

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
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)

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

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

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