

## Minutes of NAAC meeting

dt: 10/09/2022

Time : 2:00 PM

Venue : Principal's Office

- 1) The Principal, Dr. Yashpal Singh, chairman NAAC committee welcomed all the staff members to today's meeting.
- 2) Resolved that the minutes of NAAC meeting dt. 12/08/2022 be confirmed.
- 3) Following members give presentation of their respective criteria -
  - i) Criteria 3 presented by Dr. Usha
  - ii) Criteria 4 presented by Dr. Jyoti
  - iii) Criteria 5 presented by Sh. Deepak
- 4) Data presented by above 3 NAAC committee members was discussed thoroughly and the necessary guidelines issued to them for updating their record properly as per SOP's issued for the same.
- 5) All the criteria incharges instructed to finish their assigned work within 10 days so that further process can be proceeded regarding NAAC accreditation.
- 6) Dr. Vijender Kumar, Assist. Prof. in Geography was asked to take immediate action on the following task and bring his action taken report in the next meeting of NAAC committee.

Tasks given - 1) Green Audit of College

2) PRAYAS audit of College

3) Seeking Financial Grant from department for NAAC work

- 4) Building Repair work and campus beautification.
- 5) To conduct Alumni Meet as soon as possible.
- 6) Arranging at least 02 Dustbins on each floor.

- 7) Sh Vishvajet, A/p in English and Sh Deepak, A/p in Geog. instructed to work together and prepare College Magazine (Digital) and Academic Calendar of College with Deptt. Activities as soon as possible.
- 8) Dr. Yashpal, Chairman NAAC Committee distributed the duties for cultural and sports activities that are to be conducted throughout session, among the staff members and assigning the charge of Monthly Sports Activity to Sh Vishvajet and Monthly Cultural Activities charge to Sh. Deepak.
- 9) Dr. Jagbir Kunder, A/p in Pol. Sc. and Sh. Sahil, A/p in Chem instructed to arrange for I cards of every student and staff members and ensure that each individual present in college is wearing his/her I card.
- 10) Mrs. Sonia, A/p in Economics via member of his assigned NAAC criteria (Sh Deepak) instructed to ensure placing of Incumbency Board for Meritorious students & Transparent Complaint Box for students & staff members.
- 11) Dr. Neeraj Dhanra, A/p in English via member of his assigned NAAC criteria (Dr. Usha) instructed to ensure procurement of two wheelchairs.
- 12) Sh Abhishek and Ms Meena (NSS Nodal Officer) instructed to initiate process of bringing NCC unit in college.



13) Dr. Neha Mittal, Bursar suggested to keep the expenditure of the college on weekly basis & also to keep an eye on cumulative expenditure for the year. Also, she is suggested to prepare Tabular form of expenditure & submit Indent prepared for estimate expenditure in the next meeting of NAAC committee.

14) The meeting ended with thanks to all the staff members for working efficiently.

Following NAAC committee members are requested to note down the above minutes from S.No. 1 to 14 and same will be sent on their email id.

### Members of NAAC committee

- 1) Dr. Vijander Kumar - *[Signature]* 10/9/22
- 2) Sh. Sahil - *[Signature]* 10/9/22
- 3) Dr. Jyoti Rani - *[Signature]* 10/9/22
- 4) Dr. Sanjay Kumar - *[Signature]* 10/9/22
- 5) Ms. Nisha Gupta - *[Signature]* 10/9/22
- 6) Dr. Naveen Dhanra - *[Signature]* 10/9/22
- 7) Sh. Vishwajet - *[Signature]* 10/9/22
- 8) Sh. Ashish Sharma - *[Signature]* 10/9/22

Note:- Ms. Nisha Gupta, A/P in Maths is directed to ensure the uploading of above NAAC meetings on college website by taking help from Sh. Sharvan, Computer Instructor.

MY CHOICE

*[Signature]*  
Principal  
Govt. College, Jyona

*[Signature]*  
(Incharge, NAAC committee)