

## Iyoti B.Ed College, Fazilka

Minutes of Meeting:

Date: 15-07-2023

A meeting of college staff members was held in the Office of Principal on dated 13-07-2023. The staff Members Present in the meeting were Ms. Renu, Mr. Sandeep Kumar, Mr. Vipul Makkar, Mr. Dhurb Singh, Mr. Rajvinder Singh, Mrs. Shaina, Mr. Pankaj, Mr. Gurpreet, Mrs. Renuka, Mrs. Sunaina, Mrs. Jaspreet kaur, Ms. Manjinder Kaur Ms. Simran. The meeting was chaired by Principal Dr(Mrs.) Anita Arora

Agenda of the Meeting Was:

1. To Discuss the Co-curricular and Extension Activities in the session (2023-24)
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

Duties of staff members were assigned for several cells & Committees, which organize those activities. List regarding duties for the session 2023-24. The Principal will be the convener of all the cells/committees as the case may be.

Sr. No	Committees or Cells	Members
1	Admission Committee	Member- Mrs. Pawandeep Member- Mrs. Renuka Member- Mrs. Sunaina Rani Member- Mr. Rajvinder Member- Mr. Pankaj Member:- Mr. Anil
2	Examination Committee	Member - Mr. Gursewak Singh Member- Mrs. Renuka Member- Mr. Rajvinder Member :- Simran
3	Skill-in- Teaching	Member :- Mrs. Pawandeep Kaur Member - Mrs. Manjinder Kaur Member- Mr. Gursewak Singh

*Anita*  
15/7/23

Dr(Mrs) Anita Arora

Principal

Iyoti B. Ed. College  
V. Kamalra-Fazilka

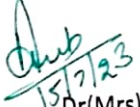
	<b>IQAC</b>	Principal- Dr. Anita Arora Co-ordinator -Ms. Renu Joint Co-Ordinator -Mr. Sandeep Jain Member – Ms. Simran Member –Mrs. Shaina Management President Management secretary
5	Faculty development , ICT Development & Research Committee	Member - Ms. Renu Member- Mrs.Renuka Member – Mr. Sandeep Jain Member :- Mr. Dhurab Singh Tommar
6	Co- curricular and Cultural Activity Committee (Youth Welfare Committee)	Incharge:- Mrs. Renuka Member :- Mrs. Suniana Rani Member- Mr. Sandeep Kumar Member:- Mr. Anil
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- Mr. Rajvinder Singh Member- Mr. Anil Member :- Simran
8	Eco Friendly Club	Member :- Mr. Rajvinder Singh Member :- Mr. Gursewak Singh Member :- Ms. Manjinder Kaur Member :- Mrs. Sunaina Rani
9	Institutional Calendar and Timetable committee	Member:- Mr. Rajvinder Singh (Time Table) Member :- Mr. Gursewak Singh (Time Table) Member:- Mr.Sandeep Jain (Institution Calendar)
10	News Letter ( Press Report)	Incharge :- Ms. Manjinder Kaur Member Mr Sandeep Kumar Member Mr. Rajvinder Singh
11	Scholarship	Member- Mr. Amandeep Member :- Mr. Gursewak Singh Member :- Ms. Manjinder Kaur
12	Educational tour and trip	Incharge- Mr. Pankaj Member- Mr. Rajvinder Member – Mrs. Pawandeep Kaur Member- Mrs. Sunaina Member- Mr. Anil
13	Literary Club	Editor in chief- Dr. Anita Arora Editor Punjabi- Mrs. Pawandeep , Mr. Rajvinder Editor Hindi- Ms. Manjinder Kaur , Mr.Sandeep Editor English- Ms.Jashpreet, Ms Simran

*Anita*  
15/7/23

Dr(Mrs) Anita Arora  
Principal

Principal  
Karnal

14	Discipline Committee & Anti Ragging Cell	Member - Mr. Pankaj Member- Mr. Gursewak Singh Member- Mrs. Renuka Member- Mrs. Sunaina
15	Placement Services	Incharge- Mrs. Pawandeep Kaur (B.Ed.) Member :- Ms. Manjinder Kaur Member- Mr. Gursewak Singh (D.El.Ed) Member :- Mr. Dhurb Singh Tommar
16	Library Committee	Member :- Mr. Vipul Makkar Member- Mrs. Renuka Member- Mrs. Sunaina Rani Member- Mrs. Pawandeep Kaur
17	Alumni Association	Member:- Mr. Vipul Makkar Member :- Mrs. Renuka , Member :- Mrs. Sunaina Member - Ms. Jashpreet
18	Guidance and counseling Cell	Member- Ms. Renu Member :- Ms. Manjinder Kaur Member- Mrs. Simran Member- Mr. Sandeep Jain
19	Women Grievance Redressal Committee	Member- Mrs. Sunaina Member- Mrs. Shaina Member- Mrs. Renuka Member - Ms. Manjinder Kaur
20	Website and Social Media (Technical Upgrading)	Member- Mrs. Renuka Member :- Mr. Amandeep
21	Attendance Record	Member- Mr. Pankaj Member- Mr. Gursewak Singh Member- Mrs. Pawandeep Kaur
22	Activity Register	Member :- Ms. Renu Member :- Mr. Sandeep Jain
23	Purchase Committee	Member- Mr. Vipul Makkar Member - Mr. Bharat Bhushan Member- Mrs. Renuka
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. Sunaina
26	Sexual Harassment and Gender Discrimination Committee	Mrs. Pawandeep Kaur Mr. Sandeep Kumar Mr. Pankaj Mrs. Sunaina Rani

  
 15/12/23  
 Dr (Mrs) Anita Arora  
 Pr. Principal  
 Jyoti B.Ed. College  
 V. Rampur, Faridkot

27	Staff Meeting Proceeding	Member :- Mrs. Pawandeep Kaur Member :- Mr. Dhurab Singh Tommar Member :- Ms. Renu Member :- Mr. Sandeep Jain
28	Fee Concession Committee	Member :- Mr. Bharat Bhushan Member :- Mr. Pankaj Kumar Member :- Mrs. Renuka Member :- Ms. Manjinder Kaur

*Anita*  
25/7/23  
Dr. (Mrs.) Anita Arora  
Principal

Jyoti B Ed. College  
W. Rampura-Fazilka

Staff List :-

- 1) Mr. Vipul Makkar
- 2) Mrs. Pawandeep Kaur *Pawandeep Kaur*
- 3) Ms. Renu *Renu*
- 4) Mr. Dhurb Singh Tommar
- 5) Mr. Sandeep Kumar *Sandeep*
- 6) Ms. Manjinder *Manjinder*
- 7) Mr. Rajvinder Singh *Rajvinder*
- 8) Mrs. Shaina
- 9) Mrs. Renuka *Renuka*
- 10) Mrs. Sunaina *Sunaina*
- 11) Mrs. Jaspreet Kaur
- 12) Mr. Pankaj Kumar *Pankaj*
- 13) Mr. Anil Kumar *Anil*
- 14) Mr. Gursewak Singh *Gursewak*
- 15) Mr. Gurpreet Singh
- 16) Ms. Simran *Simran*
- 17) Mr. Bharat Bhushan
- 18) Mr. Amandeep *Amandeep*

## Jyoti B.Ed College, Fazilka

Minutes of Meeting: (Revised)

Date:07-08-2023

A meeting of college staff members was held in the Office of Principal on dated 07-08-2023. The staff Members Present in the meeting were Ms. Renu, Mr. Sandeep Kumar, Mr. Vipul Makkar, Mr. Dhurb Singh, Mr. Rajvinder Singh, Mrs. Shaina, Mr. Pankaj, Mr. Gurpreet, Mrs. Renuka, Mrs. Sunaina, Mrs. Jaspreet kaur, Ms. Manjinder Kaur Mr. Gursewak, Ms. Simran, Mrs. Rashi. The meeting was chaired by Principal Dr(Mrs.) Anita Arora

### Agenda of the Meeting Was:


1. To Discuss the Co-curricular and Extension Activities in the session (2023-24)
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-
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  - f. Minutes of Meeting conducted & circulars given by the cell/committee
  - g. Report of Activity conducted by cell/ committee with Photographs
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2	Examination Committee	Member - Mr.Gursewak Singh Member- Mrs. Simran Member- Mr. Rajvinder Member- Mrs. Shaina
3	Skill-in- Teaching	Member :- Mrs. Pawandeep Kaur , Mr. Gursewak Member - Mrs. Manjinder Kaur

  
Dr. (Mrs.) Anita Arora  
Principal

Jyoti B Ed College  
V. Ramdura-Fazilka


4	IQAC	Principal- Dr. Anita Arora Co-ordinator -Ms. Renu Joint Co-Ordinator -Mr. Sandeep Jain Member – Ms. Simran Member –Mrs. Shaina Management President Management secretary
5	Faculty development & Research Committee	Member - Ms. Renu Member- Mr. Vipul Member – Mr. Sandeep Jain Member – Mr. Dhurb Singh
6	Co- curricular and Cultural Activity Committee (Youth Welfare Committee)	Member- Mrs. Renuka Member- Mr. Sandeep Kumar Member :- Mrs. Suniana Rani Member – Mr. Anil
7	Community & 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- Mr. Anil Kumar Member – Mrs. Rashi Member – Ms. Simran
8	Eco Friendly Club	Member :- Mr. Gursewak Singh Member :- Ms. Simran Member :- Mrs. Jashpreet Kaur
9	Institutional Calendar and Timetable committee	Member:- Mr. Rajvinder Singh (Time Table) Member :- Mr. Gursewak Singh (Time Table) Member:- Mr. Sandeep Kumar (Institution Calendar)
10	News Letter ( Press Report)	Incharge :- Ms. Manjinder Kaur Member Mr Sandeep Kumar
11	Scholarship /PMS (Committee for Minority /SC/ST/OBC)	Member- Mr. Amandeep Member :- Mr. Anil Kumar Member :- Ms. Manjinder Kaur
12	Educational tour and trip	Incharge- Mr. Pankaj Member- Mr. Rajvinder Member – Mrs. SHAINA Member- Mrs. Sunaina
13	Literary Club	Editor in chief- Dr. Anita Arora Editor Punjabi- Mrs. Pawaneep Kaur Editor Hindi- Ms. Manjinder Kaur Editor English- Mrs. Rashi Editor Social Studies - Mr. Sandeep Editor Science/ Technology – Mrs. Jashpreet Kaur Editor Physical Education – Mr. Pankaj



Dr. (Mrs.) Anita Arora  
Principal

Jyoti B Ed. College  
V. Rampura-Fazilka

14	Discipline Committee & Anti Ragging Cell	Member - Mr. Pankaj Member- Mr. Gursewak Singh Member- Mrs. Rashi Member- Mrs. Shaina
15	Placement Services	Incharge- Mrs. Pawandeep Kaur Member :- Mrs. Jashpreet Kaur Member- Mrs. Suniana Rani
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26	Staff Meeting Proceeding (Staff Secretary)	Member :- Mr. Dhurab Singh Tommar Member :- Ms. Renu
27	Fee Concession Committee	Member :- Mr. Rajvinder Singh Member :- Mr. Pankaj Kumar Member :- Mrs. Renuka Member :- Mrs. Sunaina

  
Dr. (Mrs.) Anita Arora  
Principal

Jyoti B Ed. College  
V. Rampura-201111

# Jyoti B.Ed College ,Rampura (Fazilka)

Staff Notice

Date:10.01.2024

All the staff members are hereby informed that ,meeting of IQAC Cell is schedule on 14.01.2024 at 12:05 pm in mini hall. All staff members will attend the meeting.

Agenda:

1. Discussion on alumni cell registration
- 2.Preparation of AQAR(2023-24)
- 3.Suggestions for Internal Quality initiatives
- 4.General / Other Suggestions.

*Per*  
IQAC Chair

*Anita*  
10/1/24  
Dr(Mrs) Anita Arora  
Principal  
Jyoti B.Ed College  
Rampura, Fazilka



# Jyoti B.Ed College ,Rampura (Fazilka)

## Minutes of Meeting IQAC Cell

The meeting of IQAC was held on 14.01.2024 at 12:05 pm in the mini hall.

Present:-Dr.(Mrs.) Anita Arora (in the chair)

Mrs.Pawandeep,Ms.Renu,Mr.Sandeep,Mr.Rajwinder,Mr.Pankaj,Mr.Gurpreet,  
Ms.Manjinder,Mrs.Sunaina ,Mrs.Shaina , Mrs. Renuka

### Agenda of the meeting :-


1. Discussion on alumni cell registration
- 2.Preparation of AQAR(2023-24)
- 3.Suggestions for Internal Quality initiatives
- 4.General/Other Suggestions


### Discussion/Resolution

1.IQAC coordinator discussed about registration of alumni cell with college principal , Joint Co-ordinator an staff members. She said that the registration of alumni cell is compulsory according to NAAC manual Criteria no 5. (Student support and progression).

2.IQAC Co-ordinator talked about the preparation of AQAR Report(2023-24) and said that all staff must submit compulsory documents.

3.Our college principal talked about Internal quality initiatives. She said that physical stock checking will be done in end of march regarding the duties of stock checking incharges circulated earlier.

  
Incharges  
(IQAC)

  
Dr(Mrs) Anita Arora  
Principal  
Jyoti B.Ed College  
Rampura, Fazilka

4. Our IQAC co-ordinator informed college staff members regarding the preparation of self appraisal report with all documents (Spiral binding) before 30<sup>th</sup> May of every year.

5. Suggestions were taken from faculty members . Mrs. Shaina suggested to improve internet facility in computer lab . Mr. Gursewak Singh , lecturer Of Punjabi suggested peer observation should be done.

#### Staff List

Mr. Vipal

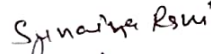
Mrs. Pawandeep

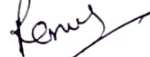
Ms. Renu 

Mr. Sandeep 

Ms. Manjinder Kaur

Mrs. Shaina

Ms. Sunaina 

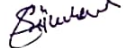
Ms. Renuka 


Mr. Rajwinder

Mr. Pankaj

Ms. Jaspreet Kaur

Mr. Gursewak

Mrs. Simran 

  
IQAC incharge

  
14/1/24  
Dr. (Mrs.) Anita Arora  
Principal  
Jyoti B. Ed. College  
Rampur  
Ka