

GAUR BRAHMAN COLLEGE OF EDUCATION, ROHTAK
INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting

Date: 18. 08. 2018

Time -12.00P.M- 1.00 PM

Venue-- Principal Office

Agenda

- ✚ To constitute a Committee regarding Admission of B.Ed. I Year for session 2018-2019.
- ✚ Preparation of the Academic/Activity Calendar for the academic year 2018-2019
- ✚ Preparation of the timetable for the academic year 2018-2019.

Action Taken/ Outcome

- ✓ Admission Committee for the session 2018-2019 has been constituted comprising following faculty members.

Science Admission Committee:

- | | |
|-----------------------|----------|
| (1) Dr. Meena Sharma | Convener |
| (2) Dr. Vinod Kumar | Member |
| (3) Dr. Savita Sharma | Member |
| (4) Ms. Anita Verma | Member |

Arts Admission Committee:

- | | |
|-----------------------|----------|
| (1) Dr. Sushma Chugh | Convener |
| (2) Dr. Mahashevta | Member |
| (3) Dr. Geeta Rani | Member |
| (4) Dr. Mona Malhotra | Member |
| (5) Ms. Soan Kiran | Member |

- ✓ An Academic Calendar was printed out with all the significant events that had been decided upon by the IQAC at the start of the session.
- ✓ Teacher's workload and timetable was discussed and prepared accordingly. The timetable in charge was asked to prepare it in the same way.

Dr. Geeta Rani
IQAC Coordinator

Dr. R. P. Sharma
Officiating Principal

**GAUR BRAHMAN COLLEGE OF EDUCATION, ROHTAK
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Minutes of IQAC Meeting

Date: 04.10.2018

Time -2.00P.M- 3.00 PM

Venue-- Principal Office

Agenda

- ✚ To Organise an outreach Programme in the adopted village Singhpura Khurd.
- ✚ To Organise a workshop on Yoga and Meditation.
- ✚ To discuss the dates of House examinations of B.Ed. I Yr students.

Action Taken

- ✚ Dr. Meena Sharma and Dr. Vinod Kumar were appointed as convener and member to organize activities in Govt. School of Singhpura Khurd Village alongwith student volunteers.
- ✚ Dr. Geeta Rani and Dr. Vinod Kumar were appointed to organize a training cum workshop on yoga and meditation.
- ✚ Dr. Geeta Rani convener examination prepared House Examination Datesheet for B.Ed. I Yr students.

**Dr. Geeta Rani
IQAC Coordinator**

**Dr. R. P. Sharma
Officiating Principal**

GAUR BRAHMAN COLLEGE OF EDUCATION, ROHTAK
INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting

Date: 01.03.2019 Time -11.00A.M- 12.00 PM Venue-- Principal Office

Agenda

- ✚ To appoint Counselors to assist the students in traumatic conditions.
- ✚ To discuss the schedule for Simulated Skill and Teaching
- ✚ To organise an on campus placement fair for B.Ed. II Yr students.
- ✚ To organise Annual Athletic Meet.

Action Taken

- ✓ The following staff members have been appointed as Counselors to assist the students in traumatic conditions vide letter No. f.No. RD/NRC/NCTE/2019/199642 on 01.03.2019.

(1) Dr. Mahashevta	Member
(2) Dr. Savita Sharma	Member
(3) Dr. Mona Malhotra	Member
(4) Ms. Soan Kiran	Member
- ✓ The Simulated Skill Teaching was scheduled from 11.03.2019 to 16.03.2019.
- ✓ Dr. Geeta Rani Convener Placement Cell was assigned to organize a placement fair in the college campus in the month of March.
- ✓ Dr. Vinod Kumar was assigned to organize Annual Sports/Athletic Meet.

Dr. Geeta Rani
IQAC Coordinator

Dr. R. P. Sharma
Officiating Principal