

SOS J.N.Kaul Institute of Education, Bhimtal  
Affiliated to Kumaun University Nainital and Recognized by NCTE  
SOS Complex Tallital, Bhimtal, 263132

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**Internal quality assurance Cell  
Minutes of the Meeting held on 19/12/2022**

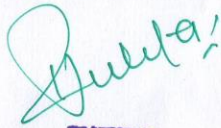
Venue of the Meeting: Director's Office  
Time: 9:30pm

**Member Present:**

| S. No. | Name of the Attendees    | Designation  |
|--------|--------------------------|--|
| 1      | Mrs. Debaroti Bose       | Head – Education and Child Development, SOS CV India |
| 2      | Dr. Mukta                | Chairman (Principal)                                 |
| 3      | Ms. Nidhi Saxena         | Senior administrative official                       |
| 4      | Mr. K.D. Singh           | Senior administrative official                       |
| 5      | Ms. Bhawana Rana         | Senior administrative official                       |
| 6      | Mr. Rajendra Singh Khati | Faculty Member                                       |
| 7      | Dr. Gokulanand Tewari    | Faculty Member                                       |
| 8      | Ms. Shalini              | Faculty Member                                       |
| 9      | Ms. Varsa                | Social Worker Member                                 |
| 10     | Mr. Parmeswar Narayan    | Stakeholder  |
| 11     | Mr. Krishna Kumar        | Alumni   |
| 12     | Mr. Harshit Joshi        | Alumni   |
| 13     | Ms. Beena Negi Chaudhary | Coordinator  |

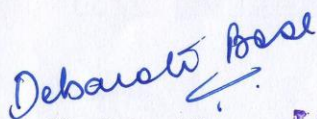
**Agenda:**

- ✓ Analysis of previous set goals: report presentation of meeting hold on 06/08/2022
- ✓ UGC status 2(f) and 12(B)
- ✓ Action plan for new academic session
- ✓ College website up gradation
- ✓ Submission of Annual Quality Assurance Report (AQAR) for the year 2020-21 and 2021-2022.
- ✓ Mentoring students for the competitive examination (CTET/ UTET)
- ✓ Conduction of Remedial classes
- ✓ MoU with other Universities / Institution
- ✓ Faculty Development Programme

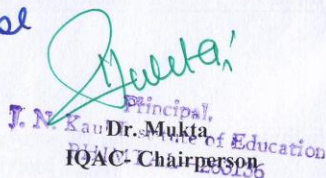
  
**Principal,**  
**J. N. Kaul Institute of Education**  
**BHIMTAL - 263132**

**Minutes of meetings:**

- ❖ Discussion has been made on the previous set goals. If the goals have not been achieved they will be completed on the upcoming months.
- ❖ Faculty members and administrative staff was advised to compile the necessary data for inclusion of institute under Section 2(f) and 12 (B) of the UGC ACT 1956.
- ❖ It has been discussed in the meeting that uploading all necessary documents on the website on regular basis.
- ❖ To ensure proper CTET / UTET preparation, classes will be conducted regularly. Students must adhere to the daily study schedule outlined by coordinator.
- ❖ To build the confidence of the students CTET / UTET mock test will be conducted.
- ❖ It is decided that remedial classes will be conduct to score good marks in the university examination.
- ❖ For all round development of the student – teacher's memorandum of understanding will be signed with other Universities / Colleges.
- ❖ Discussion has been made to upload all the necessary documents and activities on the website.
- ❖ It has been discussed in the meeting that faculty members should participate in webinars / seminars/ workshop for the professional growth.



Mrs. Debaroti Bose  
Head – Education &  
Child Development,

  
Principal,  
Dr. Mukta  
J. N. Kaul Institute of Education  
IQAC Chairperson



Beena Negi Chaudhary  
IQAC Coordinator