Minutes of Meeting:

A staff meeting was held on 4-5-2022 under the chairmanship of worthy Principal, Dr. Anita Bali, in the conference hall. All the members were present in the meeting.

Date:- 4-5-2022 Time:- 2:00 PM

Day:- Wednesday.

Agendas of the Meeting:→

→ Sharing of Resources.
→ Proper Schedule of Retest.
→ Proper sessional activities.
→ Use of Quality Teaching Methods.
→ Frame the register of Scholarship.
→ Use of friendly behaviour with students.
→ Inter-Departmental lectures.
→ Organise picnic

→ It is convey in the meeting that there should be proper sharing of resources between all the departments in proper manner.

→ It is directed in the meeting to frame its proper schedule for the conducting of Re-test.

→ It was advised in the meeting that Ms Monika Gupta will frame a proper records of scholarships.

→ It was decided in the meeting that the sessional activities should be properly arranged by teachers whether it is offline or online.

→ It was advised in the meeting that good quality of teaching methods

should be used by teachers for enhancing the abilities of students.

→ It was advised in the meeting that the teachers use friendly atmosphere with the students so that the students do not feel hesitation with the teachers.

→ It was advised in the meeting to organise inter-departmental lectures between all the departments.

→ Teachers are instructed to organise picnic for the Sem-I students and Mr. Khyam will make all the arrangements of the picnic.

Members Present:→ Dr Anita Bali (Principal) :-
Ms. Savita Sambyal :-
Ms. Jyoti Sharma :-
Ms. Jyoti Bala :-
Ms. Khushboo Sharma :-
Ms. Arushi :-
Ms. Manika Gupta :-
Ms. Pooja Gupta :-
Ms. Sonika Gupta :-

Mr. Khyam Verma :-
Ms. Usha Devi :-
Ms. Satuti Mam :-
Ms. Heemar :-
Ms. Rashmi Sharma :-

Principal
Bhartiya College of Education
Udhampur

(2)

Bhartiya College of Education, Udhampur

(NAAC Accredited Institution affiliated to University of Jammu)

Minutes of the Staff Meeting held on July 21st , 2022 at 1.30 p.m. in the Conference Hall of the College

PRESENT

1. Mr Ashok Khajuria, Managing Director
2. Dr. Anita Bali, Principal
3. Ms Jyoti Bala
4. Ms Khushboo
5. Ms Satuti Sharma
6. Ms Pooja
7. Ms Monika Gupta
8. Ms Rashmi Sharma
9. Mr Khyam
10. Ms Usha Devi
11. Ms Arushi Sharma

The minutes of the meeting are as under:-

Item I – To review the minutes of last meeting held on 23.03.2022 and action taken thereof.

Resolution – While reviewing the minutes of last meeting held on 23.03.2022, it has been observed that many suggestions have been addressed but few could not. The Management desired the Principal of the College to address the remaining in next Academic Session.

Item II - To discuss overall discipline among students in the College Campus.

Resolution – The Management desired the Principal to create Task Force of Teachers. Prepare schedule/time table for round of Teachers in College Campus to monitor the discipline of students wherein after round they will put up their signature before Principal confirming that there is nothing abnormal.

Item III- To discuss the issue of better coordination among coordinators of various courses.

Resolution – The Management desired that Principal of the College will convene meeting of 03 Programme Coordinators of courses M.Ed, B.Ed& 4 Year BA B.Ed Integrated & take measures/steps in such a way that every Deptt, organized activity on their own only by involving other Deptts.

Item IV - To discuss purchase of books for different courses in the Library.

Resolution – The Management desired the Principal to obtain requirement of books from different subject Teachers to place purchase order to Book Sellers within 4 -5 days.

Item V - To discuss minutes of Management Committee meeting held at University of Jammu on 06.07.2022.

Resolution - The Management while sharing minutes of Management Committee meeting held on 06.07.2022 at University of Jammu. Faculty members were told that their effort in organizing various co-curricular and extra curricular activities in the College was highly appreciated by the University. It was resolved in the meeting that Principal & staff will leave no stone unturned in achieving excellence in co curricular and extra curricular field.

Item VI - To discuss preparedness of College for NAAC accreditation.

Resolution - The Management was told that the College is preparing for submission of remaining AQARs i.e. 2017-18 & 2018-19 to NAAC which are almost at final stage. It was resolved in the meeting that AQARs 2017-18 & 2018-19 shall also be uploaded on College website and be submitted to NAAC. Eminent experts from University be called for guest lectures & NAAC orientation.

Item VII - To discuss about the students readiness & syllabus completion for the ensuing examinations.

Resolution - The Management were told that 75% of syllabus (B.Ed) is complete & remaining shall be completed by last week of July 2022. Thereafter ACC and internship cum Teaching practice will be conducted in the month of August 2022.

Item-VIII - To discuss about the activities organized by College for students welfare.

Resolution - The Management told that the College organised activities as per Institution Calendar. It was resolved in the meeting that Institution Calendar be uploaded on College website.

Item-IX - To discuss about admissions for the Session 2022-23.

Resolution – The Management desired that Principal & staff should use their contacts by word of mouth & also involve other stakeholders like alumni, parents etc to aware them about admission 2022-23.

Item- X - To discuss about IGNOU Exams commencing from w.e.f. 22.07.2022 & duties of Teachers as invigilators.

Resolution - The Management told the faculty members that IGNOU has created Exam Centre in the College and also desired the Principal to spare the services of Teachers on rotation basis for performing exam duties as invigilators. .

Item- XI - To discuss about the conduct of monthly meeting by the Principal.

Resolution - The Management desired that Principal will hold meeting with staff on monthly basis preferably on the last working day of the month and ensure circulation of minutes.

The meeting ended with a vote of thanks.

Minutes of Meeting

A staff meeting was held on 19-9-22 under the chairmanship of worthy Principal Dr. Anita Bali in the conference hall. All the members were present in the meeting.

Date:- 19-9-22.

Time:- 1:30 P.M.

Day = Monday.

Agendas of the Meeting :→

→ To discuss about admissions in different courses in the College i.e B.Ed, M.Ed & 4 year B.A, B.Ed Integrated courses.

→ To discuss about ACC visit/Internal Assessment Inspection Final Teaching Practice / Viva and Teacher's role there of.

→ To discuss preparedness of College for NAAC accreditation.

→ Conduct of Guest lectures by eminent experts.

→ Regularity and Punctuality of Teachers and Students.

→ Preparation of National Seminar.

→ value-added courses.

→ organising meeting with the team of website for proper updation of website.

Action taken:→

→ It is convey in the meeting that the admission process of various courses should be started and all the teachers who are included in the admission committee convey the students properly about the different courses. Trs. should done continuous effort for motivating the students.

→ Faculty were directed about the ACC visit that is done by the team and various steps should be taken into consideration while there was any visit or inspection in the college.

→ All the trs. must ensure the syllabus properly

→ Internal Assessment should be complete in all ways.

→ To know all the components of Internship.

→ Trs. should justify all the points.

→ Faculty were directed for NAAC accreditation and for preparing AQAR. duty of Rakesh

Thakur Sir should be allated.

→ It was decided in the meeting that Guest lecture should be organised by eminent experts on various topics and some names are suggest for this Dr. Balia Sir
Dr. Sushma Chauhan.
Dr. Lokesh verma.

→ Teachers were directed in the meeting to maintain their punctuality and regularity in the College.

→ It was decided in the meeting that some National Seminar were organised in the College Campus.

→ It was convey in the meeting that the value added courses should be organise by the College for the proper growth & development of students

Members Presents

Dr. Anitar Bali (Principal)
Mrs. Savita Sambyal :-
Mrs. Jyati Sharma :-
Mrs. Jyati Bala :-
Mrs. Sakshi Sharma :-
Mrs. Anushi Sharma :-
Mrs. Khushboo Sharma :-
Mrs. Rashmi Sharma :-

Mr. Khyam Mehra :-
Mrs. Usha Devi :-
Mrs. Pooja Gupta :-
Mrs. Manika Gupta :-

Principal
Bhartiya College of Education
Udhampur

SESSION [2023]

(4)

Minutes of Meeting.

A staff meeting was held on 7-2-2023 under the chairmanship of Nasim principal Dr. Anita Dili in the Conference Hall. All the members were present in the meeting.

Date = 7-2-2023.
Day = Tuesday.
Time :- 2:00 P.M.

Agendas of the Meeting :→

→ Appreciated the efforts of the.

→ Performance of different departments.

→ Regulate the body of task force.

→ Degree fees.

→ Time-table.

→ In the meeting the efforts of teachers regarding the admission process are appreciated in various courses. i.e B.Ed → 2 years.
BA B.Ed → 4 years.
M.Ed → 2 years and said that this type of healthy practice should be continue.

→ The functions will be organised by different

departments individually.

→ It was directed in the meeting that the staff members should be deputed for task force and to check the functioning of canteen and move in the campus and check the various activities of the students.

→ It was decided in the meeting to take the degree fees from the students from this session.

→ The hours of time-table has to be changed according to the statues given by university.

Members Present:→

Dr. Anita Bali (Principal)

Ms. Savita Sambyal :-
Ms. Jyati Sharma :-
Ms. Jyati Bala :-
Ms. Sakshi Sharma :-
Ms. Khushboo Sharma :-
Ms. Drushi Sharma :-
Ms. Shilpa :-
Ms. Manika Gupta :-
Ms. Pooja Gupta :-
Ms. Rashmi Sharma :-
Ms. Khyam Verma :-

Principal
Bhartiya College of Education
Udhampur

Minutes of Meeting

A staff meeting was held on 22-2-2023 under the chairmanship of worthy principal Dr. Anita Bali in the conference Hall. All the members were present in the meeting.

Date - 22-2-2023.

Time :- 12:00pm

Agendas of The Meeting →

→ Duties are assigned for teachers.

→ complain and suggestions of students.

→ Encourage the teachers for different programmes.

→ visit to Slum Area.

→ Schedule of Internal test.

→ It was directed by principal mam that various duties are assigned for the teachers regarding various labs i.e Social Science lab (Ms. Srishti)

Maths lab (Miss Khushboo)

→ Science lab (Ms. Pooja Gupta).

→ Psychology lab (Ms. Jyati Bala).

→ It was directed by principal mam to redressal the complains of students and provide immediate solution of the problem.

→ The teachers should be encouraged for different programmes by Principal mam.

→ It has been conveyed in the meeting that the slum area visit should be organised in the 1st week of March.

→ It has been decided in the meeting that internals of different courses should be organised very shortly.

Members Present :-

Dr. Anita Bali :- (Principal).
Ms. Savita Sambyal :-
Ms. Jyati Sharma :-
Ms. Jyati Bala :-
Ms. Satuti Sharma :-
Ms. Arushi :-

Ms. Khushboo Sharma :-
Ms. Manika Gupta :-
Ms. Pooja Gupta :-
Ms. Roshni Sharma :-
Ms. Khyam verma.
Ms. Usha Devi :-
Ms. Versha Sharma :-

Principal
Bhartiya College of Education
Udhampur