

# झुनझुनवाला स्नातकोत्तर महाविद्यालय

( नैक द्वारा B ग्रेड में मूल्यांकित )

समबद्ध; डॉ. राम मनोहर लोहिया अवध विश्वविद्यालय, फैजाबाद

द्वारिकापुरी, हाँसापुर, फैजाबाद-224133

पत्रांक Memo-IQAC/2016

दिनांक 22/07/2016

## *Minutes of the Meeting NAAC/IQAC.*

*Date: 22<sup>th</sup> July 2016.*

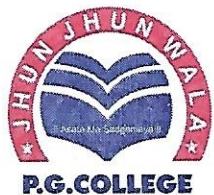
*Place: Chairman Office, Jhunjhunwala P.G. College, Faizabad.*

### *Members present in the Meeting:*

1. Dr. K. K. Tiwari (NAAC Coordinator)
2. Mr. Sanjay Jhunjhunwala (JMD Managing Committee)
3. Dr. Pradeep Kumar Sharma (NAAC Assistant. Coordinator)
4. Dr. Sarita Mishra (IQAC Coordinator)
5. Dr. Rekha Saxena (IQAC Member)
6. Dr. Poonam Singh (IQAC Member)
7. Dr. C B Singh (IQAC Member)
8. Mrs. Asha Dubey (Librarian)
9. Mr. H N Shukla (Store Incharge)
10. Mr. C K Tripathi (Accountant)

### *Points Discussed in the Meeting:*

1. Regular Checking of housekeeping.
2. Room wise dusting register of peon through Admin. Officer.
3. Discuss by cleaning contractor of Manas Bhawan through. Admin Officer for better result order place to the vendor through.
4. All small repairing by Plumber in weekly (any only one day) through Admin Officer.



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5. Order to Purchase of Library books from reputed publishers.
6. All college annual budgets 2016-2017 submit to JMD Sir by Principal.
7. It has been instructed by Honorable JMD Sir that the CV (Biodata) for faculty should be downloaded from the UGC web portal with keeping in mind that the candidates should belong from nearby area.
8. JMD Sir has also suggested that 75% attendance in each class is mandatory for students.
9. Honorable JMD Sir also suggested that we have to make a group of our teachers who will make sure and keep his eyes over the students and side by side provide positive motivation to the students.
10. It is to the entire faculty that they have to motivate to student for participating in the month of April some events like sports, workshop, Debate, Quiz Competition etc.
11. All faculty members must submit lesson plan /tentative lesson plan schedule to Dean Academic office.
12. PPT presentation is mandatory for teaching Aids to faculty of stimulus and response.
13. TLM are mandatory for Teaching Aids to faculty of Stimulus and Response.

Dr. Sarita Mishra  
(IQAC Coordinator)

Dr. Karunesh Kumar Tiwari  
(NAAC Coordinator)





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पत्रांक Memo/IQAC/2016

दिनांक 16/09/2016

## Minutes of the Meeting NAAC/IQAC

Date: 16<sup>th</sup> September 2016

Place: Principal Office, Jhunjhunwala P.G. College, Faizabad.

### Members present in the Meeting:

1. Dr. K. K. Tiwari (NAAC Coordinator)
2. Dr. Pradeep Kumar Sharma (NAAC Assistant. Coordinator)
3. Dr. Sarita Mishra (IQAC Coordinator)
4. Dr. Rekha Saxena (IQAC Member)
5. Dr. Sanjiv Shukla ( IQAC Member)
6. Mrs. Asha Dubey (Librarian)
7. Mr. H N Shukla (Store In charge)
8. Mr. C K Tripathi (Accountant)
9. Mr. L K Jhunjhunwala ( Chairman )

### Points Discussed in the Meeting:

1. Regular food and quality checking required in Canteen by Principal Sir.
2. Library invigilation should be done before 15<sup>th</sup> December 2016.
3. Library should always be in open mode in the absence of Librarian. Dr. Poonam Singh will assign the Library duty to any faculty in-charge.
4. Library software required as per the rule of Dr. Ram Manohar Lohiya Awadh University.
5. University Library will be visited by Dr. Poonam Singh & Mr. Asha Dubey on 7<sup>th</sup> January 2017.



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6. 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.
7. Improvement in quality education with digital library 7 Smart classroom (as per UGC & University Norms).
8. Strategies need to be prepared for National Seminars by each stream.
9. Talk to Automation in Library (Invited Speaker Dr. R. K Singh, Librarian Dr. Ram Manohar Lohiya Awadh University) till 10<sup>th</sup> January 2017.
10. Upload National Digital Library on the college website for e-resource content.
11. Self Appraisal report of all faculties evaluated by Principal Sir in the month of Dec. 2016 and submitted to management for increment in salary.

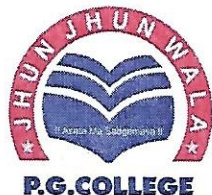
Dr. Sarita Mishra

(IQAC Coordinator)

Dr. Karunesh Kumar Tiwari

(NAAC Coordinator)





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पत्रांक Memo/IQAC/2016

दिनांक 28/12/2016

## Minutes of the Meeting NAAC/IQAC

Date: 28<sup>th</sup> December 2016

Place: Chairman Office, Jhunjhunwala P.G.College, Faizabad

### Members present in the Meeting:

1. Dr. K. K. Tiwari (NAAC Coordinator)
2. Dr. Pradeep Kumar Sharma (NAAC Assistant. Coordinator)
3. Dr. Anil Yadav (IQAC Member)
4. Dr. Poonam Singh (IQAC Member)
5. Dr. Sarita Mishra (IQAC Coordinator)
6. Mr. Sanjiv Shukla (IQAC Member)
7. Mrs. Asha Dubey (Librarian)
8. Mr. H. N. Shukla (Store In-charge)
9. Mr. C.K Tripathi (Accountant)
10. Mr. L. K Jhunjhunwala (Chairman)

### Points Discussed in the Meeting:

1. Current year lesson plan & tentative lecture schedule should be submitted by all the faculty members latest by 5<sup>th</sup> January 2017 (19<sup>th</sup> July to 30<sup>th</sup> December 2016) to the following HoDs.
  - a. Science department (Dr. Rekha Saxena)
  - b. Arts Department (Dr. Sarita Mishra)
  - c. Commerce Department (Dr. C.B Singh)
  - d. B.Ed & M.Ed Department (Mr. Sanjeev Shukla)
2. Schedule of remedial classes taken during mid period through extra classes.
3. Total working hours should be calculated and strategies should be prepared by HoDs for complete the course.



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4. Seminars reports should be well prepared, list of seminars, Date, topic, members participated, department, convener, Invited Speakers and chief guests prepared on Excel Sheet. Uploaded on college websites (NAAC/IQAC).
5. Viva, Mock Test, Term end exam is mandatory before final exam.
6. Emergency numbers should be printed on board and display on Notice board.
7. Stock verification report is mandatory for Laboratory and Library. Report is submitted to NAAC/IQAC for physical verification.
8. Annual sports, Annual Cultural programme will be organized in the month of January 2017.
9. Parent teacher association need to be made.
10. Alumni Association meet will be organized in the Last week of December 2016.
11. Student attendance register will be regular check and verify by Principal end of the each month.
12. Principal, Teacher and students interaction session will be organized by each dept. 15<sup>th</sup> day of the month.
13. Online students/parents/alumni feedback received through Google form at the end of each session i.e. March 2017.

Dr. Sarita Mishra

(IQAC Coordinator)

Dr. Karunesh Kumar Tiwari

(NAAC Coordinator)