27/09/2019

**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 ensuring regularities of the students in the college.
2. Proposal for arranging programs to aware the students about current affairs.
3. Proposal for arranging some voter awareness program especially for those students who are going to use their voting right first time.
4. Proposal for arranging programs to encourage the students towards spoken English proficiency.
5. Proposal for arranging programs to aware the students about basic knowledge of computer.
6. Proposal for giving more effort to use ICT equipment in the teaching learning process.
7. Proposal for making class wise specific time interval for the distribution of study materials from the library.

**Actions taken-**

1. Faculties are advised to give more effort to have regularities of the students in the college.
2. IQAC is advised to contact the Directors of renown coaching centers and arrange the programs to aware the students about current affairs.
3. English department of the college has been advised to encourage the students to participate in Elocution, Quiz, Debate etc. programs which are being conducted time to time in the college.
4. A proposal has been sent to Block Election Officer tom arrange voter awareness program in the college.
5. In charge of Computer department is advised to encourage the students to participate in the program regarding to computer awareness which are being conducted in the college time to time.
6. All the departments of the college are advised to go for maximum use of ICT resources Available in the college.