20/12/2018

**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 PG classes of Physics, Zoology and Botany.
2. Proposal for ensuring the regular attendance of the students in the college.
3. Proposal for regular conduction of unit test and internal examination in the college.
4. Proposal for arrangement of systematic and smooth running of Cycle Stand and Canteen.
5. Proposal for conducting the activities for skill development along with academic activities.
6. Proposal for up gradation of Reading Room of Library.

**Actions taken-**

1. Proposal for PG classes of Physics, Zoology and Botany have been sent tom Higher Education, Raipur.
2. Faculties are advised for taking regular attendance in the class and making contact to the irregular students.
3. One daily wedges forth class employee is deputed for maintaining the Cycle Stand.
4. Tender is published for Canteen in the college campus.
5. IQAC coordinator is advised to conduct some activities for skill development.
6. Proposal for construction of Reading Room has been sent to the government.