#### Circular

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

Following agenda points will be discussed:

- 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	Par ,
2.	Mr. Chaman Singh	, Esingli
3.	Mr. Rattan chand	Rollars
4.	Ms. Rajni Sharma	Q.
5.	Ms. Veena Sharma	Nenie
6.	Ms. Subha Rani	and
7.	Ms. Anku Sharma	in the second
8.	Ms. Poonam Jasrotia	1. P. Jus
9.	Ms. Anjali	ile a
10.	Ms.Neelam Jha	· And
11.	Ms. Savita Changotra	Saute )
12.	Ms. Uma Sharma	Mary
13.	Mr. Aeshad Imam	Tinan
14.	Ms. Neha Rajput	Neha



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### **Minutes of the Meeting**

A scheduled meeting is held on 10<sup>th</sup> of Jan 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.

- 1. Principal Mrs. Brij Bala Kohli decided to fill the AQAR form online
- 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.

S.No.	Name	Signature
1	Mrs. Brij Bala Kohli	P-In-
2. 3. 4.	Mr Chaman Singh	Notigh
3.	Mr. Rattan chand	Anthen a
4.	Ms. Rajni Sharma	Ver
5.	Mrs. Veena Sharma	Nemo
6.	Mrs. Subha Rani	147
7.	Ms. Anku Sharma	when a
8.	Ms. Poonam Jasrotia	A V. Jrs
8. 9.	Ms. Anjali	W.
10	Ms Neelam Jha	ylr
11.	Ms. Savita Changotra	_S8oft
12	Ms. Uma Sharma	Jona
13.	Mr. Aeshad Imam	Tinon.
14	Ms. Neha Rajput	Nche



#### 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	PMP
2.	Mr. Chaman Singh	Bingh
3.	Mr. Rattan chand	Rottan
4.	Ms. Rajni Sharma	Ou manne
5.	Ms. Veena Sharma	aliera
6.	Ms. Subha Rani	QI
7.	Ms. Anku Sharma	Chat
8.	Ms. Poonam Jasrotia	. V.m
9.	Ms. Anjali	A. C
10.	Ms.Neelam Jha	
11.	Ms. Savita Changotra	e la ta
12.	Ms. Uma Sharma	Uma
13.	Mr. Aeshad Imam	Twoma
14.	Ms. Neha Rajput	Alle



#### Minutes of the Meeting

A scheduled meeting is held on 15<sup>th</sup> 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.

- Principal Mrs. Brij Bala Kohli decided to start the classwork from 23<sup>rd</sup> 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.
- 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).

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Papage
2.	Mr. Chaman Singh	Chingh
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	et -
5.	Mrs. Veena Sharma	rleena
6.	Mrs. Subha Rani	8ª
7.	Ms. Anku Sharma	Tuken .
8.	Ms. Poonam Jasrotia	i l'as
9.	Ms. Anjali	Ch. O
10.	Ms.Neelam Jha	"yly"
11.	Ms. Savita Changotra	Savita
12.	Ms. Uma Sharma	Une
13.	Mr. Aeshad Imam	Tongon
14.	Ms. Neha Rajput	" Neha



#### 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.
- Discussion of Internal co-curricular activities of the college. Any other points.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Miser
	Mr. Chaman Singh	Cargt
2. 3.	Mr. Rattan chand	Ratton
4.	Ms. Rajni Sharma	R/-
5.	Mrs. Veena Sharma p	Viena
6. 7.	Mrs. Subha Rani	et
7.	Ms. Anku Sharma	Jule
8.	Ms. Poonam Jasrotia	8.22
9.	Ms.Neelam Jha	July of the second seco
10.	Ms. Savita Changotra	Savite
11.	Ms. Uma Sharma	Zona
12.	Mr. Arshad Imam	Inam



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.

- Principal Dr. K.R.Jha decided to frame the Academc as well as activity calander of the collegeaccording to academic calander of University of Jammu.
- 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Dr. Dec
2.	Mr. Chaman Singh	Cisingh
3.	Mr. Rattan chand	B. Hag
4.	Ms. Rajni Sharma	Dianar
5.	Mrs. Veena Sharma	Veune
6.	Mrs. Subha Rani	cla
7. 8.	Ms. Anku Sharma	
8.	Ms. Poonam Jasrotia	U. har
9.	Ms.Neelam Jha	1.65
10.	Ms. Savita Changotra	faville
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Timam



#### Circular

A meeting of the staff members shall be held on 24<sup>th</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	PyBab
2.	Mr. Chaman Singh	Coungh
3.	Mr. Rattan chand	Ratton_
4.	Ms. Rajni Sharma	R.
5.	Mrs. Veena Sharma	Viena
6.	Mrs. Subha Rani	9th
7. 8.	Ms. Anku Sharma	Alis
8.	Ms. Poonam Jasrotia	1. Ar
9.	Ms.Neelam Jha	the
10.	Ms. Savita Changotra	Savitte
11.	Ms. Uma Sharma	Unia
12.	Mr. Arshad Imam	Iman



#### Minutes of the Meeting

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

- Principal Dr. K.R. Jha Decided to arrange the Almuni meet on 1<sup>st</sup> Nov.2014.
- 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	Mar
2.	Mr. Chaman Singh	Congh
3.	Mr. Rattan chand	1 de la
4.	Ms. Rajni Sharma	Q
5.	Mrs. Veena Sharma	Vegner
6.	Mrs. Subha Rani	St.
7.	Ms. Anku Sharma	When
8.	Ms. Poonam Jasrotia	X. X.
9.	Ms.Neelam Jha	and a
10.	Ms. Savita Changotra	Saila
11.	Ms. Uma Sharma	lbra
2.	Mr. Arshad Imam	Inom



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#### Circular

A meeting of staff shall be held on 3<sup>rd</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	PriBata
2.	Mr. Chaman Singh	Chingh
3.	Mr. Rattan chand	Retton
4.	Ms. Rajni Sharma	(C)
5.	Mrs. Veena Sharma	Veene
6.	Mrs. Subha Rani	Str.
7.	Ms. Anku Sharma	Anter
8.	Ms. Poonam Jasrotia	Pin
9.	Ms.Neelam Jha	inf.
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Ulman
12.	Mr. Arshad Imam	Tonam



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

- 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	BrBal
1. 2.	Mr. Chaman Singh	. Correct
3.	Mr. Rattan chand	Rattas
4.	Ms. Rajni Sharma	PV -
5.	Mrs. Veena Sharma	Veene
6.	Mrs. Subha Rani	Str
7.	Ms. Anku Sharma	July of the second second
8.	Ms. Poonam Jasrotia	8.1
9.	Ms.Neelam Jha	Li I
10.	Ms. Savita Changotra	Cavita
11.	Ms. Uma Sharma	Ibna
12.	Mr. Arshad Imam	Imam



#### Circular

A meeting of staff shall be held on 26<sup>th</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Bibal
2.	Mr. Chaman Singh	CSingh
3.	Mr. Rattan chand	- Katter
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	Vene
6.	Mrs. Subha Rani	Set 1
7.	Ms. Anku Sharma	0 the
8.	Ms. Poonam Jasrotia	XIX
9.	Ms.Neelam Jha	giz
10.	Ms. Savita Changotra	Sailita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Iman



A scheduled meeting is held in Principal's chamber on 26<sup>th</sup> 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 1<sup>st</sup> Dec.2014 to celebrate world's AIDS Day.
- 2. Exhibition on Teaching AIDS was Decided to be held on 2<sup>nd</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	PAR
2.	Mr. Chaman Singh	C.Singh
3.	Mr. Rattan chand	Ratha
4.	Ms. Rajni Sharma	(Q)
5.	Mrs. Veena Sharma	Neena
ó	Mrs. Subha Rani	Class
7.	Ms. Anku Sharma	hit
3.	Ms. Poonam Jasrotia	V.M
9.	Ms.Neelam Jha	Sult
10.	Ms. Savita Changotra	Sauta
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Imant



#### 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Duponts
1. 2. 3.	Mr. Chaman Singh	C.Singh
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Dentania
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Qu
7.	Ms. Anku Sharma	July .
8.	Ms. Poonam Jasrotia	2.1V
9.	Ms.Neelam Jha	the-
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	lborg
12.	Mr. Arshad Imam	Trans



A scheduled meeting is held on 13<sup>th</sup> 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
- 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	1.00
1.	Mrs. Brij Bala Kohli	Signature
2. 3.	Mr. Chaman Singh	Balsal
and the second sec	Mr. Rattan chand	Citigh
4.	Ms. Rajni Sharma	Rottan
5.	Mrs. Veena Sharma	, M
6. 7.	Mrs. Subha Rani	Vene
	Ms. Anku Sharma	41
8.	Ms. Poonam Jasrotia	Aller
9.	Ms.Neelam Jha	- X D
10.	Ms. Savita Changotra	2011
11.	Ms. Uma Sharma	-savi A a
12.	Mr. Arshad Imam	T then
		lonan



#### 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	MBus
2.	Mr. Chaman Singh	Chingh
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	₽¢
4. 5.	Mrs. Veena Sharma	Veena
6. 7. 8.	Mrs. Subha Rani	Sti
7.	Ms. Anku Sharma	Artin
8.	Ms. Poonam Jasrotia	X.X.
9.	Ms.Neelam Jha	Was -
10.	Ms. Savita Changotra	Sainta
11.	Ms. Uma Sharma	Ubra
12.	Mr. Arshad Imam	Iman



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

- Principal Dr. K.R. Jha decided to arrange a guest lecture in college on 13<sup>th</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Brank
2.	Mr. Chaman Singh	C.Sihah
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	Q Marian
5.	Mrs. Veena Sharma	Vena
6.	Mrs. Subha Rani	A.
7.	Ms. Anku Sharma	alatin
8.	Ms. Poonam Jasrotia	En.
9.	Ms.Neelam Jha	-11-2
10.	Ms. Savita Changotra	Comita
11.	Ms. Uma Sharma	Silina
12.	Mr. Arshad Imam	Taran



#### 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.

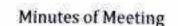
Following agenda points will be discussed in the meeting:

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

Any other points.

S.No	. Name	Signature
1.	Mrs. Brij Bala Kohli	Par Babe
2.	Ms. Neha Rajput	
3.	Mr. Rattan chand	o Rattan
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Str.
6. 7. 8.	Ms. Anku Sharma	adula
8.	Ms. Poonam Jasrotia	1.W
9.	Ms.Neelam Jha	'Aha
10.	Ms. Savita Changotra	Calita
11.	Ms. Uma Sharma	Umer
12.	Mr. Arshad Imam	Iman





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:

- It was decided to organize a guest lecture on career counseling on 24<sup>th</sup> Feb. 2015 in the college.
- 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Por Balo
2.	Ms. Neha Rajput	1 etizes
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	9 reating
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	din
7.	Ms. Anku Sharma	The
8.	Ms. Poonam Jasrotia	R.W.
9.	Ms.Neelam Jha	Lib ~ .
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma.
12.	Mr. Arshad Imam	Turan



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

#### Circular

A meeting of staff shall be held on 1<sup>st</sup> 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.

S.No.	Name	Signature .
1.	Mrs. Brij Bala Kohli	Signature
2. 3.	Ms. Neha Rajput	
3.	Mr. Rattan chand	Rattas
4.	Ms. Rajni Sharma	8/
5.	Mrs. Veena Sharma	V
6. 7.	Mrs. Subha Rani	Shot .
7.	Ms. Anku Sharma	- Andry
8. 9.	Ms. Poonam Jasrotia	Reitor
9.	Ms.Neelam Jha	chind
10.	Ms. Savita Changotra	121
11.	Ms. Uma Sharma	Ihna
12.	Mr. Arshad Imam	Terrows



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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 10<sup>th</sup> March 2015.

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

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	ByBals
2.	Ms. Neha Rajput	Nehe
3.	Mr. Rattan chand	Ratton
4.	Ms. Rajni Sharma	ka -
5.	Mrs. Veena Sharma	Jeena
6.	Mrs. Subha Rani	chr.
7.	Ms. Anku Sharma	Total
8.	Ms. Poonam Jasrotia	Pornem
9.	Ms.Neelam jha	Man
10.	Ms. Savita Changotra	Salite
11.	Ms. Uma Sharma	1 hours
12.	Mr. Arshad Imam	Tarian



#### Circular

A meeting of staff shall be held on 2<sup>nd</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Partals
2.	Ms. Neha Rajput	17135
3.	Mr. Rattan chand	Nema
4.	Ms. Rajni Sharma	0 marian
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	(1.
7.	Ms. Anku Sharma	the Los
8.	Ms. Poonam Jasrotia	8.14
9.	Ms.Neelam Jha	J.C.
10.	Ms. Savita Changotra	2. He
11.	Ms. Uma Sharma	Sauce
11 C C - 1 T	Mr. Arshad Imam	T



A scheduled meeting is held on 2<sup>nd</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Pype
2.	Ms. Neha Rajput	Neha
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	8/
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Str.
7.	Ms. Anku Sharma	and the
8.	Ms. Poonam Jasrotia	1.10
9.	Ms.Neelam Jha	'An
10.	Ms. Savita Changotra	Salite
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Imon



### Circular

A meeting of staff shall be held on 22<sup>nd</sup> 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

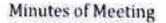
Any other points.

All the note for comply.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Billat
2.	Ms. Neha Rajput	Neha
1. 2. 3.	Mr. Rattan chand	Ivena H
4.	Ms. Rajni Sharma	6 hallan
5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	Ad
7,	Ms. Anku Sharma	The second
8.	Ms. Poonam Jasrotia	0.2
9.	Ms.Neelam Jha	1. Ha
10.	Ms. Savita Changotra	Califa
11.	Ms. Uma Sharma	ARMIC
12.	Mr. Arshad Imam	T
12.		Iman



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A scheduled meeting is held on 22<sup>nd</sup> 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 2<sup>nd</sup> May 2015.

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

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	ParBat
2.	Ms. Neha Rajput	Neha
3,	Mr. Rattan chand	Ratlan
4,	Ms. Rajni Sharma	Quantari
5.	Mrs. Veena Sharma	Veene
6.	Mrs. Subha Rani	dig.
7.	Ms. Anku Sharma	Anto
8.	Ms. Poonam Jasrotia	R.W.
9.	Ms.Neelam Jha	An
10.	Ms. Savita Changotra	Carta
11.	Ms. Uma Sharma	Ibna
12.	Mr. Arshad Imam	Tonom



#### Circular

A meeting of staff shall be held on 7<sup>th</sup> 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	PARala
2.	Ms. Neha Rajput	Neha
2. 3.	Mr. Rattan chand	· Rattan
4.	Ms. Rajni Sharma	Se -
5.	Mrs. Veena Sharma	Veene
6.	Mrs. Subha Rani	841
7.	Ms. Anku Sharma	Any
8.	Ms. Poonam Jasrotia	X.XX
9.	Ms.Neelam Jha	1/-1
10.	Ms. Savita Changotra	Saufa
11.	Ms. Uma Sharma	Ubna
12.	Mr. Arshad Imam	Inan



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A scheduled meeting is held on 7<sup>th</sup> 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.
- 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

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



#### Circular

A meeting of staff shall be held on 2<sup>nd</sup> 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.

S.No.	Name	Signature
	Mrs. Brij Bala Kohli	ParBals
1		Neha
2.	Ms. Neha Rajput	Rotton
3.	Mr. Rattan chand	a natitu
4.	Ms. Rajni Sharma	
5.	Mrs. Veena Sharma	Viena
6.	Mrs. Subha Rani	Sty
7.	Ms. Monika Sharma	Monjika
8.	Ms. Poonam Jasrotia	X.Yrp.
9.	Ms.Meenakshi Chauhan	Meeyeksne
10.	Ms. Savita Changotra	clavita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Iman



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

The following decision was taken in the meeting:

- It was decided to celebrate environment day on 5<sup>th</sup> of June and also a debate competition on Global Warming was organizes in this day.
- It is also decided to organize Yoga Shiver on 14<sup>th</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Parmat
	Ms. Neha Rajput	Nehen
2. 3.	Mr. Rattan chand	notars
	Ms. Rajni Sharma	St.
4. 5.	Mrs. Veena Sharma	Veena
6.	Mrs. Subha Rani	sy
7.	Ms. Monika Sharma	Monika
8.	Ms. Poonam Jasrotia	X·VZ
8. 9.	Ms.Meenakshi Chauhan	Meenekshe
10.	Ms. Savita Changotra	Savita
11.	Ms. Uma Sharma	Uma
12.	Mr. Arshad Imam	Tencen





#### Circular

A meeting of staff shall be held on 22<sup>nd</sup> 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.

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







A scheduled meeting is held on 22<sup>nd</sup> 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	PABA .
2.	Mr.Ashish Gupta	Ashish
2. 3.	Mr. Rattan chand	Ratlan
4,	Ms. Rajni Sharma	Viene
5.	Mrs. Veena Sharma	Peene
6.	Mrs. Subha Rani	Std 1
7.	Ms. Meenakshi Chauhan	premaleghy "
8.	Mr. Arshad Imam	Imam
9.	Ms. Savita Changotra	

 $\overline{X}$ 





#### Circular

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

Ediowing 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.

	Name	Signature
S.No:		PAPE
1	Mrs. Brij Bala Kobli	Aril
2	Mr.Ashish Gupta	HIMMENT
3.	Mr. Rattan chand	1 Ratton
4	Ms. Rajni Sharma	N.
5.	Mrs. Veena Sharma	Deena
6.	Mrs. Subha Rani	Aleenskelij
7.	Ms. Meenakshi Chauhan	Meenekhy
8.	Mr. Arshad Imam	Iman
9	Ms. Savita Changotra	Garata



A scheduled meeting is held on 24<sup>nd</sup> 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 decide to celebrate Birth Anniversary of Vallabh Bhai Patel.
- It is also decided to organizing a symposium on 31<sup>st</sup> Oct.2015.

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

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Palbat
2.	Mr.Ashish Gupta	Ashish
3.	Mr. Rattan chand	Rattan
4.	Ms. Rajni Sharma	- 19/
-	Mrs. Veena Sharma	Jena
6.	Mrs. Subha Rani	get t.l.
5. 6. 7.	Ms. Meenakshi Chauhan	Meenalesku
8.	Mr. Arshad Imam	Iman
9.	Ms. Savita Changotra	Sauta



#### Circular

A meeting of the staff members shall be held on 28<sup>th</sup> 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.
- 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	Callan
2.	Mr.Ashish Gupta	Asherry
3.	Mr. Rattan chand	& Lattan
4.	Ms. Rajni Sharma	14
5.	Mrs. Veena Sharma	Veene
6.	Mrs. Subha Rani	2 holi
7.	Ms. Meenakshi Chauhan	Meenakshi
8.	Mr. Arshad Imam	brang
9.	Ms. Savita Changotra	yaviga



16



A scheduled meeting is held on 28<sup>th</sup> 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 Academc as well as activity calander of the collegeaccording to academic calander of University of Jammu.
- 2. Mrs. Subha Rani was assigned with the duty to frame the academic calander of the college.
- Mrs. Veena Devi was assigned with the duty to frame the activity calendar of the college.

CNI	Name	Signature
S.No.		BIB
1.	Mrs. Brij Bala Kohli	A. P. 'sl.
2.	Mr.Ashish Gupta	Martin
1. 2. 3.	Mr. Rattan chand	Kattas
4.	Ms. Rajni Sharma	- M
5.	Mrs. Veena Sharma	Veene
5. 6.	Mrs. Subha Rani	22 Juli
7.	Ms. Meenakshi Chauhan	Menallyhi
8.	Mr. Arshad Imam	Iman
9.	Ms. Savita Changotra	sarlya





#### Circular

A meeting of the staff members shall be held on 18<sup>th</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Paper
2.	Mr.Ashish Gupta	Assist
3.	Mr. Rattan chand	A Ratton
4.	Ms. Rajni Sharma	- V
5.	Mrs. Veena Sharma	beena
6.	Mrs. Subha Rani	9× 1.1.
6. 7.	Ms. Meenakshi Chauhan	Menaberty
8.	Mr. Arshad Imam	Imana
9.	Ms. Savita Changotra	Savilfa





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.

		Signature
No.	Name	PriBaly
+	Mrs. Brij Bala Kohli	Arlinh
2.	Mr.Ashish Gupta	Rattas
3.	Mr. Rattan chand	Q
4.	Ms. Rajni Sharma	Deena
5.	Mrs. Veena Sharma	GY I.
6.	Mrs Subha Rani	Meinalishe
and a state	Ms. Meenakshi Chauhan	Tonion 1
7. 8.	Mr. Arshad Imam	Gaulta
9.	Ms. Savita Changotra	
10.0		





### Circular

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

Following agenda points will be discussed:

 Annual Quality Assurance Report (AQAR) is Yearly report which should be submitted to NAAC every year.

2

2. Fill the AQAR in NAAC Website online.

Any other points.

S.No.	Name	Signature
1,	Sh. K.K Sharma	A X
2.	Mrs. Brij Bala Kohli	BAR
2. 3.	Ms. Savita Changotra	1 Ett
4.	Mr. Rattan chand	- Put
4. 5. 6. 7.	Ms. Rajni Sharma	Q/ -
6.	Mrs. Veena Sharma	132
7.	Mrs. Subha Rani	Six
8.	Mr. Arshad Imam	N SI
9.	Mr. Ashish Gupta	No.



A scheduled meeting is held on 10<sup>th</sup> 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
- 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.

S.No.	Name	Signature
1.	Sh. K.K Sharma	and a second
2. 3.	Mrs. Brij Bala Kohli	Bill
3.	Ms. Savita Changotra	TO TO
4.	Mr. Rattan chand	- lt
5.	Ms. Rajni Sharma	Q · · ·
6.	Mrs. Veena Sharma	427
7.	Mrs. Subha Rani	Sy
4. 5. 6. 7. 8. 9.	Mr. Arshad Imam	X
9.	Mr. Ashish Gupta	× ×



### Circular

A meeting of the staff members shall be held on 11<sup>th</sup> 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.

S.No.	Name	Signature
1.	Sh. K.K Sharma	the o
2.	Mrs. Brij Bala Kohli	6 Parts
1. 2. 3.	Ms. Savita Changotra	- St Dat
	Mr. Rattan chand	O to
4. 5. 6.	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	NY
7.	Mrs. Subha Rani	Sit
8.	Mr. Arshad Imam	
8. 9.	Mr. Ashish Gupta	





A scheduled meeting is held on 11<sup>th</sup> 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:

- 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

S.No.	Name	Signature
and the second second	Sh. K.K Sharma	the second
1. 2. 3.	Mrs. Brij Bala Kohli	a pmp
3.	Ms. Savita Changotra	\$2017
4.	Mr. Rattan chand	B. Lost
4. 5.	Ms. Rajni Sharma	¥
6.	Mrs. Veena Sharma	Var
6. 7. 8.	Mrs. Subha Rani	93
8.	Mr. Arshad Imam	04
9.	Mr. Ashish Gupta	



### Circular

A meeting of the staff members shall be held on 11<sup>th</sup> 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.

S.No.	Name	Signature
1.	Sh. K.K Sharma	100 A
2	Mrs. Brij Bala Kohli	1 miles
2. 3.	Ms. Savita Changotra	030.1
4.	Mr. Rattan chand	a trt
and the second se	Ms. Rajni Sharma	
6.	Mrs. Veena Sharma	Va
5. 6. 7.	Mrs. Subha Rani	Six a
8.	Mr. Arshad Imam	0 12
9.	Mr. Ashish Gupta	X



A scheduled meeting is held on 11<sup>th</sup> 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

S.No.	Name	Signature
1.	Sh. K.K Sharma	Art
2.	Mrs. Brij Bala Kohli	Parts
3.	Ms. Savita Changotra	-2-C
4. 5.	Mr. Rattan chand	ant
5.	Ms. Rajni Sharma	Q
6.	Mrs. Veena Sharma	142/
7.	Mrs. Subha Rani	gy
6, 7. 8. 9.	Mr. Arshad Imam	N.
9.	Mr. Ashish Gupta	R.





#### 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 A
1.	Sh. K.K Sharma	and the second s
1. 2.	Mrs. Brij Bala Kohli	Papes
3.	Ms. Savita Changotra	\$20.2
4.	Mr. Rattan chand	- WI
4. 5.	Ms. Rajni Sharma	S/
6.	Mrs. Veena Sharma	1 VV
7.	Mrs. Subha Rani	str
7. 8.	Mr. Arshad Imam	5 8/
9.	Mr. Ashish Gupta	Q



5

A scheduled meeting is held on 28<sup>th</sup> 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:

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

S.No.	Name	Signature
1.	Sh. K.K Sharma	25
2.	Mrs. Brij Bala Kohli	(MIL)
3.	Ms. Savita Changotra	920
4.	Mr. Rattan chand	a king
5.	Ms. Rajni Sharma	×
6.	Mrs. Veena Sharma	
6. 7.	Mrs. Subha Rani	ay
8.	Mr. Arshad Imam	Y
9.	Mr. Ashish Gupta	



#### Circular

A meeting of the staff members shall be held on 30<sup>th</sup> 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.

S.No.	Name	Signature
1.	Sh. K.K Sharma	1000
2.	Mrs. Brij Bala Kohli	13153
3.	Ms. Savita Changotra	1 Del-
and the second se	Mr. Rattan chand	a tot
5.	Ms. Rajni Sharma	PY it
4. 5. 6. 7. 8.	Mrs. Veena Sharma	/14.
7.	Mrs. Subha Rani	47
8.	Mr. Arshad Imam	02
9.	Mr. Ashish Gupta	





A scheduled meeting is held on 30<sup>th</sup> 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.
- It was decided to invite yoga expert Dr. Guru Parsad Sharma,
  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.

		Signature
S.No.	Name	a hand
1.	Sh. K.K Sharma	6001
2. 3.	Mrs. Brij Bala Kohli	A mi
3.	Ms. Savita Changotra	- Port-
4.	Mr. Rattan chand	a vr
5.	Ms. Rajni Sharma	12/ 59
6.	Mrs. Veena Sharma	cla.
	Mrs. Subha Rani	47
7. 8.	Mr. Arshad Imam	
9.	Mr. Ashish Gupta	¥



### Circular

A meeting of the staff members shall be held on 15<sup>th</sup> 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.

S.No.	Name	Signature
1.	Sh. K.K Sharma	- Store
1. 2. 3.	Mrs. Brij Bala Kohli	ma
3.	Ms. Savita Changotra	
	Mr. Rattan chand	- try
4. 5.	Ms. Rajni Sharma	
	Mrs. Veena Sharma	14
6. 7.	Mrs. Subha Rani	93
8.	Mr. Arshad Imam	- N
9.	Mr. Ashish Gupta	



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:

- Principal Dr. K.R. Jha decided to frame the Academic as well as activity calander of the collegeaccording to academic calander of University of Jammu.
- 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.

S.No.	Name	Signature
1.	Sh. K.K Sharma	- Ving
2.	Mrs. Brij Bala Kohli	Prin &
3.	Ms. Savita Changotra	and a
4.	Mr. Rattan chand	2011
5.	Ms. Rajni Sharma	ditt
6. 7. 8. 9.	Mrs. Veena Sharma	0.5
7.	Mrs. Subha Rani	aus
8.	Mr. Arshad Imam	1 21
9.	Mr. Ashish Gupta	8.2



### Circular

A meeting of the staff members shall be held on 26<sup>th</sup> 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:

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

Any other points.

S.No.	Name	Signature
310.	Mrs. Brij Bala Kohli	MA
2.	Mr. Rattan chand	a tr
3.	Ms. Rajni Sharma	Wit.
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	
6.	Ms. Pooja Devi	A de
7.	Mr. Ramnesh Sharma	Karmes
8.	Ms. Savita Changotra	
9.	Ms. Pooja Kumari	Forger



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:

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

S.No.	Name	Signature
1	Mrs. Brij Bala Kohli	Mar
2	Mr. Rattan chand	a fort
3	Ms. Rajni Sharma	¥ í
4.	Mrs. Veena Sharma	
5.	Mrs. Subha Rani	98
4. 5. 6.	Ms. Pooja Devi	
7.	Mr. Ramnesh Sharma	Rammesh
8.	Ms. Savita Changotra	27
8. 9.	Ms. Pooja Kumari	Poopu



### Circular

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

Following agenda points will be discussed:

- 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	MB
1. 2.	Mr. Rattan chand	admit
3.	Ms. Rajni Sharma	V,-
	Mrs. Veena Sharma	VZ
5.	Mrs. Subha Rani	Stor N
4. 5. 6. 7. 8. 9.	Ms. Pooja Devi	W.
7.	Mr. Ramnesh Sharma	Rounesh
8.	Ms. Savita Changotra	Jut
9.	Ms. Pooja Kumari	Poole



A scheduled meeting is held on 10<sup>th</sup> 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
- 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	m
2.	Mr. Rattan chand	first
1	Ms. Rajni Sharma	¥ -
k	Mrs. Veena Sharma	VZ/
13	Mrs. Subha Rani	an .
), ·	Ms. Pooja Devi	P
7.	Mr. Ramnesh Sharma	Raymesh
8.	Ms. Savita Changotra	\$1
9.	Ms. Pooja Kumari	Poope



#### 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	pins
2.	Mr. Rattan chand	fing
3.	Ms. Rajni Sharma	P.
4.	Mrs. Veena Sharma	Vz
5.	Mrs. Subha Rani	84
6.	Ms. Pooja Devi	- W-1
7.	Mr. Ramnesh Sharma	Rannesh
8.	Ms. Savita Changotra	\$J
9.	Ms. Pooja Kumari	Prooper



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

The following discussion is taken in the meeting:

- 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.
- Mrs. Subha Rani assigned the duty to frame time table and distribute it to the staff and paste on the notice board.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	mrs
2.	Mr. Rattan chand	lef
3.	Ms. Rajni Sharma	¥-
4.	Mrs. Veena Sharma	Var
5.	Mrs. Subha Rani	St
6.	Ms. Pooja Devi	(for
7.	Mr. Ramnesh Sharma	Ramnesh
8	Ms. Savita Changotra	\$y
9.	Ms. Pooja Kumari	Poor jei.



### 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	mas
2.	Mr. Rattan chand	furt
3.	Ms. Rajni Sharma	¥,
4.	Mrs. Veena Sharma	Vr
5.	Mrs. Subha Rani	82
6.	Ms. Pooja Devi	A
7.	Mr. Ramnesh Sharma	Rammest
8.	Ms. Savita Changotra	2-1
9.	Ms. Pooja Kumari	Poopu



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.
- Mrs. Veena Devi to guide the student of 3<sup>rd</sup> Sem. Regarding the arrangements of the fresher's party.
- 3. Mr. Rattan Chand make all proper arrangement for the event.

Name	Signature
Mrs. Brij Bala Kohli	Fuß
Mr. Rattan chand	furt
Ms. Rajni Sharma	Ø
Mrs. Veena Sharma	Ve
Mrs. Subha Rani	Sy
Ms. Pooja Devi	R
Mr. Ramnesh Sharma	Ramnesh
Ms. Savita Changotra	by
Ms. Pooja Kumari	Promis
	Mrs. Brij Bala Kohli Mr. Rattan chand Ms. Rajni Sharma Mrs. Veena Sharma Mrs. Subha Rani Ms. Pooja Devi Mr. Ramnesh Sharma Ms. Savita Changotra



### 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.

120006424	eto eta alta eta alta eta eta eta eta eta eta eta eta eta e	Signature
S.No.	Name	
1.	Mrs. Brij Bala Kohli	Parts
2.	Mr. Rattan chand	a first
3.	Ms. Rajni Sharma	¥.
4.	Mrs. Veena Sharma	erg
5.	Mrs. Subha Rani	- 8-1-
6.	Ms. Pooja Devi	he
7.	Mr. Ramnesh Sharma	Rannesh
8.	Ms. Savita Changotra	Shit -
9.	Ms. Pooja Kumari	Pooja
	Contraction of the Contraction o	



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.

- 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.
- Mrs. Shubha was assigned with the duty to frame the academic calander of the college.
- 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.
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S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	PART
2.	Mr. Rattan chand	fort.
3.	Ms. Rajni Sharma	Q.
4.	Mrs. Veena Sharma	Vz/
5.	Mrs. Subha Rani	Sty /
6.	Ms. Pooja Devi	for
7.	Mr. Ramnesh Sharma	Rammesh
8.	Ms. Savita Changotra	Day
9.	Ms. Pooja Kumari	Pooja

#### Circular

A meeting of the staff members shall be held on 21<sup>th</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	May
2	Mr. Rattan chand	- And
2. 3.	Ms. Rajni Sharma	e de la companya de l
	Mrs. Veena Sharma	VV
4. 5.	Mrs. Subha Rani	Sta
	Ms. Pooja Devi	- the state of the
6. 7.	Mr. Ramnesh Sharma	Kampiest
8.	Ms. Savita Changotra	Set
9	Ms. Pooja Kumari	Proofa
-		

A scheduled meeting is held on 21<sup>th</sup> 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.

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

S.No	Name	Signature
1.	Mrs. Brij Bala Kohli	Papers
2.	Mr. Rattan chand	Par
3.	Ms. Rajni Sharma	67
4.	Mrs. Veena Sharma	Y AD
5.	Mrs. Subha Rani	Cur
).	Ms. Pooja Devi	- Am
in C	Mr. Ramnesh Sharma	at the second se
k.	Ms. Savita Changotra	namnest
4	Ms, Pooja Kumari	- X-X



#### Circular

A meeting of the staff members shall be held on 25<sup>th</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	Parts
2.	Mr. Rattan chand	Sing
3.	Ms. Rajni Sharma	¥
4.	Mrs. Veena Sharma	'V
5.	Mrs. Subha Rani	87
).	Ms. Pooja Devi	Yun
7,	Mr. Ramnesh Sharma	Rammest
B	Ms. Savita Changotra	By
9.	Ms. Pooja Kumari	Pioza
-		. 0



A scheduled meeting is held on 25<sup>th</sup> 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.

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

No.	Name	Signature
	Mrs. Brij Bala Kohli	PIBE
1.	Mr. Rattan chand	fit
	Ms. Rajni Sharma	\$
	Mrs. Veena Sharma	1 V2
	Mrs. Subha Rani	84
77	Ms. Pooja Devi	fur
	Mr. Ramnesh Sharma	Ramnest
3,	Ms. Savita Changotra	25
).	Ms. Pooja Kumari	Pooter



#### 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	MBil
2.	Mr. Rattan chand	Roy
3.	Ms. Rajni Sharma	1 de la
ł.	Mrs. Veena Sharma	16
5,	Mrs. Subha Rani	Sy
5	Ms. Pooja Devi	Par
1. 1915	Mr. Ramnesh Sharma	Rannes
3.	Ms. Savita Changotra	But
),	Ms. Pooja Kumari	Parte
	255	roofa



A scheduled meeting is held on 1<sup>st</sup> 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.

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

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	paper
2.	Mr. Rattan chand	find
3.	Ms. Rajni Sharma	
4.	Mrs. Veena Sharma	· V2
5.	Mrs. Subha Rani	842
6.	Ms. Pooja Devi	Vin
7.	Mr. Ramnesh Sharma	Rannesh
8.	Ms. Savita Changotra	Int
9.	Ms. Pooja Kumari	Poosa
	10	

#### Circular

A meeting of the staff members shall be held on 2<sup>nd</sup> 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	PMRS
2	Mr. Rattan chand	fort
3	Ms. Rajni Sharma	0
4.	Mrs. Veena Sharma	Vz
5.	Mrs. Subha Rani	cy
6.	Ms. Pooja Devi	tu
7.	Mr. Ramnesh Sharma	Rammesh
8.	Ms Savita Changotra	Dy
9.	Ms. Pooja Kumari	Proverse



A scheduled meeting is held on 2<sup>nd</sup> 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.

- Make proper arrangements for the seminar which was organized by Nebru Yuva Kendra Kathua.
- To inform the students to take part in seminar and to get ready with the material.
- 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.

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	MBS,
2.	Mr. Rattan chand	frit
3.	Ms. Rajni Sharma	P
4	Mrs. Veena Sharma	V2
<u>s</u> .	Mrs. Subha Rani	Sty.
6.	Ms. Pooja Devi	fu
7	Mr. Raman Sharma	Raman
8	Ms. Savita Changotra	Dist
9	Ms. Pooja Kumari	Poore.



#### 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:

Icommencement of class work for the stuents of semester 4th and 2nd semester.

Any other points.

All the note for comply.

S.No.	Name	Signature
1,	Dr. K.R. Jha	Khangha
2.	Mrs. Brij Bala Kohli	PIRE
3.	Mr. Rattan chand	tur
4.	Ms. Priyanka Sharma	Prinka
5.	Mrs. Veena Sharma	R
6.	Mrs. Subha Rani	Uy
7.	Ms. Pooja Devi	f.
8.	Mr. Raman Sharma	Russe
9.	Ms. Rajni Sharma	Raman
10.	Ms. Pooja Sharma	Print
11	Ms. Anu Bharti	And
12.	Ms. Renu Barki	
	200	Raun

k The man



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 22<sup>nd</sup> Jan.2018.
- Staff members were directed to maintain their class registers and any other academic record.

S.No.	Name	Signature
1.	Dr. K.R. Jha	phylin
2.	Mrs. Brij Bala Kohli	MBS
3.	Mr. Rattan chand	first
4,	Ms. Priyanka Sharma	Perixake
5.	Mrs. Veena Sharma	W.
6.	Mrs. Subha Rani	sy
7.	Ms. Pooja Devi	R.
8.	Mr. Raman Sharma	Raman
9.	Ms. Rajni Sharma	ICAN MIT
10.	Ms. Pooja Sharma	Parti
11	Ms. Anu Bharti	nooja
12.	Ms. Renu Barki	- Amer
	~	hence



#### 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:

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

S.No.	Name	Signature
1,	Dr. K.R. Jha	Khigha
2.	Mrs. Brij Bala Kohli	PARS
3.	Mr. Rattan chand	July-
4.	Ms. Priyanka Sharma	Periyonka
5.	Mrs. Veena Sharma	Vr 0
6.	Mrs. Subha Rani	siz
7.	Ms. Pooja Devi	free
8.	Mr. Raman Sharma	Raman
9.	Ms. Rajni Sharma	P.
10.	Ms. Pooja Sharma	Pooja
11	Ms. Anu Bharti	Anu
12.	Ms. Renu Barki	Rem



A scheduled meeting is held on 05<sup>th</sup> 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
- 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.
- Last date to fill the AQAR form is 28th Feb.2018.

S.No.	Name	Signature
1.	Dr. K.R. Jha	physica
2.	Mrs. Brij Bala Kohli	pps
3.	Mr. Rattan chand	Sing
4.	Ms. Priyanka Sharma	Prizentea
5.	Mrs. Veena Sharma	Vr
6.	Mrs. Subha Rani	siz
7.	Ms. Pooja Devi	fiz
8.	Mr. Raman Sharma	Roman
9.	Ms. Rajni Sharma	P
10.	Ms. Pooja Sharma	Pooja
11	Ms. Anu Bharti	Anur
12.	Ms. Renu Barki	Ronu
	the second se	

### Circular

A meeting of the staff members shall be held on 1<sup>st</sup> 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.

S.No.	Name	Signature
1.	Dr. K.R. Jha	Khigher
2.	Mrs. Brij Bala Kohli	MAR
3.	Mr. Rattan chand	fut
4,	Ms. Priyanka Sharma	Periverka
5.	Mrs. Veena Sharma	· Pr
6.	Mrs. Subha Rani	Six
7.	Ms. Pooja Devi	lin
8.	Mr. Raman Sharma	Ranan
9.	Ms. Rajni Sharma	, P
10.	Ms. Pooja Sharma	Poora
11	Ms. Anu Bharti	And
12.	Ms. Renu Barki	Rema



A scheduled meeting is held on 1<sup>st</sup> 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.
- Mrs. Veena Devi was assigned the duty to guide the students related to women's day celebration.

S.No.	Name	Signature
1.	Dr. K.R. Jha	Kh-opha
2.	Mrs. Brij Bala Kohli	MBS
3.	Mr. Rattan chand	for the second
4.	Ms. Priyanka Sharma	Brizant
5.	Mrs. Veena Sharma	\$2
6.	Mrs. Subha Rani	St.
7.	Ms. Pooja Devi	1 m
8.	Mr. Raman Sharma	Raman
9.	Ms. Rajni Sharma	¢ _
10.	Ms. Pooja Sharma	Paojer
11	Ms. Anu Bharti	Ann
12.	Ms. Renu Barki	Rem



#### Circular

A meeting of the staff members shall be held on 20<sup>th</sup> 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.
- 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	Alba
2	Ms. Rajni Devi	Qu
3.	Mr. Rattan chand	Rattan
4.	Ms. Priyanka Sharma	Kriyaler
5.	Ms. Pooja Devi	- Kr
6.	Ms. Pooja Sharma	PShin
7.	Miss Annu Bharti	Amu
8.	Ms. Jyoti Sharma	Netc
9.	Miss Poonam Verma	Soonen
10	Ms. Pooja Sharma	Xeeje.
11	Ms. Surali Sharma	Sweet'
12.	Ms. Renu Barki	Hey







A scheduled meeting is held on 20<sup>10</sup> 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.

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

S.No.	Name	Signature
1.	Mrs. Brij Bala Kohli	MR
2	Ms. Rajni Devi	Q.
3.	Mr. Rattan chand	Raltan
4.	Ms. Priyanka Sharma	· Drivals
<b>S</b> .	Ms. Pooja Devi	Quit
6,	Ms. Pooja Sharma	Olla
7.	Miss Annu Bharti	Anns
8,	Ms. Jyoti Sharma	-wotr'
9.	Miss Poonam Verma	aler
0.	Ms. Pooja Sharma	Ser
1	Ms. Surali Sharma	Suit
2.	Ms. Renu Barki	P.s.

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





#### Circular

A meeting of the staff members shall be held on 5<sup>th</sup> 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	Parts
2.	Sh. Rattan Chand	h
3.	Miss Rajni Sharma	Rep:
4.	Mrs. Veena Sharmay	Veoni
5.	Mrs. Subah Rani	Subsh
6.	Miss Priyanka Sharma	Privantes
7.	Miss Anu Bharti	Ahny
8.	Mrs. Pooja Sharma	Serys
9.	Miss Pooja Devi	Roofa
10.	Mr. Raman Kumar	Anni
11	Mrs Reenu Barkhi	here



A scheduled meeting was held on 5<sup>th</sup> may 2018 in principal's office at 12:00 noon. All the staff members attend the meeting. Following discussions are taken in the meeting.

- Incharge Prinicipal Mrs. Brij Bala Kohli discussed about the checking of internship files as well as seminar sessional files by ACC team members.
- 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.

S.No.	Name	9
1,	Mrs. Brij Kohli	Pub
2.	Sh: Rattan Chand	de
3.	Miss Rajni Sharma	Row
4:	Mrs. Veena Sharma	Romi Veene
5.	Mrs. Subah Rani	Privala
6.	Miss Priyanka Sharma	Sublinh
7.	Miss Anu Bharti	Privanles
8.	Mrs. Pooja Sharma	Anna
9.	Miss Pooja Devi	Servis
10.	Mr. Raman Kumar	P0019
11.	Mrs Reenu Barkhi	dans

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



#### Circular

A meeting of the staff members will be held on 15<sup>th</sup> 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

5.No.	Name	
1	Mrs. Brij Kohli	PAR
2	Sh. Rattan Chand	A to
3.	Miss Priyanka Sharma	1 rivanka
4	Miss Anu Bharti	Annu
5.	Mrs. Pooja Sharma	bou
6.	Miss Pooja Devi	Pobje
8.	Mrs Reenu Barkhi	date



A scheduled meeting was held in Principal's office at 11:50 am on 15<sup>th</sup> 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.
- 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.

5.No.	Name	
1	Mrs. Brij Kohli	A Priles
2.	Sh. Rattan Chand	A .
3.	Miss Priyanka Sharma	Rivantes
4	Miss Anu Bharti	Annu
S.	Mrs. Pooja Sharma	Serp
<b>5</b> 2/	Miss Pooja Devi	Pacips
8.	Mrs Reenu Barkhi	dalis

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



#### Circular

A meeting of staff members shall be held on 26" 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	APABS
2.	Sh. Rattan Chand	di.
3.	Miss Priyanka Sharma	Riyantes
4.	Miss Anu Bharti	Amu
5.	Mrs. Pooja Sharma	Serge
6.	Miss Pooja Devi	Poors
8	Mrs Reenu Barkhi	But



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

- It was decided to start class work from 2<sup>rd</sup> of july 2018 according to academic calendar prescribed by Jammu University.
- 2 Miss Privanka Sharma was assigned with the duty to frame time table of 2<sup>rd</sup> semester and also frame academic calendar of the college and hand over one copy of time table to concern subject teachers.
- 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	BIRS
2	Sh. Rattan Chand	0
з.	Miss Priyanka Sharma	Priyantes
4	Miss Anu Bharti	And
5.	Mrs. Pooja Sharma	Says_
6.	Miss Pooja Devi	Poota
8	Mrs Reenu Barkhi	anti





#### 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	Ames
2.	Sh. Rattan Chand	1-1
3.	Miss Priyanka Sharma	Krivanka
4.	Miss Anu Bharti	Ameiyanke
5.	Mrs. Pooja Sharma	Says
6.	Miss Pooja Devi	Poota
8.	Mrs Reenu Barkhi	alto





A scheduled meeting was held in Principal's office at 22<sup>-4</sup> 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 2<sup>-4</sup> of September 2018 according to academic calendar prescribed by Jammu University.
- 2 Miss Privanka 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.
- Mirs. Renu Barkhi, was assigned the duty to distribute section, to the students who were going to appear in the 1<sup>-'</sup> semester.
- 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	2 1 1 2 2 2 A
1	Mrs. Brij Kohli	omes
2.	Sh. Rattan Chand	K
3.	Miss Priyanka Sharma	Privantes
4	Miss Anu Bharti	Anna
5.	Mrs. Pooja Sharma	lass
6.	Miss Pooja Devi	Poora
8	Mrs Reenu Barkhi	Revent





#### Circular

A meeting of the staff members shall be held on 3<sup>10</sup> 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	mics
2.	Sh. Rattan Chand	40
3.	Miss Priyanka Sharma	iriyanks
4.	Miss Anu Bharti	Annal
5	Mrs. Pooja Sharma	Xor
6.	Miss Poonam Verma	Samon
8.	Mrs Reenu Barkh	Jun
9.	Mrs. Surali Sharma	Swill
10.	Mrs. Jyoti Sharma	Jyer



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

- Incharge Principal Mrs. Brij Bala Kohli discussed about the checking of internship files as well as seminar sessional files by CCC team members.
- 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 only to prepare internal award roll of the students.

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

At the end, the meeting was over by vote of them the char-



#### 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.
- 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	mple
2.	Sh. Rattan Chand	The
3.	Miss Priyanka Sharma	Rivanka
4. 5.	Miss Anu Bharti	Ame
	Mrs. Pooja Sharma	Olt
6. 8.	Miss Poonam Verma	- Site
8.	Mrs Reenu Barkhi	Qui
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	h7



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

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- Preparations regarding final teaching practice and examination of 3<sup>rd</sup> semester.
- 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.
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10 m

S.No.	Name	Signature
1.	Mrs. Brij Kohli	may
2.	Sh. Rattan Chand	Rattas
3.	Miss Priyanka Sharma	Priv antes
4.	Miss Anu Bharti	Sony
5.	Mrs. Pooja Sharma	8.5
5.	Miss Poonam Verma	3.12
в.	Mrs Reenu Barkhi	Olut .
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	D.



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### Circular

TM

A meeting of the staff members shall be held on 12<sup>th</sup> 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.

3

- 2. Maintaining the internal record.
- 3. Any other points

All to note for comply

S.No.	Name ,	Signature
1.	Mrs. Brij Kohli	pro.
2.	Sh. Rattan Chand	B. Har
3.	Miss Priyanka Sharma	Brivant
4. 5.	Miss Anu Bharti	
	Mrs. Pooja Sharma	Amine "
6.	Miss Poonam Verma	1. V
8.	11. 12	(D) at
9.	Mrs. Surali Sharma	- Cri
10.	Mrs. Jyoti Sharma	47
11.	Mrs. Jyoti Pathania	- K

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Lindia

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0 **6** 5

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

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(\*)) }

- Incharge Prinicipal Mrs. Brij Bala Kohli discussed about the checking of internship files as well as seminar sessional files by ACC team members.
- 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	Pans
2.	Sh. Rattan Chand	R. Han
3.	Miss Priyanka Sharma	Runt
4.	Miss Anu Bharti	r my cancer
5.	Mrs. Pooja Sharma	0.00
6.	Miss Poonam Verma	TO. DF
8.	Mrs Reenu Barkhi	Oliv
9.	Mrs. Surali Sharma	01
10.	Mrs. Jyoti Sharma	17
11,	Mrs. Jyoti Pathania	h

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## Circular :

A meeting of the staff members will be held on 1<sup>st</sup> 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	BIRS
2.	Sh. Rattan Chand	Retton
3.	Miss Priyanka Sharma	Bittayle
3. 4. 5.	Miss Anu Bharti	Chiny and
	Mrs. Pooja Sharma	O. CO
6.	Miss Poonam Verma	19 1
8.	Mrs Reenu Barkhi	60 mil
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	1
11.	Mrs. Jyoti Pathania	80

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11

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.

- Preparations regarding final examinations and viva-voice of internship.
- All the mentors were assigned the duty to make necessary arrangements regarding viva-voice.
- 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
	Mrs. Brij Kohli	1 MIL
2	Sh. Rattan Chand	Kattan
1. 2. 3.	Miss Priyanka Sharma	Mayork
4.	Miss Anu Bharti	Barrow
5.	Mrs. Pooja Sharma	K. J. S
5. 6.	Miss Poonam Verma	in it is
8.	Mrs Reenu Barkhi	Qui
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	126
11.	Mrs. Jyoti Pathania	N

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#### Circular

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

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Following agenda points will be discussed.

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

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All to note for comply

S.No.	Name	Signature
1.	Mrs. Brij Kohli	pyrs
2. 3.	Sh. Rattan Chand	Rattan -
3.	Miss Priyanka Sharma	hivals
4.	Miss Anu Bharti	Annul
5.	Mrs. Pooja Sharma	a que e >
6.	Miss Poonam Verma	18-12
8.	Mrs Reenu Barkhi	Ori
9.	Mrs. Jyoti Sharma	X
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	alind
13.	Mrs. Renu Bala	Vinnen
14.	Miss. Surbhi Jasrotia	Peuli

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

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

S.No.	Name	Signature
1.	Mrs. Brij Kohli	PINS
2.	Sh. Rattan Chand	Rattan
3.	Miss Priyanka Sharma	Kinand
4.	Miss Anu Bharti	Amuria
5.	Mrs. Pooja Sharma	P. 2 1
6.	Miss Poonam Verma	V-V/
8.	Mrs Reenu Barkhi	Que
9.	Mrs. Jyoti Sharma	. 21
10.	Mrs. Naresh Sangra	18%
11.	Mrs. Jyoti Pathania	NV X
12.	Mr. Vinod Verma	Ninod
13.	Mrs. Renu Bala	V/
14.	Miss. Surbhi Jasrotia	Stabb'

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



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#### Circular

A meeting of the staff members will be held on 16<sup>th</sup> 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.

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- 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	pans
1. 2.	Sh. Rattan Chand	Rattan
3.	Miss Priyanka Sharma	high
4.	Miss Anu Bharti	Daniel
4. 5.	Mrs. Pooja Sharma	l. Son 1/
6.	Miss Poonam Verma	X. V
8.	Mrs Reenu Barkhi	Quit
9.	Mrs. Jyoti Sharma	. A.
10.	Mrs. Naresh Sangra	Nº A
11.	Mrs. Jyoti Pathania	NU XI
12.	Mr. Vinod Verma	stined
13.	Mrs. Renu Bala	0
14.	Miss. Surbhi Jasrotia	8



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12

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	m
2.	Sh. Rattan Chand	Kattan
3.	Miss Priyanka Sharma	hivals
4.	Miss Anu Bharti	Ander
5.	Mrs. Pooja Sharma	P. Sop &
6.	Miss Poonam Vermà	N V
8.	Mrs Reenu Barkhi	an i
9.	Mrs. Jyoti Sharma	Al-
10.	Mrs. Naresh Sangra	MAC -
11.	Mrs. Jyoti Pathania	X
12.	Mr. Vinod Verma	stinge
13.	Mrs. Renu Bala	
14.	Miss. Surbhi Jasrotia	1

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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.

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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	Dal
2.	Sh. Rattan Chand	A F
3.	Miss Priyanka Sharma	harris
4.	Miss Anu Bharti	myala
5.	Mrs. Pooja Sharma	Burney .
6.	Miss Poonam Verma	i sun q 1
8.	Mrs Reenu Barkhi	The A.V
9.	Mrs. Jyoti Sharma	- Chi
10.	Mrs. Naresh Sangra	9 MA
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	KI "
3.	Mrs. Renu Bala	afinad
4.	Miss. Surbhi Jasrotia	- K

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

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t.

- Incharge Prinicipal Mrs. Brij Bala Kohli discussed about the checking of internship files as well as seminar sessional files by ACC team members.
- All the staff members were assigned the duty to maintain their record and complete it before inspection.
- 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	PINS
2.	Sh. Rattan Chand	Rattan
3.	Miss Priyanka Sharma	PANKalls
4.	Miss Anu Bharti	Aronal
5.	Mrs. Pooja Sharma	P. Shan 1
6.	Miss Poonam Verma	V. VS/
8.	Mrs Reenu Barkhi	Qui
9.	Mrs. Jyoti Sharma	1.0
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	D/
12.	Mr. Vinod Verma	2047
13.	Mrs. Renu Bala	· lanca
14.	Miss. Surbhi Jasrotia	1 Cilli

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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.

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- 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	MAS
2.	Sh. Rattan Chand	Ratton
3.	Miss Priyanka Sharma	hint
4.	Miss Anu Bharti	Annaul
5.	Mrs. Pooja Sharma	1 8. Sen 10
6.	Miss Poonam Verma	Do V.V
8.	Mrs Reenu Barkhi	And 1 -
9.	Mrs. Jyoti Sharma	2-1
10.	Mrs. Naresh Sangra	A B
11.	Mrs. Jyoti Pathania	0 < 1
12.	Mr. Vinod Verma	And
13.	Mrs. Renu Bala	6
14.	Miss. Surbhi Jasrotia	Subs

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

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- 1. Preparations regarding final examinations and viva-voice of internship.
- 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	MA
2.	Sh. Rattan Chand	Katton
2. 3.	Miss Priyanka Sharma	betyents
4.	Miss Anu Bharti	Arrige
4. 5. 6. 8. 9.	Mrs. Pooja Sharma	1.55 16
6.	Miss Poonam Verma	a V.
8.	Mrs Reenu Barkhi	. pr
9.	Mrs. Jyoti Sharma	1 M
10.	Mrs. Naresh Sangra	
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	Mod
13.	Mrs. Renu Bala	X
14.	Miss. Surbhi Jasrotia	Such



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### Circular

A meeting of staff members shall be held on 25<sup>th</sup> 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 :-

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- 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	Dalla
2.	Sh. Rattan Chand	Ritte
3. 4.	Miss Priyanka Sharma	- names
4.	Miss Anu Bharti	Ample
5.	Mrs. Pooja Sharma	D Clara
6.	Miss Poonam Verma	1. Q. A.
8.	Mrs Reenu Barkhi	and V
9.	Mrs. Jyoti Sharma	1
10.	Mrs. Naresh Sangra	A A
11.	Mrs. Jyoti Pathania	10 W
12.	Mr. Vinod Verma	S.I
13.	Mrs. Renu Bala	- monog
14.	Miss. Surbhi Jasrotia	Va II-

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A scheduled meeting was held on 25<sup>th</sup> 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.

 It was decided to start the classwork from 1<sup>st</sup> July 2019 according to the academic calendar prescribed by Jammu University.

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- 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 3<sup>rd</sup> 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 .

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S.No.	Name	Signature
1.	Mrs. Brij Kóhli	DANS
2.	Sh. Rattan Chand	nation
3.	Miss Priyanka Sharma	hive
4.	Miss Anu Bharti	Anul
5.	Mrs. Pooja Sharma	l. In . L
6.	Miss Poonam Verma	1.12
8.	Mrs Reenu Barkhi	Bur.
9.	Mrs. Jyoti Sharma	T. NI
10.	Mrs. Naresh Sangra	P IN
11.	Mrs. Jyoti Pathania	
12.	Mr. Vinod Verma	lind
13.	Mrs. Renu Bala	1 V
14.	Miss. Surbhi Jasrotia	S.W

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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.

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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
	Mrs. Brij Kohli	
1. 2.	Sh. Rattan Chand	Rettan
3.	Miss Priyanka Sharma	hiyula
	Miss Anu Bharti	Anty
4. 5.	Mrs. Pooja Sharma	1.50
6.	Miss Poonam Verma	- OLA FILL
8.	Mrs Reenu Barkhi	- Port
10.	Mrs. Jyoti Sharma	- P 00-7
11.	Mrs. Naresh Sangra	- Or
12.	Mrs. Jyoti Pathania	- KI
13.	Mr. Vinod Verma	Minod
14.	Mrs. Renu Bala	- K
15.	Miss. Surbhi Jasrotia	182

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

- Incharge Prinicipal Mrs. Brij Bala Kohli discussed about the checking of internship files as well as seminar sessional files by ACC team members.
- All the staff members were assigned the duty to maintain their record and complete it before inspection.
- 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.
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S.No.	Name ·	Signature
1.	Mrs. Brij Kohli	Ayns
2.	Sh. Rattan Chand	Rattan
3.	Miss Priyanka Sharma	drivals
4.	Miss Anu Bharti	Define
5.	Mrs. Pooja Sharma	V.Sho 2
6.	Miss Poonam Verma	1. V2
8.	Mrs Reenu Barkhi	an.
10.	Mrs. Jyoti Sharma	A AL
11.	Mrs. Naresh Sangra	
12.	Mrs. Jyoti Pathania	Nº .
13.	Mr. Vinod Verma	Mod
14.	Mrs. Renu Bala	1 Alexandre
15.	Miss. Surbhi Jasrotia	Sunst.

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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	MAS
2.	Sh. Rattan Chand	Ratton
3.	Miss Priyanka Sharma	Prolyaki
4.	Miss Anu Bharti	Annul
5.	Mrs. Pooja Sharma	P.SLO .C
6.	Miss Poonam Verma	1. V. VZ
8.	Mrs Reenu Barkhi	On' ai
9.	Mrs. Surali Sharma	4
10.	Mrs. Jyoti Sharma	1
11.	Mrs. Naresh Sangra	
12.	Mrs. Jyoti Pathania	
13.	Mr. Vinod Verma	stined
14.	Mrs. Renu Bala	
15.	Miss. Surbhi Jasrotia	Such



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.

22

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

S.No.	Name	Signature
1.	Mrs. Brij Kohli	Pre
2.	Sh. Rattan Chand	Rattan
3.	Miss Priyanka Sharma	Pustekus
4.	Miss Anu Bharti	Annik .
5.	Mrs. Pooja Sharma	R. Shrink
6.	Miss Poonam Verma	· · · · · · · · · · · · · · · · · · ·
8.	Mrs Reenu Barkhi	Qu'i
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	1. 50
11.	Mrs. Naresh Sangra	1 18
12.	Mrs. Jyoti Pathania	Nº 12
13.	Mr. Vinod Verma	almad
14.	Mrs. Renu Bala	6
15.	Miss. Surbhi Jasrotia	Sult

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

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### Circular

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

13

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	pine
2.	Sh. Rattan Chand	Rattan
3.	Miss Priyanka Sharma	Provvjacity
4.	Miss Anu Bharti	Anne
5.	Mrs. Pooja Sharma	V.Syr, Sa
6.	Miss Poonam Verma	A.V.
8.	Mrs Reenu Barkhi	Qu'ii
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	1.81
11.	Mrs. Naresh Sangra	F. W
12.	Mrs. Jyoti Pathania	Vi
13.	Mr. Vinod Verma	allog
14.	Mrs. Renu Bala	4
15.	Miss. Surbhi Jasrotia	Salu



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

1.52

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- 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.
- Mrs. Pooja Sharma was assigned with the duty to frame activity calander of the college.

S.No.	Name	Signature
1.	Mrs. Brij Kohli	MR
2.	Sh. Rattan Chand	RH
3.	Miss Priyanka Sharma	Janey
4.	Miss Anu Bharti	A I
5.	Mrs. Pooja Sharma	D. C. a
6.	Miss Poonam Verma	1.25 12
8.	Mrs Reenu Barkhi	Out '
9.	Mrs. Surali Sharma	0
10.	Mrs. Jyoti Sharma	1 2
11.	Mrs. Naresh Sangra	- JA K
12.	Mrs. Jyoti Pathania	0/12/
13.	Mr. Vinod Verma	Kis 1
14.	Mrs. Renu Bala	work
15.	Miss. Surbhi Jasrotia	X

d.

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



Circular

12

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	Bins
2.	Sh. Rattan Chand	Rattan
2. 3.	Miss Priyanka Sharma	Srifuls
4.	Miss Anu Bharti	. prome
4. 5.	Mrs. Pooja Sharma	X.Sur 1
6.	Miss Poonam Verma	A.L.
8.	Mrs Reenu Barkhi	- Pris
9.	Mrs. Surali Sharma	
10.	Mrs. Jyoti Sharma	T, NO
11.	Mrs. Naresh Sangra	- V
12.	Mrs. Jyoti Pathania	- KI
13.	Mr. Vinod Verma	-noise
14.	Mrs. Renu Bala	7 11
15.	Miss. Surbhi Jasrotia	SULL

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

- 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.
- 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	Rottom
2. 3.	Miss Priyanka Sharma	Videl
4.	Miss Anu Bharti	Dameil
5.	Mrs. Pooja Sharma	Ticha a
6.	Miss Poonam Verma	1.0.15
8.	Mrs Reenu Barkhi	artic
9.	Mrs. Surali Sharma	97
10.	Mrs. Jyoti Sharma	A. C
11.	Mrs. Naresh Sangra	R M2
12.	Mrs. Jyoti Pathania	
13.	Mr. Vinod Verma	almat
14.	Mrs. Renu Bala	
15.	Miss. Surbhi Jasrotia	PC.U.

