

Jyoti B.Ed College,(Rampura) Fazilka

Minutes of Meeting:

Date:13-07-2024

A meeting of IQAC members was held in the Office of Principal on dated 13/07/2024. The staff Members Present in the meeting were Mr. Vipul Makkar, Ms. Renu, Mrs. Pawandeep, Mr. Sandeep, Mr. Pankaj, Mrs. Renuka, Ms. Manjinder Kaur, Mrs. Suniana Rani, Mrs. Shaina, Mr. Rajvinder, Mrs. Simran, Mr Gursewak Singh, Mrs.jaspreet kaur. The meeting was chaired by Principal Dr. Anita Arora.

Agenda of the Meeting Was:

1. To Discuss the Curricular and Extension Activities in the coming session (2024-25)
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 and all are once again reminded that the records of their file be kept up dated.
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 of the concerned cell/ club/committee.
 - f. Minutes of Meeting conducted & circulars given
 - 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 2024-25:-

Sr. No	Name of Cell or Committee	Members
1	Admission Committee	Member- Mrs. Renuka Member- Mrs. Sunaina Rani Member- Mr. Rajvinder Member-Mr. Pankaj Member-Mr. Gurpreet
2	Examination Committee	Member – Mr Gursewak Singh Member- Mrs. Shaina Member- Mr. Rajvinder Singh

Sub
13/7/24
Dr.(Mrs.) Anita Arora
Counter signed by

Principal
Jyoti B Ed. College
V. Rampura-Fazilka

Per
Prepared by IQAC

Jyoti B.Ed College, (Rampura) Fazilka

3	Skill-in- Teaching	Member - Mrs. Pawandeep (B.Ed.) Member - Mrs. Manjinder Kaur (B.Ed.) Member- Mr. Gursewak Singh (D.El.Ed)
4	IQAC	Principal- Dr. Anita Arora CO-Ordinator-Ms. Renu Joint CO-Ordinator- Mr.Sandeep jain Member- Mrs. Shaina Member –Mrs. Simran Management President Management secretary
5	Faculty development , ICT Development & Research Committee	Member - Ms. Renu Member-Mr. Vipul Member Mr. Sandeep
6	Co- curricular and Cultural Activity Committee (Youth Welfare Committee)	Member- Mrs. Renuka Member- Mr. Sandeep kumar Member :- Mrs. Suniana Rani
7	Sports,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- Mrs. Simran Member- Mrs. Jaspreet Member :- Mr. Gursewak Singh
8	Eco Friendly Club	Member :- Mr. Gursewak Singh Member :- Mrs. Simran Member :- Mrs. Jaspreet Kaur
9	Institutional Calendar and Timetable committee	Member :- Mr. Rajvinder Singh, (Time-Table) Member- Mr. Gursewak Singh (Time-Table) Mr. Sandeep Kumar(Institutional Calendar)

Anita
13/7/24
Dr.(Mrs.) Anita Arora
Counter signed by

Principal
Jyoti B Ed. College
V. Rampura-Fazilka

Pr
Prepared by

Jyoti B.Ed College, (Rampura) Fazilka

10	News Letter (Press Report) and Photograph Committee	Incharge -Ms. Manjinder Kaur Member- Sandeep jain
11	Scholarship/PMS Minority/SC/OBC/ST	Member- Mr. Amandeep Member :- Ms. Manjinder kaur Member :- Mrs. Pawandeep kaur
12	Educational tour and trip	Incharge- Mr. Pankaj Member- Mr. Rajvinder Member- Ms. Shaina Member- Mrs. Sunaina
13	Literary Club	Editor in chief- Dr. Anita Arora Editor Punjabi- Mrs. Pawandeep kaur Editor Hindi- Ms. Manjinder Kaur Editor English- Ms. Jaspreet Editor Social Studies - Mrs. Sunaina Rani Editor Physical Education – Mr. Pankaj
14	Discipline Committee& Anti Ragging Cell	Member - Mr. Pankaj Member- Mr. Gursewak Singh Member- Mrs. Shaina Member- Mrs. Sunaina
15	Placement Services	Incharge- Mrs. Pawandeep Kaur Member- Mrs. Jaspreet Kaur Member- Mrs. Suniana Rani
16	Library Committee	Member :- Mr. Vipul Makkar Member-Mrs. Renuka Member- Mrs. Suniana Rani Member- Mrs. Jaspreet Kaur

Anita
13/7/24
Dr.(Mrs.) Anita Arora
Counter signed by

Principal
Jyoti B Ed. College
V. Rampura-Fazilka

IQAC
Prepared by IQAC

Jyoti B.Ed College, (Rampura) Fazilka

17	Alumni Association	Member :- Mrs. Renuka Member :- Mrs. Jaspreet Kaur Member :- Mr. Vipul Makkar Member-Mr. Gurpreet
18	Guidance and counseling Cell	Member- Ms. Renu Member-Mr. Sandeep Member- Mrs. Simran
19	Women Cell (Women Grievance Redressal Committee, Sexual Harassment and Gender Discrimination Committee)	Member- Mrs. Sunaina Member- Mrs. Jaspreet Kaur Member- Mrs. Pawandeep Kaur
20	Website and Social Media (Technical Upgrading)	Member- Mrs. Renuka Member- Mr Amandeep
21	Attendance Record	Member- Mr. Pankaj Kumar Member- Mrs. Pawandeep Kaur
22	Activity Register	Member :- Ms. Renu Member-Mr. Sandeep Member-Mrs. Shaina
23	Purchase Committee	Member- Mr. Bharat Bhusan Incharges of Labs/Library
24	Staff Meeting Proceeding (Staff Secretary)	Member :- Ms. Renu Member :- Mr. Vipul Makkar
25	Internal Complaint Committee	Member - Mr. Pankaj Member- Mrs. Suniana Rani
26	Fee Concession Committee	Member- Mr. Rajvinder Member- Mrs. Suniana Rani Member- Mrs. Renuka Member - Mr. Pankaj

Dr. Anita Arora
13/7/24
Dr. (Mrs.) Anita Arora
Counter signed by

Principal
Jyoti B Ed. College
W. Rampura-Fazilka

Prepared by IQAC
Prepared by IQAC

Jyoti B.Ed College ,Rampura(Fazilka)

Teacher wise Duty chart (2024-25)

Mr. Vipul Makkar	<ul style="list-style-type: none"> ➤ Social work and Extension Activities ➤ Library Committee ➤ Alumni Association ➤ Purchase Committee ➤ Faculty Development and Research Committee
Mrs. Pawandeep Kaur	<ul style="list-style-type: none"> ➤ Skill-in-Teaching ➤ Literary Club- Editor Punjabi ➤ Placement Services ➤ Sexual Harassment and Gender Discrimination Committee ➤ Attendance Record ➤ Scholarships / PMS & Committee for minority
Ms. Renu	<ul style="list-style-type: none"> ➤ IQAC (Co-ordinator) ➤ Faculty Development and Research Committee ➤ Guidance and Counselling Cell ➤ Staff secretary ➤ Activity Register
Mr. Sandeep Kumar	<ul style="list-style-type: none"> ➤ IQAC (Joint Co-ordinator) ➤ Faculty Development and Research Committee ➤ Press Note ➤ YWC ➤ Institutional Calendar ➤ Activity Register
Ms. Manjinder Kaur	<ul style="list-style-type: none"> ➤ Skill-in-Teaching ➤ Literary Club- Editor Hindi ➤ Press Note ➤ Scholarships / PMS & Committee for ,SC /ST /OBC
Mrs. Shaina	<ul style="list-style-type: none"> ➤ IQAC-Member ➤ Discipline & Anti Ragging Cell ➤ Sports Club ➤ Examination Committee ➤ Activity Register ➤ Educational Tour & trip
Mrs. Renuka	<ul style="list-style-type: none"> ➤ Admission Committee ➤ YWC ➤ Library Committee ➤ Alumni Association ➤ Website Upgrading ➤ Purchase Committee ➤ Fee Concession Committee
Mrs. Suniana Rani	<ul style="list-style-type: none"> ➤ Admission Committee ➤ YWC ➤ Alumni Association ➤ Placement Services ➤ Women Cell ➤ Internal Complaint Committee ➤ Educational Tour & trip

Prepared by IQAC

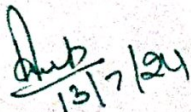
Dr.(Mrs.) Anita Arora
 Countersigned by
 13/7/24

Jyoti B Ed. College
 Rampura, Fazilka

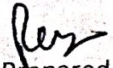
Jyoti B.Ed College ,Rampura(Fazilka)

Teacher wise Duty chart (2024-25)

Mr. Gursewak Singh	<ul style="list-style-type: none">➤ Admission Committee (D.El.Ed)➤ Examination Committee➤ Eco-Friendly Club➤ Time Table➤ Discipline & Anti Ragging Cell➤ Sports Club
Ms. Simran	<ul style="list-style-type: none">➤ Examination Committee➤ IQAC-Member➤ Social work and Extension Activities➤ Guidance and Counselling Cell➤ Eco-Friendly Club
Mrs. Jaspreet Kaur	<ul style="list-style-type: none">➤ Placement Services➤ Women Cell➤ Eco-Friendly Club➤ Library Committee➤ Literary Club- Editor Science /Technology
Mr. Rajvinder Singh	<ul style="list-style-type: none">➤ Examination Committee➤ Time Table➤ Educational Tour & trip➤ Fee Concession Committee➤ Admission Committee
Mr. Pankaj Kumar	<ul style="list-style-type: none">➤ Sports Club➤ Attendance Record➤ Admission Committee➤ Discipline & Anti Ragging Cell➤ Internal Complaint Committee➤ Red Ribbon ,Voter Awareness and Legal Awareness Club➤ Social work and Extension Activities➤ Educational Tour & trip
Mr. Gurpreet Singh	<ul style="list-style-type: none">➤ Library Committee➤ Alumni Association
Mr. Bharat	<ul style="list-style-type: none">➤ Purchase Committee
Mr. Amandeep	<ul style="list-style-type: none">➤ Scholarships / PMS➤ Website Upgrading


13/7/24
Dr.(Mrs.) Anita Arora
Counter signed by
Principal

Jyoti B Ed. College
V. Rampura-Fazilka


Prepared by IQAC