11/10/2018

**Members Present in the Meeting**

President- Dr. Pratiksha Mairal (Principal)

Secretary- Mr. Upendra Kumar Verma (Ast. Professor)

External Specialist- Mr. Khuyllan Sonwani (local Citizen) & Prof. R.K.Pandey (Ast. Professor from Nodal College)

Faculties- Dr. Vishnu Verma, Mr. J.N.Kurrey, Mrs. Seema Jayasi, Ms. Meena Kachhuwaha & Mr. Abdul Nawab Khan.

**Minutes of the Meeting-**

1. Proposal for two times Parent –Teacher Meet every year.
2. Proposal for ensuring maximum participation of students in unit test & internal Examinations.
3. Proposal to assess the problems regarding conduction of DCA & PGDCA Courses as it being implemented first time.
4. Proposal for conducting the Open-Session for students to comfort them to share their problems.
5. Proposal for special classes for weak students as well as for good students.

**Actions taken-**

1. Faculties have scheduled to meet the parents by going to different villages two times in a month.
2. Faculties are advised to aware students about 10% weightage of internal assessment in the annual promotion system.
3. Appointment of two guest lectures in the computer department.
4. IN charge of Student Union is advised to conduct Open Session for students.
5. Faculties are advised to take special classes for weak and good students.