

A staff meeting was held on revision of B.Ed papers.

20th July 2017, regarding syllabus

Date	Agenda of meeting	Decisions Taken
20-7-2017		
10 am to 12:00 noon	- To discuss about the changes in B.Ed syllabus and modifying needed.	<ul style="list-style-type: none"> - Subject wise duties were assigned to teachers to give written suggestion about syllabus of B.Ed papers. - Short notice was given to teachers to accomplish this task. - Duties were assigned for organising 'Swatch Bharat Abhiyan' to NSS & Eco club.

Signature of the Faculty

Principal

Staff Members

I & A C

Subject
20.7.2017
Dr. Manjeet Kaur

1.	Dr Seema Chopra	
2.	Dr Parveen Grover	
3.	Dr Kiran Duggal	
4.	Dr Amandeep Kaur	
5.	Mrs. Pushpinder Kaur	
6.	Mrs. Manjeet Kaur	
7.	Dr Sarvjeet Kaur	
8.	Dr Shally	
9.	Dr Rajni Bala	
10.	Mr. Gurwinder Singh	
11.	Dr Jagminder Kaur	
12.	Dr. Jaspreet Kaur	
13.	Mrs Harjeet Kaur	
14.	Mrs. Gurpreet Dhaliwal	
15.	Mrs. Manpreet Kaur	
16.	Dr Aman Dhillon	
17.	Ms. Kiranjeet Kaur (W)	
18.	Mr. Alamjit Singh	
19.	Mr. Dharampal	
20.	Mr. Narinder Singh	
21.	Mr. Harish Chander	

A staff meeting was held on 10th Aug 2017, regarding preparation for NAAC visit.

Date	Agenda of Meeting	Decisions Taken
10-8-2017		
12:30 pm to 2:00 pm	To discuss the preparation for NAAC visit.	<ul style="list-style-type: none"> Principal made discussed the detailed procedure of NAAC visit with staff members. Requirements of various labs. were discussed with staff members. It was reminded to staff to give written discription of the repair work needed in their respective rooms. Staff members were asked to prepare their professional growth files.

10th Aug 2017, regarding preparation

Signature of the Faculty
Principal Staff Members

Dr Seema Chopra	<i>Seema</i>
Dr Parveen Grover	
Dr Kiran Duggal	<i>Kiran</i>
Dr Amandeep Kaur	
Mrs. Pushpinder Kaur	<i>Pushpinder</i>
Dr. Manjeet Kaur	
Dr Sarvjeet Kaur	<i>Sarvjeet</i>
Dr Shally	
Dr Rajni Bala	<i>Rajni</i>
Mr. Gurwinder Singh	
Dr Jagminder Kaur	<i>Jagminder</i>
Dr. Jaspreet Kaur	
Mr. Ajay Kumar	
Mrs Harjeet Kaur	
Mrs. Gurpreet Dhaliwal	<i>Gurpreet</i>
Mrs. Manpreet Kaur	
Dr Aman Dhillon	
Ms. Kiranjeet Kaur (W)	
Mr. Alamjit Singh	
Mr. Nandinder Singh	
Dr. Manish Chander	

IOAC

Seema
10.8.2017
Manjeet

A staff meeting was held on preparations for NAAC.

Date	Agenda of Meeting	Decisions Taken
16-9-2017		
1.30 p.m. to 2.15 p.m.	To review the preparations of NAAC visit.	<ul style="list-style-type: none"> Criteria wise files were checked and suggestions were given for improvement. Labs preparation were also discussed with staff members. Various duties were also assigned to staff members for smooth working of the college during NAAC visit. Duties were assigned to Dr. Seema Chopra & Dr. Sarjeet Kaur conduct two days workshop for Public school teachers Under FDP.

16th Sept 2017, to discuss about

Signature of the Faculty

Principal

I & A C

Seema Chopra
16.9.2017

Sarjeet Kaur

Staff members

Dr Seema Chopra	Seema
Dr Parveen Grover	
Dr Kiran Duggal	Kiran
Dr Amandeep Kaur	
Mrs. Pushpinder Kaur	Pushpinder
Dr. Manjeet Kaur	
Dr Sarjeet Kaur	Sarjeet
Dr Shally	
Dr Rajni Bala	Rajni
1. Mr. Gurwinder Singh	
2. Dr. Jagminder Kaur	Jagminder
3. Dr. Jaspreet Kaur	
4. Mr. Ajay Kumar	
5. Mrs. Harjeet Kaur	
6. Mrs. Gurpreet Dhaliwal	Gurpreet
7. Mrs. Manpreet Kaur	
8. Dr Aman Dhillon	
9. Ms. Kiranjeet Kaur (W)	
10. Mr. Alamjit Singh	
11. Mr. Narinder Singh	
12. Mr. Harish Chander	

A staff meeting was held on the work done for NAAC visit.

Date	Agenda of Meeting	Decisions Taken
27-9-2017		
1.15 p.m. to 3.00 p.m.	<ul style="list-style-type: none"> - Review of the work done by various societies and cells of the college. - Discussion about the activities to be planned for NAAC visit. 	<ul style="list-style-type: none"> - Lists of the files prepared by various societies and cells were reviewed thoroughly. - Requirement regarding labs were sought from staff members in written so that necessary actions can be taken in time. - Suggestions from the staff were also taken to make the NAAC visit successful.

27th Sept. 2017, regarding review of

Signature of the Faculty

Principal

Staff Members

I.O.A.C

School
27.9.2017

Dr Seema Chopra	
Dr Parveen Grover	
Dr Kiran Duggal	
Dr Amandeep Kaur	
Mrs. Poshpinder Kaur	
Dr. Manjeet Kaur	
Dr Sarvjeet Kaur	
Dr Shally	
Dr Rajni Bala	
Mr. Gurwinder Singh	
Dr Jagminder Kaur	
Dr. Jaspreet Kaur	
Mr. Ajay Kumar	
Mrs Harjeet Kaur	
Mrs. Gurpreet Dhaliwal	
Mrs. Manpreet Kaur	
Dr Aman Dhillon	
Ms. Kiranjeet Kaur (W)	
Mr. Alamjit Singh	
Mr. Narinder Singh	
Mr. Harish Chander	

A meeting of college Grievance and redressal cell was held on 14th Oct 2017, in Principal's office at 11:50 A.M.

redressal cell was held on 14th Oct 2017,

Date	Agenda of Meeting	Decisions Taken	Signature of the Faculty	Staff members																																																												
14-10-2017.	<p>- To discuss the complaint from one of the student of the college about rude language of one of the clerk of the college.</p>	<p>- It was decided to individually counsel the clerk for improving his communication skills.</p> <p>- Duty of senior staff member was assigned to redress the grievance.</p>	<p>Principal JATC <i>[Signature]</i></p>	<table border="1"> <tr><td>1.</td><td>Dr Seema Chopra</td><td></td></tr> <tr><td>2.</td><td>Dr Kiran Duggal</td><td></td></tr> <tr><td>3.</td><td>Mrs. Pushpinder Kaur</td><td></td></tr> <tr><td>4.</td><td>Dr Manjeet Kaur</td><td></td></tr> <tr><td>5.</td><td>Dr Sarjeet Kaur</td><td></td></tr> <tr><td>6.</td><td>Dr Shally</td><td></td></tr> <tr><td>7.</td><td>Mrs Harjeet Kaur</td><td></td></tr> <tr><td>8.</td><td>Dr Gurwinder Singh</td><td></td></tr> <tr><td>9.</td><td>Dr Jugminder Kaur</td><td></td></tr> <tr><td>10.</td><td>Dr Jaspreet Kaur</td><td></td></tr> <tr><td>11.</td><td>Dr Ajay Kumar</td><td></td></tr> <tr><td>12.</td><td>Mrs. Manpreet Kaur</td><td></td></tr> <tr><td>13.</td><td>Mrs. Gurpreet Dhaliwal</td><td></td></tr> <tr><td>14.</td><td>Ms. Pooja Grover</td><td></td></tr> <tr><td>15.</td><td>Ms. Gurpreet Kaur</td><td></td></tr> <tr><td>16.</td><td>Mr. Alamjit Singh</td><td></td></tr> <tr><td>17.</td><td>Mr. Narinder Singh</td><td></td></tr> <tr><td>18.</td><td>Mr. Harish Chander</td><td></td></tr> <tr><td>19.</td><td>Mr. Dabwinder Singh</td><td></td></tr> <tr><td>20.</td><td>Mrs. Kiranjeet Kaur</td><td></td></tr> </table>	1.	Dr Seema Chopra		2.	Dr Kiran Duggal		3.	Mrs. Pushpinder Kaur		4.	Dr Manjeet Kaur		5.	Dr Sarjeet Kaur		6.	Dr Shally		7.	Mrs Harjeet Kaur		8.	Dr Gurwinder Singh		9.	Dr Jugminder Kaur		10.	Dr Jaspreet Kaur		11.	Dr Ajay Kumar		12.	Mrs. Manpreet Kaur		13.	Mrs. Gurpreet Dhaliwal		14.	Ms. Pooja Grover		15.	Ms. Gurpreet Kaur		16.	Mr. Alamjit Singh		17.	Mr. Narinder Singh		18.	Mr. Harish Chander		19.	Mr. Dabwinder Singh		20.	Mrs. Kiranjeet Kaur	
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A staff meeting was held on 2nd November,

NAAC report and result

Date	Agenda of Meeting	Decisions Taken
02-11-17	<ul style="list-style-type: none"> - Sharing of success of NAAC visit. - To discuss the experiences during NAAC visit. - NAAC report was analysed in detail with staff members. 	<ul style="list-style-type: none"> - Staff members were congratulated for getting a very good NAAC grading 'A' with 3.38 CGPA. - Principal Mam asked to work cooperatively with each other as an efficient team in future. - Staff members were asked to read the NAAC report thoroughly.

2017 in staff room regarding review of

Signature of the Faculty

Principal + JOAC

sehope

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Staff Members

1.	Dr Seema Chopra	
2.	Dr Kiran Duggal	
3.	Mrs. Pushpinder Kaur	
4.	Dr Manjeet Kaur	
5.	Dr Sarjeet Kaur	
6.	Dr Shally	
7.	Mrs Harjeet Kaur	
8.	Dr Gurwinder Singh	
9.	Dr Jagminder Kaur	
10.	Dr Jaspreet Kaur	
11.	Dr Ajay Kumar	
12.	Mrs. Manpreet Kaur	
13.	Mrs. Gurpreet Dhallwal	
14.	Ms. Pooja Grover	
15.	Ms. Gurpreet Kaur	
16.	Mr. Narinder Singh	
17.	Mr. Harish Chander	
18.	Mr. Dalwinder Singh	
19.	Mrs. Kiranjeet Kaur	

A staff meeting was held on
at 11:50 A.M.

Date	Agenda of Meeting	Decisions Taken
6-11-17	To review the 3rd semester's teaching practice.	<ul style="list-style-type: none">Feedback regarding teaching practice was discussed with staff members.Suggestions for improvement was sought from teachers.

6-11-2017 at principal's office

Signature of the Faculty

Principal + IOAC

Staff Members

[Signature]

[Signature]

1.	Dr Seema Chopra	
2.	Dr Kiran Duggal	
3.	Mrs. Pushpinder Kaur	
4.	Dr Manjeet Kaur	
5.	Dr Sarvjeet Kaur	
6.	Dr Shally	
7.	Mrs Harjeet Kaur	
8.	Dr Gurwinder Singh	
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12.	Mrs. Manpreet Kaur	
13.	Mrs. Gurpreet Dhaliwal	
14.	Ms. Pooja Grover	
15.	Ms. Gurpreet Kaur	
16.	Mr. Narinder Singh	
17.	Mr. Harish Chander	
18.	Mr. Dalwinder Singh	
19.	Mrs. Kiranjeet Kaur	

A staff meeting was held on
at 1.30 P.M.

Date	Agenda of meeting	Decisions sought
29-1-18	Reviewing the applications for fee concession for B.Ed/M.Ed students	<ul style="list-style-type: none"> Criteria for fee concession was discussed with senior faculty members. List of documents was prepared which is to be taken from the students.

29th Jan 2018 at principal's office

Signature of the Faculty
Principal + IBAC Staff members

[Signature]
[Signature]

1.	Dr Seema Chopra	
2.	Dr Kiran Duggal	
3.	Mrs. Pushpinder Kaur	
4.	Dr Manjeet Kaur	
5.	Dr Sarvjeet Kaur	
6.	Dr Shally	
7.	Mrs Harjeet Kaur	
8.	Dr Gurwinder Singh	
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16.	Mr. Narinder Singh	
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19.	Mrs. Kiranjeet Kaur	