

Agenda Points

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Agenda Points				Page : 1 of 1	
DET		Dogra College of Education			
Type of Meeting: IQAC activities review meeting					
Date: 30.07.2022		Time: 12:30 pm	Venue: IQAC, Office		
Core Committee Members: Dr. Vikesh Kumar Sharma, Principal/ Convener, Dr. Shefali Sharma, IQAC/Academic Coordinator, Mrs. Indu Puri, Mrs. Vintee Kumari, Ms. Tina Sharma, Mrs. Joyti Raina, Mrs. Amarjeet Kour, Ms. Shivangi Dhrota, Ms. Gagandeep Kour, Mrs. Shivali Mehta, Mrs. Roshy Sharma, Mrs. Deepika Sharma and Ms. Priyanka Bendral				Chaired by: Principal, DCE	
S.No.	AGENDA/ POINT DISCUSSED	RESPONSIBILITY	COMPLETION DATE PROPOSED	COMPLETION DATE ACTUAL	ACTION TAKEN
1.	NAAC requirement list to be checked				
2.	Leads of admission to be checked on regular basis				
3.	Display board to be installed to write thoughts.				

Principal/Convener IQAC, DCE

IQAC Coordinator, DCE










Faculty Present	Signature	Faculty Present	Signature
1. Dr. Vikesh Kumar Sharma, Principal / Convener, DCE		7. Ms. Shivangi	
2. Dr. Shefali Sharma, IQAC/Academic Coordinator DCE		8. Ms. Priyanka Bendral	
3. Mrs. Indu Puri,		9. Mrs. Roshy Sharma	
4. Mrs. Vintee Kumari		10. Ms. Gagandeep Kour	
5. Mrs. Joyti Raina		11. Mrs. Shivali Mehta	
6. Mrs. Amarjeet Kour		12. Deepika Sharma	

MINUTES OF MEETING

DET		Dogra College of Education		Page : 1 of 1	
Type of Meeting: IQAC activities review meeting					
Date: 30.07.2022		Time: 12:30 pm		Venue: Principal Office	
Core Committee Members: Dr. Vikesh Kumar Sharma, Principal/ Convener, Dr. Shafali Sharma, IQAC/Academic Coordinator, Mrs. Indu Puri, Mrs. Vintee Kumari, Ms. Tina Sharma, Mrs. Joyti Raina, Mrs. Amarjeet Kour, Ms. Shivangi Dhrota, Ms. Gagandeep Kour, Mrs. Shivali Mehta, Mrs. Roshy Sharma, Mrs. Deepika Sharma and Ms. Priyanka Bendral				Chaired by: Principal, DCE	
S.No.	AGENDA/ POINT DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1.	NAAC requirement list to be checked <u>Discussion:-</u> Principal, DCE apprised the faculty members about the requirement of the infrastructures. He suggested to the IQAC coordinator for the preparation of the NAAC requirement list and submit the same for the approval.	Principal, DCE & IQAC Coordinator	08.08.2022		
2.	Leads of admission to be checked on regular basis <u>Discussion:-</u> Academic Coordinator discussed about the admission for the session 2022-24 and suggested that all the leads of admission should be checked on regular basis.	Convener, Admission Committee	Daily basis		
3.	Display board to be installed to write thoughts. <u>Discussion:-</u> IQAC Coordinator discussed about the installation of display board in the campus for thoughts and other material, unanimously it was decided that notice /display boards should be installed in identified areas.	Convener, Notice Board/Display Board	08.08.2022		

Principal/Convener IQAC, DCE

IQAC Coordinator, DCE

Faculty Present	Signature	Faculty Present	Signature
1. Dr. Vikesh Kumar Sharma, Principal / Convener, DCE 2. Dr. Shafali Sharma, IQAC/Academic Coordinator DCE 3. Mrs. Indu Pari, 4. Mrs. Vinita Kumari 5. Mrs. Jyoti Raina 6. Mrs. Amarjeet Kour	  	7. Ms. Shivangi 8. Ms. Priyanka Bendral 9. Mrs. Rosby Sharma 10. Ms. Gagandeep Kour 11. Mrs. Shivali Mehta 12. Deepika Sharma	     



Action Taken Report

Page : 1 of 1

DET		Dogra College of Education			
Type of Meeting: IQAC activities review meeting					
Date: 30.07.2022		Time: 12:30 pm		Venue: Principal Office	
Core Committee Members: Dr. Vikesh Kumar Sharma, Principal/ Convener, Dr. Shafali Sharma, IQAC/Academic Coordinator, Mrs. Indu Puri, Mrs. Vintee Kumari, Ms. Tina Sharma, Mrs. Joyti Raina, Mrs. Amarjeet Kour, Ms. Shivangi Dhrota, Ms. Gagandeep Kour, Mrs. Shivali Mehta, Mrs. Roshy Sharma, Mrs. Deepika Sharma and Ms. Priyanka Bendral				Chaired by: Principal, DCE	
S.No.	AGENDA/ POINT DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1.	NAAC requirement list to be checked <u>Discussion:-</u> Principal, DCE apprised the faculty members about the requirement of the infrastructures. He suggested to the IQAC coordinator for the preparation of the NAAC requirement list and submit the same for the approval.	Principal, DCE & IQAC Coordinator	08.08.2022	16.08.2022	NAAC requirement list have been prepared & checked.
2.	Leads of admission to be checked on regular basis <u>Discussion:-</u> Academic Coordinator discussed about the admission for the session 2022-24 and suggested that all the leads of admission should be checked on regular basis.	Convener, Admission Committee	Daily basis	Daily Basis	Admission leads status have been checked by the Convener, Admission Committee.
3.	Display board to be installed to write thoughts. <u>Discussion:-</u> IQAC Coordinator discussed about the installation of display board in the campus for thoughts and other material, unanimously it was decided that notice /display boards should be installed in identified areas.	Convener, Notice Board/Display Board	08.08.2022	08.08.2022	Display Board have been installed.

Principal/Convener IQAC, DCE

IQAC Coordinator, DCE

Faculty Present	Signature	Faculty Present	Signature
1. Dr. Vikesh Kumar Sharma, Principal / Convener, DCE 2. Dr. Shafali Sharma, IQAC/Academic Coordinator DCE 3. Mrs. Indu Puri, 4. Mrs. Vinita Kumari 5. Mrs. Jyoti Raina 6. Mrs. Amarjeet Kour	  	7. Ms. Shiwangi 8. Ms. Priyanka Bendral 9. Mrs. Roshy Sharma 10. Ms. Gagandeep Kour 11. Mrs. Shivali Mehta 12. Deepika Sharma	   

Agenda points (IQAC Review Meeting)

DCE

IQAC Review Meeting

Page 1 of 1

Date: 10.10.2022

Time: 12:30 PM

Venue: Principal Office

Members Present in the Meeting: Dr. Vikesh Kumar Sharma, Principal/ Convener, Dr. Shefali Sharma, IQAC/Academic Coordinator, Mrs. Indu Puri, Mrs. Vintee Kumari, Mrs. Jyoti Raina, Mrs. Amarjeet Kour, Ms. Shivangi, Ms. Priyanka Bandral, Mrs. Shivali Mehta, Ms. Gagandeep Kour and Mrs. Sarika

Chaired by: Principal, DCE

S. No.	AGENDA / POINTS	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1.	To discuss about the Faculty Development Programme under MoU signed institutions.				
2.	To discuss about the formation of Teachers Club				
3.	To discuss about the compilation of the work for the submission of AQAR for the Year 2021-22.				

Principal/Convener IQAC, DCE

IQAC Coordinator, DCE

Faculty Present	Signature	Members Name	Signature
1. Dr. Vikesh Kumar Sharma (Principal/Convener)		7. Ms. Shivangi Dhrota	
2. Dr. Shefali Sharma (IQAC/Academic Coordinator)		8. Ms. Priyanka Bandral	
3. Ms. Indu Puri		9. Mrs. Shivali Mehta	
4. Ms. Vintee Kumari		10. Ms. Gagandeep Kour	
5. Ms. Jyoti Raina		11. Mrs. Sarika	
6. Mrs. Amarjeet Kour			

Minutes of Meeting held on 10.10.2022

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DCE

IQAC Review Meeting

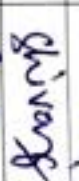

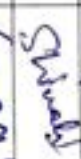




Members Present in the Meeting: Dr. Vikesh Kumar Sharma, Principal/ Convener, Dr. Shefali Sharma, IQAC/Academic Coordinator, Mrs. Indu Puri, Mrs. Vintee Kumari, Mrs. Jyoti Raina, Mrs. Amarjeet Kour, Ms. Shivangli, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Ms. Gagandeep Kour and Mrs. Sarika

Chaired by: Principal, DCE

S. No.	AGENDA / POINTS	RESPONSIBILITY	COMPLETION DATE PROPOSED	ACTUAL	ACTION TAKEN
1.	To discuss about the Faculty Development Programme under MoU signed institutions. <u>Discussion:-</u> IQAC Coordinator of the college welcomed all the faculty members in the meeting and briefed the committee members about the agenda points. She said that the faculty should be deputed to the MoU signed institutions in order to enhance their skills. It was resolved that the Teachers will be sent to the MoU signed institutions for enhancement of knowledge and skills.	Principal and IQAC Coordinator.	During the academic session		
2.	To discuss about the formation of Teachers Club <u>Discussion:-</u> Principal directed the IQAC Coordinator to draft the Objectives, Functions, Do's & Dont's of Teachers Club before the formation of the Teachers Club and submit the same on 25.10.2022.	IQAC Coordinator	25.10.2022		
3.	To discuss about the compilation of the work for the submission of AQAR for the Year 2021-22. <u>Discussion:-</u> IQAC Coordinator apprised the Principal about the criteria wise status of AQAR and suggested that all the work should be completed on time. It was resolved in the meeting that AQAR(2021-22) should be submitted by the concerned incharge for the approval of the Principal on 20.12.2022 so that AQAR can be uploaded in the NAAC portal on or before 31.12.2022.	IQAC Coordinator and Faculty Members for AQAR (2021-22) Principal and IQAC Coordinator	20.12.2022 31.12.2022		

Principal/Convener IQAC, DCE

IQAC Coordinator, DCE

Faculty Present		Signature	Members Name	Signature
1.	Dr. Vikesh Kumar Sharma (Principal/Convener)		7. Ms. Shivangi Dhrota	
2.	Dr. Shefali Sharma (IQAC/Academic Coordinator)		8. Ms. Priyanka Bandral	
3.	Ms. Indu Pari		9. Mrs. Shivali Mehta	
4.	Ms. Vintee Kumari		10. Ms. Gagandeep Kour	
5.	Ms. Jyoti Raina		11. Mrs. Sarika	
6.	Mrs. Amarjeet Kour			

Action taken for IQAC Review Meeting held on 10.10.2022

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DCE		Page 1 of 1			
IQAC Review Meeting					
Members Present in the Meeting: Dr. Vikesh Kumar Sharma, Principal/ Convener, Dr. Shefali Sharma, IQAC/Academic Coordinator, Mrs. Indu Puri, Mrs. Vintee Kumari, Mrs. Jyoti Raina, Mrs. Amarjeet Kour, Ms. Shivangi, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Ms. Gagandeep Kour and Mrs. Sarika			Chaired by: Principal, DCE		
S. No.	AGENDA / POINTS	RESPONSIBILITY	COMPLETION DATE PROPOSED	ACTUAL	ACTION TAKEN
1.	<p>To discuss about the Faculty Development Programme under MoU signed institutions.</p> <p>Discussion:- IQAC Coordinator of the college welcomed all the faculty members in the meeting and briefed the committee members about the agenda points. She said that the faculty should be deputed to the MoU signed institutions in order to enhance their skills. It was resolved that the Teachers will be sent to the MoU signed institutions for enhancement of knowledge and skills.</p>	Principal and IQAC Coordinator.	During the academic session	02.02.2023 to 06.02.2023	Mrs. Jyoti Raina, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Mrs. Gagandeep Kour and Mrs. Sarika were deputed to DIET, Samba for Five Days Training Programme on "Capacity Building on Development of Locally Contextualized Teaching learning material for Early Childhood Care and Education" and Mrs. Indu Puri was deputed to Govt. College of Education, Jammu to attend Two Days International workshop on 16.02.2023 & 17.02.2023
2.	<p>To discuss about the formation of Teachers Club</p> <p>Discussion:- Principal directed the IQAC Coordinator to draft the Objectives, Functions, Do's & Dont's of Teachers Club before the formation of the Teachers Club and submit the same on 25.10.2022.</p>	IQAC Coordinator	25.10.2022	25.10.2022	Draft of the Teachers Club has been submitted to the Principal for approval on 25.10.2022

3. To discuss about the compilation of the work for the submission of AQAR for the Year 2021-22.

Discussion:-

IQAC Coordinator apprised the Principal about the criteria wise status of AQAR and suggested that all the work should be completed on time. It was resolved in the meeting that AQAR(2021-22) should be submitted by the concerned incharge for the approval of the Principal on 20.12.2022 so that AQAR can be uploaded in the NAAC portal on or before 31.12.2022.

IQAC Coordinator and Faculty Members for AQAR (2021-22)

20.12.2022

22.12.2022

AQAR was submitted to the Principal for approval.

Principal and IQAC Coordinator

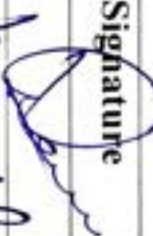
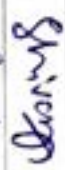

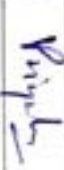

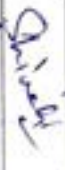





31.12.2022

28.02.2023

The submission date of AQAR (2021-22) was submitted to the NAAC portal on 28.02.2023.

Principal/Convener  IQAC, DCE

 IQAC Coordinator, DCE

Faculty Present	Signature	Members Name	Signature
1. Dr. Vikesh Kumar Sharma (Principal/Convener)		7. Ms. Shivangi Dhrova	
2. Dr. Shafali Sharma (IQAC/Academic Coordinator)		8. Ms. Priyanka Bhandral	
3. Ms. Indu Puri		9. Mrs. Shivali Mehta	
4. Ms. Vintee Kumari		10. Ms. Gagandeep Kour	
5. Ms. Jyoti Raina		11. Mrs. Sarika	
6. Mrs. Amarjeet Kour			

INTERNAL QUALITY ASSURANCE CELL
DOGRA COLLEGE OF EDUCATION
BARI BRAHMANA, JAMMU, DISTRICT SAMBA.

Ref No : DCE/R/ADM-02/53/132A /2023

Dated : 11 March 2023


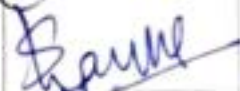



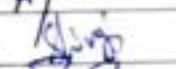
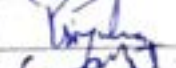


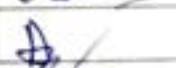
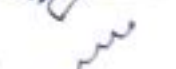

IQAC MEETING FOR CONDUCTING ACTIVITIES

A review meeting on the activities (Alumni Meet and NAAC work Progress) will be scheduled on 14th of March, 2023 at 12:00 Noon sharp in IQAC Office. The meeting shall be convened by the IQAC Coordinator, Dogra College of Education.

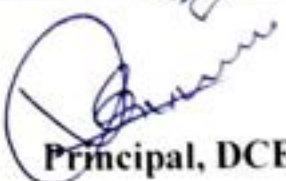
The agenda points of the said meeting are as following:-

- i) To discuss about the conduct of Alumni Meet.
- ii) To discuss about the final visiting slot given to NAAC peer team.
- iii) To discuss about the preparation for the NAAC peer team visit.

The following members shall attend the meeting:-

S. No.	Name of faculty members	Designation	Signature
1.	Dr. Vikesh Kumar Sharma	Principal/Chairperson IQAC, DCE	
2.	Dr. Shefali Sharma	IQAC/Academic Coordinator, DCE	
3.	Mrs. Indu Puri	Lecturer/IQAC Member, DCE	
4.	Mrs. Vintee Kumari	Lecturer/IQAC Member, DCE	
5.	Mrs. Jyoti Raina	Lecturer/IQAC Member, DCE	
6.	Mrs. Amarjeet Kour	Lecturer/IQAC Member, DCE	
7.	Ms. Shivingi Dhrora	Lecturer/IQAC Member, DCE	
8.	Ms. Priyanka Bendral	Lecturer/IQAC Member, DCE	
9.	Mrs. Gagandeep Kour	Lecturer/IQAC Member, DCE	
10.	Mrs Shivali Mehta	Lecturer, DCE	
11.	Mrs. Sarika Kumari	Lecturer, DCE	
12.	Ms. Akshita Magotra	Nominee Student	


IQAC Coordinator, DCE


Principal, DCE

Copy to :-

1. The Secretary, Dogra Educational Trust for kind information.
2. Director, Dogra Group of Colleges for kind information.
3. Notice Board.
4. Office Record.

Present		Signature	Present	Signature
1. Dr. Vikesh Kumar Sharma, Principal, DCE,			6. Ms. Shivanji Dhrota, Assistant Prof., DCE	
2. Dr. Shetali Sharma, Academic/ IQAC Coordinator			7. Ms. Priyanka Bendral, Lecturer, DCE	
3. Mrs. Indu Puri, Lecturer, DCE			8. Mrs. Shivali Mehta, Lecturer, DCE	
4. Mrs. Vinita Kumari, Lecturer, DCE			9. Mrs. Gagandeep Kour, Lecturer, DCE	
5. Mrs. Amarjeet Kour, Lecturer, DCE			10. Mrs. Sarika, Lecturer, DCE	

Minutes of Meeting held on 14.03.2023

Present:- Dr. Vikesh Kumar Sharma, Principal, DCE, Dr. Shafali Sharma, Academic/ IQAC Coordinator, Mrs. Indu Puri, Mrs. Vinita Kumari, Mrs. Amarjeet Kour, Ms. Shivangi Dhora, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Mrs. Gagandeep Kour and Mrs. Sarika

Convener: Principal,
DCE

S.No	Agenda / Points Discussed	Responsibility	Completion Date		Action Taken
			Proposed	Actual	
1.	To discuss about the conduct of Alumni Meet. Discussion:- Convener, Alumni Committee apprised the principal and IQAC committee members about the conduct of alumni meet. She said that the draft of the proposal, invitation letter, programme and duty sheet has been submitted to the principal office for approval and proposed that the alumni meet should be conducted on 08.04.2023.	Convener, Alumni Committee, Mrs. Shivali Mehta	08.04.2023		
2.	To discuss about the visiting slot approved by the NAAC peer team. Discussion:- Principal apprised all the faculty members about the final visiting slot given to NAAC peer team i.e 27 th - 28 th April. He directed all the faculty members to maintain all the records on or before 05.04.2023 and further added that the process owners should also maintain their records as per requirements. IQAC Coordinator suggested that in addition to the records infrastructure requirements should also be taken into consideration.	All Faculty members	05.04.2023		
3.	To discuss about the preparation for the NAAC peer team visit. Discussion:- IQAC coordinator discussed about the arrangements of stay for the NAAC peer team at hotel. Principal suggested that we should select the hotel in consultation with the management and will send the details of hotel to the NAAC peer team and added that there should also the proper arrangement in the campus as per their schedule. All the committee members were agreed about the above said suggestions.	IQAC Committee members and Process owners	20.04.2023		

Principal, DCE

Present		Signature	Present		Signature
1.	Dr. Vikesh Kumar Sharma, Principal, DCE,		6.	Ms. Shivangi Dhrota, Assistant Prof., DCE	
2.	Dr. Shefali Sharma, Academic/ IQAC Coordinator		7.	Ms. Priyanka Bendral, Lecturer, DCE	
3.	Mrs. Indu Puri, Lecturer, DCE		8.	Mrs. Shivali Mehta, Lecturer, DCE	
4.	Mrs. Vinita Kumari, Lecturer, DCE		9.	Mrs. Gagandeep Kour, Lecturer, DCE	
5.	Mrs. Amarjeet Kour, Lecturer, DCE		10.	Mrs. Sarika, Lecturer, DCE	

Action taken of Minutes of Meeting held on 14.03.2023

Present:- Dr. Vikesh Kumar Sharma, Principal, DCE, Dr. Shefali Sharma, Academic/ IQAC Coordinator, Mrs. Indu Puri, Mrs. Vinita Kumari, Mrs. Anajee Kour, Ms. Shivangi Dhora, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Mrs. Gagandeep Kour and Mrs. Sarika

Convener: Principal,
DCE

S.No	Agenda / Points Discussed	Responsibility	Completion Date		Action Taken
			Proposed	Actual	
1.	To discuss about the conduct of Alumni Meet. Discussion:- Convener, Alumni Committee apprised the principal and IQAC committee members about the conduct of alumni meet. She said that the draft of the proposal, invitation letter, programme and duty sheet has been submitted to the principal office for approval and proposed that the alumni meet should be conducted on 08.04.2023.	Convener, Alumni Committee, Mrs. Shivali Mehta	08.04.2023	08.04.2023	Alumni meet has been organized on 08.04.2023
2.	To discuss about the visiting slot approved by the NAAC peer team. Discussion:- Principal apprised all the faculty members about the final visiting slot given to NAAC peer team i.e 27 th – 28 th April. He directed all the faculty members to maintain all the records on or before 05.04.2023 and further added that the process owners should also maintain their records as per requirements. IQAC Coordinator suggested that in addition to the records infrastructure requirements should also be taken into consideration.	All members Faculty	05.04.2023	10.04.2023	NAAC criteria wise records & requirement has been submitted to the principal office on 10.04.2023.
3.	To discuss about the preparation for the NAAC peer team visit. Discussion:- IQAC coordinator discussed about the arrangements of stay for the NAAC peer team at hotel. Principal suggested that we should select the hotel in consultation with the management and will send the details of hotel to the NAAC peer team and added that there should also the proper arrangement in the campus as per their schedule. All the committee members were agreed about the above said suggestions.	IQAC Committee members and Process owners	20.04.2023	21.04.2023	Hotels were confirmed and tasks were completed.


Principal DCE

Present		Signature	Present		Signature
1.	Dr. Vikesh Kumar Sharma, Principal, DCE,		6.	Ms. Shivangi Dhrota, Assistant Prof., DCE	
2.	Dr. Shefali Sharma, Academic/ IQAC Coordinator		7.	Ms. Priyanka Bendral, Lecturer, DCE	
3.	Mrs. Indu Puri, Lecturer, DCE		8.	Mrs. Shivani Mehta, Lecturer, DCE	
4.	Mrs. Vintee Kumari, Lecturer, DCE		9.	Mrs. Gagandeep Kour, Lecturer, DCE	
5.	Mrs. Amarjeet Kour, Lecturer, DCE		10.	Mrs. Sarika, Lecturer, DCE	

INTERNAL QUALITY ASSURANCE CELL
DOGRA COLLEGE OF EDUCATION
BARI BRAHMANA, JAMMU, DISTRICT SAMBA.

Ref No : DCE/R/ADM-02/53/293A /2023

Dated : 29th May 2023

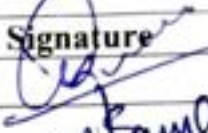
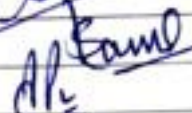
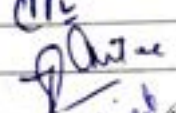
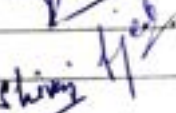
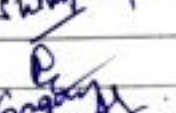
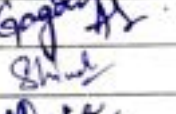
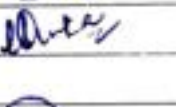


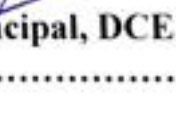

IQAC MEETING FOR CONDUCTING ACTIVITIES

A meeting for the conduct of workshop cum Orientation Programme, Extension Lecturers and Community Outreach Programmes will be held on 1st of June, 2023 at 12:30 PM sharp in IQAC Office. The meeting shall be convened by the IQAC Coordinator, Dogra College of Education.

The agenda points of the said meeting are as following:-

- i) Review of minutes of previous IQAC meeting.
- ii) To discuss about the conduct of workshop cum Orientation Programme and Extension Lectures.
- iii) To discuss about the Community Outreach Programme.

The following members shall attend the meeting:-

S. No.	Name of faculty members	Designation	Signature
1.	Dr. Vikesh Kumar Sharma	Principal/Chairperson IQAC, DCE	
2.	Dr. Shefali Sharma	IQAC/Academic Coordinator, DCE	
3.	Mrs. Indu Puri	Lecturer/IQAC Member, DCE	
4.	Mrs. Vintee Kumari	Lecturer/IQAC Member, DCE	
5.	Mrs. Jyoti Raina	Lecturer/IQAC Member, DCE	
6.	Mrs. Amarjeet Kour	Lecturer/IQAC Member, DCE	
7.	Ms. Shivingi Dhrora	Lecturer/IQAC Member, DCE	
8.	Ms. Priyanka Bendral	Lecturer/IQAC Member, DCE	
9.	Mrs. Gagandeep Kour	Lecturer/IQAC Member, DCE	
10.	Mrs Shivali Mehta	Lecturer, DCE	
11.	Mrs. Sarika Kumari	Lecturer, DCE	
12.	Ms. Akshita Magotra	Nominee Student	


IQAC Coordinator, DCE


Principal, DCE

Copy to :-

1. The Secretary, Dogra Educational Trust for kind information.
2. Director, Dogra Group of Colleges for kind information.
3. Notice Board.
4. Office Record.

Minutes of Meeting held on 01.06.2023

DCE

Date: 01.06.2023

Time: 12:30 PM

Page 1 of 1

Venue: IQAC Office

Chaired by: IQAC Coordinator

Members Present in the Meeting: Dr. Vikesh Kumar Sharma, Principal/ Convener, Dr. Shefali Sharma, IQAC/Academic Coordinator, Mrs. Indu Puri, Mrs. Vinita Kumari, Mrs. Jyoti Raina, Mrs. Amrjot Kour, Ms. Shivangi, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Ms. Gagandeep Kour and Mrs. Sarika

S. No.	AGENDA / POINTS	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1.	<p>IQAC Coordinator welcomed all the committee members thereafter the following points were discussed in the meeting.</p> <p>Review of minutes of previous IQAC meeting.</p> <p>The previous IQAC meeting was conducted on 14.03.2023. The minutes of meeting were read out with a formal discussion with all IQAC members and approved.</p>	IQAC Coordinator	01.06.2023		
2.	<p>To discuss about the conduct of workshop cum Orientation Programme and Extension Lectures.</p> <p>Discussion:-</p> <p>It was discussed and resolved that there should be a workshop and orientation session regarding career counseling. Principal, DCE requested the IQAC Coordinator to contact the expert resource person in the field of career counseling. He further added that there should be some extension lectures by inviting experts from the MoU signed institutions.</p>	IQAC Coordinator, Convener, Placement Cell and Incharge Extension Lecture	In the month of June, 2023		
3.	<p>To discuss about the Community Outreach Programme.</p> <p>Discussion:-</p> <p>IQAC Coordinator requested NSS Programme Officer and Convener, Population Club for conducting the Community Outreach Programme in identified village. Principal directed the Convener, Population Club and NSS Programme Officer to plan the event in consultation with the IQAC coordinator.</p>	IQAC Coordinator NSS Programme Officer and Convener, Population Club	In the month of June, 2023		

Principal/Convener IQAC, DCE

IQAC Coordinator, DCE

Faculty Present	Signature	Members Name	Signature
Dr. Vikesh Kumar Sharma, Principal/Chairperson IQAC, DCE		Ms. Shivingi Dhrota, Lecturer/IQAC Member, DCE	
Dr. Shefali Sharma, IQAC/Academic Coordinator, DCE		Ms. Priyanka Bendral, Lecturer/IQAC Member, DCE	
Mrs. Indu Puri, Lecturer/IQAC Member, DCE		Mrs. Gagandeep Kour, Lecturer/IQAC Member, DCE	
Mrs. Vinita Kumari, Lecturer/IQAC Member, DCE		Mrs. Shivani Mehta, Lecturer, DCE	
Mrs. Jyoti Raina, Lecturer/IQAC Member, DCE		Mrs. Sarika Kumari Lecturer, DCE	
Mrs. Amarjeet Kour, Lecturer/IQAC Member, DCE		Ms. Akshita Magotra, Nominee Student	

Action Taken on IQAC Meeting held on 01.06.2023

Page 1 of 2

DCE

Date: 01.06.2023

Time: 12:30 PM

Venue: IQAC Office

Chaired by: IQAC Coordinator

Members Present in the Meeting: Dr. Vikesh Kumar Sharma, Principal/ Convener, Dr. Shefali Sharma, IQAC/Academic Coordinator, Mrs. Indu Puri, Mrs. Vinita Kumari, Mrs. Jyoti Raina, Mrs. Amarjeet Kour, Ms. Shivangi, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Ms. Gagandeep Kour and Mrs. Sarika.

S. No.	AGENDA / POINTS	RESPONSIBILITY	COMPLETION DATE PROPOSED	ACTUAL	ACTION TAKEN
1.	<p>IQAC Coordinator welcomed all the committee members thereafter the following points were discussed in the meeting.</p> <p>Review of minutes of previous IQAC meeting.</p> <p>The previous IQAC meeting was conducted on 14.03.2023. The minutes of meeting were read out with a formal discussion with all IQAC members and approved.</p>	IQAC Coordinator	01.06.2023	01.06.2023	Minutes were approved.
2.	<p>To discuss about the conduct of workshop cum Orientation Programme and Extension Lectures.</p> <p>Discussion:-</p> <p>It was discussed and resolved that there should be a workshop and orientation session regarding career counseling. Principal, DCE requested the IQAC Coordinator to contact the expert resource person in the field of career counseling. He further added that there should be some extension lectures by inviting experts from the MoU signed institutions.</p>	IQAC Coordinator, Convener, Placement Cell and Incharge Extension Lecture	In the month of June, 2023	14.06.2023 15.06.2023	<p>1. Environmental Club, DCE conducted the awareness lecture on 05.06.2023 on the occasion of World Environment Day.</p> <p>2. Orientation Cum Workshop on Career Counseling and Self Employment was conducted on 14.06.2023 in collaboration with Department of Life Long Learning, University of Jammu. The resource person were Dr. Rewa Khajuria, Counsellor, ELAB, D.L. JU and Dr. Harleen Kour, Sr. Assistant Professor.</p> <p>3. Series of Extension Lectures on Early Childhood Care and Education (ECCE) as per NEP 2020 was conducted on 15.06.2023. The resource person was Mrs. Sarika Sharma, Lecturer, DIET Samba and the lecture on foundational literacy and numeracy. An urgent & necessary Pre requisite Learning as per NEP 2020 was conducted on 15.06.2023.</p>

3.	To discuss about the Community Outreach Programme. Discussion:- IQAC Coordinator requested NSS Programme Officer and Convener, Population Club for conducting the Community Outreach Programme in identified village. Principal directed the Convener, Population Club and NSS Programme Officer to plan the event in consultation with the IQAC coordinator.	IQAC Coordinator NSS Programme Officer and Convener, Population Club	In the month of June, 2023	The Resource person was Mrs. Vandna Gupta, Sr. Lecturer, DRG, DIET Samba. 1. NSS unit of DCE conducted the Health Camp for community people of village Bhatyari on 12 th & 13 th June, 2023. 2. Population Club, NSS unit of DCE conducted the orientation cum awareness lecture on the occasion of International Drug Abuse Day for the community people of Village Dhollian on 26.06.2023
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Principal/Convener IQAC, DCE

IQAC coordinator, DCE

Members Present	Signature	Members Present	Signature
Dr. Vikesh Kumar Sharma, Principal/Chairperson IQAC, DCE		Ms. Shivingi Dhora, Lecturer/IQAC Member, DCE	
Dr. Shafali Sharma, IQAC/Academic Coordinator, DCE		Ms. Priyanka Bendral, Lecturer/IQAC Member, DCE	
Mrs. Indu Puri, Lecturer/IQAC Member, DCE		Mrs. Gagandeep Kour, Lecturer/IQAC Member, DCE	
Mrs. Vinice Kumari, Lecturer/IQAC Member, DCE		Mrs. Shivali Mehta, Lecturer, DCE	
Mrs. Jyoti Raina, Lecturer/IQAC Member, DCE		Mrs. Sarika Kumari Lecturer, DCE	
Mrs. Amarjeet Kour, Lecturer/IQAC Member, DCE		Ms. Akshita Magotra, Nominee Student	