02/07/2019

**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 conducting community activities for cleanliness and green campus of the college.
2. Proposal for conducting awareness program regarding college routine and resources available in the college for the new comers.
3. Proposal for arranging co-curricular activities along with academic activities.
4. Proposal for enhancement of power of wi-fi setup in the college campus.
5. Proposal for arranging help desk to guide the students to fill up admission form, examination form, scholarship form etc.
6. Proposal for educational tour for the students of science stream.

**Actions taken-**

1. Students are advised to participate in different awareness program conducted by the NSS wing and the Red-cross society of the college regarding green environment, cleanliness and social work.
2. Faculties are advised to the students for maximum participation in the Induction program conducted by the college for the new comers to make them aware about the college routine and resources available in the college.
3. Faculties are advised to encourage the students to participate in cultural, literal art and sports activities which are conducted in the annual function that last for one weak every year.
4. Academic and office staff of the college are advised to coordinate and help the students for proper filling up the admission form, examination form, scholarship form etc. by setting help desk.
5. Circular has been sent to all the departments of the college to plan for Educational Tour.