



JHUNJHUNWALA P.G. COLLEGE

Dwarikapuri, Hansapur, Dabhasemar, Ayodhya - 224133

Affiliated With Dr. R.M.L.A.U. Ayodhya (U.P.)
Website: www.jhunjhunwalapgc.in
Mail ID: jpgc.faizabad@gmail.com
NAAC - B GRADE

Prof. (Dr.) KARUNESH KUMAR TIWARI
(Principal)

Contact: 9235301225, 9208180826

Ref.:

Date: 20/12/2020

Minutes of the Meeting NAAC/IQAC/ISO

Place: Principal Office, Jhunjhunwala P.G.College Date: 28th December 2020

Members present in the Meeting:

1. Dr. K. K. Tiwari (Principal/Chairperson) *K.K. Tiwari*
2. Dr. Pradeep Kumar Sharma (NAAC Coordinator) *Pradeep Sharma*
3. Dr. Amrita Kumari (IQAC Coordinator) *Amrita Kumari*
4. Dr. Anuradha Shukla (ISO Coordinator) *Anuradha Shukla*
5. Dr. Minu Verma (ISO Member) *Minu Verma*
6. Mr. Sanjiv Shukla (NAAC Member) *Sanjiv Shukla*
7. Mr. Chaand Babu (ISO Member) *Chaand Babu*
8. Mrs. Asha Dubey (Librarian) *Asha Dubey*
9. Mr. H. N. Shukla (Store In-charge) *H.N. Shukla*

Points Discussed in the Meeting:

1. Current year lesson plan & tentative lecture schedule should be submitted by all the faculty members latest by 5th January 2021 (19th July to 30th December 2020).
 - a. Science department (Dr. Amrita Kumari)
 - b. Arts Department (Dr. Minu Verma)
 - c. Commerce Department (Mr. Chaand Babu)
 - d. B.Ed & M.Ed Department (Mr. Sanjeev Shukla)
2. List of remedial classes during lockdown period through Zoom online classes.
3. Total working hours should be calculated and strategies should be prepared by HoDs.
4. Webinar reports should be well prepared, list of webinars, Date, topic, members participated, department, convener, Invited Speakers and chief guests prepared on Excel Sheet. Uploaded on college websites (NAAC/IQAC).
5. Annual exam and session exam reports (BBA from Mr. Punit Stephen, BCA from Mr. Dharmesh Gupta).
6. Library regular student visitors record should be daily prepared and Checked & signed by Dr. Pradeep Kumar Sharma (NAAC Coordinator).
7. List of Hindi & English medium newspapers should be available in library.

K.K. Tiwari
20/12/2020



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8. Three COG Number provided to Mrs. Asha Dubey, Librarian, for office purpose Mr. Quadeer Hussain, Chief Proctor.
9. Emergency numbers should be printed on board and display on Notice board.
10. Stock verification report is mandatory for Laboratory and Library. Report is submitted to NAAC/IQAC & uploaded on college website.
11. Stock verification of B. Ed. & BBA Department should be done (Mr. Punit Stephen & Mr. Pankaj Srivastav).
12. Accession Register verification of B.Ed. & BBA Department.
13. Library invigilation should be done before 15th January 2021.
14. Library committee should be form
 - a. Mrs. Asha Dubey (Librarian)
 - b. Dr. Minu Verma (Member)
 - c. Dr. Purnima Tiwari (Member)
 - d. All HoDs (Member)
15. Library should always be in open mode in the absence of Librarian. Dr. Minu Verma will assign the Library to any faculty in-charge.
16. Library software required as per the rule of Dr. Ram Mnohar Lohiya Awadh University.
17. University Library will be visited by Dr. Minu Verma & Mrs. Asha Dubey on 7th January 2021.
18. Library reading room is needed and space should be well managed for the students and teachers. For temporary purpose reading room has been prepared in Room No. 5, 7 & 8.
19. Concept of fully developed Central Library (Suggestion is New reading room should be constructed above the cafeteria, Jhunjhunwala Business School Library).
20. Improvement in quality education with digital library & smart classroom (as per UGC & University norms).
21. Strategies need to be prepared for National Seminars by each stream.
22. Talk on Automation in Library (Invited Speaker Dr. R. K. Singh, Librarian Dr. Ram Manohar Lohiya Awadh University) till 10th January 2021.
23. Upload National Digital library on the college website for e-resource content.
24. E-consortium uploaded on college website.
25. IQAC Composition should be revised (Stake holder Mr. Pawan Jivani, Prof. Rajeev Gaur & Mr. Dwarikadhish, one non-teaching from college Mr. C. K. Tripathi, One parent name, one alumni)
26. Parent teacher association need to me made.
27. Next IQAC meeting is going to be held on 11th January 2021 (External members, students, parents and internal members).

Last meeting work verified and checked by Principal Sir.

(Dr. Karunesh Kumar Tiwari)
(Principal/Chairperson)



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Prof. (Dr.) KARUNESH KUMAR TIWARI
(Principal)

Contact: 9235301225, 9208180826

Ref.:

Date: 19/12/2020

Minutes of Meeting

Objective: Responsibilities of staff members regarding ISO/NAAC/IQAC

Members present: Principal (Dr. K. K. Tiwari), All teaching & non-Teaching staff

Date: 19th December 2020

Time: 3:00-4:00 P.M.

Place: LH-1, JDC building

The institutional responsibilities has been allotted to different committee members and given the time period for the completion of their task within time as the college is going for the inspection of NAAC and ISO soon.

In this meeting, Principal Sir given the suggestion for the formulation of student proctor (3 students from each stream) to maintain & support the discipline committee. Proctorial members have been submitted the rules & regulations of discipline.

Hereby we are attaching the file of Responsibilities of faculty members.

By:

Principal (Dr. K. K. Tiwari)

NAAC Coordinator: Dr. Pradeep Kumar Sharma

ISO Coordinator: Dr. Anuradha Shukla

IQAC Coordinator: Dr. Amrita Kumari

Sharma
Shukla
Amrita

JHUNJHUNWALA P. G. COLLEGE, AYODHYA

COMMITTEE MEMBERS & THEIR RESPONSIBILITIES

S. No.	Name of Committee	Name of Faculty	Work, Responsibilities & Designation	Contact No.
1.	Admin	Dr. Karunesh Kr. Tiwari	Principal	9235301225
2.	Admission Committee	Dr. Vibha Tiwari (UG Non-Applied Science)	Admission related all responsibilities taken by this committee.	9450845585
		Dr. C. B. Singh (UG/PG Commerce)		9452193766
		Dr. Poonam Singh (PG Arts)		9415715326
		Mr. Sanjeev Shukla (B. Ed./M. Ed.)		7905833188
		Dr. Sarita Mishra (UG Arts)		9506700870
		Dr. Amrita Kumari (UG Applied Science)		8800321901
		Dr. Anuradha Shukla (PG Science)		8317003505
3.	Discipline Committee	Dr. Anil Kumar Yadav (Chief Proctor)	To manage discipline in college	9532020876
		Ms. Sangeeta Yadav		9651813322
		Mr. Dharmendra Kr. Singh		
		Dr. Minu Verma (Assistant Chief proctor)		9451445777
		Mr. Shyam Bharat Pathak		8303184831
		Mrs. Reesha Pandey		7607363335
		Mr. Sanjeev Shukla		7905833188
		Mr. Umesh Security In-charge		7080807424
4.				
i.	Cultural	Ms. Tazeen Fatima	To manage all the cultural events.	9670897884
		Mr. Punit Stephen		7860699512
ii.	Debate	Dr. Minu Verma	To manage debate competitions.	9451445777
		Mr. Chand Babu		9891247462
iii.	Sports	Mrs. Pallavi	To manage all the events in sports.	8004953692
		Mr. Dharmendra Kr. Singh		
iv.	English Speaking	Mr. Mukesh Maurya	To conduct English speaking classes.	9452373403
		Mr. Punit Stephen		7860699512
5.	Attendance Committee	Dr. Amrita Kumari & All HODs	To monitor all classes and attendance of faculties.	8800321901
6.	Women redressed Cell	Dr. Purnima Tiwari	Look out the complaints lodged by students, employee and judge its merit.	9565773156
		Dr. Vibha Tiwari		9450845585
7.	Placement & Career guidance	Mr. Chand Babu Mr. Vimal Singh Yadav	Keeping correspondence with leading companies for campus selection. Conducting training programs regarding career shaping.	9891247462

22/12/2020

Amrita

8.	Academic Council	Dr. Amrita Kumari All HODs	Control all the academic affairs of the University/College.	8800321901
9.	NAAC	Dr. Pradeep Kumar Sharma Dr. Amrita Kumari	Coordinator Assistant Coordinator	8707561591 8800321901
10.	IQAC	Dr. Amrita Kumari Dr. Pradeep Kumar Sharma Dr. Anuradha Shukla Dr. Sarita Mishra Mrs. Meenakshi Modi Dr. Poonam Singh Mr. Pawan Jivani Mr. Dwarikadhish Prof. Rajiv Gaur	Coordinator Assistant Coordinator Member Member Director Development Member Social worker Media Expert University	8800321901 8707561591 8317003505 9506700870 9831001407 9415715326
11.	ISO	Dr. Anuradha Shukla Mr. Chand Babu Dr. Meenu Verma Dr. Amrita Kumari Dr. Pradeep Kumar Sharma	Coordinator Member Member Member Member	8317003505 9891247462 9451445777 8800321901 8707561591
12.	Alumni Association Committee	Dr. Pradeep Kumar Sharma Dr. Poonam Singh Dr. Sarita Mishra Miss Tazeen Fatima Dr. Vibha Tiwari Dr. Anuradha Shukla Miss Ankita Yadav Mr. Sanjeev Shukla Mrs. Reesha Pandey	Coordinator Member Member Member Member Member Member Member Member	9452271429 9415715326 9506700870 9670897884 9450845585 8317003505 6307359181 7905833188 7607363335
13.	Media Committee	Dr. Poonam Singh Dr. Arun Kumar Ojha Mr. Vimal Singh Yadav Dr. Purnima Tiwari	Coordinator Assistant Coordinator Member Member	8957874090 9125511727 8887523290 9565773156
14.	NCC	Ms. Sangeeta Yadav	Coordinator	9651813322
15.	NSS	Mr. Pankaj Srivastava Mr. Sanjeev Shukla	Coordinator Assistant Coordinator	7905681670 7905833188
16.	DSW	Dr. Rupendra Kumar	Manage all the aspects regarding scholarships.	7355991812
17.	Red cross	Mr. Ashutosh Verma	Coordinator	8543971272
18.	Rovers Rangers	Mr. Santosh Srivastava Ms. Sarita Mishra Mr. Brijendra Dubey	Coordinator (Boys) Coordinator (Girls) Trainer	98384838828 9506700870
19.	Exam Committee	Dr. Pradeep Kumar Sharma Dr. Sarita Mishra All HODs	Coordinator Assistant Coordinator Members	9452271429 9506700870

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22/12/2020

Amrita

20.	Purchase Committee	Mrs. Meenakshi Modi	Management	9831001407
		Mr. C. K. Tripathi	Account Manager	9235301226
		Mr. H. N. Shukla	Store In-charge	9235301233
21.	Library Committee	Mrs. Asha Dubey	Library In-charge	
		All HODs	Member	
22.	Maintenance (Proper cleaning & maintenance of room)	Mr. Pankaj Srivastava	In-charge	7905681670
		Mr. Awadhesh	Assistant	
		Mr. Awdhesh	Assistant	9115294261
23.	Account	Mr. C. K. Tripathi	Head Accountant	9235301226
		Mr. Chandra Bhushan Maurya	Junior Accountant	
		Mr. Ajay Srivastava	Junior Accountant	
24.	Office Staff	Mr. Prem Srivastava	Office Superintendent	9450494556
		Mr. Tulsi Ram Yadav	Office Assistant	
		Mr. Quadeer Hussain	Computer Operator	8960457438
		Mr. Mukesh Sharma	Assistant Computer Operator	9721381498
25.	Lab Assistants	Mr. Shailendra Singh	Zoology (Lab Assistant)	7068160026
		Mr. Balram Verma	Botany	9721727140
		Mr. Arvind Pathak	Chemistry	9889146797
		Mr. Kailash	Physics & Electronics	7860725262
		Mrs. Ananta	Home Science	7355473296
26.	Magazine (Arunima)	Dr. Arun Ojha	Editor	
		Mr. Santosh Kumar Srivastav	Proof Editor	
		Mr. Ashutosh Verma	Assistant Editor	
27.	Engineer	Mr. L. B. Singh	College Infrastructure In-charge	
28.	Peon	Mrs. Parvati Devi	Principal Office	
		Shiv Shankar		
		Om Prakash Upadhyay		
		Amar Nath		
29.	Electrician	Mr. Ranjeet Maurya	Head Electrician	
30.	Legal Advisor	Mr. Rajesh Kumar Pandey		

Dr. Karunesh Kumar Tiwari
(Principal)

Dr. Pradeep Kumar Sharma
Coordinator NAAC

Dr. Amrita Kumari
Coordinator IQAC