

Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143

Circular

A meeting of the staff members shall be held on 10th of Jan.2014 at 11:30am.
All staff members are directed to attend the meeting in Principal chamber.

Following agenda points will be discussed:

1. Annual Quality Assurance Report (AQAR) is Yearly report which should be submitted to NAAC every year.
2. Fill the AQAR in NAAC Website online.

Any other points.

All to note for comply.

S.No.	Name	Signature
1.	Ms. Brij Bala Kohli	
2.	Mr. Chaman Singh	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Ms. Veena Sharma	
6.	Ms. Subha Rani	
7.	Ms. Anku Sharma	
8.	Ms. Poonam Jasrotia	
9.	Ms. Anjali	
10.	Ms. Neelam Jha	
11.	Ms. Savita Changotra	
12.	Ms. Uma Sharma	
13.	Mr. Aeshad Imam	
14.	Ms. Neha Rajput	



Minutes of the Meeting

A scheduled meeting is held on 10th of Jan 2014 at 11.30 am in the principal chamber. All the members of staff attend the meeting. The following decisions are taken in the meeting.

1. Principal Mrs. Brij Bala Kohli decided to fill the AQAR form online
2. She assigned the duty to Mrs. Subha Rani to fill the AQAR form online with the help of other staff members and prepare all the necessary documents.
3. Last date to fill the AQAR form is 28th Feb. 2014.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala Kohli
2.	Mr. Chaman Singh	Chaman Singh
3.	Mr. Rattan chand	Rattan Chand
4.	Ms. Rajni Sharma	Rajni Sharma
5.	Mrs. Veena Sharma	Veena Sharma
6.	Mrs. Subha Rani	Subha Rani
7.	Ms. Anku Sharma	Anku Sharma
8.	Ms. Poonam Jasrotia	P. Jasrotia
9.	Ms. Anjali	Anjali
10.	Ms. Neelam Jha	Neelam Jha
11.	Ms. Savita Changotra	Savita Changotra
12.	Ms. Uma Sharma	Uma Sharma
13.	Mr. Aeshad Imam	Aeshad Imam
14.	Ms. Neha Rajput	Neha Rajput



Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143

Circular No. 1.

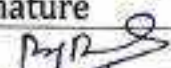

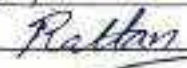




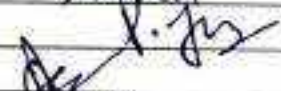

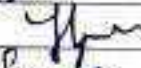
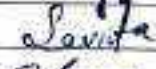
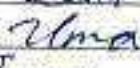
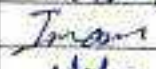
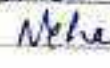
A meeting of the staff members shall be held on 15th of Sep.2014 at 11:30am.
All staff members are directed to attend the meeting in Principal chamber.

Following agenda points will be discussed:

3. Commencement of the session.
4. Framing of time-table.
5. Distribution of students in sections.
6. Distribution of time-table.

Any other points.

All to note for comply.

S.No.	Name	Signature
1.	Ms. Brij Bala Kohli	
2.	Mr. Chaman Singh	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Ms. Veena Sharma	
6.	Ms. Subha Rani	
7.	Ms. Anku Sharma	
8.	Ms. Poonam Jasrotia	
9.	Ms. Anjali	
10.	Ms. Neelam Jha	
11.	Ms. Savita Changotra	
12.	Ms. Uma Sharma	
13.	Mr. Aeshad Imam	
14.	Ms. Neha Rajput	

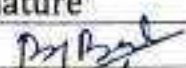
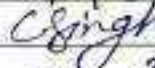





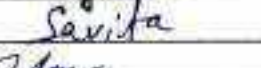








Minutes of the Meeting

A scheduled meeting is held on 15th of Sept.2014 at 11:30 am in the principal chamber. All the members of staff attend the meeting. The following decision are taken in the meeting.

4. Principal Mrs. Brij Bala Kohli decided to start the classwork from 23rd of Sept. 2014 as per the direction of University of Jammu.
5. She assigned the duty to Mrs. Subha Rani to frame the time-table and distribute it to the staff members according to their subjects.
6. She assigned the duty to Mrs. Veena Sharma to divide the students into two sections i.e. section A (1-45) and section B (46-85).

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Chaman Singh	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Anku Sharma	
8.	Ms. Poonam Jasrotia	
9.	Ms. Anjali	
10.	Ms. Neelam Jha	
11.	Ms. Savita Changotra	
12.	Ms. Uma Sharma	
13.	Mr. Aeshad Imam	
14.	Ms. Neha Rajput	



Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143

Circular

A meeting of the staff members shall be held on 23 Oct. 2014 at 11.30am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

1. Discussion of Internal Curricular activities of the college.
 2. Discussion of Internal co-curricular activities of the college.
- Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	M. Bala
2.	Mr. Chaman Singh	C. Singh
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma p	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	P. Jasrotia
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad



Minutes of the meeting

A scheduled meeting is held on 23 Oct. 2014 at 11:30am in the Principal chamber. All the members of staff attend the meeting. The following discussion are taken in the meeting.

1. Principal Dr. K.R.Jha decided to frame the Academic as well as activity calander of the college according to academic calander of University of Jammu.
2. Mrs. Brij Kohli was assigned with the duty to frame the academic calander of the college.
3. Mrs. Veena Devi was assigned with the duty to frame the activity calendar of the college.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Mr. Chaman Singh	C. Singh
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Imam



Lal Bahadur Shastri College of Education
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Circular

A meeting of the staff members shall be held on 24th Oct. 2014 at 12:15pm.
All the staff members are directed to attend the meeting in Principal Chamber.

Following agenda points will be discussed.

Organization of Alumni meet.

Any other points.

All to note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Mr. Chaman Singh	Chaman Singh
3.	Mr. Rattan chand	Rattan Chand
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha Rani
7.	Ms. Anku Sharma	Anku Sharma
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad Imam



Minutes of the Meeting

A scheduled meeting is held on 24th Oct. 2014 in Principal's Chamber at 12:15 pm. All the staff members attend the meeting. The following discussion are taken in the meeting.

1. Principal Dr. K.R. Jha Decided to arrange the Almuni meet on 1st Nov.2014.
2. Staff members were given the duty to guide the students regarding the arrangements.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala Kohli
2.	Mr. Chaman Singh	Chaman Singh
3.	Mr. Rattan chand	Rattan chand
4.	Ms. Rajni Sharma	Rajni Sharma
5.	Mrs. Veena Sharma	Veena Sharma
6.	Mrs. Subha Rani	Subha Rani
7.	Ms. Anku Sharma	Anku Sharma
8.	Ms. Poonam Jasrotia	Poonam Jasrotia
9.	Ms. Neelam Jha	Neelam Jha
10.	Ms. Savita Changotra	Savita Changotra
11.	Ms. Uma Sharma	Uma Sharma
12.	Mr. Arshad Imam	Arshad Imam



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Circular

A meeting of staff shall be held on 3rd Nov. 2014 at 12:30pm in Principal Chamber. All the staff members are directed to attend the meeting.

Following agenda points will be discussed:

Discussion of celebrating display your talent for the new students.

Organizing fresher's party for the new students.

Any other points.

All to note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Mr. Chaman Singh	Chaman Singh
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad Imam



Minutes of Meeting

A scheduled meeting is held on 24th oct.2014 in Principal's chamber at 12:15pm. All the staff members attend the meeting. The following discussions are taken in the meeting:

1. It is decided to celebrate display your talent in college for the new batch.
2. It also decided to organize fresher's party for the new students.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Mr. Chaman Singh	C Singh
3.	Mr. Rattan chand	Rattas
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad Imam



**Lal Bahadur Shastri College of Education
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Circular

A meeting of staff shall be held on 26th Nov. 2014 at 11:30am in Principal Chamber. All the staff members are directed to attend the meeting.

Following agenda points will be discussed:

1. Organizing exhibition on Teaching AIDS.
2. Celebration of World's AIDS Day.

Any other point.

All to note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Mr. Chaman Singh	C Singh
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad Imam



Minutes of Meetings

A scheduled meeting is held in Principal's chamber on 26th Nov.2014 at 11:30am. All the staff members attend the meeting. The following discussions are taken in the meeting.

1. It was decided to organize slogan writing and poster making competition, on 1st Dec.2014 to celebrate world's AIDS Day.
2. Exhibition on Teaching AIDS was Decided to be held on 2nd Dec. 2014.

Mrs. Veena Devi was assigned the duty to make necessary arrangements for the poster making and slogan writing competition.

Mr. Rattan Chand was assigned the duty to make necessary arrangements for the exhibition of Teaching Aids.

At the end the meeting is over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Chaman Singh	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Anku Sharma	
8.	Ms. Poonam Jasrotia	
9.	Ms. Neelam Jha	
10.	Ms. Savita Changotra	
11.	Ms. Uma Sharma	
12.	Mr. Arshad Imam	



Lal Bahadur Shastri College of Education
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Circular

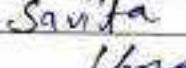
A meeting of the staff members shall be held on 13th of Jan.2015 at 11:30am.
All staff members are directed to attend the meeting in Principal chamber.

Following agenda points will be discussed:

1. Annual Quality Assurance Report (AQAR) is Yearly report which should be submitted to NAAC every year.
2. Fill the AQAR in NAAC Website online.

Any other points.

All to note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Chaman Singh	C. Singh
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	
7.	Ms. Anku Sharma	
8.	Ms. Poonam Jasrotia	
9.	Ms. Neelam Jha	
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Imam



Minutes of Meeting

A scheduled meeting is held on 13th of Jan.2015 at 11:30 am in the principal chamber. All the members of staff attend the meeting. The following decisions are taken in the meeting.

1. Principal Mrs. Brij Bala Kohli decided to fill the AQAR form online
2. She assigned the duty to Mrs. Subha Rani to fill the AQAR form online with the help of other staff members and prepare all the necessary documents.
3. Last date to fill the AQAR form is 28th Feb.2015.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala Kohli
2.	Mr. Chaman Singh	C. Singh
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad Imam



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Circular



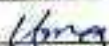

A meeting of staff shall be held on 7th Feb. 2015 at 12:30am in Principal Chamber. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda points will be discussed:

Guest lecture on developing teaching learning skills.

Any other points.

All to note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Chaman Singh	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Anku Sharma	
8.	Ms. Poonam Jasrotia	
9.	Ms. Neelam Jha	
10.	Ms. Savita Changotra	
11.	Ms. Uma Sharma	
12.	Mr. Arshad Imam	



Minutes of Meeting

A scheduled meeting is held on 7th Feb. 2015 at 12:30pm in Principal's chamber. All the staff members attend the meeting. The following discussion are taken in the meeting.

1. Principal Dr. K.R. Jha decided to arrange a guest lecture in college on 13th Feb. 2015.
2. It was also decided to invite Sh. Jash Paul HOD of DDE University of Jammu as resource person for the event.
3. Mrs. Veena Devi was assigned with the duty to make necessary arrangements for the event.

At the end the meeting is over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Kohli
2.	Mr. Chaman Singh	C. Singh
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad



**Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143**

Circular

A meeting of staff shall be held on 18th Feb. 2015 at 11:00am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda points will be discussed in the meeting:

Lecture on career counseling by dignities to enable the students to think about their career goals.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Ms. Neha Rajput	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Anku Sharma	
8.	Ms. Poonam Jasrotia	
9.	Ms. Neelam Jha	
10.	Ms. Savita Changotra	
11.	Ms. Uma Sharma	
12.	Mr. Arshad Imam	



Minutes of Meeting

A scheduled meeting is held on 18th Feb. 2015 at 11:00am in Principal's chamber. All the staff members attend the meeting.

The following discussions are taken in the meeting:

1. It was decided to organize a guest lecture on career counseling on 24th Feb. 2015 in the college.
2. It was also decided to invite Mr. Amit Verma executive manager of Uddann as resource person.

Sh. Rattan Chand was assigned with the duty to make necessary arrangements regarding the event.

At the end the meeting is over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Ms. Neha Rajput	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Anku Sharma	
8.	Ms. Poonam Jasrotia	
9.	Ms. Neelam Jha	
10.	Ms. Savita Changotra	
11.	Ms. Uma Sharma	
12.	Mr. Arshad Imam	



Lal Bahadur Shastri College of Education
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Circular

A meeting of staff shall be held on 1st March 2015 at 11:00am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda points will be discussed in the meeting:

To celebrate World Women Day and organize one day conference on the topic "Hate Violence"

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Ms. Neha Rajput	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Anku Sharma	
8.	Ms. Poonam Jasrotia	
9.	Ms. Neelam Jha	
10.	Ms. Savita Changotra	
11.	Ms. Uma Sharma	
12.	Mr. Arshad Imam	



Minutes of Meeting

A scheduled meeting is held on 1st March 2015 at 11:00am in Principal's chamber. All the staff members attend the meeting.

The following discussions are taken in the meeting:

1. It was decided to organize a seminar on Women day on 7th March 2015 in the college.
2. It was also decided to organize one day conference on the topic Hate Violence on 10th March 2015.

Sh. Rattan Chand was assigned with the duty to make necessary arrangements regarding the event.

At the end the meeting is over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Ms. Neha Rajput	Neha
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad



Lal Bahadur Shastri College of Education
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Circular

A meeting of staff shall be held on 2nd April 2015 at 12:30pm. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda points will be discussed in the meeting:

To organize NSS week and discuss with the staff how to organize NSS activities through the week.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Ms. Neha Rajput	Neha
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad



Minutes of Meeting

A scheduled meeting is held on 2nd April 2015 at 11:00am in Principal's chamber. All the staff members attend the meeting.

The following discussions are taken in the meeting:

1. It was decided to organize a NSS Week from 4th April to 10th April.
2. Mrs. Veena Devi project officer was given duty for arrangement.

Sh. Rattan Chand was assigned with the duty to make necessary arrangements regarding the event.

At the end the meeting is over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Ms. Neha Rajput	Neha
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad



Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143

Circular

A meeting of staff shall be held on 22nd April 2015 at 12:30pm. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda points will be discussed in the meeting:

To organize symposium on Budh Purnima

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Ms. Neha Rajput	Neha
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad



Minutes of Meeting

A scheduled meeting is held on 22nd April 2015 at 12:30 in Principal's chamber. All the staff members attend the meeting.

The following decision are taken in the meeting:

Organize a symposium on topic "Value Orientation in Buddhism" on 2nd May 2015.

Mrs. Veena Sharma was assigned with the duty to organize symposium with the help of other staff members.

At the end the meeting is over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Ms. Neha Rajput	Neha
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	P. Jasrotia
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad Imam



**Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143**

Circular

A meeting of staff shall be held on 7th May 2015 at 12:30pm. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda points will be discussed in the meeting:

To celebrate Annual Function and National Level Seminar

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Ms. Neha Rajput	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Anku Sharma	
8.	Ms. Poonam Jasrotia	
9.	Ms. Neelam Jha	
10.	Ms. Savita Changotra	
11.	Ms. Uma Sharma	
12.	Mr. Arshad Imam	



Minutes of Meeting

A scheduled meeting is held on 7th May 2015 at 12:30 in Principal's chamber. All the staff members attend the meeting.

The following decision was taken in the meeting:

1. It was decided to celebrate Annual function on 13th May 2015.
2. It is also decided to organize National Seminar on topic "Teacher initiative to wards quality and value Education" to be held on 16th May 2015.

All the staff members were assigned the duty to make necessary arrangement for the annual function and the National Seminar

At the end the meeting is over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Ms. Neha Rajput	Neha
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Anku Sharma	Anku
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Neelam Jha	Neelam
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Imam



**Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143**

Circular

A meeting of staff shall be held on 2nd June 2015 at 12:30pm. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda points will be discussed in the meeting:

To celebrate environmental day and to organize Yoga Shhiver.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	P. Bala
2.	Ms. Neha Rajput	Neha
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Monika Sharma	Monika
8.	Ms. Poonam Jasrotia	P. Jasrotia
9.	Ms. Meenakshi Chauhan	Meenakshi
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad Imam


P. Bala

Minutes of Meeting

A scheduled meeting is held on 2nd June 2015 at 12:30 in Principal's chamber. All the staff members attend the meeting.

The following decision was taken in the meeting:

3. It was decided to celebrate environment day on 5th of June and also a debate competition on Global Warming was organizes in this day.

4. It is also decided to organize Yoga Shiver on 14th June 2015.

All the staff members were assigned the duty to make necessary arrangement for the debate competition.

Mr. Rattan Chand, Physical Education teacher was assigned the duty to organize Yoga Shiver.

At the end the meeting is over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Ms. Neha Rajput	Neha
3.	Mr. Rattan chand	Rattans
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Monika Sharma	Monika
8.	Ms. Poonam Jasrotia	Poonam
9.	Ms. Meenakshi Chauhan	Meenakshi
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Arshad



Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143

Circular

A meeting of staff shall be held on 22nd Sept. 2015 at 12:30pm. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda points will be discussed in the meeting:

To organizing inter college seminar on the topic contribution of Gandhi toward international Peace.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Mr. Ashish Gupta	Ashish
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Meenakshi Chauhan	Meenakshi
8.	Mr. Arshad Imam	Imam
9.	Ms. Savita Changotra	Imam



Minutes of Meeting

A scheduled meeting is held on 22nd Sept. 2015 at 12:30 in Principal's chamber. All the staff members attend the meeting.

The following decision was taken in the meeting:

1. It was decide to celebrate Birth Anniversary of Mahatma Gandhi.
2. It is also decided to organizing an Inter College Seminar on the topic contribution of Gandhi toward international Peace.

Mrs. Veena Devi was assigned the duty to make all necessary arrangements.

At the end the meeting is over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Mr. Ashish Gupta	Ashish
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Meenakshi Chauhan	Meenakshi
8.	Mr. Arshad Imam	Arshad
9.	Ms. Savita Changotra	Savita



Lal Bahadur Shastri College of Education
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Circular

A meeting of staff shall be held on 24th Oct. 2015 at 12:30pm. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda points will be discussed in the meeting:

To organizing symposium on national Integration to commemorate the Birth Anniversary of Sardar Vallabh Bhai Patel.

Any other points.

All the note for comply.

S.No	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Ashish Gupta	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Meenakshi Chauhan	
8.	Mr. Arshad Imam	
9.	Ms. Savita Changotra	



Minutes of Meeting

A scheduled meeting is held on 24th Oct., 2015 at 12:30 in Principal's chamber. All the staff members attend the meeting.

The following decision was taken in the meeting:

1. It was decided to celebrate Birth Anniversary of Vallabh Bhai Patel.
2. It is also decided to organizing a symposium on 31st Oct.2015.

Mrs. Veena Devi was assigned the duty to make all necessary arrangements.

At the end the meeting is over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Mr. Ashish Gupta	Ashish
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Meenakshi Chauhan	Meenakshi
8.	Mr. Arshad Imam	Arshad
9.	Ms. Savita Changotra	Savita



Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143

Circular

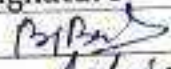
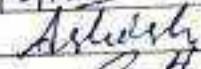
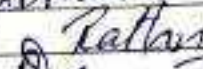

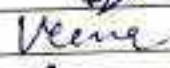

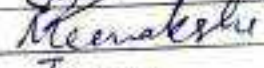
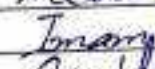
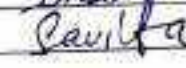
A meeting of the staff members shall be held on 28th Oct. 2015 at 11:30am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

1. Discussion of Internal Curricular activities of the college.
2. Discussion of Internal co-curricular activities of the college.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Ashish Gupta	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Meenakshi Chauhan	
8.	Mr. Arshad Imam	
9.	Ms. Savita Changotra	



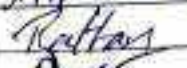

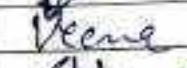
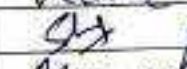
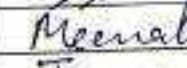
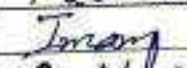
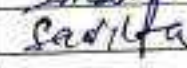


Minutes of meeting

A scheduled meeting is held on 28th Oct. 2015 at 11:30am in the Principal chamber. All the members of staff attend the meeting. The following discussion are taken in the meeting.

1. Principal Mrs. Brij Kohli decided to frame the Academic as well as activity calander of the college according to academic calander of University of Jammu.
2. Mrs. Subha Rani was assigned with the duty to frame the academic calander of the college.
3. Mrs. Veena Devi was assigned with the duty to frame the activity calendar of the college.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Ashish Gupta	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Meenakshi Chauhan	
8.	Mr. Arshad Imam	
9.	Ms. Savita Changotra	



**Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143**

Circular

A meeting of the staff members shall be held on 18th Nov. 2015 at 11:30am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

To celebration of constitution day to commemorate 125th Birth Anniversary of Bharat Rattan Dr. B.R. Ambedkar.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brij Bala
2.	Mr. Ashish Gupta	Ashish
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Rajni
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Meenakshi Chauhan	Meenakshi
8.	Mr. Arshad Imam	Arshad
9.	Ms. Savita Changotra	Savita



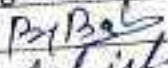
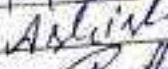
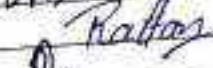


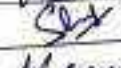

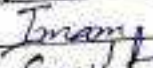
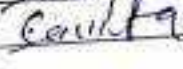
Minutes of meeting

A scheduled meeting is held on 18th Nov. 2015 at 11:30am in the Principal chamber. All the members of staff attend the meeting.

The following discussion are taken in the meeting.

1. To celebrate Birth anniversary of Bharat Rattan Dr. B.R. Ambedkar.
2. It was also decided to organize Inter Collage Seminar on the topic "Right to equality and Right against exploitation."

Mr. Rattan Chand make all necessary arrangement for the seminar.
At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Ashish Gupta	
3.	Mr. Rattan chand	
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Meenakshi Chauhan	
8.	Mr. Arshad Imam	
9.	Ms. Savita Changotra	



Lal Bahadur Shastri College of Education
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Circular










A meeting of the staff members shall be held on 10th of Jan.2016 at 11:30am.
All staff members are directed to attend the meeting in Principal chamber.

Following agenda points will be discussed:

1. Annual Quality Assurance Report (AQAR) is Yearly report which should be submitted to NAAC every year.
2. Fill the AQAR in NAAC Website online.

Any other points.

All to note for comply.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	


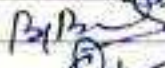









Minutes of meeting

A scheduled meeting is held on 10th of Jan.2016 at 11:30 am in the principal chamber. All the members of staff attend the meeting. The following decision are taken in the meeting.

1. Principal Sh. K.K. Sharma decided to fill the AQAR form online
2. She assigned the duty to Mrs. Subha Rani to fill the AQAR form online with the help of other staff members and prepare all the necessary documents.
3. Last date to fill the AQAR form is 28th Feb.2016.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	



**Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143**

Circular

A meeting of the staff members shall be held on 11th April 2016 at 11:30am.
All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

To make proper arrangement for Guest Lecture on topic "Case Study of school with Inclusive setting"

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	



Minutes of meeting










A scheduled meeting is held on 11th April 2016 at 11:30am in the Principal chamber. All the members of staff attend the meeting.

The following discussion is taken in the meeting:

1. Discussed about to organization of Guest Lecture on the topic "Case Study of School with Inclusive Setting on 24th April 2016.
2. It was also decided to invite Prof. Rachna Raj as guest lecture.

To Mrs. Subha Rani assigned to make all proper arrangement for Prof. Rachna Raj

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	



Lal Bahadur Shastri College of Education
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Circular

A meeting of the staff members shall be held on 11th May 2016 at 11:30am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

The name of participants to attend workshop on new curriculum of B.Ed. organized by P.G Department of Education, University of Jammu.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	



Minutes of meeting

A scheduled meeting is held on 11th May 2016 at 11:30am in the Principal chamber. All the members of staff attend the meeting.

The following discussion is taken in the meeting:

Mrs. Shuba Rani and Miss Rajni Sharma were assigned the duty to attend workshop

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	



**Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143**

Circular


A meeting of the staff members shall be held on 28th May 2016 at 11:30am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

1. Celebration of world environment day.
2. Decide the place where plantation drive may be done.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	




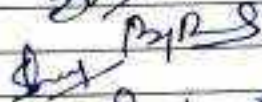

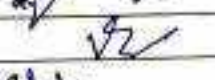





Minutes of meeting

A scheduled meeting is held on 28th May 2016 at 11:30am in the Principal chamber. All the members of staff attend the meeting.

The following discussion is taken in the meeting:

1. It is decided to celebrate world Environment day on 5th June 2016 and run plantation drive on that day.
2. Plantation drive was arranged in Shri Jasrota Mata Temple on the eve of environment day
3. Mr. Rattan Chand was making all the necessary arrangement for the plantation drive.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	



**Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143**

Circular

A meeting of the staff members shall be held on 30th May 2016 at 11:30am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

1. Organize workshop on yoga .

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	



Minutes of meeting


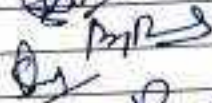



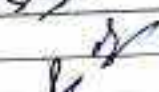



A scheduled meeting is held on 30th May 2016 at 11:30am in the Principal chamber. All the members of staff attend the meeting.

The following discussion is taken in the meeting:

1. It was decided to organize workshop on yoga on 4th of June.
2. It was also decided to invite yoga expert Dr. Guru Parsad Sharma, serving at sub district hospital; Hiranagar.

Mr. Rattan Chand Physical teacher make all proper arrangements for this workshop.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	



**Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143**

Circular

A meeting of the staff members shall be held on 15th Sept, 2016 at 11:30am.
All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

1. Discussion of Internal Curricular activities of the college.
2. Discussion of Internal co-curricular activities of the college.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	



Minutes of meeting

A scheduled meeting is held on 15th Sept 2016 at 11:30am in the Principal chamber. All the members of staff attend the meeting.

The following discussion is taken in the meeting:

1. Principal Dr. K.R. Jha decided to frame the Academic as well as activity calander of the college according to academic calander of University of Jammu.
2. Mrs. Brij Kohli was assigned with the duty to frame the academic calander of the college.
3. Mrs. Veena Devi was assigned with the duty to frame the activity calendar of the college.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Sh. K.K Sharma	
2.	Mrs. Brij Bala Kohli	
3.	Ms. Savita Changotra	
4.	Mr. Rattan chand	
5.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	
7.	Mrs. Subha Rani	
8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	



Lal Bahadur Shastri College of Education
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Circular

A meeting of the staff members shall be held on 26th Sept. 2016 at 11:30am.
All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

1. Discussion on celebration of Birth anniversary of Mahatma Gandhi and Lal Bahadur Shastri

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	MRS
2.	Mr. Rattan chand	Ruf
3.	Ms. Rajni Sharma	Rajni
4.	Mrs. Veena Sharma	Veena
5.	Mrs. Subha Rani	Subha
6.	Ms. Pooja Devi	Pooja
7.	Mr. Ramnesh Sharma	Ramnesh
8.	Ms. Savita Changotra	Savita
9.	Ms. Pooja Kumari	Pooja












Minutes of meeting

A scheduled meeting is held on 15th Sept 2016 at 11:30am in the Principal chamber. All the members of staff attend the meeting.

The following discussion is taken in the meeting:

1. Mr. Rattan Chand, NSS Unit Incharge was assigned duty to organize Swachhta Pakward in village Ganyari and made general public aware about the social responsibility.
2. Decision to celebrate birth anniversary of Mahatma Gandhi and Lal Bahadur Shastri

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	 Ramnesh
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	 Pooja



**Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143**

Circular

A meeting of the staff members shall be held on 10th of Jan.2017 at 11:30am.
All staff members are directed to attend the meeting in Principal chamber.

Following agenda points will be discussed:

1. Annual Quality Assurance Report (AQAR) is Yearly report which should be submitted to NAAC every year.
2. Fill the AQAR in NAAC Website online.

Any other points.

All to note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	












Minutes of meeting

A scheduled meeting is held on 10th of Jan.2017 at 11:30 am in the principal chamber. All the members of staff attend the meeting. The following decision are taken in the meeting.

1. Principal Mrs. Brij Bala Kohli decided to fill the AQAR form online
2. She assigned the duty to Mrs. Subha Rani to fill the AQAR form online with the help of other staff members and prepare all the necessary documents.
3. Last date to fill the AQAR form is 28th Feb.2017.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	



Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143

Circular

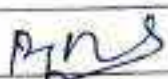






A meeting of the staff members shall be held on 1st Sept. 2017 at 11:30am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

Commencement of class work, Framing Timetable, Distribution of Students in sections, Distribution of Time- Table, etc.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	Ramnesh
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	Pooja



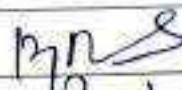




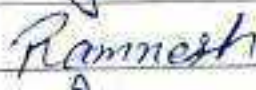

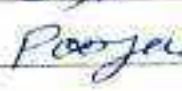
Minutes of meeting

A scheduled meeting is held on 1st Sept. 2017 at 11:30am in the Principal chamber. All the members of staff attend the meeting.

The following discussion is taken in the meeting:

1. It was decided to start new session from 4th of Sept. 2017 as per University Calendar.
2. Student of the college were dividing into two sections.
3. Mrs. Subha Rani assigned the duty to frame time table and distribute it to the staff and paste on the notice board.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	



Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143

Circular



A meeting of the staff members shall be held on 12th Sept. 2017 at 01:30pm.
All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

1. Organizing fresher's Party for the new session 2017-19.
2. How to welcome fresher's and make aware them about the rules and regulation of the college.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	




Minutes of meeting

A scheduled meeting is held on 12th Sept. 2017 at 01:30pm in the Principal chamber. All the members of staff attend the meeting.

The following discussion is taken in the meeting:

1. It was decided that fresher's party on 19th of Sept. 2017.
2. Mrs. Veena Devi to guide the student of 3rd Sem. Regarding the arrangements of the fresher's party.
3. Mr. Rattan Chand make all proper arrangement for the event.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	



Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143

Circular

A meeting of the staff members shall be held on 19th Sept 2017 at 11:30am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

1. Discussion of Internal Curricular activities of the college.
 2. Discussion of Internal co-curricular activities of the college.
- Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	Ramnesh
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	Pooja












Minutes of meeting

A scheduled meeting is held on 19th Sept 2017 at 11:30am in the Principal chamber. All the members of staff attend the meeting. The following discussion are taken in the meeting.

1. Principal Mrs. Brij Kohli decided to frame the Academic as well as activity calander of the college according to academic calander of University of Jammu.
2. Mrs. Shubha was assigned with the duty to frame the academic calander of the college.
3. Mrs. Veena Devi was assigned with the duty to frame the activity calendar of the college.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	



Lal Bahadur Shastri College of Education
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Circular

A meeting of the staff members shall be held on 21st Sept 2017 at 11:30am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

To prepare date sheet of 1st Internal for the students of 3rd sem. Session 2016-18.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	






Minutes of meeting

A scheduled meeting is held on 21st Sept 2017 at 11:30am in the Principal chamber. All the members of staff attend the meeting. The following discussion are taken in the meeting.

1. Duty was assigned to Mrs. Subha to frame a date sheet for the students of B.Ed. Sem. 3rd Session 2016-18 so the exam. Conducted timely.
2. Mr.Rattan Chand make all proper arrangement for the internal exam.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	



**Lal Bahadur Shastri College of Education
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Circular

A meeting of the staff members shall be held on 25th Oct. 2017 at 11:30am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

Take permission for visit cum observation

It was discussed to make proper arrangement for visit Cum observation to DIET Basholi and Residential School.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	












Minutes of meeting

A scheduled meeting is held on 25th Oct. 2017 at 11:30am in the Principal chamber. All the members of staff attend the meeting. The following discussions are taken in the meeting.

1. It was decided to take permission from the DIET Basholi and Residential School.
2. Mr. Rattan Chand assign the duty to take the permission from from DIET Basholi and Residential School.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	



Lal Bahadur Shastri College of Education
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Circular

A meeting of the staff members shall be held on 1st Nov. 2017 at 11:30am. All the staff members are directed to attend the meeting in Principal's chamber.

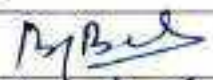


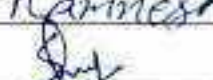

Following agenda point will be discussed:

To make visit to Madaras for the students of B.Ed. Sem. 1st Session 2017-19.

To make

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	

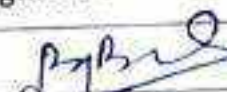









Principal

Minutes of meeting

A scheduled meeting is held on 1st Nov.2017 at 11:30am in the Principal chamber. All the members of staff attend the meeting. The following discussions are taken in the meeting.

1. Make arrangements for visit to Madarasa for the students of B.Ed Sem. 1st Session 2017-19.
2. Mr.Rattan Chand make all proper arrangement for the Madarasa visit.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	



**Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143**

Circular

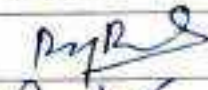



A meeting of the staff members shall be held on 2nd Dec. 2017 at 11:30am. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

Make arrangements to organize seminar by Nehru Yuva Kendra Kathua.

Any other points.

All the note for comply.

S.No	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	



Minutes of meeting

A scheduled meeting is held on 2nd Dec. 2017 at 11:30am in the Principal chamber. All the members of staff attend the meeting. The following discussions are taken in the meeting:

1. Make proper arrangements for the seminar which was organized by Nehru Yuva Kendra Kathua.
2. To inform the students to take part in seminar and to get ready with the material.
3. Mrs. Subha Rani assign the duty to collect the name of the students who participate in the seminar.
4. Mr. Rattan Chand make all proper arrangements for the seminar.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Mr. Rattan chand	
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	
7.	Mr. Raman Sharma	
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	



Lal Bahadur Shastri College of Education
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Circular

A meeting of the staff members shall be held on 18 Jan. 2018 at 01:30pm. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

Commencement of class work for the students of semester 4th and 2nd semester.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Dr. K.R. Jha	K.R. Jha
2.	Mrs. Brij Bala Kohli	Brij Bala Kohli
3.	Mr. Rattan chand	Rattan chand
4.	Ms. Priyanka Sharma	Priyanka
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha Rani
7.	Ms. Pooja Devi	Pooja Devi
8.	Mr. Raman Sharma	Raman
9.	Ms. Rajni Sharma	Rajni
10.	Ms. Pooja Sharma	Pooja
11.	Ms. Anu Bharti	Anu
12.	Ms. Renu Barki	Renu



Minutes of meeting

A scheduled meeting is held on 18 Jan, 2018 at 01:30pm in the Principal chamber. All the members of staff attend the meeting. The following discussions are taken in the meeting.

1. It was decided to start class work from 22nd Jan, 2018.
2. Staff members were directed to maintain their class registers and any other academic record.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Dr. K.R. Jha	
2.	Mrs. Brij Bala Kohli	
3.	Mr. Rattan chand	
4.	Ms. Priyanka Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Pooja Devi	
8.	Mr. Raman Sharma	
9.	Ms. Rajni Sharma	
10.	Ms. Pooja Sharma	
11.	Ms. Anu Bharti	
12.	Ms. Renu Barki	




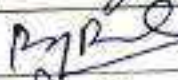





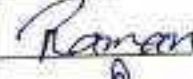




Lal Bahadur Shastri College of Education
N.H. Rajbagh Kathua - 184143

Circular

A meeting of the staff members shall be held on 05th of Jan.2018 at 11:30am.
All staff members are directed to attend the meeting in Principal chamber.

Following agenda points will be discussed:

1. Annual Quality Assurance Report (AQAR) is Yearly report which should be submitted to NAAC every year.
 2. Fill the AQAR in NAAC Website online.
- Any other points.
All to note for comply.

S.No.	Name	Signature
1.	Dr. K.R. Jha	
2.	Mrs. Brij Bala Kohli	
3.	Mr. Rattan chand	
4.	Ms. Priyanka Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Pooja Devi	
8.	Mr. Raman Sharma	
9.	Ms. Rajni Sharma	
10.	Ms. Pooja Sharma	
11.	Ms. Anu Bharti	
12.	Ms. Renu Barki	


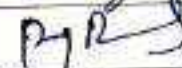



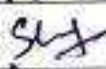




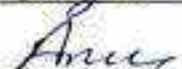
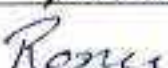


Minutes of meeting

A scheduled meeting is held on 05th of Jan.2018 at 11:30 am in the principal chamber. All the members of staff attend the meeting. The following decision are taken in the meeting.

1. Principal Dr. K.R. Jha decided to fill the AQAR form online
2. She assigned the duty to Mrs. Subha Rani to fill the AQAR form online with the help of other staff members and prepare all the necessary documents.
3. Last date to fill the AQAR form is 28th Feb.2018.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Dr. K.R. Jha	
2.	Mrs. Brij Bala Kohli	
3.	Mr. Rattan chand	
4.	Ms. Priyanka Sharma	
5.	Mrs. Veena Sharma	
6.	Mrs. Subha Rani	
7.	Ms. Pooja Devi	
8.	Mr. Raman Sharma	
9.	Ms. Rajni Sharma	
10.	Ms. Pooja Sharma	
11.	Ms. Anu Bharti	
12.	Ms. Renu Barki	



Lal Bahadur Shastri College of Education
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Circular

A meeting of the staff members shall be held on 1st March, 2018 at 01:30pm.
All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

Celebration of women's day in the campus.

Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Dr. K.R. Jha	Khungher
2.	Mrs. Brij Bala Kohli	MRS
3.	Mr. Rattan chand	Rat
4.	Ms. Priyanka Sharma	Priyanka
5.	Mrs. Veena Sharma	VS
6.	Mrs. Subha Rani	SR
7.	Ms. Pooja Devi	Pooja
8.	Mr. Raman Sharma	Raman
9.	Ms. Rajni Sharma	Rajni
10.	Ms. Pooja Sharma	Pooja
11.	Ms. Anu Bharti	Anu
12.	Ms. Renu Barki	Renu



Minutes of meeting

A scheduled meeting is held on 1st March 2018 at 01:30pm in the Principal chamber. All the members of staff attend the meeting. The following discussions are taken in the meeting.

1. It was decided to celebrate women's day in the college.
2. Mrs. Veena Devi was assigned the duty to guide the students related to women's day celebration.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Dr. K.R. Jha	K.R. Jha
2.	Mrs. Brij Bala Kohli	M.B.K.
3.	Mr. Rattan chand	Rattan
4.	Ms. Priyanka Sharma	Priyanka
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Subha
7.	Ms. Pooja Devi	Pooja
8.	Mr. Raman Sharma	Raman
9.	Ms. Rajni Sharma	Rajni
10.	Ms. Pooja Sharma	Pooja
11.	Ms. Anu Bharti	Anu
12.	Ms. Renu Barki	Renu



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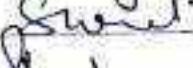
Circular

A meeting of the staff members shall be held on 20th Oct. 2018 at 01:30pm. All the staff members are directed to attend the meeting in Principal's chamber.

Following agenda point will be discussed:

1. Discussion of Internal Curriculum of the college.
 2. Discussion of Co-curricular activities of the college.
- Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Ms. Rajni Devi	
3.	Mr. Rattan chand	
4.	Ms. Priyanka Sharma	
5.	Ms. Pooja Devi	
6.	Ms. Pooja Sharma	
7.	Miss Annu Bharti	
8.	Ms. Jyoti Sharma	
9.	Miss Poonam Verma	
10.	Ms. Pooja Sharma	
11.	Ms. Surali Sharma	
12.	Ms. Renu Barki	



Minutes of meeting

A scheduled meeting is held on 20th Oct. 2018 at 01:30pm in the Principal chamber. All the members of staff attend the meeting. The following discussions are taken in the meeting.

1. It was decided that college should follow the academic as well as activity calendar was framed according to University Calendar.
2. Mrs. Brij Kohli, Sh. Harbans Singh (Administrator) and all the staff members were attend the meeting and each one take their own charge.

At the end the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	
2.	Ms. Rajni Devi	
3.	Mr. Rattan chand	
4.	Ms. Priyanka Sharma	
5.	Ms. Pooja Devi	
6.	Ms. Pooja Sharma	
7.	Miss Annu Bharti	
8.	Ms. Jyoti Sharma	
9.	Miss Poonam Verma	
10.	Ms. Pooja Sharma	
11.	Ms. Surali Sharma	
12.	Ms. Renu Barki	



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Circular

A meeting of the staff members shall be held on 5th of May 2018 at principal's office. All the staff members are directed to attend the meeting in Principal's office.

Following agenda points will be discussed.

1. Preparation regarding ACC inspection.
2. Maintaining the internal record.
3. Any other points

All to note for comply.

S.No.	Name	
1.	Mrs. Brij Kohli	Brij Kohli
2.	Sh. Rattan Chand	Rattan Chand
3.	Miss Rajni Sharma	Rajni Sharma
4.	Mrs. Veena Sharma	Veena Sharma
5.	Mrs. Subah Rani	Subah Rani
6.	Miss Priyanka Sharma	Priyanka Sharma
7.	Miss Anu Bharti	Anu Bharti
8.	Mrs. Pooja Sharma	Pooja Sharma
9.	Miss Pooja Devi	Pooja Devi
10.	Mr. Ramani Kumar	Ramani Kumar
11.	Mrs Reenu Barkhi	Reenu Barkhi



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Circular

A meeting of the staff members will be held on 15th of May 2018 at principal's office.
All the staff members are directed to attend the meeting. Following agenda points will be discussed.

1. Preparation regarding final exams.
2. Preparations regarding final teaching practice and internship viva-voice.
3. Allotment of duties for conducting final teaching practice.
4. All to note for comply

Any other points

S.No.	Name	
1.	Mrs. Brij Kohli	<i>Brij Kohli</i>
2.	Sh. Rattan Chand	<i>Rattan Chand</i>
3.	Miss Priyanka Sharma	<i>Priyanka</i>
4.	Miss Anu Bharti	<i>Annu</i>
5.	Mrs. Pooja Sharma	<i>Pooja</i>
6.	Miss Pooja Devi	<i>Pooja</i>
8.	Mrs Reenu Barkhi	<i>Reenu</i>



Minutes of meeting

A scheduled meeting was held in Principal's office at 11:50 am on 15th of May 2018. All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Preparations regarding final theory examinations and viva-voice of internship.
2. All the mentors were assigned the duty to make necessary arrangements regarding viva-voice.
3. Mrs. Renu Barkhi and Sh. Rattan Chand Sharma was assigned the duty to distribute roll numbers to the students who were going to appear in the final exams.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	
1.	Mrs. Brij Kohli	<i>Brij Kohli</i>
2.	Sh. Rattan Chand	<i>Rattan Chand</i>
3.	Miss Priyanka Sharma	<i>Priyanka</i>
4.	Miss Anu Bharti	<i>Anu</i>
5.	Mrs. Pooja Sharma	<i>Pooja</i>
6.	Miss Pooja Devi	<i>Pooja</i>
8.	Mrs Reenu Barkhi	<i>Reenu</i>



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Circular

A meeting of staff members shall be held on 26th of June 2018 at Principal's office. All the staff members are directed to attend the meeting in principal's office.

Following agenda points will be discussed :-

1. Commencement of the session.
2. Framing the time table.
3. Distribution of time table
4. Any other points

All to note for comply

S.No.	Name	
1.	Mrs. Brij Kohli	P.K.S.
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	Priyanka
4.	Miss Anu Bharti	Anu
5.	Mrs. Pooja Sharma	Pooja
6.	Miss Pooja Devi	Pooja
8.	Mrs Reenu Barkhi	Reenu



Minutes of meeting

A scheduled meeting was held in Principal's office at 26th of June at 12:30 noon. All the staff members attend the meeting. Following points were discussed in the meeting.

1. It was decided to start class work from 2nd of July 2018 according to academic calendar prescribed by Jammu University.
2. Miss Priyanka Sharma was assigned with the duty to frame time table of 2nd semester and also frame academic calendar of the college and hand over one copy of time table to concern subject teachers.
3. Mrs. Pooja Sharma was assigned with the duty to frame activity calendar of the college.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	
1.	Mrs. Brij Kohli	<i>Brij Kohli</i>
2.	Sh. Rattan Chand	<i>Rattan Chand</i>
3.	Miss Priyanka Sharma	<i>Priyanka Sharma</i>
4.	Miss Anu Bharti	<i>Anu Bharti</i>
5.	Mrs. Pooja Sharma	<i>Pooja Sharma</i>
6.	Miss Pooja Devi	<i>Pooja Devi</i>
8.	Mrs Reenu Barkhi	<i>Reenu Barkhi</i>



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Circular

A meeting of staff members shall be held on 22th of August 2018 at Principal's chamber . All the staff members are directed to attend the meeting in principal's office .

Following agenda points will be discussed :-

1. Commencement of the session.
2. Framing the time table.
3. Distribution of time table
4. Any other points

S.No.	Name	
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	Priyanka
4.	Miss Anu Bharti	Anu
5.	Mrs. Pooja Sharma	Pooja
6.	Miss Pooja Devi	Pooja
8.	Mrs Reenu Barkhi	Reenu



Minutes of meeting

A scheduled meeting was held in Principal's office at 22nd of August 2018 for commencement of new academic session. All the staff members attend the meeting. Following points were discussed in the meeting.

1. It was decided to start class work from 2nd of September 2018 according to academic calendar prescribed by Jammu University.
2. Miss Priyanka Sharma was assigned with the duty to frame time table and also frame academic calendar of the college and hand over one copy of time table to concern subject teachers.
3. Mrs. Renu Barkhi was assigned the duty to distribute section to the students who were going to appear in the 1st semester.
4. Mrs. Pooja Sharma was assigned with the duty to frame activity calander of the college.

At the end the meeting was over by vote of thanks to the chair

S.No	Name	
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	Priyanka
4.	Miss Anu Bharti	Anu
5.	Mrs. Pooja Sharma	Pooja
6.	Miss Pooja Devi	Pooja
8.	Mrs Reenu Barkhi	Reenu



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Circular

A meeting of the staff members shall be held on 3rd of November 2018 at principal's office. All the staff members are directed to attend the meeting in Principal's office.

Following agenda points will be discussed.

1. Preparation regarding ACC inspection
2. Maintaining the internal record
3. Any other points

All to note for comply

S.No.	Name	
1.	Mrs. Brij Kohli	4 Mrs
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	Priyanka
4.	Miss Anu Bharti	Annu
5.	Mrs. Pooja Sharma	Pooja
6.	Miss Poonam Verma	Poonam
8.	Mrs Reenu Barkhi	Reenu
9.	Mrs. Surabi Sharma	Surabi
10.	Mrs. Jyoti Sharma	Jyoti

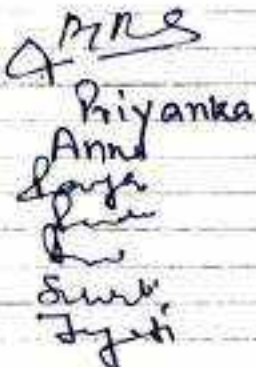


Minutes of meeting

A scheduled meeting was held on 3rd November 2018 in principal's office regarding ACC inspection of 3rd semester at 11:00 am. All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Incharge Principal Mrs. Brij Bala Kohli discussed about the checking of internship files as well as seminar sessional files by ACC team members.
2. All the staff members were assigned the duty to maintain their record and complete it before inspection.
3. Mrs. Subah Rani was assigned with the duty to prepare internal award roll of the students.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	



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Circular

A meeting of the staff members will be held on 27th of November 2018 at principal's office.

All the staff members are directed to attend the meeting. Following agenda points will be discussed.

1. Preparation regarding final exams.
2. Preparations regarding final teaching practice and internship viva- voice.
3. Allotment of duties for conducting final teaching practice.
4. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	

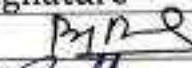
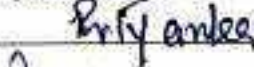



Mintues of meeting

A scheduled meeting was held on 27th of November 2018 in principal's office regarding final teaching practice 3rd semester at 1:00 pm. All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Preparations regarding final teaching practice and examination of 3rd semester.
2. All the mentors were assigned the duty to make necessary arrangements regarding viva-voice.
3. Mrs. Renu Barkhi and Sh. Rattan Chand Sharma was assigned the duty to distribute roll numbers to the students who were going to appear in the final exams.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	



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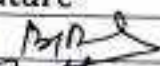



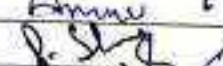

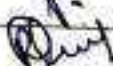



Circular

A meeting of the staff members shall be held on 12th of December 2018 at principal's office. All the staff members are directed to attend the meeting in Principal's office.

Following agenda points will be discussed.

1. Preparation regarding ACC inspection.
2. Maintaining the internal record.
3. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	
11.	Mrs. Jyoti Pathania	

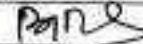

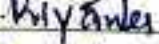









Minutes of meeting

A scheduled meeting was held on 12th December 2018 in principal's office regarding ACC inspection of 1st semester at 1:00 pm. All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Incharge Prinicpal Mrs. Brij Bala Kohli discussed about the checking of internship files as well as seminar sessional files by ACC team members.
2. All the staff members were assigned the duty to maintain their record and complete it before inspection.
3. Mrs. Surali Sharma was assigned with the duty to prepare internal award roll of the students.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	
11.	Mrs. Jyoti Pathania	



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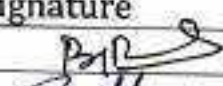

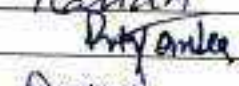



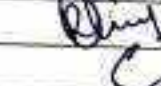



Circular

A meeting of the staff members will be held on 1st of January 2019 at principal's office.

All the staff members are directed to attend the meeting. Following agenda points will be discussed.

1. Preparation regarding final exams.
2. Preparations regarding final teaching practice and internship viva- voice.
3. Allotment of duties for conducting final teaching practice.
4. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	
11.	Mrs. Jyoti Pathania	


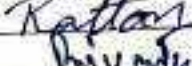
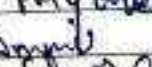

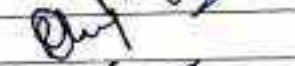







Minutes of meeting

A scheduled meeting was held in Principal's office at 10:30 am on 1st of January 2019. All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Preparations regarding final examinations and viva-voice of internship.
2. All the mentors were assigned the duty to make necessary arrangements regarding viva-voice.
3. Mrs. Renu Barkhi was assigned the duty to distribute roll numbers to the students who were going to appear in the final exams.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	
11.	Mrs. Jyoti Pathania	



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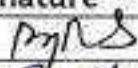
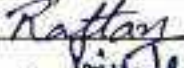
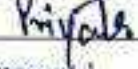
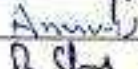

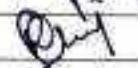




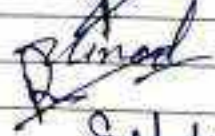


Circular

A meeting of the staff members shall be held on 27th of April 2019 at principal's office. All the staff members are directed to attend the meeting in Principal's office.

Following agenda points will be discussed.

1. Preparation regarding ACC inspection.
2. Maintaining the internal record.
3. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Jyoti Sharma	
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	
13.	Mrs. Renu Bala	
14.	Miss. Surbhi Jasrotia	

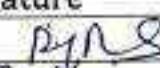
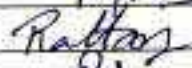
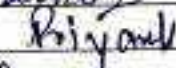
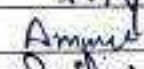











Minutes of Meeting

A scheduled meeting was held on 27th Of April 2019 in principal's office regarding ACC inspection of 4th semester at 11:30 am . All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Incharge Prinicipal Mrs. Brij Bala Kohli discussed about the checking of internship files as well as seminar sessional files by ACC team members.
2. All the staff members were assigned the duty to maintain their record and complete it before inspection.
3. Mrs. Jyoti Pathania was assigned with the duty to prepare internal award roll of the students.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Jyoti Sharma	
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	
13.	Mrs. Renu Bala	
14.	Miss. Surbhi Jasrotia	



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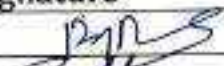

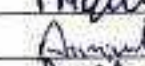



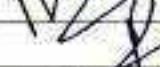
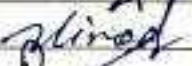





Circular

A meeting of the staff members will be held on 16th of May 2019 at principal's office.

All the staff members are directed to attend the meeting. Following agenda points will be discussed.

1. Preparation regarding final exams.
2. Preparations regarding final teaching practice and internship viva- voice.
3. Allotment of duties for conducting final teaching practice.
4. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Jyoti Sharma	
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	
13.	Mrs. Renu Bala	
14.	Miss. Surbhi Jasrotia	

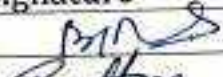

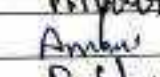
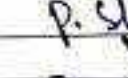


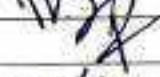
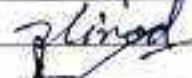







Minutes of Meetings

A scheduled meeting was held in Principal's office at 11:00 am on 16th of May 2019. All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Preparations regarding final examinations and viva-voice of internship.
2. All the mentors were assigned the duty to make necessary arrangements regarding viva-voice.
3. Mrs. Renu Barkhi was assigned the duty to distribute roll numbers to the students who were going to appear in the final exams.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Jyoti Sharma	
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	
13.	Mrs. Renu Bala	
14.	Miss. Surbhi Jasrotia	



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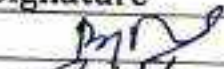


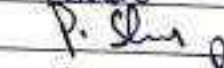









Circular

A meeting of the staff members shall be held on 22th of May 2019 at principal's office. All the staff members are directed to attend the meeting in Principal's office.

Following agenda points will be discussed.

1. Preparation regarding ACC inspection.
2. Maintaining the internal record.
3. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Jyoti Sharma	
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	
13.	Mrs. Renu Bala	
14.	Miss. Surbhi Jasrotia	



Minutes of meeting

A scheduled meeting was held on 22th May 2019 in principal's office regarding ACC inspection of 2nd semester at 2:00 pm. All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Incharge Principal Mrs. Brij Bala Kohli discussed about the checking of internship files as well as seminar sessional files by ACC team members.
2. All the staff members were assigned the duty to maintain their record and complete it before inspection.
3. Mrs. Naresh Sangra was assigned with the duty to prepare internal award roll of the students.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Jyoti Sharma	
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	
13.	Mrs. Renu Bala	
14.	Miss. Surbhi Jasrotia	



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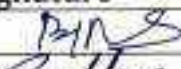
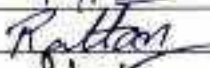
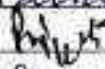

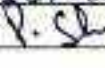



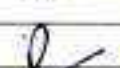



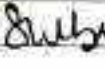
Circular

A meeting of the staff members will be held on 12th of June 2019 at principal's office.

All the staff members are directed to attend the meeting. Following agenda points will be discussed.

1. Preparation regarding final exams.
2. Preparations regarding final teaching practice and internship viva- voice.
3. Allotment of duties for conducting final teaching practice.
4. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Jyoti Sharma	
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	
13.	Mrs. Renu Bala	
14.	Miss. Surbhi Jasrotia	



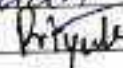
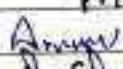
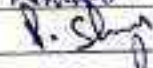

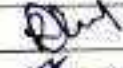




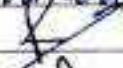
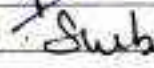


Minutes of meeting

A scheduled meeting was held in Principal's office at 10:00 am on 12th of June 2019. All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Preparations regarding final examinations and viva-voice of internship.
2. All the mentors were assigned the duty to make necessary arrangements regarding viva-voice.
3. Mrs. Renu Barkhi was assigned the duty to distribute roll numbers to the students who were going to appear in the final exams.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Jyoti Sharma	
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	
13.	Mrs. Renu Bala	
14.	Miss. Surbhi Jasrotia	



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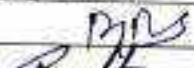
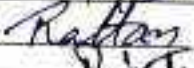
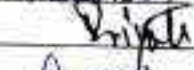
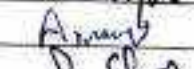
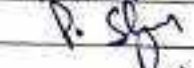





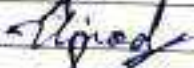
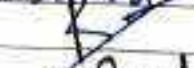

Circular

A meeting of staff members shall be held on 25th of June 2019 at Principal's chamber . All the staff members are directed to attend the meeting in principal's office .

Following agenda points will be discussed :-

1. Commencement of the session.
2. Framing the time table.
3. Distribution of time table
4. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Jyoti Sharma	
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	
13.	Mrs. Renu Bala	
14.	Miss. Surbhi Jasrotia	

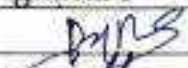

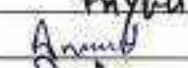
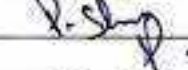











Minutes of meeting

A scheduled meeting was held on 25th of June 2019 at 12:30 noon at principal's office. All the staff members attend the meeting, the following discussions are taken in the meeting.

1. It was decided to start the classwork from 1st July 2019 according to the academic calendar prescribed by Jammu University.
2. Mrs. Priyanka Sharma was assigned the duty to frame the academic calendar of the B.Ed. semester 3rd. she was also assigned with the duty to frame time table of 3rd semester.
3. MRS. Poonam Verma was assigned with the duty to frame the activity calendar of the college.

At the end of the meeting is over by the vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kóhli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Jyoti Sharma	
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	
13.	Mrs. Renu Bala	
14.	Miss. Surbhi Jasrotia	



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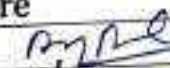

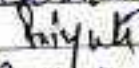
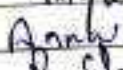




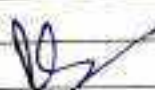




Circular

A meeting of the staff members shall be held on 9th of November 2019 at principal's office. All the staff members are directed to attend the meeting in Principal's office.

Following agenda points will be discussed.

1. Preparation regarding ACC inspection.
2. Maintaining the internal record.
3. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
10.	Mrs. Jyoti Sharma	
11.	Mrs. Naresh Sangra	
12.	Mrs. Jyoti Pathania	
13.	Mr. Vinod Verma	
14.	Mrs. Renu Bala	
15.	Miss. Surbhi Jasrotia	

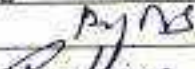
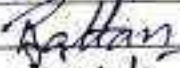
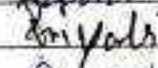
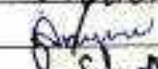

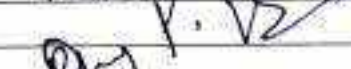



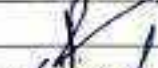





Minutes of meeting

A scheduled meeting was held on 9th of November 2019 in principal's office regarding ACC inspection of 3rd semester at 11:00 am. All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Incharge Principal Mrs. Brij Bala Kohli discussed about the checking of internship files as well as seminar sessional files by ACC team members.
2. All the staff members were assigned the duty to maintain their record and complete it before inspection.
3. Mrs. Naresh Sangra was assigned with the duty to prepare internal award roll of the students.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
10.	Mrs. Jyoti Sharma	
11.	Mrs. Naresh Sangra	
12.	Mrs. Jyoti Pathania	
13.	Mr. Vinod Verma	
14.	Mrs. Renu Bala	
15.	Miss. Surbhi Jasrotia	



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Circular

A meeting of the staff members will be held on 19th of November 2019 at principal's office.

All the staff members are directed to attend the meeting. Following agenda points will be discussed.

1. Preparation regarding final exams.
2. Preparations regarding final teaching practice and internship viva- voice.
3. Allotment of duties for conducting final teaching practice.
4. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	Mrs. Brij Kohli
2.	Sh. Rattan Chand	Sh. Rattan Chand
3.	Miss Priyanka Sharma	Miss Priyanka Sharma
4.	Miss Anu Bharti	Miss Anu Bharti
5.	Mrs. Pooja Sharma	Mrs. Pooja Sharma
6.	Miss Poonam Verma	Miss Poonam Verma
8.	Mrs Reenu Barkhi	Mrs Reenu Barkhi
9.	Mrs. Surali Sharma	Mrs. Surali Sharma
10.	Mrs. Jyoti Sharma	Mrs. Jyoti Sharma
11.	Mrs. Naresh Sangra	Mrs. Naresh Sangra
12.	Mrs. Jyoti Pathania	Mrs. Jyoti Pathania
13.	Mr. Vinod Verma	Mr. Vinod Verma
14.	Mrs. Renu Bala	Mrs. Renu Bala
15.	Miss. Surbhi Jasrotia	Miss. Surbhi Jasrotia

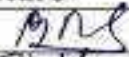
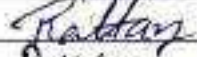
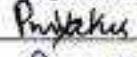
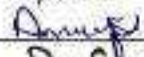









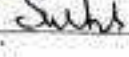


Minutes of meeting

A scheduled meeting was held in Principal's office at 11:00 am on 19th of November 2019. All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Preparations regarding teaching practice and viva-voice of internship.
2. All the mentors were assigned the duty to make necessary arrangements regarding viva-voice and teaching practice.
3. Mrs. Renu Barkhi was assigned the duty to distribute roll numbers to the students who were going to appear in the final exams.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	
11.	Mrs. Naresh Sangra	
12.	Mrs. Jyoti Pathania	
13.	Mr. Vinod Verma	
14.	Mrs. Renu Bala	
15.	Miss. Surbhi Jasrotia	



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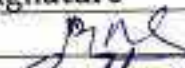
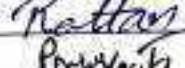
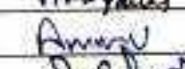






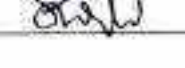




Circular

A meeting of staff members shall be held on 1st of December 2019 at Principal's chamber . All the staff members are directed to attend the meeting in principal's office .

Following agenda points will be discussed :-

1. Commencement of the session.
2. Framing the time table.
3. Distribution of time table
4. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	
11.	Mrs. Naresh Sangra	
12.	Mrs. Jyoti Pathania	
13.	Mr. Vinod Verma	
14.	Mrs. Renu Bala	
15.	Miss. Surbhi Jasrotia	



Minutes of meeting

A scheduled meeting was held in Principal's office at 1st of December 2019 for commencement of new academic session. All the staff members attend the meeting. Following points were discussed in the meeting.

1. It was decided to start class work from 4th of December 2019 according to academic calendar prescribed by Jammu University.
2. Miss Priyanka Sharma was assigned with the duty to frame time table and also frame academic calendar of the college and hand over one copy of time table to concern subject teachers.
3. Mrs. Pooja Sharma was assigned with the duty to frame activity calander of the college.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	Rattan
3.	Miss Priyanka Sharma	Priyanka
4.	Miss Anu Bharti	Annu
5.	Mrs. Pooja Sharma	P. Sharma
6.	Miss Poonam Verma	P. Verma
8.	Mrs Reenu Barkhi	Reenu
9.	Mrs. Surali Sharma	Surali
10.	Mrs. Jyoti Sharma	Jyoti
11.	Mrs. Naresh Sangra	Naresh
12.	Mrs. Jyoti Pathania	Jyoti
13.	Mr. Vinod Verma	Vinod
14.	Mrs. Renu Bala	Renu
15.	Miss. Surbhi Jasrotia	Surbhi



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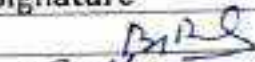













Circular

A meeting of the staff members shall be held on 16th of December 2019 at principal's office. All the staff members are directed to attend the meeting in Principal's office.

Following agenda points will be discussed.

1. Preparation regarding ACC inspection.
2. Maintaining the internal record.
3. Any other points

All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	
3.	Miss Priyanka Sharma	
4.	Miss Anu Bharti	
5.	Mrs. Pooja Sharma	
6.	Miss Poonam Verma	
8.	Mrs Reenu Barkhi	
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	
11.	Mrs. Naresh Sangra	
12.	Mrs. Jyoti Pathania	
13.	Mr. Vinod Verma	
14.	Mrs. Renu Bala	
15.	Miss. Surbhi Jasrotia	



Minutes of meeting

A scheduled meeting was held on 16th of December 2019 in principal's office regarding ACC inspection of 1st semester at 11:00 am. All the staff members attend the meeting. Following discussions are taken in the meeting.

1. Incharge Prinicpal Mrs. Brij Bala Kohli discussed about the checking of internship files as well as seminar sessional files by ACC team members.
2. All the staff members were assigned the duty to maintain their record and complete it before inspection.
3. Miss Ponam Verma was assigned with the duty to prepare internal award roll of the students.

At the end the meeting was over by vote of thanks to the chair.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	
2.	Sh. Rattan Chand	Rattan
3.	Miss Priyanka Sharma	Priyanka
4.	Miss Anu Bharti	Anu
5.	Mrs. Pooja Sharma	P. Sharma
6.	Miss Poonam Verma	P. Verma
8.	Mrs Reenu Barkhi	Reenu
9.	Mrs. Surali Sharma	Surali
10.	Mrs. Jyoti Sharma	Jyoti
11.	Mrs. Naresh Sangra	Naresh
12.	Mrs. Jyoti Pathania	Jyoti
13.	Mr. Vinod Verma	Vinod
14.	Mrs. Renu Bala	Renu
15.	Miss. Surbhi Jasrotia	Surbhi

