

Jyoti B.Ed College, Fazilka

Minutes of Meeting:

Date:17-07-2018

A meeting of college staff members was held in the Office of Principal on dated 17-07-2018 . The staff Members Present in the meeting were Dr. Anita Arora, Mr. Vipul Makkar, Mrs. Pawandeep Kaur, Mr. Rajvinder, Mr. Pankaj, Mr. Gurpreet, Mr. Karan, Ms. Sheenu, Mrs. Isha, Mrs. Kiran, Mrs. Sunaina, Mrs. Priyanka, Mr. Anil Gahlot

Agenda of the Meeting Was:

1. To Discuss the Curricular and Extension Activities in the coming session (2018-19).
2. To assign 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.
Format for Preparing Files-
 - a. Title page of Cell
 - b. Aims & Objective of cell
 - c. Functions of Cell
 - d. List of Members of cell
 - e. Annual Plan
 - f. Minutes of Meeting and Notices
 - g. Report of Activity Conducted with Photographs
 - h. Review /Feedback from students.
 - i. Any other relevant documents
4. Duties of staff members were assigned for several cells & Committees, which organize those activities. List regarding duties for the session 2018-19 :-

Sr. No	Name of Cell or Committee	Members
1	Admission Committee	Member- Mrs. Pawandeep Member- Mrs. Renuka Member- Mrs. Isha Member- Mr. Rajvinder Member-Mr. Pankaj Member- Ms. Sheenu Member-Mr. Gurpreet Member- Mr. karan
2	Examination Committee	Member - Ms.Renu Member- Mrs. Shaina Member- Mrs. Kiran (B.Ed & D.El.Ed.) Member - Mr. Gurpreet Member- Ms. Ritu
3	Skill-in- Teaching	Member - Mrs. Pawandeep Member-Mrs. Sunaina Member - Mr.Rajvinder Member- Mrs. Shaina

4	IQAC	Principal- Dr. Anita Arora Incharge-Mr. Vipul Makkar Member-Mrs. Kiran Member-Ms. Renu Member-Ms. Sapna Management President Management Secretary Alumni-
5	Faculty development and Research Committee	Incharge- Mr. Vipul Makkar Member- Mrs. Pawandeep Kaur Member- Ms. Renu Member- Ms. Sapna
6	Co- curricular and Cultural Activity Committee (Youth Welfare Committee)	Member- Mr. Vipul Makkar Member-Ms. Sheenu Member- Mr. Anil Member- Mr. Gurpreet Member- Mrs. Isha
7	Sports & Yoga Cell	Member - Mr. Pankaj Member- Mrs. Priyanka Member- Mr. Karan
8	House Co-ordinator	Mrs. Renuka
9	Institutional Calendar and Timetable committee	(B.Ed.)-Mrs. Swati (E.T.T.)- Mr. Rajvinder Singh
10	News Letter (Press Report) and Photograph Committee	Member- Ms. Sheenu Member- Mr. Karan Member-Mr. Anil Member- Mrs. Renuka (Photograph)
11	Scholarship	Member- Mr. Aman Member-Ms. Sapna Member- Mr. Karan
12	Educational tour and trip	Incharge- Mr. Vipul Member- Mr. Rajvinder Member- Ms. Renu Member- Mrs. Priyanka Member- Mrs. Sunaina
13	Magazine Committee/ Editorial Board	Editor in chief- Dr. Anita Arora Editor Punjabi(B.Ed.)- Mrs. Pawandeep Editor Punjabi(E.T.T)- Mr. Rajvinder Editor Hindi (B.Ed.)- Ms. Sheenu Editor Hindi (E.T.T.)- Mr. Karan Editor English(B.Ed.) – Ms. Sapna Editor English(E.T.T.)- Ms. Isha Member- Ms. Swati
14	Community work (NSS, Survey,Rally etc.)	Incharge- Mrs. Sunaina Member- Mr.Gurpreet Member- Mrs. Neetu Member- Mr. Anil Kumar
15	Discipline Committee	Member - Mr. Pankaj Member- Mr. Rajvinder Member- Mrs. Isha Member- Mrs. Sunaina

16	Placement and Alumni Association	Incharge- Mrs. Renuka Member- Mrs. Neetu Member- Mrs. Swati Member- Mrs. Kiran
17	Library Committee	Incharge- Mrs. Renuka Member- Mr. Karan Member- Ms. Sheenu Member- Ms. Swati Member- Mr. Anil Member- Ms. Sapna
18	Maintenance and campus Beautification Committee	Incharge- Mr. Anil Members- Mrs. Isha Member- Mrs. Priyanka Member- Mrs. Neetu
19	Guidance and counseling Cell	Member- Ms. Renu Member- Mrs. Sunaina Member- Mrs. Neetu
20	Faculty Welfare Committee	Incharge- Mr. Vipul Makkar Member- Mrs. Pawandeep Member- Mrs. Shaina
21	Social Awareness Committee A) Legal Literacy Club B) Voter Awareness Club C) Red Ribbon club D) Eco Friendly Club	Member- Mr. Vipul Makkar Member- Ms. Ritu Member- Mr. Pankaj Member- Ms. Ritu Member- Ms. Sheenu Member- Mrs. Priyanka
22	Grievance Redressal Committee	Member- Mrs. Sunaina Member- Mr. Pankaj Member- Mrs. Neetu Member- Ms. Renu
23	Website /Technical Upgrading.	Member- Mr. Vipul Makkar Member- Mrs. Renuka Member- Mr. Aman Member- Mrs. Kiran
24	Attendance Record	Member- Mr. Pankaj Member- Mrs. Kiran Member- Mrs. Neetu
25	Anti Ragging Committee	Member- Mr. Rajvinder Member- Mr. Pankaj Member- Mrs. Priyanka Member- Mrs. Renuka
26	Survey (D.El.Ed.)	Member- Mrs. Priyanka Member- Mrs. Isha
27	Purchase Committee	Member- Mr. Rajpal Sharma Member- Mr. Bharat Bhushan


Dr. (Mrs.) Anita Arora
Principal