

IQAC Minutes of the Meeting Date : 25/10/2021

The Meeting of IQAC Was held on 25/10/2021 at 2.00 PM in conference hall

The following members were present:-

S.No.	Designation	Name of Person
1	Chairperson	Dr. Sunil Sharma
2	Coordinator	Mr. Jagdish Prasad Sharma
3	Teacher's Representative	Dr. Vivek Mishra
4		Mr. Chhailbihari Sharma
5		Mr. Manendra Kumar Lahakodia
6		Mr. Manoj Kumar Sharma
7		Miss. Radha Kashyap
8		Mr. Jai Singh Jatav
9	Management Nominee	Mr. Vijay Singh
10	Administrative officer	Mr. Suresh Chand Sharma
11	Alumni Nominee	Mr. Kanhaiya Mali

Chairperson Dr. Sunil Sharma welcomed to all the members of IQAC

The coordinator read out the minutes of the previous IQAC meeting held on , 22/07/2021 the minutes of the previous meeting were confirmed



Principal

**Veena Memorial College of Education
Padawa, Dist. Karauli-322241 (Raj.)**

The agenda was discussed one by one:-

Agenda – 1: Previous Meeting Approval

- Minutes of the previous IQAC meeting are approved

Agenda -2: Setting up Planning committee for new session.

- Admission committee to be framed to ensure smooth and effective progress of the admission process and to verify the previous prospectus.
- Academic Committee has to prepare academic calendar and action plan of the session 2021-22 and plan for orientation programme

Agenda -3: Website Updation.

- Website should be updated to provide all the essential information's of the college and all the particulars regarding the institute.
- Academic Calendar and action plan of session 2021-22 should be updated.

Agenda -4: Regarding Electricity Equipments Maintenance

- All the equipments of electricity will be repaired at the college campus.

Agenda 5- Regarding National Seminar

- IQAC will conduct a National Seminar next year 2022 to enhance research abilities.

The meeting ended with a vote of thanks to the chair.



Principal

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