- Comment	D. Willard Vinnar Sharma Principal / Convener DCI
Signature	Faculty Present

Principal/Confeder-TOAC, DCE

2. Dr. Shefali Sharma, IQAC/Academic Coordinator DCE

3. Mrs. Indu Puri,

4. Mrs. Vintee Kumari

5. Mrs. Jyoti Raina

6. Mrs. Amarjeet Kour

Faculty Present

**IQAC Coordinator, DCE** 

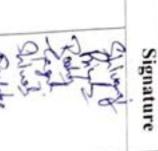
8. Ms. Priyanka Bendral

7. Ms. Shivangi

9. Mrs. Roshy Sharma

10. Ms. Gagandeep Kour 11. Mrs. Shivali Mehta

Deepika Sharma



# MINUTES OF MEETING

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 Dhrora, Ms. Gagandeep Kour, Mrs. Shivali Mehta, Mrs. Roshy Sharma, Mrs. Deepika Sharma and Ms. Priyanka Bendral  S.No. AGENDA/POINT DISCUSSSED  1. NAAC requirement list to be checked Discussion:- 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.  2. Leads of admission to be checked on regular basis Discussion:- 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.  3. Display board to be installed to write Moard 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,	DET Type Date:	ducation ivities review meeting	MINUTES OF MEETING  Time: 12:30 pm	pm	Venue: Principal Office  Chaired by
be checked  be checked  Culty members about tures. He suggested to preparation of the mit the same for the be checked on uggested that all the cked on regular basis.  Istalled to write  out the installation of or thoughts and other decided that notice ad in identified areas.  RESPONSIBILITY  Principal, DCE & IQAC Coordinator  Coordinator  Convener, Admission  Committee  Convener, Notice  Board/Display Board	Puri.	rs. Vintee Kumari, Ms. Tina Sharma, Mrs. Joyti Raina,	Mrs. Amarjeet Kour, N	As. Shi	vangi Dhro
be checked  Principal, DCE & IQAC Coordinator culty members about tures. He suggested to preparation of the mit the same for the same for the be checked on Convener, Admission uggested that all the cked on regular basis.  Istalled to write out the installation of or thoughts and other decided that notice ad in identified areas.	Gaga	eep Kour, Mrs. Shivali Mehta, Mrs. Roshy Sharma, Mrs.	. Deepika Sharma and N	As. Pri	yanka Bend
be checked  Principal, DCE & IQAC Coordinator culty members about tures. He suggested to preparation of the mit the same for the mit the same for the same for the same for the same for the cked on regular basis.  Istalled to write out the installation of or thoughts and other decided that notice in identified areas.  Principal, DCE & IQAC Coordinator Coordinator Convener, Admission Committee Convener, Notice Board/Display Board	S.No.	AGENDA/ POINT DISCUSSSED	RESPONSIBILITY	COM	COMPLETION DATE
NAAC requirement list to be checked  Discussion:- 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.  Leads of admission to be checked on regular basis  Discussion:- 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.  Display board to be installed to write thoughts.  Discussion:- 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.				PROP	OSED
Leads of admission to be checked on Convener, Admission regular basis  Discussion:  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.  Display board to be installed to write thoughts.  Discussion:  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.			Principal, DCE & IQAC Coordinator	08.0	8.2022
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.  Display board to be installed to write thoughts.  Discussion:  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, Admission Committee	Daily	basis
Display board to be installed to write thoughts.  Discussion:  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.		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.			
/display boards should be installed in identified areas.	'n	Display board to be installed to write thoughts.  Discussion:  QAC Coordinator discussed about the installation of display board in the campus for thoughts and other naterial, unanimously it was decided that notice	Convener, Notice Board/Display Board	08.08	.2022

Reincipal Convener TOAC, DCE

	7. Ms. Shivangi 8. Ms. Priyanka Bendral 9. Mrs. Roshy Sharma 10. Ms. Gagandeep Kour	1. Dr. Vikesh Kumar Sharma, Principal / Convener, DCE 2. Dr. Shefali Sharma, IQAC/Academic Coordinator DCE 3. Mrs. Indu Puri, 4. Mrs. Vintee Kumari	I. Dr. Vikesh Kumar Sharn 2. Dr. Shefali Sharma. IQA 3. Mrs. Indu Puri. 4. Mrs. Vintee Kumari
Signature	Faculty Present	Signature	Faculty Present

		Action Taken Repor			Page: 1 of 1	f
DET	Dogra College of Education				rage: 1 o	1 1
Type	Type of Meeting: IQAC activities review meeting					
The same	Pate: 30 07 2022	Time: 12:30 pm	100	Venue: Principal Office	pal Office	
Date.	Committee Members:		-		Chaired	Chaired by: Principal, DCE
Dr. Vil	Dr. Vikesh Kumar Sharma, Principal/ Convener, Dr. Shefali Sharma, IQAC/Academic Coordinator, Mrs. Indu	harma, IQAC/Academi	c Coordinator,	Mrs. Indu		
Puri.	Puri, Mrs. Vintee Kumari, Ms. Tina Sharma, Mrs. Joyti Raina, Mrs. Amarjeet Kour, Ms. Shivangi Dhrora, Ms.	Mrs. Amarjeet Kour, N	Ms. Shivangi D	hrora, Ms.		
Gasan	Gagandeen Kour, Mrs. Shivali Mehta, Mrs. Roshy Sharma, Mrs. Deepika Sharma and Ms. Priyanka Bendral	. Deepika Sharma and N	vis. Priyanka B	endral		
CNS	ACENDA/ POINT DISCUSSED		COMPLETION DATE	ON DATE	A	ACTION TAKEN
S.No.	AGENDA/ POINT DISCUSSED	RESPONSIBILITY	PROPOSED	ACTUAL	<u>'</u>	
	Discussion:- 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		been prepared & checked.
2.	Leads of admission to be checked on regular basis  Discussion: 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.
ယ္	Display board to be installed to write thoughts.  Discussion:  QAC 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	08.08.2022	Display Board have been installed.

Principal/Convener IQAC, DCE

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

Date: 10.10.2022  Members Present in the Meeting: Dr. Vikesh Kumar Sharma, Principal/ Convener, Dr. Shefali Sharma, 1QAC/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  S. AGENDA / POINTS  No.  To discuss about the Faculty Development Programme under MoU signed institutions.  To discuss about the compilation of Teachers Club  To discuss about the Programme under MoU signed institutions.  To discuss about the Programme under MoU signed institutions.	DCE				
lembers Present in the Meeting: Dr. Vikesh Kumar Sharma, Principal/ C. AC/Academic Coordinator, Mrs. Indu Puri, Mrs. Vintee Kumari, Mrs. Jyaivangi, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Ms. Gagandeep Kour a AGENDA / POINTS  To discuss about the Faculty Development Programme under MoU signed institutions.  To discuss about the formation of the work for the submission of AQAR for the Year 2021-22.	IQAC	Review Meeting			
lembers Present in the Meeting: Dr. Vikesh Kumar Sharma, Principal/ C.  AC/Academic Coordinator, Mrs. Indu Puri, Mrs. Vintee Kumari, Mrs. Jyaivangi, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Ms. Gagandeep Kour a  AGENDA / POINTS  To discuss about the Faculty Development Programme under MoU signed institutions.  To discuss about the formation of the work for the submission of AQAR for the Year 2021-22.	Date	10.10.2022	Time: 12:30 PM	Z	Venue: Principal Office
To discuss about the Faculty Development Programme under MoU signed institutions.  To discuss about the formation of Teachers Club  To discuss about the compilation of the work for the submission of AQAR for the Year 2021-22.	Mem IQAC Shivar	ers Present in the Meeting: Dr. Vikesh Kumar Sharma, Princips Academic Coordinator, Mrs. Indu Puri, Mrs. Vintee Kumari, Mr gi, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Ms. Gagandeep K		cfal Am	i Sharma, arieet Kour M
To discuss about the Faculty Development Programme under MoU signed institutions.  To discuss about the formation of Teachers Club  To discuss about the compilation of the work for the submission of AQAR for the Year 2021-22.	•	AGENDA / POINTS	Principal/ Convener, Dr. Sl mari, Mrs. Jyoti Raina, Mrs. ndeep Kour and Mrs. Sarika		m) was a warm on
To discuss Programme und To discuss about To discuss about Submission of A	vo.		Principal/ Convener, Dr. Sl mari, Mrs. Jyoti Raina, Mrs. ndeep Kour and Mrs. Sarika	Ξ	TY COMPL
			Principal/ Convener, Dr. Si mari, Mrs. Jyoti Raina, Mrs. ndeep Kour and Mrs. Sarika RESPONSIB	Ξ	Y COMPLETION DATE
	,	discuss gramme une	Principal/ Convener, Dr. Si mari, Mrs. Jyoti Raina, Mrs. ndeep Kour and Mrs. Sarika RESPONSIB	2	RESPONSIBILITY COMPLETION DATE PROPOSED ACTUAL
	1	discuss gramme und discuss abou	Principal/ Convener, Dr. Si mari, Mrs. Jyoti Raina, Mrs. ndeep Kour and Mrs. Sarika RESPONSIB		TY COMPL PROPOS

Principal/Convener IQAC, DCE

Fac	Faculty Present	Signature	Members Name	Signature
-	1. Dr. Vikesh Kumar Sharma (Principal/Convener)	Cool	7. Ms. Shivangi Dhrora	R. S.
12	Dr. Shefali Sharma (IQAC/Academic Coordinator)	Dum &	8. Ms. Priyanka Bandral	Kiyata
w	3. Ms. Indu Puri	Cle	9. Mrs. Shivali Mehta	Ships of the ships
4	4. Ms. Vintee Kumari	130g	10. Ms. Gagandeep Kour	Margaret
iv	5. Ms. Jyoti Raina	7	II. Mrs. Sarika	10-0-
6.	6. Mrs. Amarjeet Kour	7		

	Minutes of Meeting held on 10.10.2022	held on 10.10.2	2022		
DCE				Page 1 of 2	
IQAC	IQAC Review Meeting				
Memb IQAC Shivar	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	nvener, Dr. Shefali Sh ii Raina, Mrs. Amarje id Mrs. Sarika	arma. ct Kour, Ms.	Chaired by	Chaired by: Principal, DCE
N. S.	AGENDA / POINTS	RESPONSIBILITY	COMPLETION DATE	ON DATE	ACTION TAKEN
77	To discuss about the Faculty Development Programme under MoU signed institutions.	Principal and IQAC Coordinator.	During the academic		
	Discussion:-		session		
	IQAC Coordinator of the college welcomed all the faculty members				
	agenda points. She said that the faculty should be deputed to the MoU signed institutions in order to enhance their skills. It was				
	institutions for enhancement of knowledge and skills.				
12	Club	IQAC Coordinator	25.10.2022		
	Discussion:-				
	Principal directed the IQAC Coordinator to draft the Objectives, Functions, Do's & Dont's of Teachers Club before the formation of				
lad.	To discuss about the compilation of the work for the	IOAC Coordinator and	20177022		
	Discussion:	AQAR (2021-22)			
	IQAC Coordinator apprised the Principal about the criteria wise status of AQAR and suggested that all the work should be	Principal and IQAC	31.12.2022		
	completed on time. It was resolved in the meeting that	Coordinator			
	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.			-	7

Principal/Convener OAC OEE

	7	6. Mrs. Amarjeet Kour	6.
II. Mrs. Sarika	??	5. Ms. Jyoti Raina	'n
10. Ms. Gagandeep Kour	Moter	t. Ms. Vintee Kumari	+
9. Mrs. Shivali Mehta	2	3. Ms. Indu Puri	in
WWW 8. Ms. Priyanka Bandral	May Sumi	2. Dr. Shefali Sharma (IQAC/Academic Coordinator)	12
7. Ms. Shivangi Dhrora	Jan.	I. Dr. Vikesh Kumar Sharma (Principal/Convener)	-
Members Name	Signature	Faculty Present	Fa

DCE	Action taken for IQAC Review Meetin	ew Meeting held	g held on 10.10.2022	Page 1 of 1	
IOA	IQAC Review Meeting				
Mem IQA(	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 Kora, Nr. Principal, Rendral, Mrs. Shivali Mehta, Ms. Gagandeep Kour and Mrs. Sarika	onvener, Dr. Shefali St oti Raina, Mrs. Amarje and Mrs. Sarika	nefali Sharma, Amarjeet Kour, Ms.	Chaired by:	Chaired by: Principal, DCE
Symp	ACENDA / POINTS	RESPONSIBILITY	COMPLETION DATE	ON DATE	ACTION TAKEN
	AGENDA / FOERIS		PROPOSED	ACTUAL	
NO.	diame shout the Faculty	Principal and IQAC	During the	02.02.2023	Mrs. Jyoti Raina, Ms.
7	Programme under MoU signed institutions.	lor.	academic session	to 06.02.2023	Priyanka Bendral, Mrs.
	Discussion:-				and
	IQAC Coordinator of the college welcomed all the faculty members				Sarika were deputed to
	in the meeting and briefed the committee members about the				DIET, Samba for Five Days
	MoU signed institutions in order to enhance their skills. It was				Training Programme on
	resolved that the Teachers will be sent to the MoU signed				"Capacity Building on
	institutions for enhancement of knowledge and skins.				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
1,2	To discuss about the formation of Teachers Club	IQAC Coordinator	25.10.2022	25.10.2022	Draft of the Teachers Club
	Discussion:-				has been submitted to the
	Principal directed the IQAC Coordinator to draft the Objectives,				Principal for approval on
	the Teachers Club and submit the same on 25,10,2022.				25.10.2022

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 apprised the Principal about the criteria wise status of AQAR and suggested that all the work should be Principal and IQAC		submission of AQAR for the Year 2021-22.	To discuss about the compilation of the work for the IQAC Coordinator and 20.12.2022
Coordinator e n	Principal and IQAC	AQAR (2021-22)	Faculty Members for	IQAC Coordinator and
	31.12.2022			20.12.2022
	28.02.2023			22.12.2022
AQAR (2021-22) was submitted to the NAAC portal on 28.02.2023.	The submission date of		Principal for approval.	AQAR was submitted to the

	)		
Faculty Present	Signature	Members Name	Signature
1. Dr. Vikesh Kumar Sharma (Principal/Convener)	- Common of the	7. Ms. Shivangi Dhrora	Chorry S
2. Dr. Shefali Sharma (IQAC/Academic Coordinator)	Jumo of	8. Ms. Priyanka Bandral	Print
3. Ms. Indu Puri		9. Mrs. Shivali Mehta	Disable 1
4. Ms. Vintee Kumari	O. Muce	10. Ms. Gagandeep Kour	Code Hr
5. Ms. Jyoti Raina	70	II. Mrs. Sarika	Marca
6. Mrs. Amarjeet Kour	<u> </u>		

## 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 14<sup>th</sup> 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	Jas
2.	Dr. Shefali Sharma	IQAC/Academic Coordinator, DCE	Laun
3.	Mrs. Indu Puri	Lecturer/IQAC Member, DCE	de
4.	Mrs. Vintee Kumari	Lecturer/IQAC Member, DCE	June
5.	Mrs. Jyoti Raina	Lecturer/IQAC Member, DCE	1.9
6.	Mrs. Amarjeet Kour	Lecturer/IQAC Member, DCE	Ha
7.	Ms. Shivingi Dhrora	Lecturer/IQAC Member, DCE	Sino
8.	Ms. Priyanka Bendral	Lecturer/IQAC Member, DCE	Virgilia
9.	Mrs. Gagandeep Kour	Lecturer/IQAC Member, DCE	(grafis)
10.	Mrs Shivali Mehta	Lecturer, DCE	
11.	Mrs. Sarika Kumari	Lecturer, DCE	Miles
12.	Ms. Akshita Magotra	Nominee Student	A

IQAC Coordinator, DCE

Principal, DCE

### Copy to :-

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

Present	Signature	Present	Signature
<ol> <li>Dr. Vikesh Kumar Sharma, Principal, DCE,</li> </ol>	The state of the s	6. Ms. Shivangi Dhrora, Assistant Prof., DCE	Charing
Dr. Shefali Sharma, Academic/ IQAC Coordinator	A COMPANY		7
3. Mrs. Indu Puri, Lecturer, DCE	100		4.5
4. Mrs. Vintee Kumari, Lecturer, DCE	- Ak	2	Godon XX
<ol><li>Mrs. Amarjeet Kour, Lecturer, DCE</li></ol>	The state of	9. Mrs. Gagandeep Kour, Lecturer, DCE	

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4 13 S.No Agenda / Points Discussed Kour and Mrs. Sarika Mrs. Vintee Kumari, Mrs. Amarjeet Kour, Ms. Shivangi Dhrora, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Mrs. Gagandeep Present:- Dr. Vikesh Kumar Sharma, Principal, DCE, Dr. Shefali Sharma, Academic/ IQAC Coordinator, Mrs. Indu Puri. suggestions the committee members were agreed about the above said also the proper arrangement in the campus as per their schedule. All details of hotel to the NAAC peer team and added that there should the hotel in consultation with the management and will send the IQAC coordinator discussed about the arrangements of stay for the NAAC peer team at hotel. Principal suggested that we should select team visit. should also be taken into consideration. suggested that in addition to the records infrastructure requirements maintain their records as per requirements. IQAC Coordinator 05.04.2023 and further added that the process owners should also Discussion:-To discuss about the preparation for the NAAC peer the faculty members to maintain all the records on or before slot given to NAAC peer team i.e 27th - 28th April. He directed all Principal apprised all the faculty members about the final visiting To discuss about the visiting slot approved by the that the alumni meet should be conducted on 08.04.2023. the draft of the proposal, invitation letter, programme and duty sheet committee members about the conduct of alumni meet. She said that NAAC peer team. has been submitted to the principal office for approval and proposed Discussion:-Convener, Alumni Committee apprised the principal and IQAC Discussion:-To discuss about the conduct of Alumni Meet. IQAC members Process owners Committee members Shivali Mehta Committee, Mrs. Alumni Convener. Responsibility Faculty | 05.04.2023 20.04.2023 08.04.2023 Proposed Completion Date Convener: Principal, Action Taken



		5. Mrs. Amarjeet Kour, Lecturer, DCE	4. Mrs. Vintee Kumari, Lecturer, DCE	3. Mrs. Indu Puri, Lecturer, DCE	2. Dr. Shefali Sharma, Academic/ IQAC Coordinator	I. Dr. Vikesh Kumar Sharma, Principal, DCE,	Present
*		ty w	Su	188	S. Kunsk	3	Signature
		10. Mrs. Sarika, Lecturer, DCE	9. Mrs. Gagandeep Kour, Lecturer, DCE	8. Mrs. Shivali Mehta, Lecturer, DCE	7. Ms. Priyanka Bendral, Lecturer, DCE	6. Ms. Shivangi Dhrora, Assistant Prof., DCE	Present
		Out to	angent	X-1	Myaller	S	Signature

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E 8 C E	2.		SNo	Pre
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	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 27th – 28th 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.	Discussion:  Onvener, 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.		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. Vintee Kumari, Mrs. Amarjeet Kour, Ms. Shivangi Dhrora, Ms. Priyanka Bendral, Mrs. Shivali Mehta, Mrs. Gagandeep Kour and Mrs. Sarika
IQAC Committee members and Process owners	All Faculty members	Convener, Alumni Committee, Mrs. Shivali Mehta	Responsibility	Meeting hel Academic/ IQAC ( a Bendral, Mrs. Sh
20.04.2023	05.04.2023	08.04.2023	Completion Date	ld on 14.02 Coordinator, Mr. ivali Mehta, Mr
21.04.2023	10.04.2023	08.04.2023	Date Actual	3.2023 s. Indu Puri. s. Gagandeep
and tasks were completed.	NAAC criteria wise records & requirement has been submitted to the principal office on 10.04.2023.	Alumni meet has been organized on 08.04.2023	Action Taken	Convener: Principal. DCE



Present	2. Dr	3. Mi	4. Mrs	5. Mrs
ent Vikesh Kumar Sh	Shefali Sharma, A	3. Mrs. Indu Puri, Lecturer, DCE	4. Mrs. Vintee Kumari, Lecturer, DCE	5. Mrs. Amarjeet Kour, Lecturer, DCE
Present  1 Dr. Vikesh Kumar Sharma, Principal, DCE.	2. Dr. Shefali Sharma, Academic/ IQAC Coordinator	er, DCE	ecturer, DCE	ecturer, DCE
Signature	Skwx.	7	250	tyw.
Present  6. Ms. Shivangi Dhrora, Assistant Prof., DCE	7. Ms. Priyanka Bendral, Lecturer, DCE	8. Mrs. Shivali Mehta, Lecturer, DCE	9. Mrs. Gagandeep Kour, Lecturer, DCE	10. Mrs. Sarika, Lecturer, DCE
Signature		1-12	any	Q.

# 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:-

Review of minutes of previous IQAC meeting.

- 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	Va
2.	Dr. Shefali Sharma	IQAC/Academic Coordinator, DCE	11 Ear
3.	Mrs. Indu Puri	Lecturer/IQAC Member, DCE	die
4.	Mrs. Vintee Kumari	Lecturer/IQAC Member, DCE	- END 0-
5.	Mrs. Jyoti Raina	Lecturer/IQAC Member, DCE	1
6.	Mrs. Amarjeet Kour	Lecturer/IQAC Member, DCE	diam't
7.	Ms. Shivingi Dhrora	Lecturer/IQAC Member, DCE	shim 1
8.	Ms. Priyanka Bendral	Lecturer/IQAC Member, DCE	En.
9.	Mrs. Gagandeep Kour	Lecturer/IQAC Member, DCE	Goga Ar
10.	Mrs Shivali Mehta	Lecturer, DCE	8 Minds
11.	Mrs. Sarika Kumari	Lecturer, DCE	earer
12.	Ms. Akshita Magotra	Nominee Student	

IOAC Coordinator, DCE

Principal, DCE

### Copy to :-

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

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	-: 0 0 1 0 1 1	-	S. V	Shin Ma	D	Min
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 discuss about the conduct of workshop cum Orientation Programme and Extension Lectures.  Discussion:  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.	IQAC Coordinator welcomed all the committee members thereafter the following points were discussed in the meeting.  Review of minutes of previous IQAC meeting.  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.	AGENDA / POINTS	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	Date: 01.06.2023	Minutes of Meeting held on 01.06.2023  OCE
IQAC Coordinator NSS Programme Officer and Convener, Population Club		IQAC Coordinator	RESPONSIBILITY	incipal/ Convener, Dr. S ri, Mrs. Jyoti Raina, Mrs eep Kour and Mrs. Sarik	Time: 12:30 PM	
In the month of June, 2023	In the month of June. 2023	01.06.2023	PROPOSED ACTUAL	> 0	PM	
5			ACTUAL.	r, Ms.		
			ACTION LANGE	Chaired by: IQAC COO.	Venue: IQAC Office	Page 1 of 1

Principal/Convener TOAC, DCE

IQAC CONTAINING DCE

	VIS. ORGINA	10/1	Ms. Amaricet Kour, Lecturer/IOAC Member, DCE
	Me Abshita Magotra, Nominee Student	7	Mrs. Jyoti Raina, Lecturer/IQAC Member, DCE
300	Mrs. Sanka Kuman Lecturers	9	TOTAL PART DEE
Service Service	" Viscosi Lecturer DCE	ma	Mrs. Vintee Kumari, Lecturer/IQAC Member, DCE
0	Mrs Shivali Mehta, Lecturer, DCE	-	
Dane.	DCE	3,	Mrs. Indu Puri, Lecturer/IQAC Member, DCE
GORN	Mrs Gagandeep Kour, Lecturer/IQAC Member,	A During	
- Jaco	S. Priyalika Benedict	15	Dr. Shefali Sharma, IQAC/Academic Coordinator, DCE
0	DCB Bendral Lecturer/IQAC Member,	-	
7	Ms. Snivingi Dinorm.	- Contract	Dr. Vikesh Kumar Sharma, Principal/Chairperson IQAC, DCE
-	The Chiling I Dheora   Lecturer/IQAC Member,	7.5	Faculty Present
0.6	Members Name	Signature	
Signature			

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Discussion:  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.	To discuss about the conduct of workshop cum	IQAC Coordinator welcomed all the committee members thereafter the following points were discussed in the meeting.  Review of minutes of previous IQAC meeting.  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.	AGENDA / POINTS	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, 2011.	Date: 01.06.2023	Action Taken on Toxic Streeting street on occour	Taken on IOAC Meeting held on 01.06.2023
Cell and Incharge Extension Lecture	-	IQAC Coordinator	RESPONSIBILITY	incipal/ Convener, Dr. Sł i, Mrs. Jyoti Raina, Mrs. sep Kour and Mrs. Sarika	Time: 12:30 PM	0.000	2023
2023	In the month	01.06.2023	PROPOSED ACTUAL	nefali Sharma. Amarjeet Kour,	Me		
15.06.2023	14.06.2023	01.06.2023	ACTUAL				
	the awareness lecture on 05.06.2023 on		_	ACTION TAKEN	Venue: IQAC Office	Page 1 of 2	

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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.	To discuss about the Communication
NSS Programme Officer and Convener, Population Club	
In the month of June, 2023	
I. NSS unit of DCE conducted the Health Camp for community people of village Bhatyari on 12 <sup>th</sup> & 13 <sup>th</sup> 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	The Resource person was Mrs. Vandna Gupta, Sr. Lecturer, DRG, DIET Samba.

Principal/Convener LOAC, DCE

Members Present	Signature	Members Present	Signature
Dr. Vikesh Kumar Sharma, Principal/Chairperson IQAC, DCE	Now!	Ms. Shivingi Dhrora, Lecturer/IQAC Member,	Se.
Dr. Shefali Sharma, IQAC/Academic Coordinator, DCE	Street, Street	Ms. Priyanka Bendral, Lecturer/IQAC Member, DCE	2,5
Mrs. Indu Puri, Lecturer/IQAC Member, DCE	()	Mrs. Gagandeep Kour, Lecturer/IQAC Member, DCE	Chodor H
Mrs. Vintee Kumari, Lecturer/IQAC Member, DCE	18 July 18	Mrs Shivali Mehta, Lecturer, DCE	QL L
Mrs. Jyoti Raina, Lecturer/IQAC Member, DCE	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Mrs. Sarika Kumari Lecturer, DCE	N. J. W.
Mrs. Amarjeet Kour, Lecturer/IQAC Member, DCE	View Control	Ms. Akshita Magotra, Nominee Student	June!