



Meeting

All the HOD's are here by informed that a meeting would be held at 12:00 Noon at Principal's office on 4.08.2023  
Agenda of the meeting is as follows:

Agenda :-

1. To Prepare action Plan for the academic year 2023-2024
2. To Prepare, submit and implement the time table for the current academic year.

Ashu  
03/08/23

Sandhya  
3/8/2023

IQAC coordinator  
Dr S. G. Rao

Principal  
Dr Sandhya Madan Mohan

① Dr. N. Shukla Shukla

② Mrs. P. C. Claudius Dr. m

Dr. Asha Rani Das Ashu

Dr. Bhārsali Veena Veena

~~Dr. B. Pandey~~ B. Pandey

Dr. P. Pandey P. Pandey

Dr. M. S. Pandit M. S. Pandit

Sabina Mahamood Sabina



## Minutes of the meeting

An action plan for academic year

2023-2024 was prepared under the directives and guidance of the principal Dr. Sandhya Madan Mohan.

S.No	Month	Activities
1.	August	To prepare Mentor-mentee list
2.	September	To conduct Induction Program for newly admitted student.
3.	November/December	Motivational lectures by different departments.
4.	January 2024	Sports Day.
5.	February	Model Exam & Annual Day.
6.	April	Submission of AQAR.

2. Inputs were given by Dr. Bharati Verma, H.O.D. Commerce for allotment of class rooms in time-table of morning shift.

Meeting ended with thanks to all the members present.

Dr. S.G. Rao  
04/08/23  
IQAC co-ordinator  
Dr. S.G. Rao

Dr. Sandhya Madan Mohan  
Principal  
Dr. Sandhya Madan Mohan



- Dr. N. Shukla
- Mrs. P.C. Claudius
- Dr. Asha Rani Das
- Dr. Bhavati Verma
- Dr. P. Pandey
- Dr. Mrs. Pandey
- Salma Mohammad Shafi
- Dr. Anupama Shrivastava
- Dr. Basu Palligandari
- Dr. B. Pandey

Dr. S.C. Rao  
Dr. M. Mondal

*[Faint, mostly illegible handwritten notes and bleed-through from the reverse side of the page.]*



## Meeting

All the H.O.D's are hereby informed that a meeting would be held at 2:30 PM at Principal's office on 8.02.2024. Agenda of the meeting is as follows:

### Agenda-

1. To confirm the minutes of last meeting.
2. New IQAC co-ordinator to be appointed.
3. NET coaching / Activities under the banner of CURIE to be arranged.
4. Recurring expenditure from CURIE to be planned.
5. Purchase of Library Books.
6. Maintenance of canteen and college foyer.

Site  
07/02/24

Principal  
12/24

IQAC co-ordinator

Dr. S.G. Rao  
Dr. Sandhya Madan Mohan

Dr. N. Shukla

Mrs. P.C. Claudias

Dr. Asha Rani Das

Dr. Bharti Verma

Dr. P. P. Pauley

Dr. M. S. Panwar

Salma Mohammad Sheikh

Dr. Basu Palliyandur

Dr. Rupam Ajit Yadav

Dr. Anupama Shrivastava

Dr. B. Pandey



## Minutes of the meeting

1. To verify the minutes of last meeting.
2. Considering forthcoming retirement of Dr. S. G. Rao - IQAC co-ordinator, Principal Dr. Sandhya Madan Mohan proposed the name of Dr. Bharati Verma as IQAC co-ordinator and it was accepted by all the members. As such all the activities from today onwards will be assisted by Dr. Bharati Verma.
3. Under academic activities it was proposed by the P.I. Madam, of CURIE Project that the funds available for academic purpose must be utilized for NET coaching classes for adding academic wisdom in students, under the banner of CURIE Project.
4. Recurring items to be purchased from CURIE funds, were discussed and listed.
5. List of Books submitted by H.O.D.'s of different departments were reviewed and finalised for purchase under relevant heads of college funds.
6. Discussion on the construction, management and services provided by the contractor of the canteen were discussed such as; no. of items and rates of products available in the canteen were assessed, members showed their satisfaction.
7. Principal also drew attention of the members of IQAC & HOD's to



consider the coming summer & make necessary arrangements for comfort of students and staff. False ceiling of the canteen was suggested.

8. All members accepted the proposal & requested the principal to ~~that~~ start the procedure.

9. Lastly it was also decided that the Idol of "Goddess Saraswati" installed last year must be protected with glass cover to avoid any type of damage.

Meeting ended with thanks to every one present.

Beste  
08/10/24

IQAC Co-ordinator  
Dr S.G. Rao

[Signature]  
08/10/24

Principal  
Dr Sandhya Madan Mohan

Dr. N. Shukla [Signature]

Mrs. P.C. Claudius [Signature]

Dr. Asha Rani Das [Signature]

Dr. Bhazati Verma [Signature]

Dr. P. Pandey [Signature]

Dr. Mrs. Panda [Signature]

Salma Mohammad Shaji [Signature]

Dr. Bano Palghat [Signature]

Dr. Rupam Ajeet Yadav [Signature]

Dr. Anupama Shrivastava [Signature]

Dr B Pandey [Signature]