

Agenda for the Meeting

A meeting of all the IQAC members and other members of the staff will be held on 20-07-2021 at 12:30pm in the Principal office regarding organization of workshops. All the staff members are requested to attend the meeting. The agenda for the meeting will be:

- Organization of National Workshop
- Follow up of the last meeting held on 08-07-2021

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Principal cum Convener IQAC

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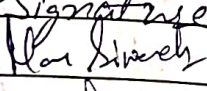


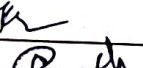

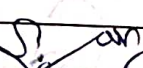
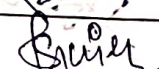
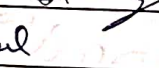




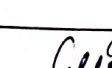
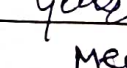




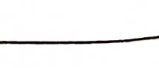

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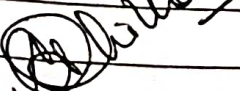
Proceedings

A general meeting of all the staff members was chaired by the honourable Principal and the Administrative on 20-07-2021 at 12:30 pm in the Principal Office. Following staff members attended the meeting:

Sr. No.	Name	Signature
1.	Dr. Mona Swach	
2.	Dr. Meenakshi	
3.	Dr. Ranjeet Singh	
4.	Ms. Hardeep Singh	
5.	Ms. Sushil Kumar	
6.	Ms. Sandeep Singh	
7.	Dr. Prem Kumar Verma	
8.	Ms. Suresh Kumar	
9.	Ms. Shaily	
10.	Dr. Ratantlal	
11.	Dr. Dhruv Singh	
12.	Mrs. Atancho	
13.	Mrs. Ramandeep Kaur	
14.	Mrs. Chasmit Kaur	
15.	Mrs. Harpal Kaur	
16.	Mrs. Geeta Khosara	
17.	Mrs. Alwaja Ram	
18.	Mrs. Karinderpal Kaur	
19.	Mrs. Sumiti Rai	
20.	Ms. Sukhvika Singh	

In Attendance

Dr. Rajni Rala

Dr. Chasmpreet Kaur Phillon 

- At the outset, the Principal welcomed all the members of IQAC and other members of the staff.
- The IQAC members discussed that there is need to organize a workshop in the college.

The members of Research Committee were assigned duty to discuss the topics for workshop.

- The Administrator Dr. Charanpreet Kaur Dhillon took the responsibility to talk to resource persons and take their consent.

- The dates 25th July to 31st July, 2021 were finalized for the workshop.

- Some essential duties were assigned to the staff which are as under:

Duties	Staff Name
• Coordinators	Dr. Charanpreet Kaur Dhillon
• Organizing Secretary	Dr. Mona Siwach
• Organizing Committee:	
[Procure, Registration Form]	Dr. Meenakshi
[Feedback Form, Certification]	Dr. Ranjeet Singh
	Mr. Hardeep Singh
	Mr. Sushil Kumar
	Ms. Sandeep Singh
	Dr. Prem Kumar Verma
• Technical Arrangement	Mrs. Kasinderpal Kaur
	Dr. Prem Kumar Verma

• Fee Record	Mr. Sukhvjit Singh
• Report Writing	Mrs. Harpal Kaur
• News Writing	Ms. Suresh Kumar
	Mrs. Charanjit Kaur
• Photography/videography	Mr. Meera Ram
	Ms. Shabky
• Wide Circulation of the Programme/Workshop	All ^{the} members of the staff
• File up of Record of the workshop	Dr. Mona Siwach Dr. Meenakshi

* Follow up of the last meeting:

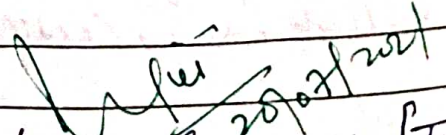
The ^{last} meeting was held on 08-07-2021.

As per discussion in this meeting, the 'Action Plan' and 'Academic Calendar' for the session 2021-22 were prepared and presented.

The Principal approved the 'Action Plan' and 'Academic Calendar' and forwarded for the implementation of the same.

• The Principal also appreciated the staff for successful organization of the National Webinar.

The meeting adjourned by 1:30 pm.


Principal cum Convenor [IQAC]