

Jyoti B.Ed College, Fazilka

Minutes of Meeting:

Date:01-12-2021

A meeting of college staff members was held in the Office of Principal on dated 01-12-2021 . The staff Members Present in the meeting were Ms. Renu, Mr. Rajvinder, Mrs. Shaina, Mr. Pankaj, Mr. Gurpreet, Mrs. Isha, Mrs.Renuka , Mrs. Sunaina, Mrs.jaspreet kaur, Mrs.Reetu, Mr.Gursewak, Mr. Sandeep Jain . The meeting was chaired by Principal Dr. Anita Arora.

Agenda of the Meeting Was:

1. To Discuss the Co-curricular and Extension Activities in the session (2020-21)
2. To review the duties for several cell, Committees which organize those activities.

It was resolved in the meeting that:

1. Organization of Different Curricular and Extension Activities for the coming session were discussed and the nomenclature of most of cell & committees remain same.
2. Circular for nomination of students office bearers for houses, YWC and other cells will be notified later.
3. Format for preparing and maintaining the files of respective committee was also finalized and all are once again reminded that the records of their file be kept up dated.
Format for Preparing Files as per previous practice-
 - a. Title page of Cell
 - b. Aims & Objective of cell
 - c. Functions of Cell
 - d. List of Members of cell
 - e. Annual Plan of the concerned cell/ club/committee.
 - f. Minutes of Meeting conducted & circulars given by the cell/committee
 - g. Report of Activity conducted by cell/ committee with Photographs
 - h. Review /Feedback from students.
 - i. Any other relevant document
4. Duties of staff members were assigned for several cells & Committees, which organize those activities. List regarding duties for the session 2021-22. The Principal will be the convener of all the cells/committees as the case may be.

| Sr. No | Name of Cell or Committee | Members |
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| 1 | Admission Committee | Member- Mrs. Pawandeep Member- Mrs. Renuka Member- Mrs. Isha Member- Mr. Rajvinder Member-Mr. Pankaj Member-Mr. Gurpreet |
| 2 | Examination Committee | Member - Mr. Gurpreet Member- Mrs. Kiran Member- Mr. Rajvinder |
| 3 | Skill-in- Teaching | Member - Mrs. Pawandeep (B.Ed.), Member :- Mrs. Reetu Member- Mr. Gursewak Singh (D.El.Ed) |

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| 4 | IQAC | Principal- Dr. Anita Arora Co-ordinator -Ms. Renu Member-Mr. Sandeep Jain Member –Mrs. Isha Management President Management secretary |
| 5 | Faculty development , ICT Development & Research Committee | Member - Ms. Renu Member- Mrs. Kiran |
| 6 | Co- curricular and Cultural Activity Committee (Youth Welfare Committee) | Member- Mrs. Renuka Member- Mr. Sandeep Jain Member :- Mrs. Suniana Rani |
| 7 | Sports, Social Work & Extension Activities A) Legal Literacy Club B) Voter Awareness Club C) Red Ribbon club D) N.G.O Work | Member – Mr. Vipul Makkar Member - Mr. Pankaj Member- Mrs. Reetu |
| 8 | Eco Friendly Club | Member :- Mr. Rajvinder Singh Member :- Mr. Gursewak Singh Member :- Ms. Manjinder Kaur Member :- Mrs. Jaspreet Kaur |
| 9 | Institutional Calendar and Timetable committee | Member:- Mr. Rajvinder Singh(Time Table) Member :- Mr. Gurpreet Singh (Time Table) Member:- Mr.Sandeep Jain (Institution Calendar) |
| 10 | News Letter (Press Report) and Photograph Committee | Member :- Mrs. Kiran , Member :- Mrs. Reetu |
| 11 | Scholarship | Member- Mr. Amandeep Member :- Mr. Gursewak Singh |

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| 12 | Educational tour and trip | Incharge- Mr. Pankaj Member- Mr. Rajvinder Member- Ms. Reetu Member- Mrs. Sunaina |
| 13 | Literary Club | Editor in chief- Dr. Anita Arora Editor Punjabi- Mr. Rajvinder Editor Hindi- Mr. Sandeep Jain Editor English- Ms. Isha Editor Social Studies - Mrs. Sunaina Rani |
| 14 | Discipline Committee & Anti Ragging Cell | Member - Mr. Pankaj Member- Mr. Gursewak Singh Member- Mrs. Reetu Member- Mrs. Sunaina |
| 15 | Placement Services | Incharge- Mrs. Pawandeep Kaur (B.Ed.), Member :- Mrs. Reetu Member- Mr. Gursewak Singh (D.El.Ed) |
| 16 | Library Committee | Member :- Mr. Vipul Makkar Member- Mrs. Renuka Member- Mr. Gurpreet Singh Member- Mrs. Pawandeep Kaur |
| 17 | Alumni Association | Member:- Mr. Vipul Makkar Member :- Mrs. Renuka , Member :- Mrs. Kiran |
| 18 | Guidance and counseling Cell | Member- Ms. Renu Member :- Ms. Manjinder Kaur Member-Mrs. Jaspreet Member- Mrs. Swati |

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| 19 | Women Grievance Redressal Committee | Member- Mrs. Sunaina Member- Mrs. Shaina Member- Mrs. Renuka Member – Mrs. Sawati |
| 20 | Website and Social Media (Technical Upgrading) | Member- Mrs. Renuka Member- Mrs. Kiran Member :- Mr. Amandeep |
| 21 | Attendance Record | Member- Mr. Pankaj Member- Mrs. Pawandeep Kaur |
| 22 | Activity Register | Member :- Ms. Renu Member :- Mr. Sandeep Jain |
| 23 | Purchase Committee | Member- Mr. Vipul Makkar Incharges of Labs/Library |
| 24 | Committee for Minority, SC/ST and Obc | Mr. Amandeep Ms. Manjinder Kaur Mr. Pankaj Mr. Gursewak |
| 25 | Internal Complaint Committee | Mr. Pankaj, Mr. Gursewak Singh Mrs. Ritu Mrs. Sunaina |
| 26 | Sexual Harassment and Gender Discrimination Committee | Mrs. Pawandeep Kaur Mr. Sandeep Kumar Mr. Pankaj Mrs. Reetu B.Ed. – (Male) Mr. Pankaj Kumar , Ms. Poonam D.El.Ed. –(Male) Mr. Yuvraj Kumar Ms. Amanveer |
| 25 | Staff Meeting Proceeding | Member :- Mrs. Pawandeep Kaur Member :- Mr. Dhurab Singh Tommar Member :- Mrs. Isha |

Dr. (Mrs.) Anita Arora
Principal