

DET		MRM MINUTES		Page: 101	
Type of Meeting: IQAC (Academics)					
Date: 18 Aug '16		Time: 12:00 noon		Venue: Principal's Office	
Present: Mrs. Sufi (Chairman), Mrs. Yntia, Mrs. Indu, Mrs. Bebe, Mrs. Rajyanka, Mrs. Monica		Convenor: Mrs. Bebe Shetty			
S#	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
①	Smooth & Planned Conduct of Semester 3 Internship activities of Semester III - 2015-17	Subject V. Incharge 2 Group Incharge	As per Academics calendar activity is under take	As per the date the activity is under take	- As the subject is delay to get the data / finalized for visit related to seminar work. - Group Incharge to check internship & taking practical activities
②	Forming of Academic Calendar for the Sem III, 2015-17 batch	Academic Calendar committee convenor	25/7/16	25/7/16	- Academic calendar to be planned & submitted to the principal & university authorities. - Academic calendar to be passed.
③	Extension Lectures to be conducted	As reflected in Academic calendar	As per schedule	As per schedule	- Topic for extension lectures to be submitted by subject incharge. - Planning for conduct of Extension lectures to be done in accordance to availability of faculty.

Mehar Pandey

Bebe

Indu

Rajyanka

Monica

Sufi

Yntia

Principal

Dogra College of Education
Bassi Kalan (Bt) Bhat
Saraba 151132

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Bar. Dy. Mr. Pinet, Asst. Sharma

MRM MINUTES

Type of Meeting : College Development Committee

Date: 15/12/16

time:

Venus: *Pinnipeds Class*

Present: Ms. Lutz, Ms. Winters, Ms. Puyall, Ms. Tice, Ms. Nicks, Ms. Maffett
Convenor: Mrs. Lutz

#	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
	Requirement of a Auditorium with a bigger stage & attached green room.				→ Successor was invited.
	→ The stage of the auditorium need to be enhanced	College Supervisor			→ All participants and visiting observation were supplied
	→ The green room used at present are a little far away from the entry point				→ Materialised in stone
	→ The Content of the Auditorium need separate placement	College Supervisor			→ Re-painting of the stage area in the theatre shade much as black of colour
	→ Provision for entry from both sides of the stage of the auditorium				→ The stage's backdrop to be entirely taken down the cone backdrop
					→ Re-planning the green room
					→ Installing

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Paul Mehak

Thi. Suneha

James

Dogra, A. / Education
M. S. K. / (M. S. K.)

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Form No. F/MRM/01 23/00

DET	MRM MINUTES	Page:
Type of Meeting: College Development / I O A C		
Date: 30/4/18	Time: 12:30	Venue: Principals Office
Present: Subal Sharma, Mrs. Indira Devi, Neelam, Tina		Convenor: Principals

Sl#	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1	Display your Talent Program	convenor		beginning of the term	It was decided in the meeting that
2	Conduct of Sports meet	convenor		as per calendar	display your talent program, sports meet and seminar.
3	Celebration of International Women day and Mahatma - Hari Singh birthday	convenor		as per calendar	it should be conducted by convenor all the colleges of Patna Education Trust
4	Celebration of Annual function	convenor		as per calendar	
5	Publications, Seminars	convenor		in the session	
6	Newspaper and Magazine	convenor	10-2-18		Not yet published

Subal Sharma

Indira Devi

Neelam

Tina
 Date: 30/4/18
 Page: 1/1

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Sachcha
Shafali

DET		MRM MINUTES		Page	
Type of Meeting: College development / IQAC					
Date: 2-08-2017		Time: 1:00 p.m.		Venue: Principal's office	
Present: Mus Shobali, Mus Vinay, Mus Edu, Mus Vinay		Convener:			
Sl. No.	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1	Subject incharge to get their dates of academic dates finalized for the session 2017-2019, 2016-2018	Subject incharge	As per academic dates	As per academic dates	All the subject incharge to get their dates of academic dates finalized for the session 2017-2019, 2016-2018
2	Extension Lectures to be conducted	Academic Calendar	3/08/2017	3/08/2017	Subject incharge to check the extension lectures to be conducted
3	Debate, Seminars to be organized	Academic Calendar	As per academic dates	As per academic dates	Subject incharge to check the extension lectures to be conducted

Principal

Mus Shobali

Dogra College of Education
Bani Brahmna

DET		MRM MINUTES		Page: 1	
Type of Meeting: College Development / ICAC					
Date: 6.10.17		Time: 1.15 P.M.		Venue: Principal's office	
Present: Mrs. Shefali Sharma, Mrs. Vinter, Mrs. Indu Puri		Convenor: Dr. Vikesh Shukla			
Sl.	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1	The faculty members motivated to present paper and attend the seminars wherever possible. At least one paper per year to be presented by each faculty member. Informative activities should be conducted to enrich the faculty members.	Convenor & Committee members			
2	Extension lectures to be conducted for the enhancement of knowledge of teachers as well as students.		23.10.17	27.10.17	Extension lectures on Inclusive edu & Mental Health were conducted in the college premises.

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ARM MINUTES

Page: 1

Type of Meeting: College Development / ICAC

Date: 13.11.17

Time: 12.30.

Venue: Principal's office

Present: Mrs. Shefali Sharma, Mrs. Indu Puri, Mrs. Vinita

Convenor: Dr. Vikesh Khanna

ACTION TAKEN

Sl#	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1.	Parent Teacher meet was planned & to be conducted after 1st Internal Assessment Test of Sem I (2017-18) & Sem II (2018-19)	Convenor & Committee Members	30.11.17	7.12.17	PTM was conducted on 7.12.17 for both the semesters. Parents came & interact with the teachers & knew about the assessment in Assessment Test of their wards.
2.	Magazine & Newsletter should be properly checked & edited by the concerned	"	25-2-18		Not yet published
3.	Alumni meet to be conducted in the month of February	"	26.2.18	31/3/18	It was conducted well in line.

Dr. Vikesh Khanna

Dr. Vikesh Khanna

Dr. Vikesh Khanna

Dr. Vikesh Khanna

ARM MINUTES

Date: 22 10 18

Time: 1:30 P.M.

Venue: Principal's chamber.

Date:	09/10/18	Time:	1:30 PM	Converter:	Mrs. Sargunika Mishra
Present:	Dr. Poo Sharma (Principal), Mrs. Shilpa Sharma Mr. Animesh Choudhary & All staff members	COMPLETION DATE:			
Absent:		ACTION TAKEN:			

Present: Dr. N. S. Sharma (Chairman) & All other members

Sl	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1	Display your talent programme	Common	Not decided yet		It is decided in the meeting that Display your talent is not held in the college. Instead of Display your talent programme is introduced.
2	Celebration of annual function	Common	30/11/2020		It is not decided yet.
3	Newsletter Magazine	Common	1/12/2020		Newsletter is not published yet and magazine is published but not online yet.

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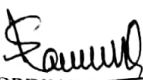
Principal

WETA
WASH

Ministry of Education
Samba 181433

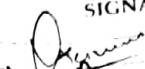
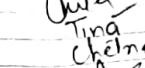
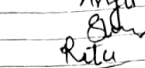
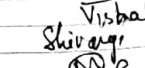
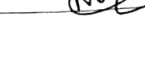
DET	DOGRA COLLEGE OF EDUCATION		Page 1 of 3		
TYPE OF MEETING – IQAC Review Meeting (IQAC, DCE)			Meeting No. 01		
Date: 27.07.2019		Time: 12:40 A.M.	Venue: Principal's Office		
Members Present in the meeting: IQAC Members 1. Dr. Vikesh Kumar Sharma, Principal DCE (Convener) 2. Dr. Shafali Sharma, Academic Coordinator DCE 3. Mrs. Indu Puri, Sr. Member 4. Mrs. Vintee Kumari, Sr. Member 5. Mrs. Chintu Chenta, Member 6. Mrs. Amarjeet Kour, Member			Principal/Convener : Dr. Vikesh Sharma		
S.No.	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1.	Composition of IQAC as per the NAAC guidelines Discussion IQAC Coordinator has discussed the NAAC guidelines for the composition of IQAC of the college and further suggested that we should adhere to the responsibilities to the faculty members as per NAAC criteria along with key aspects.	IQAC Coordinator	10.08.2019	16.08.2019	Composition of IQAC committee has been framed on 16.08.2019. Duties regarding the NAAC process were allotted.
2.	The Managing committee Meeting (University of Jammu) Should be conducted Discussion Principal, DCE has discussed about the conduct of managing committee meeting (University of Jammu) with the faculty members and said that the meeting should be conducted in December.	Principal	20.12.2019	23.12.2019	The meeting was conducted on 23.12.2019
3.	Debates, Seminars, Workshops and Orientation Programmes should be conducted as per the timetable and academic calendar. Discussion After threadbare discussion on co-curricular events, it was concluded that all the activities should be conducted on time.	1. Convener Literary Club 2. Convener Social & Cultural Committee	As per Schedule	As per Schedule	All the activities were conducted by the Incharge as per academic cylinder and timetable.

4.	Sessional /internship activities should be conducted on time Discussion The principal directed all the faculty members to conduct the sessional and internship activities timely as per schedule.	Subject concerned teachers	As per Schedule	As per schedule	All the activities according to the curriculum were conducted as per timetable and academic calendar.
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 IQAC COORDINATOR DCE


 CHAIRPERSON (IQAC) DCE

Principal
 Degra College of Education
 Bari Brahmana, Samba
 (J&K) - 181123

S. No.	NAME OF THE IQAC & FACULTY MEMBERS PRESENT IN THE MEETING	DESIGNATION	SIGNATURE
1.	Dr. Vikesh Kumar Sharma	Chairperson IQAC	
2.	Dr. Shetali Sharma	Coordinator IQAC	
3.	Mrs. Indu Puri	Member IQAC	
4.	Mrs. Vintee Kumari	Member IQAC	
5.	Ms. Tina Sharma	Member IQAC	
6.	Mrs. Chintu Chetna	Member IQAC	
7.	Mrs. Amarjeet Kour	Member IQAC	
8.	Mrs. Jyoti Raina	Faculty Member	
9.	Mrs. Anju	Faculty Member	
10.	Mrs. Shivali Mehta	Faculty Member	
11.	Mrs. Ritu Bhagat	Faculty Member	
12.	Mrs. Vishali Mahajan	Faculty Member	
13.	Ms. Shivangi	Faculty Member	
14.	Mrs. Manpreet Kour	Faculty Member	

DET

DOGRA COLLEGE OF EDUCATION

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Meeting No. 02

TYPE OF MEETING – IQAC Review Meeting (IQAC, DCE)

Date :06.01.2020

Time: 11:00 A.M.

Venue: Principal's Office

Principal/Convener : Dr. Vikesh Sharma

Members Present in the meeting:

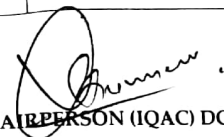
IQAC Members

1. Dr. Vikesh Kumar Sharma, Principal DCE (Convener)
2. Dr. Shefali Sharma, Academic Coordinator DCE
3. Mrs. Indu Puri, Sr. Member
4. Mrs. Vintee Kumari, Sr. Member
5. Mrs. Chintu Chenta, Member
6. Mrs. Amarjeet Kour, Member

S.No.	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1.	The Meeting regarding the NAAC process Should be conducted Discussion Principal, DCE directed the IQAC coordinator of the college to conduct the meeting regarding the NAAC criteria with the faculty members on 22.01.2020.	IQAC Coordinator	22.01.2020	22.01.2020	The meeting was conducted on NAAC Process on 22.01.2020. In the meeting, seven criterions with key aspects were discussed
2.	Debates, Seminars, Workshops and Orientation Programmes should be conducted as per the timetable and academic calendar. Discussion After threadbare discussion on co-curricular events, it was concluded that all the activities should be conducted on time.	1. Convener Literary Club 2. Convener Social & Cultural Committee	As per Schedule	As per Schedule	All the activities were conducted by the Incharge as per academic cylinder and timetable.
3.	Computer literacy workshop should be conducted for teaching and Non-teaching staff Discussion Principal, DCE directed Mrs.Chetna to conduct the computer literacy workshop for teaching and non-teaching staff on 08.01.2020	Chintu Chetna	08.01.2020	08.01.2020	Computer literacy workshops were conducted by the concerned teachers on time in IT Lab.

4.	Tutorial classes should be conducted for weak students and brilliant students also. Discussion The academic coordinator of the college suggested that there should be a tutorial class for identified students. She added that for getting good scores in the exam we should focus on the weak areas of the teacher trainees and provide them remedial teaching. It is the duty of the subject teacher to strengthen the weak areas.	Subject concerned teachers	14.04.2020 To 19.04.2020	14.04.2020 To 19.04.2020	Tutorials were conducted for all the identified students as per schedule by the concerned teachers.
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IQAC COORDINATOR, DCE


CHAIRPERSON (IQAC) DCE

Principal
Dogra College of Education
Bani Brahmana, Samba
(J&K) - 181133

MRM MINUTES

Format No.: F/QMS-04/01/00

Type of Meeting: IQAC | College Development

Page: 1

Date: 18-01-2020

Time: 11:00 Am

Venue: Principal's office

Present: Mrs Shetal Shahma, Mrs Indu Puri, Mrs Indu Puri, Ms Tina, Mrs Ritu Bhat, Mrs Jyoti, Rina, Mrs Chetna

Convenor: Principal sir

Sl	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
	Celebration of Annual day function	Convenor and staff members	In the first week of March		Duties are assigned to the faculty members regarding Annual day function
	Smooth and Planned Conduct of Sessional, internship activities of Semester - II nd & IV th (Session 2018-20 & 2019-21)	Subject incharge & Group incharge	As per Academic Calender		
	Debate Seminar to be organised	Staff member	As per Schedule		Teacher are directed to organise debate and Seminars.
	Meeting Regarding NAAC	Committee members & Staff members	18-1-2020	18-1-2020	Information regarding NAAC is given to the faculty members

Shetal

Indu

Tina

Ritu

Chetna

Chetna

Principal
Principal's office
18-01-2020

DET DOGRA COLLEGE OF EDUCATION

TYPE OF MEETING – IQAC Review Meeting (IQAC, DCE)

Date: 27/07/2019

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Meeting No. 01

Time: 12:40 A.M.

Venue: Principal's Office

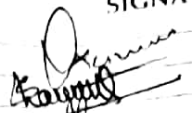
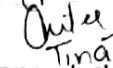
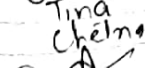
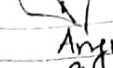
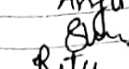
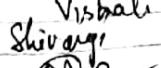
Principal/Convener : Dr. Vikesh Sharma

Members Present in the meeting:

IQAC Members

1. Dr. Vikesh Kumar Sharma, Principal DCE (Convener)
2. Dr. Shetali Sharma, Academic Coordinator DCE
3. Mrs. Indu Puri, Sr. Member
4. Mrs. Vindee Kumari, Sr. Member
5. Mrs. Chintu Chenta, Member
6. Mrs. Amarjeet Kour, Member

S.No.	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
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3.	Debates, Seminars, Workshops and Orientation Programmes should be conducted as per the timetable and academic calendar. Discussion After threadbare discussion on co-curricular events, it was concluded that all the activities should be conducted on time.	1. Convener Literary Club 2. Convener Social & Cultural Committee	As per Schedule	As per Schedule	All the activities were conducted by the Incharge as per academic cylinder and timetable.

S. No.	NAME OF THE IQAC & FACULTY MEMBERS PRESENT IN THE MEETING	DESIGNATION	SIGNATURE
1.	Dr. Vikesh Kumar Sharma	Chairperson IQAC	
2.	Dr. Shetali Sharma	Coordinator IQAC	
3.	Mrs. Indu Puri	Member IQAC	
4.	Mrs. Vinita Kumari	Member IQAC	
5.	Ms. Tina Sharma	Member IQAC	
6.	Mrs. Chintu Chetna	Member IQAC	
7.	Mrs. Amarjeet Kour	Member IQAC	
8.	Mrs. Ivoti Raina	Faculty Member	
9.	Mrs. Anju	Faculty Member	
10.	Mrs. Shivali Mehta	Faculty Member	
11.	Mrs. Ritu Bhagat	Faculty Member	
12.	Mrs. Vishali Mahajan	Faculty Member	
13.	Ms. Shivangi	Faculty Member	
14.	Mrs. Manpreet Kour	Faculty Member	

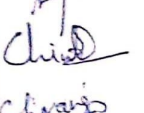
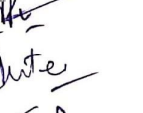
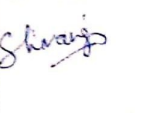
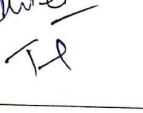
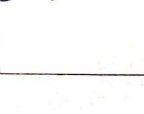
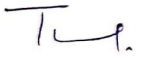
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DET	Dogra College of Education			Page : 1 of 3	
Type of Meeting: IQAC Meeting					
Date:08.01.2021					
Core Committee Members:			Time: 12:30 pm	Venue: Principal Office	
Dr. Vikesh Kumar Sharma, Principal/ Convener, Dr. Shefali Sharma, IQAC/Academic Coordinator, Mrs. Indu Puri, Mrs. Vintee Kumari, Ms. Tina Sharma, Mrs. Joyti Raina, Mrs. Amarjeet Kour, Mrs. Chintu Chetana, Ms. Shivangi and IT incharge.			Chaired by: Principal, DCE		
S.No.	AGENDA/ POINT DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1.	To discuss about the status of maintenance and up-gradation of the website according to the NAAC. Discussion: - IQAC Coordinator apprised principal and all the members about the issues (Academic & Administrative) related to the up-gradation of website of the college and further stated that the college website needs to revamped with new dynamic features such as feedback system (Parents, Students, Alumni & Staff). IQAC Coordinator proposed that there should be an effective ERP & Website system in the institutions. Principal advised convener website, DCE to update the website, feedback system, logos & other new features under the directions of IT incharge within a week.	Convener Website, IT incharge	15.01.2021	16.01.2021	Website of Dogra College of Education is updated ERP Software has been put to use for academic and administration purposes.

2.	To discuss about the activities conducted during the academic session. Discussion:- IQAC Coordinator, DCE suggested the convener, academic calendar that the faculty development programmes and students capability enhancement programme and co-curricular activities as per curriculum should be included in the IQAC calendar and submit the same within a week to the IQAC office for approval.	Convener Academic Calendar	15.01.2021	15.01.2021	Action has been taken
3	To discuss about the submission of AQAR. Discussion:- IAQC Coordinator, DCE apprised the principal about the status of AQAR (2017-18 & 2018-19). She stated that AQARs for the session (2017-18 & 2018-19) has been prepared. The Principal expressed his deep concern about the submission of AQAR and desired that the IQAC Coordinator should take effective steps to ascertain the further requirements for the submission of AQAR and take the follow up action within the time period.	Principal, DCE Academic Coordinator	16.03.2021 23.03.2021	16.03.2021 23.03.2021	1. AQAR for the Session 2017-18 has been submitted on 16th of March, 2021 2. AQAR for the session 2018-19 has been submitted on 23rd of April, 2021.
	The meeting was ended with vote of thanks				

Principal/Convener IQAC, DCE

IQAC/Academic Coordinator, DCE

Faculty Present		Faculty Present	
	Signature		Signature
1. Dr. Vikesh Kumar Sharma, Principal / Convener, DCE		6. Mrs. Joyti Raina	
2. Dr. Shefali Sharma, IQAC/Academic Coordinator DCE		7. Mrs. Amarjeet Kour	
3. Mrs. Indu Puri,		8. Mrs. Chintu Chetana	
4. Mrs. Vintee Kumari,		9. Ms. Shivangi	
5. Ms. Tina Sharma 		10. IT incharge	