

A meeting of Staff held in the office of the principal on dated 16-09-2017.

The members present in the meeting are . Dr. Anita Arora, Mr. Vipul Makkar, Dr. Seema Sethi, Mrs. Shaina, Ms. Sheenu, Mrs. Renuka, Mrs. Priyanka, Mr. Rajindera Jakhar, Mrs. Sunaina, Mr. Pankaj, Member- Mr. Rajvinder, Mrs. Isha Ms. Sonia, Mr. Gurpreet Singh Mrs. Shaina, Mr. Sandeep, Mrs. Pawandeep, Mr. Karan, Mr. Rajesh

1. To discuss the co-curricular and extension activities in the coming session.
2. To Assign duties for several cell committees which organize those activities.

It is resolved in the meeting that :-


All the staff members are informed to note down their duties for the year 2017-18 and maintain the files of their respective committee as given below:-

1. Title page of Cell
2. Aims & Objective of cell
3. Functions of Cell
4. List of Members of cell
5. Annual Plan
6. Minutes of Meeting and Notices
7. Report of Activity Conducted with Photographs
8. Review /Feedback from students.
9. Any other relevant documents

Sr. No	Name of Cell or Committee	Members
1	IQAC	Principal- Dr. Anita Arora Incharge- Mr. Vipul Makkar Member- Dr. Seema Sethi Member- Mrs. Shaina Member- Ms. Sheenu Management President Management Secretary Alumni-
2	Faculty development and Research Committee	Incharge- Mr. Vipul Makkar Member- Mrs. Pawandeep Kaur Member- Mrs. Renuka
3	Anti Ragging Committee	Member- Mrs. Priyanka Member- Mr. Rajindera Jakhar
4	Guidance and counseling	Member- Mrs. Sunaina Member- Mr. Vipul Makkar Member- Dr. Seema Sethi
5	Institutional Calendar and Timetable committee	Incharge (B.Ed.)- Ms. Sheenu Incharge (E.T.T.)- Mrs. Priyanka
6	Discipline Committee	Incharge- Mr. Pankaj Member- Mr. Rajvinder Member- Mrs. Isha Member- Mr. Sonia
7	Examination Committee	Incharge (B.Ed.)- Mr. Gurpreet Member- Mrs. Shaina Incharge (E.T.T.)- Mr. Rajvinder Member- Ms. Sheenu
8	Sports & Yoga Cell	Incharge (B.Ed.)- Mr. Sandeep Member (Yoga)- Mrs. Sunaina Incharge (E.T.T.)- Mr. Pankaj Member- Ms. Sheenu
9	Admission Committee	Incharge (B.Ed.)- Mrs. Renuka Member- Mrs. Pawandeep Member- Mrs. Renuka Member- Mrs. Isha Incharge (E.T.T.)- Mr. Rajvinder Member- Mr. Pankaj Member- Ms. Sheenu Member- Mr. Gurpreet Member- Mr. Karan
10	Library Committee	Incharge- Mrs. Renuka Member- Mr. Karan Member- Ms. Sheenu Member- Mr. Rajvinder Member- Mr. Vipul Makkar

11	Grievance Redressal Committee	Incharge- Mrs. Pawandeep Kaur Member- Mrs. Seema Sethi Member- Mr. Pankaj Member-Mr. Rajindera Jakhar
12	Magazine Committee	Editor in chief- Dr. Anita Arora Editor Punjabi(B.Ed.)- Mrs. Pawandeep Editor Punjabi(E.T.T)- Mr. Rajvinder Editor Hindi (E.T.T.)- Ms. Sheenu, Mr. Karan Editor English(B.Ed.) – Mr. Vipul Makkar Editor English(E.T.T.)- Ms. Isha
13	News Letter (Press Report) and Photograph Committee	Member- Ms. Sheenu Member- Mr. Karan Member- Mrs. Renuka(Photographs)
14	Maintenance and campus Beautification Committee	Incharge-Mrs. Sonia Members- Mrs. Isha Member- Ms. Sheenu Member- Mr. Sandeep
15	Placement and Alumni Association	Incharge- Mrs. Renuka Member- Mrs. Priyanka Member- Mrs. Isha
16	Purchase Committee	Member- Mr. Rajpal Sharma Member- Mr. Rajesh Member- Mrs. Renuka
17	Faculty Welfare Committee	Incharge- Mr. Vipul Makkar Member- Mrs. Pawandeep Member- Mr. Rajvinder Member- Mr. Karan
18	Co- curricular and Cultural Activity Committee (Youth Welfare Committee)	Member- Mrs. Pawandeep Kaur Member- Mr. Rajesh Member- Mr. Gurpreet Member- Mrs. Sonia
19	Educational tour and trip	Incharge- Mr. Pankaj Member- Mr. Rajesh Member- Mrs. Renuka Member- Mrs. Sunaina
20	Skill-in- Teaching	Incharge(B.Ed.)- Mrs. Pawandeep Member-Mr. Gurpreet Incharge(E. T. T.)- Mr. Rajvinder Member- Ms. Sheenu
21	Social Awareness Committee A) Legal Literacy Club B) Voter Awareness Club C) Red Ribbon Club D) Eco-Friendly Club	Incharge-Mr. Vipul Makkar Incharge-Mr. Pankaj Incharge – Mr. Karan Incharge – Ms. Sheenu
22	Community work (NSS, Survey, Rally etc.)	Incharge- Mrs. Sunaina Member- Mr. Gurpreet
23	Website Upgrading	Incharge- Mr. Vipul Makkar Member- Mr. Aman
24	Uniform	Member- Mr. Bharat Member-Mrs. Renuka
25	Printing & Stationary	Incharge- Mr. Vipul Makkar Member- Mr. Karan
26	Scholarship	Member- Mr. Gurpreet Member- Mr. Aman Member- Mr. Rajvinder

Note :- If any staff members have any confusion /Clash or not willing to do the respective duties, then he or she may give the reason in written to the undersigned.


Dr. (Mrs.) Anita Arora
Principal