

## **Criteria 6.2.4**

**Effectiveness of various bodies /  
cells / committees is evident  
through minutes of meetings and  
implementation of their  
resolutions / decisions**

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions/decisions**

Our TEI supports the integral formation of the trainees in accordance with the goal; one facet of integral formation is to instill the ideals of brotherhood, social justice, and labor dignity and transform them into social change agents. As a result, the administration works hard to provide students with opportunities to help the underprivileged and impoverished who have been abandoned by society. This fosters a sense of community, a desire for social justice, a willingness to make sacrifices, and a desire to serve as God's agent for social change.

The university has established a number of committees to ensure the smooth and effective operation of college activities. These clearly defined committees are in charge of debating, selecting, and carrying out action plans. These committees— Anti-ragging Committee, Grievances Redressal Committee, College development cell, College development cell, Placement Committee, Community Services Committee, Sports Committee, IQAC, Examination and Internal Assessment Committee, Student Council committee, Alumni Committee, Discipline Committee, Women's Development Committee, Practice Teaching Committee etc.—conduct the institution's daily operations.

For the purpose of organizing various programs, the college's Examination Committee regularly convenes meetings of the teaching and non-teaching personnel.

During lockdown we had online examination through MIC where 19 students were found under malpractices of Semester 3 University examination of 2021 Dated 14/01/2021. Students requested to give re-exam by giving apology letter. Under examination committee we had discussion and had resolved the issued.

Upload

Evidence of Resolved Issue

14.01.2021  
Reasons stating no malpractices were used in Sem. 3 exam

NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION

Sr. No.	Division & Roll No.	Name of the student	Contact No.	Signature
1	B-6	Manisha Pasi	8779984800	Manisha
2	B-18	Sumaiya M. Shak	8108281689	S
3	B-42	Sachin A. Yadav	7045496425	Sachin
4	B-30	Ankita Tilwari	9960894909	Ankita
5	A-03	Simran Almeida	8657132292	Almeida
6	A-41	Khushboo Shaikh	9867157665	Shaikh
7	B-40	Yashv Reenu	9702246908	Reenu
8	B-27	Shikha Singh	8369277221	Shikha
9	A-26	Nisha Jaiswal	8898676035	Nisha
10	A-50	Nadar Nirmala.M.	9833152924	Nirmala
11	A-25	Ashwini Jain	9967371065	Ashwini
12	B-15	Vikrant V. Sawant	9821711823	Sawant
13	A-46	Mansi Shah	9870454171	Mansi
14	B-37	Dhara Wadhwa	9867113110	Dhara
15	B-10	Puja	9199395458	Puja
16	A-01	Namrata Adhia	7715954544	Namrata
17	A-02	Rachana Agawal	7977185396	Agawal
18	B-05	TAPAN. PARIKH	9920079776	Tapan
19	B-53	Lakshmi Pal	8652643605	Lakshmi

42  
I/C PRINCIPAL  
NIRMALA MEMORIAL FOUNDATION  
COLLEGE OF EDUCATION  
Kandivli (East), Mumbai-408 101.



Name - Ankita Ajay Tilwari  
Mobile No - 9960894909  
College Name - Nirmala Memorial Foundation  
College of Education,  
Kandivali (E)

To,

The Principal  
Gandhi Shikshan Bhavan's Surajba  
College of Education,  
Juhu, Mumbai 400049.

Subject - Reason of justification to state  
that I have not indulge in such  
malpractice.

Respected Madam,

As informed my mobile screen was  
frozen for two papers. There was no  
signal given to me from the other side.  
I had kept my camera and microphone  
on. I was using IPHONE mobile phone  
for the examination.

There was the technical issues from  
other side. Here I want to justify that I  
haven't performed any such kind of  
malpractice.

I assure you all that I'll not  
give you any chance to complain.

Thanking You,  
Yours Faithfully,

Tilwari  
14/01/2021



**Nirmala Memorial Foundation College of Education Kandivali East,  
Mumbai**

**MINUTES OF THE MEETING**

Date: 15/01/2021

Time : 11.00 am

A staff meeting was held on 15 January, 2021 at 11.00 am in the principal's cabin with all the assistant professors.

Following points were discussed in the meeting.

1. The staff meeting started with the follow up of the last meeting held on 10<sup>th</sup> December 2020.
2. It was decided in the meeting that students should be allowed to reappear the Sem -3 exam as students had given written apology to the college.

As there was no other relevant matter to be discussed, the meeting was terminated with the permission of the Principal.



*for  
7/2*

Dr Tandra Bandyopadhyay  
Principal  
NMFCE

• Minutes of the meeting with seal and signature of the Principal

Staff Meeting

**NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION  
KANDIVALI EAST, MUMBAI**

**NOTICE**

DATE: 21<sup>st</sup> June, 2021

This is to notify that a staff meeting will be conducted on 25<sup>th</sup> June, 2021 at 11:00 am in principal's cabin. All staff members are requested to be present at the meeting. Agenda for the meeting is enclosed herewith for your reference.

By order

*Tandra Bandyopadhyay*

Dr. Tandra Bandyopadhyay

Principal, NMFCE

**PRINCIPAL**  
**NIRMALA MEMORIAL FOUNDATION**  
**COLLEGE OF EDUCATION**  
Kandivali (East), Mumbai-400 101.

## STAFF MEETING

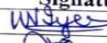
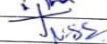

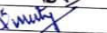


Date: 25/06/2021

Time: 11:00 am

Agenda for the meeting are as follows

Sr. No.	Name of the teacher	Duties
1	Ms. Usha Iyer	Agenda & Minutes of the meeting (2018-2020, 2019-2021, 2020-2022) LMC File (2017, 2018), Alumni File (2018, 2019) Annual Report (2018, 2019)
2	Ms. Nitisha Jha	Alumni File (2020, 2021), Internship File (2018-2020, 2019-2021, 2020-2022), LMC File (2019, 2020, 2021)
3	Ms. Navita Sood	Brochures (Yoga Day, Value added courses, Workshop by Ms. Bindiya Ramachandran) Internal File (2018-2020, 2019-2021, 2020-2022), Days Celebration File (2018-2020, 2019-2021, 2020-2022)
4	Ms. Damanjit Rihal	Annual Report (2020, 2021), Attendance (2018-2020, 2019-2021, 2020-2022)
5	Ms. Shubham Patil	Timetable (2018-2020, 2019-2021, 2020-2022)
6	Ms. Sweety Singh	Agenda & Minutes of the meeting (2018-2020, 2019-2021, 2020-2022) Seminar and Webinar File (2018-2020, 2019-2021, 2020-2022) Ventel activity File, External Examination File (2018-2020, 2019-2021, 2020-2022) Result analysis ( 2018-2020, 2019-2021, 2020-2022)

Any other matter with the permission of the chair.

Sr. No.	Name of the faculty	Signature
1	Ms. Usha Iyer	
2	Ms. Nitisha Jha	
3	Ms. Navita Sood	
4	Ms. Damanjit Rihal	
5	Ms. Shubham Patil	
6	Ms. Sweety Singh	

*Tanvira Banerjee*  
**PRINCIPAL**  
NIRMALA MEMORIAL FOUNDATION  
COLLEGE OF EDUCATION  
Kandivali (East) - 400 011

**NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION  
KANDIVALI EAST, MUMBAI**

**NOTICE**

DATE: 2<sup>nd</sup> December 2021

This is to notify that a staff meeting will be conducted on 6<sup>th</sup> December, 2021 at 11:00 am in principal's cabin. All staff members are requested to be present at the meeting. Agenda for the meeting is enclosed herewith for your reference.

By order

*Tandra Bandyopadhyay*

Dr. Tandra Bandyopadhyay  
Principal, NMFCE



**PRINCIPAL**  
**NIRMALA MEMORIAL FOUNDATION**  
**COLLEGE OF EDUCATION**  
Kandivali (East), Mumbai-400 101.




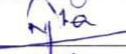





**STAFF MEETING**

**DATE: 6/12/2021**

**TIME: 11:00 am**

**Agenda for the meeting are as follows**

1. NAAC: criteria completion with documents, NAAC meeting on 9th December, completion of NAAC files
2. Magazine work
3. Website material
4. Syllabus distribution
5. Ability course assignments
6. Portfolio distribution
7. Any other matter with the permission of the chair

Sr. No.	Name of the faculty	Signature
1	Ms. Usha Iyer	
2	Ms. Nitisha Jha	
3	Ms. Navita Sood	
4	Ms. Damanjit Rihal	
5	Ms. Shubham Patil	
6	Ms. Sweety Singh	
7	Ms. Shubhangi Kore	
8	Ms. Charu Singh	



**PRINCIPAL**  
**SRM MALA MEMORIAL FOUNDATION**  
**COLLEGE OF EDUCATION**  
Kandivli (East), Mumbai-400 101.



Dr. Tandra Bandyopadhyay

Principal, NMFCE

## CDC Committee



# NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai - 400 101. • Tel.: 022 - 6943 6400

2020-21

Date: 11/10/2021

The Constitution of College Development Committee (CDC) of Nirmala Memorial Foundation College of Education is as follow,

College Development Committee		
Sr. No.	Name of CDC members	Designation
1	Ms. Aruna Desai	Director
2	Mr. Denis Desai	Chairman
3	Ms. Dhara Desai	Secretary
4	Ms. Sylvia Fernandes	Academic director
5	Dr. Tandra Bandyopadhyay	Principal, NMFCE
6	Ms. Sweety Singh	IQAC Coordinator
7	Ms. Charu Singh	Member, Teaching staff
8	Ms. Navita Sood	Member, Teaching staff
	Ms. Shubhangi Kore	Member, Teaching staff
9	Ms. Swati Desai	Member, Non-teaching staff
10	Ms. Rakhi Kansara	Member, Student council
11	Ms. Alexinha D'Souza	Member, Student council
12	Ms. Vinceta Mangat	Member, Student council
13	Ms. Pournima Ramachandran	Member, Student council
14	Ms. Sheeba Dubey	Member, Alumni

Principal *Tandra Bandyopadhyay*  
Dr. Tandra Bandyopadhyay

### **Minutes of the meeting of College Development Committee (CDC)**

The meeting of the College Development Committee of NMFCE was conducted on 14th October 2021 at 3:45 p.m. in the Mini auditorium (Room no 706) of the college.

#### Attendees:

1. Aruna Desai
2. Dhara Desai
3. Sylvia Fernandes
4. Dr. Tandra Bandhopadhyay
5. Ms. Sweety Singh
5. Ms. Charu Singh
6. Ms.Navita Sood
7. Shubhangi Kore
8. Rakhi Kansara
9. Sheeba Dubey

Agenda wise points were discussed as below:

#### **1. Confirmation of Minutes of the CDC Meeting held in the month of January 2021:**

Mrs. Charu Singh read the minutes of the CDC meeting held in the month of January 2021 and it was confirmed by the members present.

#### **2. Discussion regarding the admission process and CET of students.**

Mrs. Aruna Desai questioned the members present about the admission process of the current academic year and the plans for conducting management CET. Dr. Tandra Bandhopadhyay informed that many inquiries regarding B.Ed. admission were coming. Ms. Charu Singh suggested setting up of a proper admission committee for providing the information pertaining to management CET examinations and admission process. All the members present agreed for the same and appreciated Ms. Dhara Desai active interest in this matter.

#### **3. Formation of various committees and appointing teacher-in-charges**

Principal Dr. Tandra Bandyopadhyay suggested that various committees be appointed for conducting various cultural and other activities during the year. Teacher-in-charges of the committees will be decided soon. She emphasised that more sports opportunities be provided to trainee teachers and participation in Intercollegiate competitions be encouraged.

**Decision Taken:** Principal Dr. Tandra Bandyopadhyay asked the staff members to prepare committees and assign teachers in charge of these committees.

**4. Purchasing books for B.Ed. course**

Librarian Mr. Arvind Pujari stressed the need to purchase books for B.Ed. course as per the requirement of new B.Ed. syllabus. Few reference books and journals were also suggested by him.

**Decision Taken:** Principal Dr. Tandra Bandyopadhyay sanctioned an amount of 10,000/-towards the purchase of the books.

**5. Future plan for strengthening Alumni Chapter:**

A Tentative plan of activities of Alumni Association for the month May and June 2021 was presented before the members for approval.

6. Any other matter with permission from the Chair:  
No other matter was discussed.  
The meeting ended with a vote of thanks to the Chair.

Principal

Dr. Tandra Bandyopadhyay



## IQAC



### NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION AFFILIATED TO UNIVERSITY OF MUMBAI

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 2854 3234

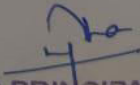
Nirmala Memorial Foundation College of Education, Kandivali East, Mumbai has constituted IQAC cell to develop a quality system for conscious, constituent and catalytic programmed action to improve the academic and administrative performance of the college.

The IQAC comprising the following member for the academic year 2021-22 was formed dated 30/04/2021.

#### COMPOSITION OF IQAC 2021-22

Sr. No.	Description	Names
A	Special Invitee	Ms. Pinky Tripathi
1	Chair Person (Head Of the Institute)(Principal)	Dr. Tandra Bandyopadhyay
2	Teacher Representative (3)	
2.1	Teacher Representative (1)	Ms. Nitisha Jha
2.2	Teacher Representative (2)	Ms. Navita Sood
2.3	Teacher Representative (3)	Ms. Shubhangi Kore
3	One Member from Management	Ms. Dhara Desai
4	Two senior administrative officer	
4.1	senior administrative officer (1)	Ms. Swati Desai
4.2	senior administrative officer (2)	Ms. Ronica Ovalekar
5	One nominee each from Local Society	
5.1	Nominee from society	Mr. A.C. Nadar, Prayas Charitable Trust
5.2	Nominee from Student	Ms. Rakhi Kansara
5.3	Nominee from Alumni	Ms. Neeta Tulsian
6	One nominee each from Employers/Industrialist/ Stake holders	
6.1	Nominee from Employers	Orchid International School
6.2	Nominee from Industrialist	Dr. Jayashree Inbraj
6.3	Nominee from Stake holders	Mr. Dharendra Singh
7	One of the senior Teacher as the Coordinator/ Director of the IQAC	Ms. Sweety Singh



  
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KANDIVALI (EAST), MUMBAI-400 101.



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COLLEGE OF EDUCATION  
AFFILIATED TO UNIVERSITY OF MUMBAI

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 2854 3234

List of IQAC Member present for the meeting

Date: 29/06/2021

Sr. No.	Description	Names	Signature
A	Special Invitee	Ms. Pinky Tripathi	
1	Chair Person (Head Of the Institute)(Principal)	Dr. Tandra Bandyopadhyay	
2	Teacher Representative (3)		
2.1	Teacher Representative (1)	Ms. Nitisha Jha	
2.2	Teacher Representative (2)	Ms. Navita Sood	
2.3	Teacher Representative (3)	Ms. Shubhangi Kore	
3	One Member from Management	Ms. Dhara Desai	
4	Two senior administrative officer		
4.1	senior administrative officer (1)	Ms. Swati Desai	
4.2	senior administrative officer (2)	Ms. Ronica Ovalekar	
5	One nominee each from Local Society		
5.1	Nominee from society	Mr. A.C. Nadar, Prayas Charitable Trust	
5.2	Nominee from Student	Ms. Rakhi Kansara	
5.3	Nominee from Alumni	Ms. Neeta Tulsian	
6	One nominee each from Employers/Industrialist/ Stake holders		
6.1	Nominee from Employers	Orchid International School	
6.2	Nominee from Industrialist	Dr. Jayashree Inbraj	
6.3	Nominee from Stake holders	Mr. Dharendra Singh	
7	One of the senior Teacher as the Coordinator/ Director of the IQAC	Ms. Sweety Singh	



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COLLEGE OF EDUCATION  
KANDIVALI (EAST), MUMBAI-400 101.



NIRMALA MEMORIAL FOUNDATION  
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AFFILIATED TO UNIVERSITY OF MUMBAI

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 2854 3234

THE FIRST MEETING OF THE INTERNAL QUALITY ASSUARANCE CELL

IQAC

ACADEMIC YEAR 2021-22

NOTICE

A Meeting of the IQAC will be held on 29.06.2021 at 11:30 am at IQAC CELL.

All IQAC members are requested to be present at the meeting. Agenda for the meeting is enclosed herewith for your reference.

Agenda: To discuss the following points

- Reorganization of the committee for the academic year 2021-22
- To frame academic calendar for academic year 2021-22
- To discuss welfare scheme/activities for staff and students.
- Plan of Action for preparation of files as per NAAC
- To discuss and finalize various workshops/seminar/activities for students.
- Any other matter with the permission of the chair



  
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KANDIVALI (EAST), MUMBAI-400 101.



NIRMALA MEMORIAL FOUNDATION  
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AFFILIATED TO UNIVERSITY OF MUMBAI

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 2854 3234

THE FIRST MEETING OF THE INTERNAL QUALITY ASSUARANCE CELL  
IQAC

Minutes of the First Meeting of the IQAC Cell held on 29.06.2021


**Action taken**

For the smooth functioning academic calendar various committees were formed and these are as Follows

- Examination, Internal Assessment and Admission
  - Internship/ Practice Teaching committee
  - Student Council.
  - CCA, Assembly, Student Grievance
  - Research –cell
  - Alumni
  - WDC and Anti-ragging
  - Placement
- 
- Academic calendar for the entire year was discussed and MRS. Shubhangi kore was assigned the work to prepare the academic calendar for the academic year 2021-22
  - Dr. TandraBandyopadhyay instructed staff To prepare criteria wise file and allotted all 7 criteria to staff members.

  
IQAC Coordinator,



  
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KANDIVALI (EAST), MUMBAI-400 101.



Anti- Ragging



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AFFILIATED TO UNIVERSITY OF MUMBAI

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 2854 3234

Reference Number:

Date: 11/10/17

**Subject: ANTIRAGGING DECLARATION BY STUDENT**

1. I, Namrata s/o / d/o Manisha, having been admitted to NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION, KANDIVALI EAST, MUMBAI, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, especially B.Ed(hereinafter called the Regulations) have carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty for abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that I will not indulge in any behaviour or act that maybe constituted as ragging under clause 3 of the Regulations. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared on 11/10/17

Signature of deponent  
Name: Namrata

**VERIFICATION**

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein. Verified at

NMFCE on 11/10/17

Signature of deponent

**I/C PRINCIPAL**  
**NIRMALA MEMORIAL FOUNDATION**  
**COLLEGE OF EDUCATION**  
**KANDIVALI (EAST), MUMBAI-400 101.**





**NIRMALA MEMORIAL FOUNDATION  
COLLEGE OF EDUCATION  
AFFILIATED TO UNIVERSITY OF MUMBAI**

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 2854 3234

Reference Number: \_\_\_\_\_ Date: 11/10/17

**ANTIRAGGING DECLARATION BY GUARDIAN**

- I, Manisha father/mother/guardian of, Namrata, having been admitted to NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION, KANDIVALI (E), MUMBAI – 101 have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009,(hereinafter called the Regulations), carefully read and fully understood the provisions contained in the said Regulations.
- I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- I hereby solemnly aver and undertake that My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared on 11/10/17  
 Signature of deponent Manisha  
 Name : Manisha  
 Address \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein. Verified at \_\_\_\_\_ on \_\_\_\_\_

[Signature]  
 Signature of deponent



- Action taken report with seal and signature of the Principal

### Minutes of the meeting

Date: 25/06/2021

Time: 11:00 am

A staff meeting was held on 25<sup>th</sup> June, 2021 at 11 am in the Principal's Cabin with the 6 assistant professors.

1. The duties assigned were to prepare the annual report of 2018 and 2019, Alumni File of 2018 and 2019 with the agenda and minutes of the meeting from 2018-2020, 2019-2021 batch, 2020-2022 batch, LMC file of 2017-18 were to be prepared by Usha Iyer.
2. Ms. Nitisha Jha was entrusted with maintaining alumni file, internship file and CDC file from 2018-2022. Ms. Navita Sood was given the task of preparing the brochures for Yoga Day, Guru Purnima, Value Added Courses and the learning & teaching workshop by Ms. Bindiya Ramachandran. She has to maintain internal files from 2018-2022 batch. Reports of the celebration of co-curricular activities from 2018-2021 has to be reported in a separate file by her. Ms. Damanjit Kaur had to keep attendance records from 2018 to date with the annual report of 2020 and 2021. Ms. Shubham Patil was given the task of preparing timetables from 2018 to 2021. Ms. Sweety Singh has to prepare notice, agenda of the meetings from 2018 to date. Ms. Sweety has to maintain VENTEL activities file, External examination files from 2018 to date. She has to keep seminar & webinar files from 2018 to 2021. She has to analyze results from 2018 to 2022.

Since there was no other matter to be discussed, the meeting ended with a vote of thanks to the chairperson and Principal, NMFCE.

  
**PRINCIPAL**  
NIRMALA MEMORIAL FOUNDATION  
COLLEGE OF EDUCATION  
Kandivali (East), Mumbai-400 101.

### MINUTES OF THE MEETING

**DATE: 6/12/2021**

**TIME: 11:00 am**

A staff meeting was held on 6th December, 2021 at 11:00 am in the principal's cabin with all the assistant professors.

Following points were discussed in the meeting.

1. It was decided in the meeting that all the pending NAAC related work including the write-ups and documents should be ready latest by 9<sup>th</sup> December 2021. Ms. Shubhangi Kore is asked to create separate folder in staff room computer and all the respective incharge teachers should save the NAAC related documents in the folder. NAAC coordinator Ms. Charu Singh should take regular feedback from the respective teacher incharge and take the responsibility to complete the work on time.
2. It was decided in the meeting that all the documents that are needed to be uploaded on college website should be ready latest by 21<sup>st</sup> December 2021. Ms. Sweety Singh is asked to create separate folder in staff room computer and all the respective incharge teachers should save the website related documents in the folder.
3. A meeting is to be scheduled with magazine committee members on 14<sup>th</sup> December 2021. S.Y.B.Ed. student Vaibhav will be helping in the completion of magazine work. Magazine work incharge teacher Ms. Sweety Singh will coordinate with the students and latest by 6<sup>th</sup> January 2022 the work should be completed.
4. Semester 3 syllabus for both the course papers i.e.; Assessment for learning and Language across curriculum to be divided among the staff members with mutual decision. Pedagogy of school subjects for English will be shared by Ms. Usha Iyer and Ms. Charu Singh, similarly Mathematics method to be shared by Ms. Damanjit Rihal and Ms. Shubhangi Kore.
5. Assignments for Ability courses for semester 4 were decided with staff members.
6. Revised distribution of workload was decided among the staff members.

Since there was no other matter to be discussed, the meeting ended with the permission of the chair.