



# Shri Mahaveer College

(Affiliated to the University of Rajasthan)  
A Co-educational English Medium PG College



## *Department Advisory Board (DAB)*

IQAC  
Co-ordinator  
Shri Mahaveer College



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## SHRI MAHAVEER COLLEGE

### DEPARTMENT ADVISORY BOARD (DAB)

Department Advisory Board (DAB) in Commerce & Management, Computer Science and Arts & Visual Arts departments plays a crucial role in ensuring that the educational programs remain relevant, up-to-date, and aligned with industry standards and societal needs. The board comprises industry experts, academic professionals, alumni, and other stakeholders who provide strategic guidance and support. The functions and roles of the DAB in these departments include:

#### Role and Functions of DAB in Department of Commerce & Management:

- Curriculum Development:** The DAB reviews and recommends updates to the curriculum, ensuring it reflects current business practices, technological advancements, and market trends.
- Industry Integration:** Facilitates partnerships with businesses and financial institutions to provide students with real-world exposure through internships, workshops, and guest lectures.
- Skill Enhancement:** Advises on incorporating soft skills and professional certifications into the program to enhance employability.
- Research and Development:** Encourages research collaborations between faculty, students, and industry, promoting innovative business solutions and entrepreneurship.

#### Role and Functions of DAB in Department of Computer Science:

- Technological Relevance:** The DAB ensures the curriculum is updated with the latest technological trends, tools, and programming languages.
- Industry Collaboration:** Facilitates collaborations with IT companies for internships, live projects, and guest lectures, providing students with industry insights and practical experience.
- Skill Development:** Recommends courses and certifications in emerging technologies such as AI, block chain, and cyber security to enhance students' technical expertise.
- Research and Innovation:** Supports faculty and student research initiatives, fostering innovation and keeping the department at the forefront of technological advancements.

#### Role and Functions of DAB in Department of Arts & Visual Arts:

- Curriculum Enrichment:** The DAB ensures the curriculum is diverse, inclusive, and reflective of contemporary societal and cultural issues.

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IQAC



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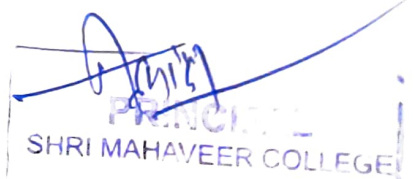
2. **Cultural Integration:** Promotes partnerships with cultural organizations, museums, and art galleries for practical exposure and hands-on experience.
3. **Creative Development:** Advises on integrating creative and critical thinking skills into the curriculum to foster artistic expression and critical analysis.
4. **Community Engagement:** Encourages community projects and outreach programs, enabling students to apply their skills in real-world contexts and contribute to societal development.

In all three departments, the DAB plays a pivotal role in bridging the gap between academia and industry, ensuring that the education provided is holistic, relevant, and prepares students for successful careers.



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## *Department of Commerce & Management*

▪ *Notices*

▪ *Minutes of Meetings*

**2023-2024**

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## MINUTES OF THE FIRST MEETING

**Members:** Faculty members of the department

**Venue:** Department of Commerce and Management

**Date:** 8<sup>th</sup> July 2023

**Time:** 1:00 pm to 1:30 pm

The meeting was convened by Dr. Vaishali Purohit HoD, Commerce and Management Department.

### Agenda:

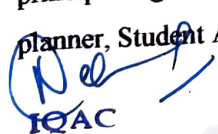
1. Review of Principal's Meeting
2. Class Time Table
3. Academic Performance of the Student
4. Preparation for Independence Day Celebration
5. Faculty Performance
6. Preparation of Treasure Hunt
7. Orientation Program
8. Investiture Ceremony Preparation
9. Seminar on "G-20 and Bharat"
10. Student Attendance
11. Preparation for Fresher's party(UDAAN-2023)

### Proceedings:

#### 1. Review of Principal's Meeting:

The HOD briefed the staff on the discussions and decisions made during the recent meeting with the principal regarding various aspects including admissions analysis, class timetable, execution of activity

planner, Student Attendance and others.

  
Co-ordinator

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## 2. Class Time Table:

The HOD emphasized the importance of time table and clarifies that every faculty member must be reach in their class as per prescribed time period.

## 3. Academic Performance of the Student:

The HOD instructed every class coordinator that they must keep watch on Academic Performance of the Student.

## 4. Independence Day Celebration:

Details regarding the Independence Day celebration were communicated, including the compulsory attendance for faculty members and the specified dress code.

## 5. Faculty Performance Evaluation:

The process for monitoring and evaluating faculty performance, including teaching, research, and service, was discussed. Faculty members were reminded of the importance of meeting performance expectations.

## 6. Preparation of Treasure Hunt:

Staffs were informed about the upcoming Treasure Hunt program for student. it was stressed that every coordinator must provide maximum participation from their respective classes.

## 7. Orientation Program:

Staffs were informed about the upcoming orientation program for new students. It was stressed that full participation and support are required from all faculty members.

## 8. Investiture Ceremony Preparation:

Plans for the Investiture Ceremony following the orientation program were discussed, and responsibilities were assigned to ensure its successful organization.

## 9. Seminar on "G-20 and Bharat":

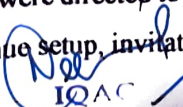
The HOD instructs staff members to ensure all necessary preparations and smooth coordination for the "G-20 and Bharat" seminar, including promoting the event, managing logistics, and participating actively.

## 10. Student Attendance:

Faculty members were reminded of their responsibility to track and manage student attendance, as well as to identify and support students who may need additional assistance.

## 11. Preparation for Fresher's party:

Staffs were directed to finalize arrangements for UDAAN-2023, the fresher's party. Tasks were delegated for venue setup, invitations, and itinerary.

  
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## Action Items:

1. Maintain updated notice boards and designate a staff member for upkeep.
2. Communicate the process for CL approval from the Principal to staff members.
3. Ensure compliance with the dress code for Republic Day.
4. Motivate students for the Pre-University examinations.
5. Arrange desks properly in classrooms to minimize gaps.
6. Enforce restrictions on mobile phone usage for both faculty and students.
7. Prepare thoroughly for University and practical examinations.
8. Ensure completion of the annual syllabus.
9. Contribute effectively to the Placement Drive and Industrial Visit.
10. Assist in maintaining discipline during the Annual Function and Farewell Party.
11. Plan for the PTM after Pre-University exams.

The meeting ended with a vote of thanks by Dr. Vaishali Purohit.

HOD

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The meeting of HOD and Staff of Commerce and Management was held on 8<sup>th</sup> July 2023 at 1:00 P.M. in the Department of Commerce and Management. The following members were present: -

## Attendance Sheet

Session 2023-24

S.No	Name of faculty	Designation	Signature
1.	Dr. Vaishali Purohit	HEAD OF DEPARTMENT	
2.	Dr. Simmi Choyal	Commerce & Management	
3.	Dr. Poonam Somani	Commerce & Management	
4.	Dr. Jitendra Singh Bidawat	Commerce & Management	
5.	Dr.D.N.Sharma	Commerce & Management	
6.	Dr. Neha Gangwal	Commerce & Management	
7.	Dr. Mukesh K Kumawat	Commerce & Management	
8.	Dr. Minal Sharma	Commerce & Management	
9.	Dr. Khushboo Sogani	Commerce & Management	
10.	Dr. Vinita Jain	Commerce & Management	
11.	Mr. Ashish Shrivastava	Commerce & Management	
12.	Mr. George Grover	Commerce & Management	

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## MINUTES OF THE SECOND MEETING

**Members:** Faculty members of the department

**Venue:** Department of Commerce and Management

**Date:** 10<sup>th</sup> Oct 2023

**Time:** 1:00 pm to 1:30 pm

The meeting was convened by Dr. Vaishali Purohit, HoD, Commerce and Management Department.

### Agenda:

1. Review of Decisions from Principal's Meeting
2. Preparation for Mid –Term Exam-Odd Semester. (1st year-Sem -1)
3. Regarding the “Business and Management Quiz”
4. Preparation for Voter Awareness Camp
5. Regarding the late comers-Students
6. Regarding the completion the necessary qualification of the teachers
7. ” Mélange” Intra college Song and Dance Competition.

### Proceedings:

#### 1. Review of Decisions from the Principal's Meeting:

The HOD briefed the staff on the decisions made during the recent meeting with the Principal regarding various initiatives and events.

#### 2. Preparation for Mid –Term Exam-Odd Semester. (1st year-Sem -1):

The HOD briefed the first-year coordinators regarding the Mid-Term Exam-odd Semester and instructed them to complete the entire task within two days.

#### 3. Voter Awareness Camp:

Planning and execution of Voter Awareness Camp were scheduled. Responsible team members were assigned tasks for content creation and logistics.

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**4. Regarding the late Comers-Students:**

The HOD instructed the staff to identify the latecomers -students and counseled to be punctual in attending their classes on time.

**5. Completion of the necessary qualification of the teachers:**

The HOD instructed the staff members who have not completed the required qualification as per UGC norms to complete that as per UGC norms as early as possible.

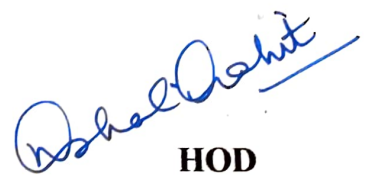
**6. "Mélange" Intra college Song and Dance Competition:**

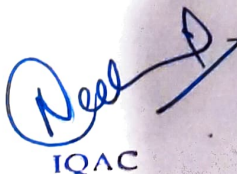
Staff were informed about the upcoming program "Mélange" for students. Rules and Dates were discussed. Tasks were delegated for venue setup, invitations, and participation.

**Action Items:**

- Coordinator of Mid-Term Exam-odd Semester has prepared all the formalities and completed the desired task within time.
- Preparation related to voter awareness camp completed by the respective staff.
- All technical setups done related to the digital forum.
- Respective staff members identified the latecomers and gave them a warning to come to classes on time.
- All the preparations have been done for a smooth functioning of "Melange" Intra College Song and Dance Competition.

The meeting ended with a vote of thanks by Dr. Vaishali Purohit.

  
HOD

  
IQAC  
Co-ordinator

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The meeting of HOD and Staff of Commerce and Management was held on 10<sup>th</sup> Oct. 2023 at 1:00 P.M. in the Department of Commerce and Management The following members were present: -

## Attendance Sheet

Session 2023-24

S.No	Name of faculty	Designation	Signature
1.	Dr. Vaishali Purohit	HEAD OF DEPARTMENT	
2.	Dr. Simmi Choyal	Commerce & Management	
3.	Dr. Poonam Somani	Commerce & Management	
4.	Dr. Jitendra Singh Bidawat	Commerce & Management	
5.	Dr.D.N.Sharma	Commerce & Management	
6.	Dr. Neha Gangwal	Commerce & Management	
7.	Dr. Mukesh K Kumawat	Commerce & Management	
8.	Dr. Minal Sharma	Commerce & Management	
9.	Dr. Khushboo Sogani	Commerce & Management	
10.	Dr. Vinita Jain	Commerce & Management	ABSENT
11.	Mr. Ashish Shrivastava	Commerce & Management	
12.	Mr. George Grover Co-ordinator	Commerce & Management	

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## MINUTES OF THE THIRD MEETING

**Members:** Faculty members of the department

**Venue:** Department of Commerce and Management

**Date:** 6<sup>th</sup> Jan 2024

**Time:** 1:00 pm to 1:30 pm

The meeting was convened by Dr. Vaishali Purohit, HoD, Commerce and Management Department.

### Agenda:

1. Review of Decisions from Principal's Meeting
2. About the University Exams-Odd Semester
3. About the approval of DL
4. Celebration of Republic Day
5. Restriction on using the Mobile Phone
6. Preparation for Pre University Examinations for annual scheme
7. Preparation for Mahaveer Placement Drive 2024
8. Completion of syllabus
9. Regarding Debate Competition
10. Preparation for the Industrial Visit
11. Preparation of Annual Function cum Farewell Party
12. Parent teacher meet

### Proceedings:

#### 1. Review of Decisions from Principal's Meeting:

The HOD briefed the staff on the decisions made during the recent meeting with the Principal regarding various initiatives and events.

#### 2. About the University Exams-Odd Semester:

The HOD briefed about the University Exams-Odd Semester. Faculty members are encouraged to motivate students to aim for scores above 60%.

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- 3. Approval of Duty Leave (DL):**  
Staff members were reminded about the need to obtain approval for Duty Leave (DL) from the Principal in advance. The HOD reiterated the importance of adhering to this process and instructed staff to plan accordingly.
- 4. Republic Day Celebration:**  
Attendance for faculty members on Republic Day, 26th Jan 2024, is mandatory. The dress code for female faculty members is an orange, white, and green saree, and for male faculty members is a white shirt.
- 5. Mobile Phone Usage Policy:**  
It was reiterated that faculty members are not allowed to use mobile phones during class hours and invigilation duties. Similarly, students are not permitted to bring mobile phones to class. Any exceptions must involve phones being switched off.
- 6. Examination Preparation:**  
The examination cell was instructed to prepare thoroughly for University and practical examinations.
- 7. Syllabus Completion:**  
All faculty members were reminded to ensure the completion of the annual syllabus before the Pre-University examinations.
- 8. Regarding Debate Competition:**  
The HOD instructs staff members to organize the Debate Competition by ensuring proper coordination, including venue setup, participant registration, and judging arrangements, and to actively promote the event to encourage maximum student participation.
- 9. Placement Drive and Industrial Visit:**  
Faculty members were urged to participate actively in the preparation and execution of the Mahaveer Placement Drive and the Industrial Visit for final year students.
- 10. Annual Function and Farewell Party Preparation:**  
The HOD emphasized the importance of maintaining student discipline during the Annual Function and Farewell Party. Faculty members were asked to contribute to the planning and execution of the event.
- 11. Parent teacher meet:**  
The HOD instructs staff members to organize the Parent teacher meet for the pre-university on 4-03-2024. Faculty members were asked to prepare results for the same.

  
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## Action Items:

1. Maintain updated notice boards and designate a staff member for upkeep.
2. Communicate the process for CL approval from the Principal to staff members.
3. Ensure compliance with the dress code for Republic Day.
4. Motivate students for the Pre-University examinations.
5. Arrange desks properly in classrooms to minimize gaps.
6. Enforce restrictions on mobile phone usage for both faculty and students.
7. Prepare thoroughly for University and practical examinations.
8. Ensure completion of the annual syllabus.
9. Contribute effectively to the Placement Drive and Industrial Visit.
10. Assist in maintaining discipline during the Annual Function and Farewell Party.
11. Plan for the PTM after Pre-University exams.

The meeting ended with a vote of thanks by Dr. Vaishali Purohit.

HOD

Coordinator  
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The meeting of HOD and Staff of Commerce and Management was held on 6<sup>th</sup> Jan 2024 at 1:00 P.M. in the Department of Commerce and Management, Jaipur. The following members were present: -

## Attendance Sheet

Session 2023-24

S.No	Name of faculty	Designation	Signature
1.	Dr. Vaishali Purohit	HEAD OF DEPARTMENT	
2.	Dr. Simmi Choyal	Commerce & Management	
3.	Dr. Poonam Somani	Commerce & Management	
4.	Dr. Jitendra Singh Bidawat	Commerce & Management	
5.	Dr. D.N. Sharma	Commerce & Management	
6.	Dr. Neha Gangwal	Commerce & Management	
7.	Dr. Mukesh K Kumawat	Commerce & Management	ABSENT
8.	Dr. Minal Sharma	Commerce & Management	
9.	Dr. Khushboo Sogani	Commerce & Management	ABSENT
10.	Dr. Vinita Jain	Commerce & Management	
11.	Mr. Ashish Shrivastava	Commerce & Management	
12.	Mr. George Grover	Commerce & Management	

Co-ordinator  
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## MINUTES OF THE FOURTH MEETING

**Members:** Faculty members of the department

**Venue:** Department of Commerce and Management

**Date:** 6<sup>th</sup> April 2024

**Time:** 2:00 pm to 2:30 pm

The meeting was convened by Dr. Vaishali Purohit, HoD, Commerce and Management Department.

### Agenda:

1. Review of Decisions from Principal's Meeting
2. Teachers 'outcomes of their efforts
3. About Revisionary classes
4. Filling up of self-appraisal form
5. About the research work

### Proceedings:

#### 1. Review of Decisions from Principal's Meeting:

The HOD briefed the staff on the decisions made during the recent meeting with the Principal regarding various initiatives and events.

#### 2. Collective Responsibility for Teacher Outcomes:

The HOD discussed the Principal's emphasis on collective responsibility for achieving positive outcomes. They encouraged staff members to work together with the HOD towards the development of the department and the institution as a whole.

#### 3. Revisionary Classes:

Staffs were reminded of the importance of identifying and assisting slow learners through appropriate revisionary classes. The HOD encouraged faculty members to take proactive steps to improve the academic performance of such students.

#### 4. Self-Appraisal Form Filling:

The HOD provided guidance on filling out the self-appraisal form, following the provided format. They highlighted the importance of accurately documenting contributions to the department and the institution.

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## 5. About the research work:

The HOD instructed all the staff members to involve themselves in research work and upgrades them in the research area.

## Action Items:

- Prepare the Annual Day Report before the specified deadline.
- Work collectively towards achieving positive outcomes for the department.
- Identify and assist slow learners through revisionary classes.
- Fill out the self-appraisal form accurately, highlighting contributions.

The meeting ended with a vote of thanks by Dr. Vaishali Purohit.

*Dr. Vaishali Purohit*

HOD

*Neel*

CO-ORDINATOR  
Shri Mahaveer College



*Dr. Achin*  
PRINCIPAL  
SHRI MAHAVEER COLLEGE



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The meeting of HOD and Staff of Commerce and Management was held on 6<sup>th</sup> April 2024 at 2:00 P.M. in the Department of Commerce and Management. The following members were present: -

## Attendance Sheet

Session 2023-24

S.No	Name of faculty	Designation	Signature
1.	Dr. Vaishali Purohit	HEAD OF DEPARTMENT	
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3.	Dr. Poonam Somani	Commerce & Management	
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## *Department of Computer Science*

- *Notices*

- *Minutes of Meetings*

### **2023-2024**



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## MINUTES OF THE FIRST MEETING

**Members:** Faculty members of the department

**Venue:** Department of Computer Science

**Date:** 8<sup>th</sup> July 2023

**Time:** 1:00 pm to 1:30 pm

The meeting was convened by Mr. Vimlesh Sharma, HOD Computer Science Department.

### Agenda:

1. Review of Principal's Meeting
2. Departmental Updates
3. Regular classes for students
4. Class Time Table
5. Academic Performance of the Student
6. Preparation for the Independence Day Celebration
7. Faculty Performance
8. Preparation of Treasure Hunt
9. Orientation Program
10. Investiture Ceremony Preparation
11. Preparation for Fresher's party

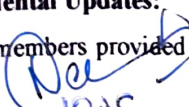
### Proceedings:

#### 1. Review of Principal's Meeting:

The HOD briefed the staff on the discussions and decisions made during the recent meeting with the principal regarding various aspects including admissions analysis, class timetable, execution of activity planner, Student Attendance and others.

#### 2. Departmental Updates:

Faculty members provided updates on any department-specific matters, upcoming events, or on-going projects.

  
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Principal  
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### 3. Regular classes for students:

The HOD informed the staff Members about the Commencement of Regular classes for students starting from 3-08-2022. Additionally, they were asked to prepare class time accordingly.

### 4. Class Time Table:

The HOD emphasized the importance of time table and clarified that every faculty member must be reached in their class as per the prescribed time period.

### 5. Academic Performance of the Student:

The HOD instructed every class coordinator that they must keep watch on Academic Performance of the Student.

### 6. Independence Day Celebration:

Details regarding the Independence Day celebration were communicated, including the compulsory attendance for faculty members and the specified dress code.

### 7. Faculty Performance Evaluation:

The process for monitoring and evaluating faculty performance, including teaching, research, and service, was discussed. Faculty members were reminded of the importance of meeting performance expectations.

### 8. Preparation of Treasure Hunt:

Staff was informed about the upcoming Treasure Hunt program for students. It was stressed that every coordinator must provide maximum participation from their respective classes.

### 9. Orientation Program:

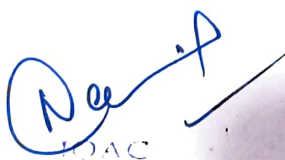
Staff was informed about the upcoming orientation program for new students. It was stressed that full participation and support are required from all faculty members.

### 10. Investiture Ceremony Preparation:

Plans for the Investiture Ceremony following the orientation program were discussed, and responsibilities were assigned to ensure its successful organization.

### 11. Preparation for Fresher's Party:

Staff was directed to finalize arrangements for UDAAN-2023, the fresher's party. Tasks were delegated for venue setup, invitations, and itinerary.

  
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## Action Items:

- Prepared faculty wise class timetables and provided them personally for smooth functioning.
- Monitor and manage personal attention for improvement in the academic performance of the students.
- Ensure compliance with the dress code for the Independence Day celebration.
- Prepare for and actively participate in the orientation program.
- Prepare for and actively participate in the Treasure Hunt program.
- Collaborate on planning and organizing the Investiture Ceremony.
- Participate in the upcoming Team Building Program.
- Monitor and manage student attendance.
- Prepare for and actively participate in the Fresher's party.

The meeting ended with a vote of thanks by Mr. Vimlesh Sharma

  
HOD

  
Co-ordinator  
Shri Mahaveer College



  
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The meeting of HOD and Staff of Computer Science was held on 8<sup>th</sup> July 2023 at 1:00 P.M. in the Department of Computer Science. The following members were present: -

## Attendance Sheet

Session 2023-24

S.No	Name of faculty	Designation	Signature
1.	Mr. Vimlesh Sharma	HEAD OF DEPARTMENT	
2.	Dr. Neha Paliwal	Computer Science	
3.	Dr. Vani Jain	Computer Science	
4.	Ms. Kajli Jain	Computer Science	

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## MINUTES OF THE SECOND MEETING

**Members:** Faculty members of the department

**Venue:** Department of Computer Science

**Date:** 12<sup>th</sup> Oct. 2023

**Time:** 9:00 am to 9:30 am

The meeting was convened by Mr. Vimlesh Sharma, HOD Computer Science Department.

### Agenda:

1. Review of Decisions from Principal's Meeting
2. Preparation for Mid-Term Exam-Odd Semester. (1st year-Sem -1)
3. Preparation for Voter Awareness Camp
4. Preparation for Digital Forum
5. Regarding the late comers-Students
6. "Mélange" Intra college Song and Dance Competition.

### Proceedings:

#### 1. Review of Decisions from the Principal's Meeting:

The HOD briefed the staff on the decisions made during the recent meeting with the principal regarding various initiatives and events.

#### 2. Preparation for Mid-Term Exam-Odd Semester. (1st year-Sem -1):

The HOD briefed the first-year coordinators regarding the Mid-Term Exam-odd Semester and instructed them to complete the entire task within two days.

#### 3. Voter Awareness Camp:

Planning and execution of Voter Awareness Camp were scheduled. Responsible team members were assigned tasks for content creation and logistics.

#### 4. Preparation for Digital Forum:

The HOD instructs staff members to ensure all technical setups, including software and equipment, are tested and ready for the Digital Forum, and to promote the event widely while ensuring active participation and smooth operation during the forum.



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## 5. Regarding the late comers-Students:

The HOD instructed the staff to identify the latecomers -students and counselled them to be punctual in attending their classes on time.

## 6. "Mélange" Intra college Song and Dance Competition:

Staff was informed about the upcoming program "Mélange" for students. Rules and Dates were discussed. Tasks were delegated for venue setup, invitations, and participation.

### Action Items:

- Coordinator of Mid-Term Exam-odd Semester has prepared all the formalities and completed the desired task within time.
- Preparation related to voter awareness camp completed by the respective staff.
- All technical setups done related to the digital forum.
- Respective staff members identified the latecomers and gave them a warning to come to classes on time.
- All the preparations have been done for a smooth functioning of "Melange" Intra College Song and Dance Competition.

The meeting ended with a vote of thanks by Mr. Vimlesh Sharma

  
HOD

  
IQAC  
Co-ordinator

  
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अहिंसा परमा धर्मः



  
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The meeting of HOD and Staff of Computer Science was held on 12th Oct 2023 at 1:00 P.M. in the Department of Computer Science. The following members were present: -

## Attendance Sheet

Session 2023-24

S.No	Name of faculty	Designation	Signature
1.	Mr. Vimlesh Sharma	HEAD OF DEPARTMENT	
2.	Dr. Neha Paliwal	Computer Science	
3.	Dr. Vani Jain	Computer Science	
4.	Dr. Neha Agarwal	Computer Science	
5.	Ms. Kajli Jain	Computer Science	

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## MINUTES OF THE THIRD MEETING

**Members:** Faculty members of the department

**Venue:** Department of Computer Science

**Date:** 6<sup>th</sup> Jan 2024

**Time:** 1:00 pm to 1:30 pm

The meeting was convened by Mr. Vimlesh Sharma, HOD Computer Science Department.

### Agenda:

1. Review of Decisions from Principal's Meeting
2. About the University Exams-Odd Semester
3. Celebration of Republic Day
4. Restriction on using the Mobile Phone
5. Preparation for Mahaveer Placement Drive
6. Completion of syllabus
7. Regarding the Advance Excel Program
8. Preparation for the Industrial Visit
9. Regarding PowerPoint presentation
10. Preparation of Annual Function cum Farewell Party
11. Parent teacher meet

### Proceedings:

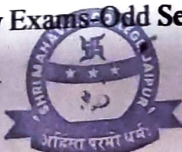
1. **Review of Decisions from the Principal's Meeting:**

The HOD briefed the staff on the decisions made during the recent meeting with the principal regarding various initiatives and events.

2. **About the University Exams-Odd Semester:**

The HOD briefed about the University Exams-Odd Semester. Faculty members are encouraged to motivate students to aim for scores above 60%.

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### 3. Republic Day Celebration:

Attendance for faculty members on Republic Day, 26th Jan 2024, is mandatory. The dress code for female faculty members is an orange, white, and green saree, and for male faculty members is a white shirt.

### 4. Mobile Phone Usage Policy:

It was reiterated that faculty members are not allowed to use mobile phones during class hours and invigilation duties. Similarly, students are not permitted to bring mobile phones to class. Any exceptions must involve phones being switched off.

### 5. Syllabus Completion:

All faculty members were reminded to ensure the completion of the annual syllabus before the Pre-University examinations.

### 6. Regarding Advance Excel Program:

The HOD instructs staff members to ensure all necessary preparations for the Advance Excel Program, including arranging instructors and promoting the program widely to ensure maximum student enrollment and participation.

### 7. Regarding PowerPoint presentation:

The HOD instructs staff members to organize the PowerPoint presentation event and to promote the event widely to encourage active student participation and engagement.

### 8. Placement Drive and Industrial Visit:

Faculty members were urged to participate actively in the preparation and execution of the Mahaveer Placement Drive and the Industrial Visit for final year students.

### 9. Annual Function and Farewell Party Preparation:

The HOD emphasized the importance of maintaining student discipline during the Annual Function and Farewell Party. Faculty members were asked to contribute to the planning and execution of the event.

### 10. Parent teacher meet:

The HOD instructs staff members to organize the Parent teacher meeting for the pre-university on 4-03-2024. Faculty members were asked to prepare results for the same.

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## Action Items:

- Ensure compliance with the dress code for Republic Day.
- Motivate students for the Pre-University examinations.
- Enforce restrictions on mobile phone usage for both faculty and students.
- Organized PowerPoint presentation.
- Ensure completion of the annual syllabus.
- Coordinate with experts for the Advanced Excel Program.
- Contribute effectively to the Placement Drive and Industrial Visit.
- Assist in maintaining discipline during the Annual Function and Farewell Party.
- Preparation has been done for the PTM after Pre-University exams.

The meeting ended with a vote of thanks by Mr. Vimlesh Sharma

*VSM*

**HOD**

*Naip*  
**IQAC**  
**Co-ordinator**  
**Shri Mahaveer College**



*Arish*  
**PRINCIPAL**  
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The meeting of HOD and Staff of Computer Science was held on 6<sup>th</sup> Jan 2024 at 1:00 P.M. in the Department of Computer Science. The following members were present: -

## Attendance Sheet

Session 2023-24

S.No	Name of faculty	Designation	Signature
1.	Mr. Vimlesh Sharma	HEAD OF DEPARTMENT	
2.	Dr. Neha Paliwal	Computer Science	
3.	Dr. Vani Jain	Computer Science	
4.	Dr. Neha Agarwal	Computer Science	
5.	Ms. Kajli Jain	Computer Science	ABSENT

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E-mail : shrimahaveercollege@gmail.com • Website : mahaveercollege.org

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## MINUTES OF THE FOURTH MEETING

**Members:** Faculty members of the department

**Venue:** Department of Computer Science

**Date:** 6<sup>th</sup> Apr 2024

**Time:** 9:00 am to 9:30 am

The meeting was convened by Mr. Vimlesh Sharma, HOD Computer Science Department.

### Agenda:

1. Review of Decisions from Principal's Meeting
2. Teachers 'outcomes of their efforts
3. About Remedial classes
4. About the other works (Cleaning, Servicing the devices)
5. Filling up of self-appraisal form
6. About the research work

### Proceedings:

#### 1. Review of Decisions from the Principal's Meeting:

The HOD briefed the staff on the decisions made during the recent meeting with the principal regarding various initiatives and events.

#### 3. Collective Responsibility for Teacher Outcomes:

The HOD discussed the principal's emphasis on collective responsibility for achieving positive outcomes. They encouraged staff members to work together with the HOD towards the development of the department and the institution as a whole.

#### 4. Remedial Classes for Slow Learners:

Staff was reminded of the importance of identifying and assisting slow learners through appropriate remedial classes. The HOD encouraged faculty members to take proactive steps to improve the academic performance of slow learners.

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performance of such students.

## 5. **Cleaning and Servicing of Department Equipment:**

Staffs were reminded of their responsibility to ensure the cleanliness and proper servicing of department equipment. The HOD instructed everyone to collaborate in maintaining the equipment to a high standard.

## 6. **Self-Appraisal Form Filling:**

The HOD provided guidance on filling out the self-appraisal form, following the provided format. They highlighted the importance of accurately documenting contributions to the department and the institution.

## 7. **About the research work:**

The HOD instructed all the staff members to involve themselves in research work and upgrades them in the research area.

## **Action Items:**

- Prepared the Annual Day Report before the specified deadline.
- Work collectively towards achieving positive outcomes for the department.
- Identified and assisted slow learners through remedial classes.
- Ensure student engagement and maintain the lab environment.
- Collaborate in cleaning and servicing department equipment.
- Filled out the self-appraisal form accurately, highlighting contributions.

**The meeting ended with a vote of thanks by Mr. Vimlesh Sharma**

**HOD**

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The meeting of HOD and Staff of Computer Science was held on 6<sup>th</sup> April 2024 at 9:00 A.M. in the Department of Computer Science. The following members were present: -

## Attendance Sheet

Session 2023-24

S.No	Name of faculty	Designation	Signature
1.	Mr. Vimlesh Sharma	HEAD OF DEPARTMENT	
2.	Dr. Neha Paliwal	Computer Science	
3.	Dr. Vani Jain	Computer Science	
4.	Dr. Neha Agarwal	Computer Science	
5.	Ms. Kajli Jain	Computer Science	

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## *Department of Arts & Visual Arts*

### ▪ *Notices*

### ▪ *Minutes of Meetings*

**2023-2024**



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E-mail : [shrimahaveercollege@gmail.com](mailto:shrimahaveercollege@gmail.com) • Website : [mahaveercollege.org](http://mahaveercollege.org)

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## MINUTES OF THE FIRST MEETING

**Members:** Faculty members of the department

**Venue:** Department of Arts & Visual Arts

**Date:** 8th July 2023

**Time:** 1:00 pm to 1:30 pm

The meeting was convened by Dr. Neelima Pareek HOD, Arts & Visual Arts Department.

### Agenda:

1. Review of Principal's Meeting
2. Departmental Updates
3. Commencement of Regular classes
4. Class Time Table
5. Academic Performance of the Student
6. Preparation for Independence Day Celebration
7. Preparation of Treasure Hunt
8. Orientation Program
9. Charity Program
10. Fresher's party
11. Investiture Ceremony Preparation
12. Requirements for Teaching Materials
13. Workshop on New Curriculum Framework by University of Rajasthan as per NEP2020

### Proceedings:

#### 1. Review of Principal's Meeting:

The staff was updated by the HOD on the decisions and discussions that were made during the recent meeting with the principle about a variety of topics, such as student attendance, activity planner execution, class schedule, and admissions analysis.

#### 2. Departmental Updates:

Updates on department-specific issues, planned activities, and existing projects were given by faculty members.

  
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## 3. Commencement of Regular classes:

The HOD informed the staff Members about Commencement of Regular classes for students starts from 3-08-2023. Additionally, they were asked to prepared class time accordingly.

## 4. Class Time Table:

The Head of Department underlined the need of having a schedule and made it clear that each faculty member had to arrive at class within the allotted time.

## 5. Academic Performance of the Student:

Every class coordinator was given instructions by the Head of Department to monitor the students' academic performance.

## 6. Independence Day Celebration:

Information was shared about the Independence Day event, including the required attire and mandatory presence for faculty members.

## 7. Preparation of Treasure Hunt:

The impending student Treasure Hunt activity was communicated to the staff. It was emphasized that each coordinator needed to get the most out of their classes' involvement.

## 8. Orientation Program:

The approaching new student orientation program was communicated to the staff. It was emphasized that all faculty members must fully participate and provide assistance.

## 9. Charity Program:

Employees were instructed to complete preparations for the Charity Program. The agenda, edible, Stationary, Clothes Etc and venue setup were assigned tasks.

## 10. Investiture Ceremony Preparation:

Following the orientation session, plans for the Investiture Ceremony were reviewed, and roles were delegated to guarantee its smooth operation.

## 11. Preparation for Fresher's party:

Employees were instructed to complete preparations for the fresher's party, UDAAN-2023. The agenda, invites, and venue setup were assigned tasks.

## 12. Requirements for Teaching Materials:

The HOD instructed staff members to give the requirements for Markers and Dusters as early as possible.

## 13. Workshop on New Curriculum Framework by University of Rajasthan as per NEP2020:

The HOD gave information about the workshop on New Curriculum Framework by University of Rajasthan as per NEP2020.



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Rajasthan as per NEP2020. And instructed every faculty member must have to join this workshop.

## Action Items:

- Create a faculty-based class schedule and provide each teacher a copy for efficient operation.
- Keep an eye on and oversee individual attention to help pupils' academic success.
- Make sure everyone is dressed appropriately for the Independence Day festivities.
- Get ready for the orientation program and engage in it fully.
- Get ready for the Treasure Hunt program and take an active part in it.
- Work together to arrange and prepare the investiture ceremony.
- Keep an eye on and control student attendance.
- Arrange the Fresher's Party and take an active part in it.
- Arrange all Grocery and clothes for Charity program.
- Faculty members joined the NEP workshop.
- Staff members provide requirement of teaching material.

The meeting ended with a vote of thanks by Dr. Neelima Pareek

*Neelima Pareek*  
HOD

*Neelima Pareek*  
IQAC  
Co-ordinator  
Shri Mahaveer College



*Anita*  
PRINCIPAL  
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The meeting of HOD and Staff of Arts & Visual Arts was held on 8<sup>th</sup> July 2023 at 1:00 P.M. in the Department of Arts & Visual Arts. The following members were present: -

## Attendance Sheet

Session 2023-24

S.No	Name of faculty	Designation	Signature
1.	Dr. Neelima Pareek	HEAD OF DEPARTMENT	
2.	Dr. Gayatri Dixit	Arts & Visual Arts	
3.	Dr. Jyoti Bhatnagar	Arts & Visual Arts	
4.	Dr. Prakriti Jain	Arts & Visual Arts	
5.	Ms. Taniya Shekhawat	Arts & Visual Arts	
6.	Ms. Rekha (Thapiyal) Dimri	Arts & Visual Arts	
7.	Dr. Shivani	Arts & Visual Arts	
8.	Dr. Asha Arora	Arts & Visual Arts	
9.	Ms. Dolly Gambhir	Arts & Visual Arts	
10.	Ms. Apoorva Singhal	Arts & Visual Arts	ABSENT
11.	Mrs. Bhawna Sharma	Arts & Visual Arts	
12.	Dr. Arina Singh	Arts & Visual Arts	
13.	Ms. Keerti Assudani	Arts & Visual Arts	
14.	Mr. Bhaskar Bhardwaj	Arts & Visual Arts	
15.	Mr. Somendra Kumar Awasthi	Arts & Visual Arts	

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## MINUTES OF THE SECOND MEETING

**Members:** Faculty members of the department

**Venue:** Department of Arts & Visual Arts

**Date:** 9<sup>th</sup> Oct 2023

**Time:** 9:00 am to 9:30 am

The meeting was convened by Dr. Neelima Pareek HOD, Arts & Visual Arts Department.

### Agenda:

1. Review of Decisions from Principal's Meeting
2. Preparation for Mid –Term Exam-Odd Semester. (1st year-Sem -1)
3. Regarding the late Comers-Students
4. “Mélange” Intra college Song and Dance Competition.
5. Student Attendance

### Proceedings:

#### 1. Review of Decisions from Principal's Meeting:

The staff was updated by the HOD on the decisions that were taken on different programs and activities during the most recent meeting with the principal.

#### 2. Preparation for Mid –Term Exam-Odd Semester. (1st year-Sem -1):

The Mid-Term Exam-Odd Semester was explained to the first-year coordinators by the HOD, who also gave them instructions to finish the full assignment in two days.

#### 3. Student Attendance:

Teachers were reminded that it is their duty to monitor and control student attendance in addition to identifying and helping children who might want extra help.

#### 4. Regarding the late Comers-Students:

The Head of Department gave the staff instructions to identify the tardy pupils and provide them with timely guidance on arriving at class on time.

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## 5. "Mélange" Intra college Song and Dance Competition:

The staff was made aware of the impending student program, Mélange. Dates and Rules were spoken about. Invitations, participation, and venue setup were assigned tasks.

### Action Items:

- Send notifications to students who attend fewer than 75% of classes.
- Completed all assignment in given time period.
- Motivated students to join class on time.
- Arrange the "Mélange" competition and actively participate in each activity.

The meeting ended with a vote of thanks by Dr. Neelima Pareek

  
HOD

  
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The meeting of HOD and Staff of Arts & Visual Arts was held on 9th Oct. 2023 at 9:00A.M. in the Department of Arts & Visual Arts. The following members were present: -

## Attendance Sheet

Session 2023-24

S.No	Name of faculty	Designation	Signature
1.	Dr. Neelima Pareek	HEAD OF DEPARTMENT	
2.	Dr. Gayatri Dixit	Arts & Visual Arts	
3.	Dr. Jyoti Bhatnagar	Arts & Visual Arts	
4.	Dr. Prakriti Jain	Arts & Visual Arts	
5.	Ms. Taniya Shekhawat	Arts & Visual Arts	
6.	Ms. Rekha (Thapiyal) Dimri	Arts & Visual Arts	
7.	Dr. Shivani	Arts & Visual Arts	
8.	Dr. Asha Arora	Arts & Visual Arts	
9.	Ms. Dolly Gambhir	Arts & Visual Arts	
10.	Ms. Apoorva Singhal	Arts & Visual Arts	
11.	Mrs. Bhawna Sharma	Arts & Visual Arts	
12.	Dr. Arina Singh	Arts & Visual Arts	
13.	Ms. Keerti Assudani	Arts & Visual Arts	
14.	Mr. Bhaskar Bhardwaj	Arts & Visual Arts	
15.	Mr. Somendra Kumar Awasthi	Arts & Visual Arts	

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## MINUTES OF THE THIRD MEETING

**Members:** Faculty members of the department

**Venue:** Department of Arts & Visual Arts

**Date:** 5<sup>th</sup> Jan 2024

**Time:** 1:00 pm to 1:30 pm

The meeting was convened by Dr. Neelima Pareek HOD, Arts & Visual Arts Department.

### Agenda:

1. Review of Decisions from Principal's Meeting
2. About the University Exams-Odd Semester
3. Celebration of Republic Day
4. Soft skills and personality development workshop
5. Restriction on using the Mobile Phone
6. Pre University Examination
7. Preparation for Mahaveer Placement Drive (2024)
8. Completion of syllabus
9. Preparation for the Industrial Visit
10. Personality Development and Life Skill Management
11. Preparation of Annual Function cum Farewell Party

### Proceedings:

**1. Review of Decisions from Principal's Meeting:**

The staff was updated by the HOD on the decisions that were taken on different programs and activities during the most recent meeting with the principal.

**2. About the University Exams-Odd Semester:**

The HOD gave a briefing on the odd semester university exams. Teachers are urged to inspire pupils to strive for grades higher than 60%.

**3. Republic Day Celebration:**

It is required of academic members to be present on Republic Day, January 26, 2024. Faculty members are expected to wear orange, white, and green sarees for female employees and white shirts for male employees.

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**Principal**





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#### 4. Soft skills and personality development workshop:

The structure and content for the workshop on soft skills and personality were agreed upon. The HOD was tasked with appointing speakers and setting a tentative date for the session.

#### 5. Mobile Phone Usage Policy:

The policy prohibiting faculty members from using cell phones while conducting invigilation or teaching was reaffirmed. In a similar vein, pupils are not allowed to use cell phones in class. Any exclusion requires that phones be turned off.

#### Pre University Examination Preparation:

The HOD was given instructions to adequately prepare for both practical and university exams.

#### 7. Syllabus Completion:

Before the Pre-University exams, all faculty members were urged to make sure the yearly curriculum was completed.

#### 8. Placement Drive and Industrial Visit:


Teachers were invited to actively engage in the planning and running of the final-year student industrial visit and the Mahaveer Placement Drive.

#### 9. Annual Function and Farewell Party Preparation:

The Head of Department stressed how crucial it is for students to behave appropriately at the Annual Function and Farewell Party. It was requested that faculty members assist with the event's preparation and implementation.

#### 10. Personality Development and Life Skill Management:

The HOD instructs staff members to ensure all necessary preparations and smooth coordination for the Personality Development and Life Skill Management, including promoting the event, managing logistics, and participating actively.

  
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## Action Items:

- Keep notice boards current and assign a staff person to handle maintenance.
- Make sure everyone is dressed appropriately for Republic Day.
- Encourage pupils to do well on the Pre-University exams & University Exams-Odd Semester.
- Place limitations on professor and student use of mobile phones.
- Ensure that the yearly curriculum is completed.
- Make a valuable contribution to the industrial visit and placement drive.
- Support the upholding of discipline during the farewell party and annual function.
- Plan and execute the Soft skills and personality development workshop.
- Plan and execute the Personality Development and Life Skill Management

The meeting ended with a vote of thanks by Dr. Neelima Pareek

*Neelima Pareek*  
HOD

*Neelima Pareek*  
IQAC  
Co-ordinator  
Shri Mahaveer College



*Neelima Pareek*  
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# Shri Mahaveer College

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A Co-educational English Medium PG College

The meeting of HOD and Staff of Arts & Visual Arts was held on 5<sup>th</sup> Jan 2024 at 1:00P.M.in the Department of Arts & Visual Arts. The following members were present: -

## Attendance Sheet

Session 2023-24

S.No	Name of faculty	Designation	Signature
1.	Dr. Neelima Pareek	HEAD OF DEPARTMENT	
2.	Dr. Gayatri Dixit	Arts & Visual Arts	
3.	Dr. Jyoti Bhatnagar	Arts & Visual Arts	
4.	Dr. Prakriti Jain	Arts & Visual Arts	
5.	Ms. Taniya Shekhawat	Arts & Visual Arts	
6.	Ms. Rekha (Thapiyal) Dimri	Arts & Visual Arts	
7.	Dr. Shivani	Arts & Visual Arts	
8.	Dr. Asha Arora	Arts & Visual Arts	
9.	Ms. Dolly Gambhir	Arts & Visual Arts	
10.	Ms. Apoorva Singhal	Arts & Visual Arts	
11.	Mrs. Bhawna Sharma	Arts & Visual Arts	
12.	Dr. Arina Singh	Arts & Visual Arts	
13.	Ms. Keerti Assudani	Arts & Visual Arts	
14.	Mr. Bhaskar Bhardwaj	Arts & Visual Arts	
15.	Mr. Somendra Kumar Awasthi	Arts & Visual Arts	

**IQAC**  
Coordinator  
Shri Mahaveer College



**PRINCIPAL**  
SHRI MAHAVEER COLLEGE



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## MINUTES OF THE FOURTH MEETING

**Members:** Faculty members of the department

**Venue:** Department of Arts & Visual Arts

**Date:** 6<sup>th</sup> April 2024

**Time:** 9:00 am to 9:30 am

The meeting was convened by Dr. Neelima Pareek HOD, Arts & Visual Arts Department.

### Agenda:

1. Review of Decisions from Principal's Meeting
2. About Revision classes
3. About the other works (Cleaning, Servicing the devices)
4. Filling up of self-appraisal form
5. About the research work

### Proceedings:

#### 1. Review of Decisions from Principal's Meeting:

The staff was updated by the HOD on the decisions that were taken on different programs and activities during the most recent meeting with the principal.

#### 2. Revision Classes for Slow Learners:

Employees were reminded of the need of recognizing slow learners and supporting them with the proper remediation strategies. The Head of Department urged teachers to act proactively in order to raise these kids' academic standing.

#### 3. Cleaning and Servicing of Department Equipment:

Employees were reminded of their duty to maintain department equipment in a clean and well-maintained manner. The HOD gave the order for everyone to work together to maintain the condition.

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#### 4. Self-Appraisal Form Filling:

The HOD gave instructions on how to complete the self-appraisal form in accordance with the template. They emphasized how crucial it is to precisely record contributions made to the department and the organization.

#### 5. About the research work:

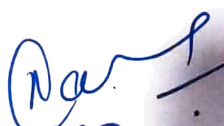
The Head of Department gave all staff members instructions to get involved in research projects and advance their skills in the field.

#### Action Items:

- Recognize sluggish learners and help them with remedial instruction.
- Assist in maintaining and cleaning departmental equipment.
- Complete the self-appraisal form precisely.

The meeting ended with a vote of thanks by Dr. Neelima Pareek

  
HOD

  
IQAC  
Co-ordinator  
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**Principal**  
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