

# Agenda for the Meeting

A general meeting of all the members of the staff is to be held on 08-07-2021 at 10:30 am in the principal office. The agenda for the meeting will be:

- Confirmation of the minutes of the last meeting.
- Preparation of Action Plan along with Curriculum Planning & Procedure
- National Webinars
- Academic Calendar
- Other matters arising from minutes.

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Principal cum Convener  
(IQAC)

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# Proceedings

DATE

The honourable Principal presided over a meeting of all the members of the staff on 08-07-2021 at 12:30 am in the Principal office. Following staff members attended the meeting:-

Sr. No.	Name	Signature
1.	Dr. Mona Siwach	Mona Siwach
2.	Dr. Meenakshi	Meenakshi
3.	Dr. Ranjeet Singh	Ranjeet Singh
4.	Ms. Hardeep Singh	Hardeep Singh
5.	Ms. Sushil Kumar	Sushil Kumar
6.	Mr. Sandeep Singh	Sandeep Singh
7.	Dr. Prem Kumar Verma	Prem Kumar Verma
8.	Ms. Suresh Kumar	Suresh Kumar
9.	Ms. Shalby	Shalby
10.	Dr. Ratan Lal	R. Lal
11.	Dr. Dhruv Singh Tomer	Dhruv Singh Tomer
12.	Mrs. Akancha	Akancha
13.	Mrs. Ramandeep Kans	Ramandeep Kans
14.	Mrs. Charanjeet Kans	Charanjeet Kans
15.	Mrs. Harpal Kans	Harpal Kans
16.	Mrs. Geeta Khosara	Geeta Khosara
17.	Ms. Neeta Ram	Neeta Ram
18.	Mrs. Karindeshal Kans	Karindeshal Kans
19.	Ms. Sukhvish Singh	Sukhvish Singh

Apology for Absence

In Attendance Mrs. Suniti Rai

Dr. Rajni Bala, Principal cum Convener (IQAAC)  
Dr. Charanpreet Kans Dhillon, Administrative Officer

The minutes of the meeting of I.Q.A.C held on were confirmed and signed.

The Principal emphasized on the importance of Research activities. As per discussion in the last meeting, it was decided that the I.Q.A.C of the college is going to organize a One day National Webinars on the topic "Resilience in Crisis" in collaboration with Heartfulness Institute on July 16, 2021.

All the staff members were asked to give their suggestions regarding webinars.

The Principal informed that Mrs. Anjali Isapat would be the speaker for the webinars who is a Master Trainer, Heartfulness Institute.

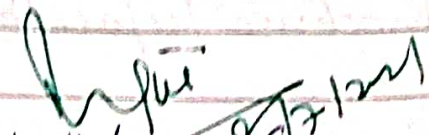
For the smooth accomplishment of the webinars following duties were assigned:

Duties	Teacher Name
* Convener	Dr. Rajni Isala
* Organizing Secretary	Dr. Ranjeet Singh
* Brochure Preparation	Dr. Meenakshi Mrs. Kasinderpal Kans
* Registration Form/Certificate Feedback Form Creation/ Recording of Webinars	Dr. Prem Kumar Verma Dr. Mona Siwach
* Google Meet link generation & Technical Arrangements	Dr. Prem Kumar Verma Mrs. Kasinderpal Kans
* Report Writing	Mrs. Harpal Kans
* News Writing & sending classmate	Ms. Shaky Ms. Suresh Kumar Mr. Sandeep Singh

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| • Flex Preparation   | Dr. Meenukshi                             |
| • Photographic Arrangement                                       | Mr. Meera Pann<br>Mrs. Charanjit Kaur     |
| • Wide Circulation of among Participants                         | Mr. Ajay<br>All the members of the staff. |
| • Information on College website, Facebook Page and Twitter etc. | Dr. Prem Kumar Verma<br>Mr. Sukhbir Singh |

- It was decided to prepare Action Plan alongwith Curriculum Planning and Procedure by IQAC for the session 2021-22.
- A healthy discussion regarding Academic Calendar was held. Curricular and co-curricular activities were decided which will be included in the Academic Calendar.

The meeting adjourned by 12:00 pm.

  
Principal cum Convener IQAC