| 4 Sales and a second contractive deposition of the contractive deposition deposition deposition deposition deposition deposit | DPG Degree College Sector 34, Gurugram-122001 | | |
|--|---|----------------------------------|--|
| DAS DECREC COLLEGE | | Minutes of Meeting (MoM) | |
| Department/ Committee: | Botany | Date of Meeting: 19.02.2020 | |
| Venue: | Science staff room | Time:11:30AM | |
| Prepared By: | Dr. Anita Chauhan | Minutes Drafted Date: 19.02.2020 | |
| Chaired By: | HOD | | |
| Members Present : Staff List | attached | | |
| NAME | TE Department | | |
| 1.Dr. Amita Singh Head of Departs | | | |
| 2. Dr Anita Assistant Professor | O P 172 | | |
| 3. Dr Priyanka Assistant Professor | Nanguin | | |
| 4. Ms Nidhi Assistant Professor | a later a la later a later | | |
| Agenda of the Meeting | Me | | |
| To discuss about smooth conduction of "NATIONAL SEMINAR ON RECENT ADVANCES IN LIFE SCIENCE(RALS-2020)" organized by Department of Life sciences, DPG degree College, Gurugram, Haryana for Professors and P.G. Students on 22nd February, 2020. Minutes of Meeting | | | |
| Duties has been assigned to respective faculty for smooth conduction of event Guidelines given by the HOD about framing of event in sequential manner. Faculty members have given the instructions for maintaining the discipline throughout the event. | | | |
| Date of Follow up Meeting 25 February 2020 | | 25 February 2020 | |
| HOD | | 11122 | |

| SALES PRODUCTION OF THE PRODUCTION OF T | G Degree College | | |
|--|-----------------------------|--|--|
| Action to the second se | Sector 34. Gurugram- 122001 | | |
| CPO DEODES COVIEGE | | Minute of Meeting (MoM)5 | |
| Department | Mati es | Date of Meeting: 02/12/2020 | |
| Venue: | Gooy et | Time: 12:00 noon | |
| Prepared By: | Ms. i j | Minutes Drafted Date: 03/12/2020 | |
| Chaired By: | Dr. Chair | 100,11,2020 | |
| Members Presen | t | | |
| Name | | | |
| Ms. Pooja Bansa | | 1.513 | |
| Ms. Jyoti Khurai | | The state of the s | |
| Ms. Rinki Baghe | | North The State of | |
| Ms. Sarojmani | | man | |
| Ms. Mandeep Ka | mboj | | |
| Agenda of the Mo | eeting | | |
| | | ademic Monitoring; Syllabus Completion in UG 2& 3 yr. and P. Gnal year | |
| Minutes of Meeti | ng | | |
| Faculty were maded to share assignment and question banks with the students timely. They were maded to take test from the assignment and question banks for the betterment of tents. Next Mention limited Pleeting to planned for 11 December, 2020. Sessional and minimations og UC if & 3 Year and PG 2 year will held on 15-18 December, 1970. So each faculty was instructed to complete 80 % before sessional examination. | | | |
| Date of Follow up | Merci | 1 . | |
| Sei | hop hop | D Principal loge Second | |



DPG Degree College

Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

| Department/ Committee: | Commerce | Date of Meeting:10.12.2020 |
|---------------------------|---------------------------|----------------------------------|
| Venue: | Online by Google meet | Time: 12:30 PM |
| Prepared By: | Ms. Annu Yadav | 12.30 I M |
| Chaired By: | Dr. Priyanka Kumari (HOD) | Minutes Drafted Date: 29.10.2020 |

Members Present

| Name | Department | Signature |
|----------------------|------------|--|
| 1.Dr. Priyanka kumar | C | - Andrew C |
| 2.Dr. Devkanya Gupta | Commerce | Patranto |
| 3.Dr. Shalini Arora | | The state of the s |
| 4.Ms. Alpa Jain | | () Ji |
| 5.Ms. Annu Yaday | | Devision |
| 6.Ms. Ekta Yaday | | My Stylens |
| 7.Ms. Geetanjali | | Ekle Vodav |
| 8.Ms. Meenu Sharma | | gutayan_ |
| 9.Ms. Mini Sharma | | Meren |
| 10.Ms. Nonika Arora | | all - |
| 11.Ms. Renu Yaday | | |
| 12.Ms. Sakshi Verma | | Vaint |
| 13.Ms. Sonika | | Likeli |
| 14.Ms. Sarika Walia | | The state of the s |
| 15.Ms. Taruna Sharma | | Sauce |
| 16.Ms. Shikha Lochah | | Shu w |
| enda of the Meeting | | Shikha |

1. Guidelines regarding sessional examination.

Minutes of Meeting

- 1. HOD instructed faculty members to share some guidelines regarding sessional examination.
- 2. Syllabus coverage report gathered and suggested for improvement.
- 3. Instructions given for framing of sessional question papers.
- 4. Giudelines given for smooth functioning of the classes.

Dr. Priyanka Kumari (HOD)

Department of Commerce

DPG DEGREE COLLEGE

DPG Degree College Sector 34, Gurugram-122001 **Minutes of Meeting (MoM)** Department/ Chemistry **Date of Meeting: 08.12.2020** Committee: Venue: 304 Time:20 minutes Prepared By: Mrs Preeti Minutes Drafted Date: 08.12.2020 Chaired By: H.O.D Members Present: Staff List attached Name **Department Signature** Dr Reena **Department of Chemistry** Dr Surbhi Dr Lalit Dr Ginni Ms Vaishali Mrs Preeti Agenda of the Meeting 1. To discuss about syllabus completion for Under-graduate and Post-graduate semester. 2. To discuss about preparation of sessional question papers and lab-work. Minutes of Meeting

The minutes are as follows:

The HOD informed the faculty that-

- 1. All the faculty members are requested to complete the whole syllabus on time and also the revision of syllabus should be done.
- 2. The entire faculty member should prepare sessional question paper on time and give prior information about their leaves during examinations as duty needs to be adjusted for him /her.
- 3. Examination sheet needs to be checked and sign on time.
- 4. At the end of semester, the lab would be audited by the external committee. All lab in charges are required to maintain the lab and stock register properly.

| Date of Follow up Meeting | 17.02.2021 |
|---------------------------|------------|
| | |
| Zeve | 1112000 |
| HOD/Committee Convenor | Principal |



DPG DEGREE COLLEGE

SEC. 34, GURUGRAM, HARYANA – 122001 (INDIA) (Affiliated to MDU Rohtak)

DEPARTMENT OF ZOOLOGY

Minutes of Meeting

| Venue: | Google meet | Date of Meeting: 24/09/20 |
|-------------|-------------|---------------------------|
| Chaired By: | Dr. Rekha | Time: 12:30 PM |

Members PresentNameDesignationDr. RekhaAssistant ProfessorDr. ShefaliAssistant ProfessorDr. UzmaAssistant ProfessorMr. DineshAssistant Professor

Agenda of the Meeting

Book/ Study material requirement for upcoming academic session

Date of Follow up Meeting

Minutes of Meeting

- Discussion about the study material required for upcoming semester
- Enlisting the required Text books and Reference books as per the University's prescribed syllabus

As per requirement

| HoD | Dr. S.S Boken (Principal) |
|-----|---------------------------|
| | |

Min were at a highly to

| SHO Grands pages 55 | | | |
|---------------------------------|--|--|--|
| Department/Committee: | Botany | | Date of Meeting: 28.10.2020 |
| Venue: | Science Staff Ron | ()111 | Time:11:30AM |
| Prepared By: | Dr. Priyanka Ch | audhary | Minutes Drafted Date: 28.10.2020 |
| Chaired By: | HOD | | Andrew Date. 20.10.2020 |
| Members Present : Staff Li | st attached | The same of the sa | |
| NAME | _ | Departm | nent |
| 1.Dr. Amita Singh Head of Depar | rtment | - | ent of Botany |
| 2. Dr Anita Assistant Professor | Jam Ja | | Chi Of Dotany |
| Dr Priyanka Assistant Professo | Priyanla | | • |
| 4. Ms Nidhi Assistant Professor | RIAR | | |
| Agenda of the Meeting | The same of the sa | | |
| 1. To discuss about | subjects allocations | for UG 1 | 3 rd & 5 th semester and PG 1 st and 3 rd semester |
| 2 To discuss about | francis - Cl | • | and 3 semester |

Minutes of Meeting

- 1. Subjects of UG and PG courses have been assigned to the faculty members as per their expertise in the area of concern.
- 2. Guidelines given by the IIOD about framing of time table for upcoming semester.

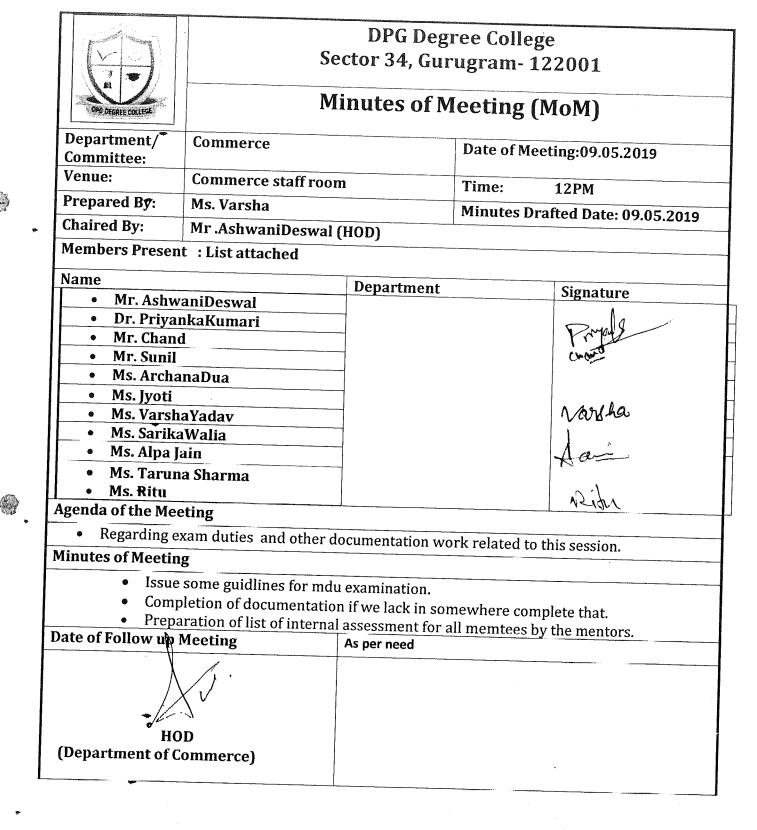
To discuss about framing of time table as per thesubjects allocations.

- 3. Guidelines given about conducting the online lectures via Google meet.
- 4. Faculty members have given the instructions for submitting the lesson plan till 6th Nov 2020.

| Date of Follow | up Meeting | 19th Nov 2020 | *** |
|----------------|------------|---------------|-----|
| HOD | Phist | 1713 | |



DPG Degree College Sector 34, Gurugram- 122001 Minutes of Meeting (MoM) 11 OPG DECREE COLLEGE Date of Meeting: 16/12/2019 **Mathematics** Department/ Committee: Time: 12:00 noon Staff Room Venue: Minutes Drafted Date: 16/12/2019 Prepared By: Ms. Jyoti Dr. Geeta Chaired By: **Members Present** Sign. Name Ms. Pooja Bansal Ms. Jyoti Khurana Ms. Rinki Baghel Ms. Sarojmani Ms. Mandeep Kamboj Agenda of the Meeting Planning for the even semester Minutes of Meeting 1. Distribution of even semester Courses for both UG and PG were discussed. 2. Ms. Pooja will frame timetable for the coming even semester to be started from 1 January, 2020. 3. Faculty were directed to Plan for the upcoming semester. 4. To Prepare Lesson Plans. 5. Ms. Mandeep was asked to plan for C- programming Lab. 15 days Date of Follow up Meeting Xeel Arere



ONG DEGREE COLLEGE

DPG Degree College Sector 34, Gurugram HR 122004 Minutes of Meeting (MoM)

| OPG DEGREE COLLEGE | | | |
|--------------------|------------------|-------------|-----------------|
| Department: | NAAC | Date of Mag | eting: 15/11/19 |
| Venue: | Staff Room | Time: | 12 Noon |
| Prepared By: | Ms. Sarika Walia | | 14001 |
| Chaired By: | Dr. Priyanka | | |

Members Present

| Name | Name | Name |
|-----------------------|--------------------|--------------------|
| Dr. Priyanka (H.O.D) | Ms. Taruna | Mr.Ashish White |
| Dr. Devkanya | Ms. Annu Anmy down | Ms. Shikha Wikke |
| Dr. Shalini Broke | Ms. Meenu Means | Ms Nonika Jamks |
| Ms. Sarika Louits | Ms. Sonika Lor | Ms. Ekta Epha Yada |
| Ms.Alpa | Ms.Renu | , Januar |
| Agenda of the Meeting | I. | |

Agenda of the Meeting

Guidelines for distribution of admit cards.

Minutes of Meeting

1. Discipline is to be maintained on floors. Staff members were advised to be more vigilant.

2. Guidelines were issued for distribution of admit cards.

- 3. Class wise incharges, for issue of admit cards were announced. Ms. Alpa and Ms. Annu were given responsibility of distribution of admit cards of B.Com Ist year. Ms. Sarika and Ms. Meenu were given responsibility of B.Com IInd year .Dr. Devkanya and Ms. Taruna would be responsible for B.com IIIrd year.
- 4. Staff members were updated about upcoming invigilation duties.

Date of Follow up Meeting

Signature of Principal

Signature of H.O.D.





Minutes of Meeting (MoM)

| Department/ | Chemistry | Date of Meeting: 26.09.2019 |
|--------------|------------|------------------------------------|
| Committee: | | 3 |
| Venue: | 304 | TI. CO. |
| | | Time: 20 minutes |
| Prepared By: | Mrs Preeti | Minutes Drafted Date: 26.09.2019 |
| Chaired By: | H.O.D | |

Members Present: Staff List attached

| Name | Department | Signature |
|------------|-------------------------|-----------|
| Dr Reena | Department of Chemistry | - Day |
| Dr Surbhi | | - Rabhi |
| Dr Lalit | | 1 0.4 |
| Dr Ginni | | Cumu |
| Dr Soniya | | Soulya. |
| Mrs Preeti | | <u> </u> |
| Mrs Anu | | freety |

Agenda of the Meeting

- 1. To discuss about syllabus completion for Under -graduate and Post-graduate semester.
- 2. To discuss about preparation of sessional question papers and lab-work.

Minutes of Meeting





The minutes are as follows:

The HOD informed the faculty that-

HOD/Committee Convenor

- 1. All the faculty members are requested to complete the whole syllabus on time and also the revision of syllabus should be done.
- 2. The entire faculty member should prepare sessional question paper on time and give prior information about their leaves during examinations as duty needs to be adjusted for him /her.
- 3. Examination sheet needs to be checked and sign on time.
- 4. At the end of semester, the lab would be audited by the external committee. All lab in charges are required to maintain the lab and stock register properly.

| Date of Follow up Meeting | 04.11.20 | 19 | |
|---------------------------|----------|-------|--|
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| Que . | | 113cm | |

Principal



DPG DEGREE COLLEGE

SEC. 34, GURUGRAM, HARYANA – 122001 (INDIA) (Affiliated to MDU Rohtak)

DEPARTMENT OF ZOOLOGY

Minutes of Meeting

| Venue: | Staff Room | Date of Meeting: 11/11/19 |
|------------------|------------|---------------------------|
| Chaired By: | Dr. Rekha | Time: 12:00 PM |
| | M | embers Present |
| | Name | Designation |
| Dr. Rekha | | Assistant Professor |
| Dr. Shefali | | Assistant Professor |
| Dr. Uzma | | Assistant Professor |
| Mr. Dinesh | | Assistant Professor |
| Agenda of the Ma | oting | |

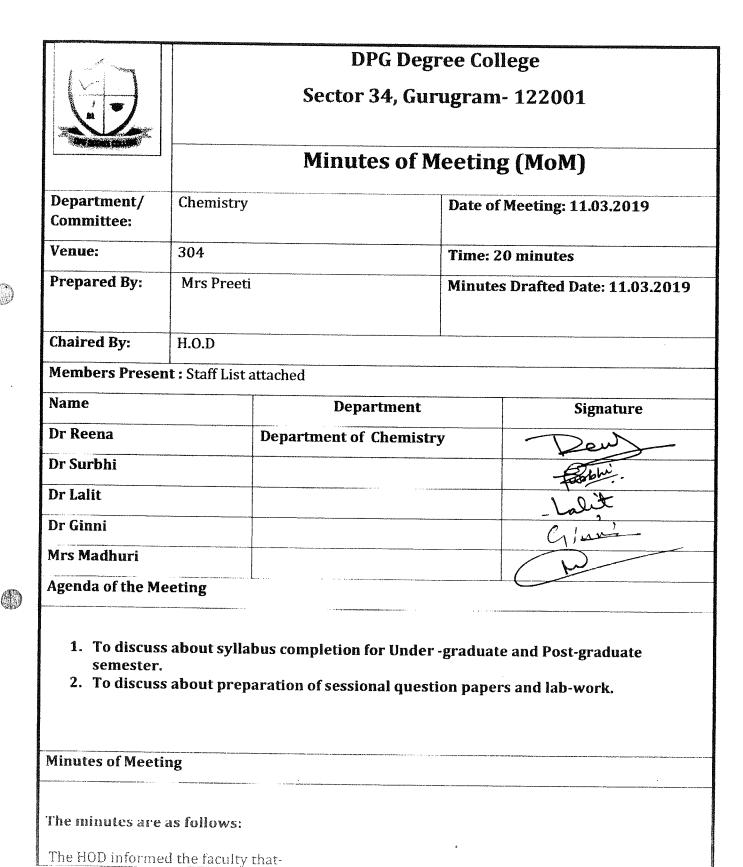
Educational trip to Sultanpur Bird Sanctuary on 14th November 2019

Minutes of Meeting

- Framing a general plan of the excursion
- Creating a list of interested students with complete student details
- Assigning specific duties to faculty members

| Date of Follow up Meeting | As per requirement |
|---------------------------|--------------------|
| HoD | Dr. S.S Boken |

(Principal)



- 1. All the faculty members are requested to complete the whole syllabus on time and also the revision of syllabus should be done.
- 2. The entire faculty member should prepare sessional question paper on time and give prior information about their leaves during examinations as duty needs to be adjusted for him /her.
- 3. Examination sheet needs to be checked and sign on time.
- 4. At the end of semester, the lab would be audited by the external committee. All labin charges are required to maintain the lab and stock register properly.

| Date of Follow up Meeting | 15.04.2019 |
|-------------------------------|-------------|
| | |
| J. | |
| Que p | 11 13 oners |
| HOD/Committee Convenor | Principal |

Simules of thermag (MaN) Department/ Committee: Botany Date of Meeting: 02.08.2019 Venue: Science staff room Time: 11:30AM Prepared By: Dr. Anita Chauhan Minutes Drafted Date:02.08.2019 Chaired By: HOD Members Present : Staff List attached NAME Department 1.Dr. Amita Singh Head of Department Pepartment of Botany 2. Dr Anita Assistant Professor 3. Dr Priyanka Assistant Professor 4. Ms Nidhi Assistant Professor Agenda of the Meeting 1.To discuss about subjects allocations for UG 1st 3rd& 5th semester and PG 1st and 3rd semester 2. To discuss about framing of time table as per the subjects allocations. Minutes of Meeting 1. Subjects of UG and PG courses have been assigned to the faculty members as per their expertise in the area of concern. 2. Guidelines given by the HOD about framing of time table for upcoming semester. 3. Guidelines given about conducting the online lectures via Google meet. 4. Faculty members have given the instructions for submitting the lesson plan till 30 July 2019. Date of Follow up Meeting 02 September 2019



HOD

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|--|--|--|-------------|----------------------------------|
| Actual Designation | | | ,0,(,1,10)L | 34. Gurugram - 122001 |
| THE CONTRACTOR OF THE CONTRACT | ON DECRES CONTROL | | Minu | tes of Meeting (MoM) |
| | Department/ Committee: | Botany | | Date of Meeting: 20.10.2019 |
| 1 | Venue: | Science staff re | oom | Time:11:30AM |
| I | Prepared By: | Dr. Anita Cha | uhan | Minutes Drafted Date: 20.10.2019 |
| | Chaired By: | HOD | *** | |
| Ī | Members Present : Staff List a | attached | | |
| I | NAME | | Department | |
| 1 | 1.Dr. Amita Singh Head of Department Department of Botany | | | of Botany |
| (<u>)</u> 2 | 2. Dr Anita Assistant Professor | | | |
| 3. | 3. Dr Priyanka Assistant Professor | | | |
| 4. | 4. Ms Nidhi Assistant Professor | | | |
| A | Agenda of the Meeting | | | |
| H | To discuss about the planning of industrial visit of "Food Analysis and Research Laboratory", Gurgaon, Haryana for UG and PG students by Department of Botany, DPG Degree College, Gurugram, Haryana. Minutes of Meeting | | | |
| 2. | Duties has been assigned to respective faculty for smooth conduction of event Guidelines given by the HOD about framing of event in sequential manner. Faculty members have given the instructions for maintaining the discipline throughout the event. | | | |
| D | ate of Follow up Meeting | | 25 Octob | per 2019 |
| | HOD | · · · · · · · · · · · · · · · · · · · | | 1213 |

Minutes of Meeting (MoM)-5

| | J | |
|--------------|---------------|----------------------------------|
| Department | Mathematics | Date of Meeting: 04/09/2018 |
| Venue: | Staff Room | Time: 12:30 pm |
| Prepared By: | Ms. Sarojmani | Minutes Drafted Date: 04/09/2018 |
| Chaired By: | Dr. Kusum | |

Members Presents

| Name | Signature |
|--------------------|--|
| Ms. Pooja Bansal | forz |
| Ms. Jyoti Khurana | The state of the s |
| Ms. Sarojmani | fram |
| Ms. Mandeep Kamboj | D |
| | |

Agenda of the Meeting:

Assignment

Minutes of Meeting

- 1. Review of last meeting was done.
- 2. Faculty were introduced with the assignment pattern to be shared with the students.
- 3. At least 2 assignments (Assignment 1- from unit-1&2; Assignment 2- from unit-3&4) will be submitted by students in proper pattern.

| Date of Follow up Meeting | As per requirement |
|---------------------------|--------------------|
| HOD | Secto Principal |



Minutes of Meeting (MoM)

| Department/ | Commerce | Date of Meeting: 10.05.2018 |
|--------------|-----------------------|------------------------------------|
| Committee: | | 2 de 01 1/2 centa 10.03.2010 |
| Venue: | Commerce Faculty Room | Time: 12.00 |
| Prepared By: | Ms Nitika | Minutes Drafted Date: 10.05.2018 |
| Chaired By: | Mr Ashwani Deswal | |

Members Present: 1+10

| Name | Signature | |
|---------------------|-----------|---|
| Ms Nitika | | |
| Mr sunil | (Suns) | |
| Ms veena yadav | | |
| Ms Jyoti | | |
| Mr chand | Chand | |
| Dr. Priyanka Kumari | | |
| Ms Diksha | | |
| Ms Varsha Yadav | Varsha | |
| Ms Navita | y was the | |
| Ms Nisha Yadav | | |
| | | 1 |

Agenda of the Meeting

- 1. To discuss about the semester end exam.
- 2. To discuss about the evaluation of semester end & the perfomance of the faculties in the semester.

Minutes of Meeting

- 1. Guidelines given by the HOD about the final exams to the faculty members .
- 2. Guidelines given for the adjustment duties at the time of leaves for the smooth conduction of
- 3. Performance of each faculties are evaluated & discussed for the improvements.

| Date of Follow up Meeting | As per need |
|---------------------------|-------------|
| нор | |
| HOD . | |



Minutes of Meeting (MoM)

| Department/ | Commerce | Date of Meeting:11.12.2018 |
|--------------|---------------------|----------------------------------|
| Committee: | | Date of Ficeting. 11.12.2010 |
| Venue: | Commerce staff room | Time: 12PM |
| Prepared By: | Ms. Varsha | Minutes Drafted Date: 11.12.2018 |
| Chaired By: | Mr .Ashwani Deswal | |

Members Present: List attached

| Name | Department | Signature |
|---|------------|-------------|
| Mr. Ashwani Deswal | Commerce | J.g. A. |
| Mr.Chand | Commerce | Charles V |
| Mr. Sunil | Commerce | Emala |
| Dr. Priyanka Kumari | Commerce | 14.10 |
| Ms.Archana ahuja | Commerce | |
| Ms. Jyoti | Commerce | |
| Ms. Ritu | Commerce | A |
| Ms. Varsha yadav | Commerce | 1 aucha |
| Ms. Sarika Walia | Commerce | Jarsha A |
| Ms. Alpa Jain | Commerce | Afore |
| Ms. Taruna Sharma | Commerce | |

Agenda of the Meeting

Review of SESSION.

Minutes of Meeting

- Review about previous meeting.
- Plan for growth of commerce department.
- Discussion on feedback analysis report contents.
- Prepare some new aspects for new upcoming session.
 te of Follow up Meeting 02.01.2019

Date of Follow up Meeting

(Department of Commerce)



Minutes of Meeting (MoM)

Department/
Committee:

Venue: 304

Time:20 minutes

Prepared By: Mrs Madhuri

Minutes Drafted Date: 13.03.2018

Chaired By: H.O.D

Members Present: Staff List attached

| Name | Department | Signature |
|-------------|-----------------------|-----------|
| Dr Lalit | Department of Science | 1 alix |
| Dr Surbhi | | Daha) |
| Mrs Madhuri | | Togram. |

Agenda of the Meeting

1. To discuss about syllabus completion for Under -graduate.

2. To discuss about preparation of sessional question papers and lab-work.

Minutes of Meeting

The minutes are as follows:

The HOD informed the faculty that-

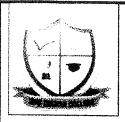
1. All the faculty members are requested to complete the whole syllabus on time and also the revision of syllabus should be done.

2. The entire faculty member should prepare sessional question paper on time and give prior information about their leaves during examinations as duty needs to be adjusted for him /her.

3. Examination sheet needs to be checked and sign on time.

4. At the end of semester, the lab would be audited by the external committee. All lab in charges are required to maintain the lab and stock register properly.

| Date of Follow up Meeting | 04.04.2018 |
|-------------------------------|------------|
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| Zear | 111300- |
| HOD/Committee Convenor | Principal |



Minutes of Meeting (MoM)

| Department/ Committee: | Chemistry | Date of Meeting: 26.09.2018 |
|---------------------------|-------------|--------------------------------|
| Venue: | 304 | Time: 20 minutes |
| Prepared By: | Mrs Madhuri | Minutes Drafted Date: 26.09.18 |
| Chaired By: | H.O.D | |

Members Present: Staff List attached

| Name | Department | |
|-------------|-------------------------|--|
| Dr Reena | Department of Chemistry | Dew |
| Dr Surbhi | | Dobi. |
| Dr Lalit | | 1.03 |
| Dr Ginni | | Cainna |
| Mrs Madhuri | | TAN TO THE PART OF |

Agenda of the Meeting

- 1. To discuss about syllabus completion for Under-graduate and Post-graduate semester.
- 2. To discuss about preparation of sessional question papers and lab-work.

Minutes of Meeting

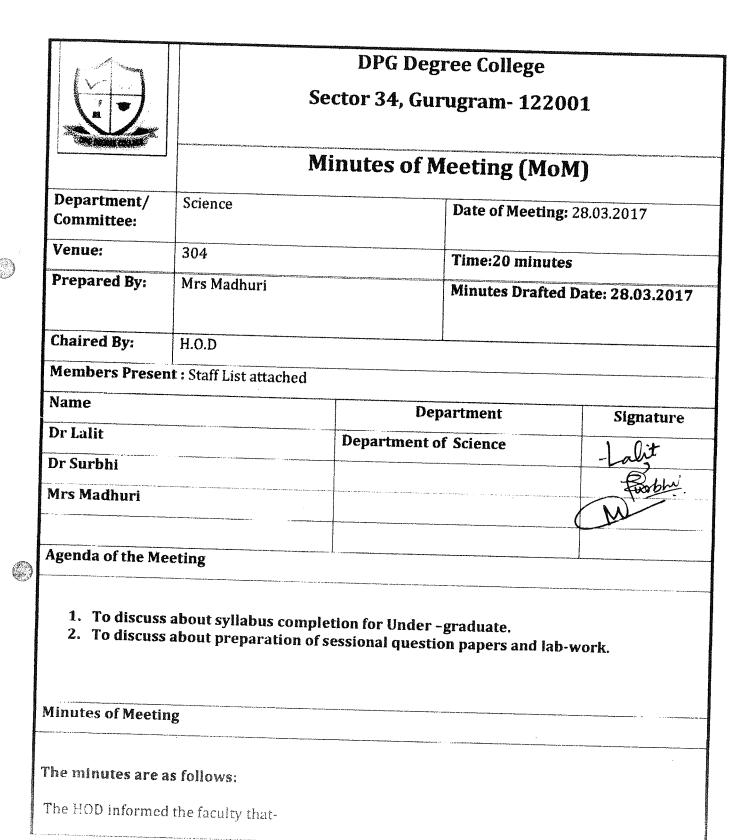
The minutes are as follows:

The HOD informed the faculty that-

- 1. All the faculty members are requested to complete the whole syllabus on time and also the revision of syllabus should be done.
- 2. The entire faculty member should prepare seasonal question paper on time and give prior information about their leaves during examinations as duty needs to be adjusted for him /her.
- 3. Examination sheet needs to be checked and sign on time.
- 4. At the end of semester, the lab would be audited by the external committee. All lab in charges are required to maintain the lab and stock register properly.

| Date of Follow up Meeting | 02.11.2018 | |
|-------------------------------|------------|--|
| | | |
| | | |
| Lalit | Mem | |
| HOD/Committee Convenor | Principal | |





- 1. All the faculty members are requested to complete the whole syllabus on time and also the revision of syllabus should be done.
- 2. The entire faculty member should prepare sessional question paper on time and give prior information about their leaves during examinations as duty needs to be adjusted for him /her.
- 3. Examination sheet needs to be checked and sign on time.
- 4. At the end of semester, the lab would be audited by the external committee. All lab in charges are required to maintain the lab and stock register properly.

| Date of Follow up Meeting | 02.05.2017 | |
|---------------------------|------------|--|
| | | |
| Lalit | Man. | |
| HOD/Committee Convenor | Principal | |

| | DPG Degree College Sector 34, Gurugram- 122001 | | | |
|--|---|--|----------------------------|--------------------------------|
| | | Minutes of M | leeting (N | MoM) |
| Department/ Committee: | Science | | Date of Mee | ting: 03. 98 .2017 |
| Venue: | 304 | | Time:20 min | nutes |
| Prepared By: | Mrs Madhuri | | Minutes Dra | fted Date: 03. 96 .2021 |
| Chaired By: | H.O.D | | | |
| Members Prese | nt : Staff List attached | | | |
| Name | | Depart | ment | Signature |
| Dr Lalit | | Department o | f Science | 1 01 |
| Dr Surbhi | | | | - Last. |
| Mrs Madhuri | | | | W |
| Agenda of the Mo | eeting | | 1(| |
| To discuss To discuss Minutes of Meeting | about syllabus com about preparation o | pletion for Under - of sessional questi | graduate. on papers and | l lab-work. |
| The minutes are | as follows: | | | |
| The HOD informed | I the faculty that- | | | |

Minutes of Meeting (MoM)

| Department/ | Commerce | Date of Meeting: 14.12.2017 |
|--------------|-----------------------|----------------------------------|
| Committee: | | |
| Venue: | Commerce Faculty Room | Time: 12.00 |
| Prepared By: | Ms Nitika | Minutes Drafted Date: 14.12.2017 |
| Chaired By: | Mr Ashwani Deswal | |

Members Present: 1+10

| Name | Signature |
|---------------------|-----------|
| Ms Nitika | |
| Mr sunil | Sumit |
| Ms veena yadav | 30776 |
| Ms Jyoti | |
| Mr chand | cnard |
| Dr. Priyanka Kumari | |
| Ms Diksha | |
| Ms Varsha Yadav | Varsha |
| Ms Navita | \$00 tage |
| Ms Nisha Yadav | |
| | |

Agenda of the Meeting

- 1. To discuss about subjects allocations for UG 2nd and 4th semester
- 2. To discuss about framing of time table as per the subjects allocations.

Minutes of Meeting

(1)

- 1. Subjects of UG and PG courses have been assigned to the faculty members as per their expertise in the area of concern.
- 2. Guidelines given by the HOD about framing of time table for upcoming semester.
- 3. Faculty members have given the instructions for submitting the lesson plan till 10th January 2016

| Date of Follow up Meeting | As per need |
|---------------------------|-------------|
| | |
| HOD | |



Minutes of Meeting (MoM)

| Department/ Committee: | Commerce | Date of Meeting: 05.05.2017 |
|---------------------------|-----------------------|------------------------------------|
| Venue: | Commerce Faculty Room | |
| Prepared By: | Mr Sunil | Time: 12.00 |
| Chaired By: | Mr Ashwani Deswal | Minutes Drafted Date: : 05.05.2017 |
| | Wir Ashwani Deswai | |

Members Present: 1+6

| Name | Cional |
|----------------|-----------|
| Ms Nitika | Signature |
| Mr sunil | |
| Ms veena yadav | |
| Ms Navita | |
| Ms Himani | 1): |
| Ms Diksha | Himani |
| | |

Agenda of the Meeting

- 1. To discuss about the Final exam date & focus on slow learner students.
- 2. To discuss about the revision classes for final exams preparations.

Minutes of Meeting

- 1. Guidelines given for the revision classes for students preparation for final exam as final exam dates has been released.
- 2. Guidelines given by the HOD about the students performance improvements in sessional exams.
- 3. Guidelines given for identification of slow learner students and conducting extra classes for the students.
- 4. Guidelines given for identification of bright students and facilitate & guide them for achievements of good marks in the exams.

| Last week of May 2017 | |
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| | Last week of May 2017 |

| 3、4、2000年111、19年1日、19年1日の日本開発、世界教育、世界教育を開発が開発を開発が開発を開発を開発した。2010年(4、1)、一人の19年1日、19 | eminer, (1714) rifuses engrypssystemskinger spympin haven ywar zurer treichen geschicht zurer spympineren | CONTRACTOR OF THE PROPERTY OF | | |
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| | Secret 34, Guruguan- 122001 | | | |
| | The second secon | | | |
| | | Minutes of Meeting (MoM) | | |
| ONE DECRETÉ CONTEGE | | | | |
| Department/ Committee: | Botany | Date of Meeting: 26.02.2022 | | |
| Venue: | Science staff roon | Time:11:30AM | | |
| Prepared By: | Dr. Anita Chauha | Minutes Drafted Date: 26.02.2022 | | |
| Chaired By: | HOD | Tateed Date: 20.02.2022 | | |
| Members Present : Staff List | attached | | | |
| NAME | Der | partment | | |
| 1.Dr. Amita Singh Head of Departm | | partment of Botany | | |
| 2. Dr Anita Assistant Professor | Anta. | partment of botany | | |
| 3. Dr Priyanka Assistant Professor | Poerenta. | | | |
| 4. Ms Nidhi Assistant Professor | Cadley | | | |
| Agenda of the Meeting | Mond | | | |
| To discuss about organization | of "National Science | day under the Theme "Science and Technology for | | |
| | | College, Gurugram, Haryana for Professors and P.G. | | |
| | 022. | and P.G. | | |
| Minutes of Meeting | | | | |
| 1. Duties has been assigned to | respective faculty for | smooth conduction of event | | |
| m. Guidennes given by the HO | D about traming of as | Want in cognomical. | | |
| y wave given | t the mon achous for) | maintaining the discipline throughout the event. | | |
| Date of Follow up Meeting | | 2 March 2022 | | |
| Dani | la | | | |
| #71.400 | | 11120- | | |
| HOD | | 1990 | | |

| Se | | _ | ree College ugram- 12200 | 01 |
|--|--------------------------|--------------------|-----------------------------|---------------|
| OPO DESSEE COLLEGE | M | inutes of M | leeting (MoN | M) |
| Department/ Committee: | Department of Math | ematics | Date of Meeting: | 1.07.22 |
| Venue: | Library | | Time:12:30pm | |
| Prepared By: | Ms. Rinki | | Minutes Drafted | Date: 1.07.22 |
| Chaired By: | Dr. Geeta | | | |
| Members Pres | ent | | | |
| Name | | Department | | Signature |
| 1. Dr.Geeta | | Mathematics | | Xur 1 |
| 2. Ms. Pooja | Bansal | Mathematics | | my |
| 3. Dr.Ritu M | alik | Mathematics | | With Maly |
| 4. Ms.Rinki l | Baghel | Mathematics | | (French - |
| 5. Ms. Mandeep Kamboj | | Mathematics | | 1 |
| 6. Ms. Sarojr | nani | Mathematics | 3 | Snaw |
| Agenda of the M | | | | |
| Dep | artmental activity, Pro | ogress of Syllab | us, Doubt Clearing | Session |
| Minutes of Meet | ing ; | | | |
| 1. Departmen | ntal activity(theme, day | and venue) was | discussed. | |
| 2. Syllabus co | ompletion of was discus | ssed. | r egesion | |
| 3. Faculties v | vere suggested to condu | ici doubt clearing | 5 96991011i | |
| Date of Follow u | p Meeting | 15 days | • | |
| 9 | uldry | | 1113 | w, |
| ************************************** | mittee Convenor | | Principal | |

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DPG Degree College Sector 34, Gurugram- 122001 Minutes of Meeting (MoM) **Department of Mathematics** Date of Meeting: 9.02.22 Department/ Committee: Time:12:30pm Library Venue: **Minutes Drafted Date: 9.02.22** Ms. Rinki Prepared By: Chaired By: Dr. Geeta **Members Present** Signature Department Name **Mathematics** 1. Dr.Geeta 2. Ms. Pooja Bansal **Mathematics Mathematics** 3. Ms.Jyoti Khurana **Mathematics** 4. Ms.Rinki Baghel 5. Ms. Mandeep Kamboj **Mathematics** 6. Ms. Sarojmani **Mathematics** Agenda of the Meeting Departmental activity, Progress of Syllabus, Doubt Clearing Session **Minutes of Meeting** 1. Departmental activity(theme, day and venue) was discussed. 2. Syllabus completion of was discussed. 3. Faculties were suggested to conduct doubt clearing session. 15 days Date of Follow up Meeting

HOD/Committee Convenor



Sector 34, Gurugram-122001

Minutes of Meeting (MoM)

| Date of Meeting 1 March ,2022 | | |
|-----------------------------------|--|--|
| Time: 12:00 pm | | |
| Minutes Drafted Date: 1 March,202 | | |
| | | |
| Ms.Meenu, | | |
| Ī | | |

Members Present

| Name | Department Computer Science | Signature |
|-------------------|-----------------------------|--|
| Ms.Madhvi | Management | |
| Dr. Yashpal Yadav | Computer Science | menn |
| Ms.Meenu | Management | |
| Ms.Shivani Sharma | Computer Science | Shivani |
| Dr.Navita | Computer Science | Absent |
| MS.Deepika | Computer Science | A The second sec |
| Ms.Preeti kataria | Computer Science | Yayay |

Agenda of the Meeting

For improvement of teaching in class.

Minutes of Meeting

- 1) Advance preparation of PPT for better teaching in class.
- 2) Motivate students for attendance to be maintained above 75%.
- 3) Appointment of class representative respectively.
- 4) Maintain the proper infrastructure of classrooms.
- 5) Assignments to be given to students timely.

28 March, 2022 Date of Follow up Meeting Mr.S.S Boken Dr.Yashpal Yadav Principal P.G. Degree College (DPG Degree College) 34. Gurugram HOD (CS Department)

500 34, Gu. ag. ani- 122001

| • | ent of Mathematics Diagon | N.ee ling: 7/12.22 |
|--|--|---------------------------------------|
| Committee: Venue: Library | Time:12 | $2:30_i)\mathbf{n}_i$ |
| Prepared By: Ms. Sushi | na Kodan Minutes | Drafted Date: 7.12.22 |
| Chaired By: Ms. Pooja | Company of the Compan | |
| Members Present | | |
| The second secon | Department | Signature |
| Name | bepar entered | · · · · · · · · · · · · · · · · · · · |
| 1. Ms. Pooja Goel | Mathematics | Ang. |
| 2 Prileant | Mathematic | M. D. |
| 3. Dr.Ritte Walik | Mathematic | Philally |
| 4. Jus. Seshaia kedan | Mathematics | Adulan |
| 5. Bis. Mandeep Kambo | oj įviathematic. | Mande |
| G. N.s. Garcjalani | | Caragha |
| 7 810 32111 | Mathematic | with |
| Agenda of the Meeting | • | |
| Departmental Activity | (National Mathematics Day 2022), P | rogress of Syllabes, be |
| | Clearing Session, FTM | |
| Minutes of Meeting | I was | |
| 1. Review of Last meeting | ng was done. National Mathematics Day o - Z3-+2-2 | V22 |
| 2. Planning to cerematica | al Development and its applications de | cical |
| 4. Coordinators and dut | ties were assigned. | |
| 5 Svill thus completion: | was discussed. | |
| 6 Pacifics were sugge | sted to conduct doub' clearing session. | |
| 7. Cuidelines regarding | supcoming PTM(sessional related | |
| Date of Follow up Meeting | As per requirement | |

HOD/Committee Convenor

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DPG Degree College Sector 34, Gurugram- 122001 Minutes of Meeting (MoM) app decket college Department/ **Department of Mathematics Date of Meeting: 26.09.2022** Committee: Library Venue: Time:12:30pm Prepared By: Dr. Deepti Minutes Drafted Date: 26.09.2022 Chaired By: Ms. Pooja **Members Present** Name Department Signature 1. Ms. Pooja Bansal Mathematics 2. Ms. Ruma **Mathematics** 3. Dr. Ritu Malik Mathematics 4. Dr. Deepti **Mathematics** 5. Ms. Mandeep Kamboj **Mathematics** 6. Ms. Sarojmani **Mathematics** Agenda of the Meeting Academic Monitoring, Departmental Activity Calendar **Minutes of Meeting** 1. Review of last meeting was done. 2. Faculties were suggested to channelize the academic monitoring process for the ongoing semester. 3. Departmental activity calendar will be made. Date of Follow up Meeting 20 days

HOD/Committee Convenor

Affiliated to MIT Relieves



Sector-34, Near Marble Market, Coungram (12200)

Minutes of Meeting (MOM)

| Department/ Committee: | Commerce | Date of Meeting: 24.12.2022 |
|---------------------------|---------------------|----------------------------------|
| Venue: | Commerce Staff Room | Time: 12:30PM |
| Prepared By: | Ms. Annu Yadav | Minutes Drafted Date: 24.12.2022 |
| Chaired By: | Dr. Priyanka Kumari | |

Members Present

| Name | Degination | Signature |
|---|---|--|
| 1. Dr. Priyanka Kumari 2. Ms. Alpa Jain 3. Mr. Annu Yadav 4. Ms. Bharti Narang 5. Ms. Bhawana Joon 6. Mr. Dev Kumar 7. Dr. Devkanya Gupta 8. Ms. Ekta Yadav 9. Ms. Gazal Kundu 10.MS. Geetanjali 11.Ms. Nonika Arora 12.Ms. Preeti Sharma 13.Ms. Priti Saini 14.Dr. Renu Yadav 15.Ms. Renuka 16.Dr. Shalini Arora 17.Mr. Sanchit Joon 18.Ms. Sangeeta | Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Associate Professor Assistant Professor | Englander Charles Colors Color |
| | | and and are the second and are the second are the s |

Agenda of the Meeting

1. Discussion regarding Subject Allocation for upcoming even semester of academic session 2022-23.

1. Dr. Priyanka Kumari , HQD Commerce afforme subjection and compensation and compensation



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| ORG DECREE COLLEGE | The second control of | M | inutes of Meeting | on the comment of the contract |
| Department/ | Chemistr | V | Date of Meeting:2 | 2 (|
| Venue: | Sciences s | taff | Time: 12: 00 PM | тембен (|
| Prepared by: | Ms. Versha | | | |
| Chaired By: | HOD | | ann ag chair an a chair ag ghain ag chair ag a tha a' chuir ag chair ag cha | PROBANIE INSPERIENCE PROGRAMMENT AND RESIDENCE PROGRAMMENT AND THE STATE OF THE STA |
| Members Present: | Staff List att | ache | d | THE RESERVE OF THE PROPERTY OF |
| NAME | | danta escale di la manda di sala suggi | Department | signature |
| Dr. Reena | | | artment of nistry | W. |
| Dr. Lalit | | | | Calit |
| Pr. Ginni | | | | ginni |
| Mrs. Preeti | | | | Preeti |
| Dr. Keshav | | | | Leehav |

Agenda of the Meeting

Ms. Versha Bhardwaj

Ms. Vaishali

Dr. Diksha

1. To discuss about syllabus completion for UG and PG

Jensha.

Q 18/2

Varbledi

2. To discuss about framing of sessional papers and lab



- 1. All the feaulty members are requested to complete the whole syllabus on time and also revision of syllabus should be done.
- 2. To preapare sessional question papers on time.
- 3. To complete the lap practical work by the time.
- 4. To give prior notification about the leaves and adjust those classes on exchange basis.

| 27.12.2022 | |
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| | 27.12.2022 |

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| | | Sector 34, Gurugram- 122001 | | |
| OPO DEGREE COLLEGE | Γ | Minutes of Me | eeting (MoM) | |
| Department/ Committee: | Computer Science | | Date of Meeting 16 April,2 | 022 |
| Venue: | 3rd floor Room No 3 | 200 | | |
| Prepared By: | Ms.Shivani Sharma | | Fime: 12:00 pm | |
| Chaired By: | Principal Sir, Ms.Mac | lvi ,Dr.Yahpal Yadav, I | Minutes Drafted Date: 16 | April,2022 |
| Members Prese | nt | ,anpur radav, r | vis.ivieenu, | |
| Name | | | | |
| Ms.Madhvi | | Managamant | rtment Computer Science | Signature |
| Dr. Yashpal Yadav | | Management | | Madley |
| Ms.Meenu | | Computer Science | | (XIV) |
| Ms.Shivani Sharm | a | Management | | news |
| | | Computer Science | | Shivani |
| Dr.Navita | | Computer Science | | Ohivan |
| MS.Deepika | | · | | A/ |
| | | Computer Science | | <u>A</u> . |
| Ms.Preeti kataria | | Computer Science | | The |
| A 1 | | computer science | | Marie |
| Agenda of the Meeting | | | | Herry |
| Minutes of M | and improvement in | teaching, sessionals | | |
| muces of Meetif | ıg | | | |
| 2) Research na | n by each faculty. per writing and publica | | | |
| 3) Focus on res | sult oriented teaching. | ation | | |
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| ate of Follow up | Mooting | | | |
| up | A | 13 May,2022 | | |
| (M) | | | | |
| D V | <i>Y</i> | | 1113000 | -inal |
| Dr.Yàshṗal Yadav HOD | | | Mr.S.S Boken Principal D.P.G. De G Degree College ctor-3 | Ties Colle |
| (CS Department) | | | Principal D.P.G. De | Gurugi |



DPG Degree College

Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

| Department/ Committee: | Commerce | Date of Meeting:27.04.2022 |
|---------------------------|--|----------------------------------|
| Venue: | Commerce Staff Room | Time: 12:30PM |
| Prepared By: | Ms. Jatinder Kaur and Mr. Amit Sharma | Minutes Drafted Date: 27.04.2022 |
| Chaired By: | Dr. Priyanka Kumari (HOD) | |

Members Present

| Name | Signature | | Signature |
|---|-------------|--|------------------------|
| Dr. Priyanka kumari Dr. Devkanya Gupta Dr. Shalini Arora Ms. Alpa Jain Mr. Amit Sharma Ms. Ekta Yadav Ms. Preeti Saini Ms. Meenu Sharma Ms. Somya Ms. Nonika Arora | Tauti Caire | 11.Ms. Renu Yadav 12.Ms. Sakshi Verma 13.Ms. Bhawna joon 14.Mr. Sanchit Joon 15. Ms. Jatinder Kaur 16.Ms. Gazal Kundu 17.Ms. Khushboo 18. Ms. Renu Sharma 19. Ms. Preeti Sharma 20. Ms. Savita | Sommer Servery Servery |

Agenda of the Meeting

1. Regarding ERP Attendance completion and Guidelines.

- 1. HOD share some disciplinary issue and guide to resolve them.
- 2. She also guides to be care full regarding information circulation with students by class in charge and also information should be circulated on time.
- 3. Also faculty should be more vigilant regarding adjustments lecture.
- 4. She explained about the attendance record maintenance on Register and also updated in ERP too.
- 5. She guides the new faculty regarding mentorship and course file maintenance.

| Date of Follow up Meeting | As per need | |
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| Dr. Priyanka Kumari | | |
| (HOD) | | |
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DPG DEGREE COLLEGE

SEC. 34, GURUGRAM, HARYANA – 122001 (INDIA) (Affiliated to MDU Rohtak)

DEPARTMENT OF ZOOLOGY Minutes of Meeting

| Venue: | Staff Room | Date of Meeting: 30/05/22 | |
|------------------|-------------------------------|---------------------------|--|
| Chaired By: | Dr. Rekha | Time: 12:30 PM | |
| | Mem | ibers Present | |
| 1 | Name | Designation | |
| Dr. Rekha | Dr. Rekha Assistant Professor | | |
| Dr. Uzma | | Assistant Professor | |
| Mr. Dinesh | | Assistant Professor | |
| Dr. Neha | • . | Assistant Professor | |
| Dr. Nalinee | | Assistant Professor | |
| Ms. Swati | | Assistant Professor | |
| Agenda of the Me | eeting | | |

Minutes of Meeting

- Planning offline activities and events to encourage students
- Assigning event specific duties to all faculty members

World Environment Day Celebration on 4/6/2022

• Planning various on-spot competitions- Slogan writing, best out of waste, Nature Photography, Rangoli Making, Poster Making

| As per requirement |
|------------------------------|
| |
| 111300- |
| Dr. S.S Boken (Principal) |
| |





| Venue: | Staff room | Date of Meeting: 08/10/22 |
|---|--|---------------------------------|
| Chaired By: | Dr. Neha | Time: 12:00 PM |
| | | Members Present |
| | Name | Designation |
| Dr. Neha | | Assistant Professor |
| Mr. Dinesh | · | Assistant Professor |
| Ms. Swati | | Assistant Professor |
| Dr. Indu | | Assistant Professor |
| Ms. Poonam | | Assistant Professor |
| Ms. Smarita | | Assistant Professor |
| Agenda of the Mee | eting | |
| Making of lecture p | plan and briefing about s | sessional examinations |
| Minutes of Meeting | | |
| Making of le Planning syl Intimation of | Tlabus w.r.t sessional exa of short attendance to stu | nester and planning of syllabus |
| | ollow up Meeting | As per requirement |
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| | \\^/ | 111300- |

| | SEC | DPG DEGREE COLLEGE 2. 34, GURUGRAM, HARYANA – 122001 (INDIA) |
|---|---|---|
| | | (Affiliated to MDU Rohtak) |
| & Degree contess. | | DEPARTMENT OF ZOOLOGY Minutes of Meeting |
| e: | Staff room | Date of Meeting: 08/10/22 |
| red By: | Dr. Neha | Time: 12:00 PM |
| | I | Members Present |
| N | ame | Designation |
| eha | | Assistant Professor |
| inesh | - | Assistant Professor |
| wati | | Assistant Professor |
| du | | |
| onam | | Assistant Professor Assistant Professor |
| narita | | |
| a of the Meetin | na | Assistant Professor |
| | | |
| | n and briefing about s | sessional examinations |
| es of Meeting | | |
| Making of lect Planning syllat Intimation of sl | ous w.r.t sessional exa hort attendance to stu | ester and planning of syllabus aminations idents |
| | | imation of leave(s) to be taken and adjustment of classes |
| Date of Follo | w up Meeting | As per requirement |
| Н | oD | Dr. S.S Boken (Principal) |
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| | · ! | DPG Degree College |
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| * <u>*</u> | | Sector 34, Gurugram- 122001 |
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| | | Minutes of Meeting (MoM) |
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| DAG DEGREE COLLEGE | | |
| Department/ | Botany | Date of Meeting: 10.08.2022 |
| Committee: | | |
| Venue: | Science Staff Room | Time:11:30AM |
| Prepared By: | Dr. Smita | Minutes Drafted Date: 10.08.2022 |
| Chaired By: | HOD | |
| Members Present : Staff | List attached | |
| NAME | Dep | partment * |
| Dr. Amita Singh Head of De | partment 10 mm Dep | partment of Botany |
| 2. Dr Anita Assistant Professo | r Mila | |
| 3. Dr Smita Assistant Professo | r | |
| 4. Ms Nidhi Assistant Professo | r and | |
| | r Nielu | |
| Agenda of the Meeting | | |
| | | s for UG 1st 3rd & 5th semester and PG 1st and 3rd semester |
| 2. To discuss abo | ut framing of time ta | ble as per the subjects allocations. |
| | | |
| Minutes of Meeting | | |
| • | PG courses have been | assigned to the faculty members as per their expertise in the area of |
| concern. | the HOD about framin | g of time table for upcoming semester. |
| 3. Guidelines given abo | | |
| <u> </u> | _ | ns for submitting the lesson plan till 18th Aug 2022. |
| 4. Paculty members hav | ve given me msu denoi | is for submitting the lesson plan till 18 Aug 2022. |
| Date of Follow up Meetin | g 12 th | Sep 2022 |
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| Runda 9 | , promote and the second | 177300 |
| | ~ | |
| HOD | | |



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|--|--|---------------------------------------|---|--|
| 650 DECRETE CONTECT | | Minute | es of Meeting (MoM) | |
| Department/ Committee: | Botany | | Date of Meeting: 01.12.2021 | |
| Venue: | Science staff i | room | Time:11:30AM | |
| Prepared By: | Dr. Anita Cha | auhan | Minutes Drafted Date: 01.12.2021 | |
| Chaired By: | HOD | | | |
| Members Present : Staff List | attached | | | |
| NAME | | Department | | |
| 1.Dr. Amita Singh Head of Departm | | | | |
| 2. Dr Anita Assistant Professor | A111/20 | And C | | |
| 3. Dr Priyanka Assistant Professor | limate | | | |
| 4. Ms Nidhi Assistant Professor | Kidin | | | |
| Agenda of the Meeting | | | | |
| To discuss about the online w various Department of Life so Minutes of Meeting | orkshop on "Inte ciences, DPG Deş | ellectual Propert gree College, Gu | ty Rights" for UG and PG students by rugram, Haryana. | |
| 1. Duties has been assigned to 2. Guidelines given by the HC | respective facul | ty for smooth co | nduction of event uential manner. | |
| 3. Faculty members have give | en the instruction | is for maintainin | ng the discipline throughout the event. | |
| Date of Follow up Meeting | | 10 Decem | lber 2021 | |
| Hon | 4 | | 199300 | |
| HOD | | | | |

| | | DPG Degr | ee Colleg | 6 |
|-----------------------------|----------------------------|------------------|-----------------------|---------------------------|
| | Sec | tor 34, Gur | _ | |
| THE DECREE COLLEGE | Mi | nutes of M | eeting (| MoM) |
| Department/ Committee: | Department of Mathe | ematics | Date of Mee | eting: 17.11.21 |
| Venue: | Library | | Time:12:30 |)pm |
| Prepared By: | Ms. Pooja | , . | Minutes Dr | afted Date: 17.11.21 |
| Chaired By: | Dr.Geeta | | | |
| Members Pres | sent | | | |
| Name | | Department | | Signature |
| 1. Dr.Geeta | | Mathematics | . 200-00- | Lutil |
| 2. Ms. Pooja | Bansal | Mathematics | | uma . |
| 3. Ms.Jyoti K | hurana | Mathematics | | 1º The |
| 4. Ms.Rinki I | Baghel | Mathematics | | Pinker. |
| 5. Ms. Mande | eep Kamboj | Mathematics | | ill |
| 6. Ms. Sarojn | nani | Mathematics | | Thans |
| Agenda of the Mo | eeting | | | |
| | Academic Monitoring | g, Departmenta | l Activity Cal | lendar |
| Minutes of Meeti | ng | | | |
| | ast meeting was done. | | | |
| 2. Faculties w semester. | ere suggested to channe | elize the academ | ic monitoring | g process for the ongoing |
| 4 | ntal activity calendar wil | l be made. | | |
| Date of Follow up | o Meeting | 20 days | | · |
| Red | A | | <i>M</i> ₁ | gun |
| HOD/Comn | nittee Convenor | · · | Princ | ipal |



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| and the state of the section of the sec | ramentum ayisi (asaa) | PG Degree College -34, Gurugram-122001 |
| EST DE GREE CONLÈGE | • | es of Meeting (MoM)12 |
| Department | | Date of Meeting: 01/04/2021 |
| Venue: | 1. To Administration Company agency | Time:12 noon |
| Prepared By: | ************************************** | Minutes Drafted Date: 02/04/2021 |
| Chaired By: | ** * * 1 1 10 Pt Represent a substantian same way. | |
| Members Present | *************************************** | |
| Name | The property of the state of th | |
| Ms. Pooja Bansal | | hooli |
| Ms. Jyoti Khurana | | |
| Ms. Rinki Baghel | | Ruki 195 |
| Ms. Sarojmani | And A service of the second and administrating the service of | |
| Ms. Mandeep Kamb | - v | - Juli |
| Agenda of the Meet | | |
| A THE PARTY OF THE | semes | onal, syllabus coverage |
| Minutes of Meeting | | |
| 1. Discussed the asked to condexams will be | e Soline | for PG 1 Semester. Further the concerned faculty were abt clearance sessions before 7 April, as Sessional |
| 2. Further the PC | rulty | ked to provide question Banks and previous year |
| paper to stude | . writ. | from that after 10 April to 15 April. |
| 3. Also discusse: | wen's | UG 2 nd and 3 rd year and PG Final year. |
| Date of Follow up N | ************************************** | days |
| O. J. An | | (dd) |
| Section ! | | Principal |

DPG Degree College Sector 34, Gurugram-122001

| OF DEGREE CERTER | Minutes of Meeting (MoM) | | | |
|---------------------------|--|--|--|--|
| Department/ Committee: | Chemistry | | Date of | f Meeting: 16.11.2021 |
| Venue: | 304 | | Time: 20 minutes | |
| Prepared By: | Mrs Preeti | The property of the property o | | The state of the second |
| Chaired By: | H.O.D | | | |
| Members Prese | nt: Staff List | attached | The Assessment of the Control of the | |
| Name | V Bades (and a second s | Departmen | t | Signature |
| Dr Reena | | Department of Chemi | | T) |
| Dr Surbhi | тыстическия об до на выполняется се се до до до пределения се се предостава и предостава и предостава и предост | 45 година за положено воделения выполнения в пототуче поможения из за получение чене имей динего динего динего. | P (And the State of S | Expu. |
| Dr Lalit | | | | 1 0.4 |
| Dr Ginnl | aanga kanga Labura o malahigi kana anda anga aya sala dan salahi ka anda ke anda ay | | M.T. AMERICAN P. MORECO, T. P. Marriero, Proprio Mercello de | CaluM- |
| Ms Vaishali | | | | Cy vive |
| Mrs Preeti | | | | Vacu- |
| Mr Keshav | | | | 18 cell |
| Mrc Dikeha | | | | Jeselvery. |

Agenda of the Meeting

- 1. To discuss about syllabus completion for Under -graduate and Post-graduate
- 2. To discuss about preparation of sessional question papers and lab-work.

Minutes of Meeting

The minutes are as follows:

The HOD informed the faculty that-

- 1. All the faculty members are requested to complete the whole syllabus on time and also the revision of syllabus should be done.
- 2. The entire faculty member should prepare sessional question paper on time and give prior information about their

Date of Follow up Meeting

28.12.2021

Date of Follow up Meeting

28.12.2021

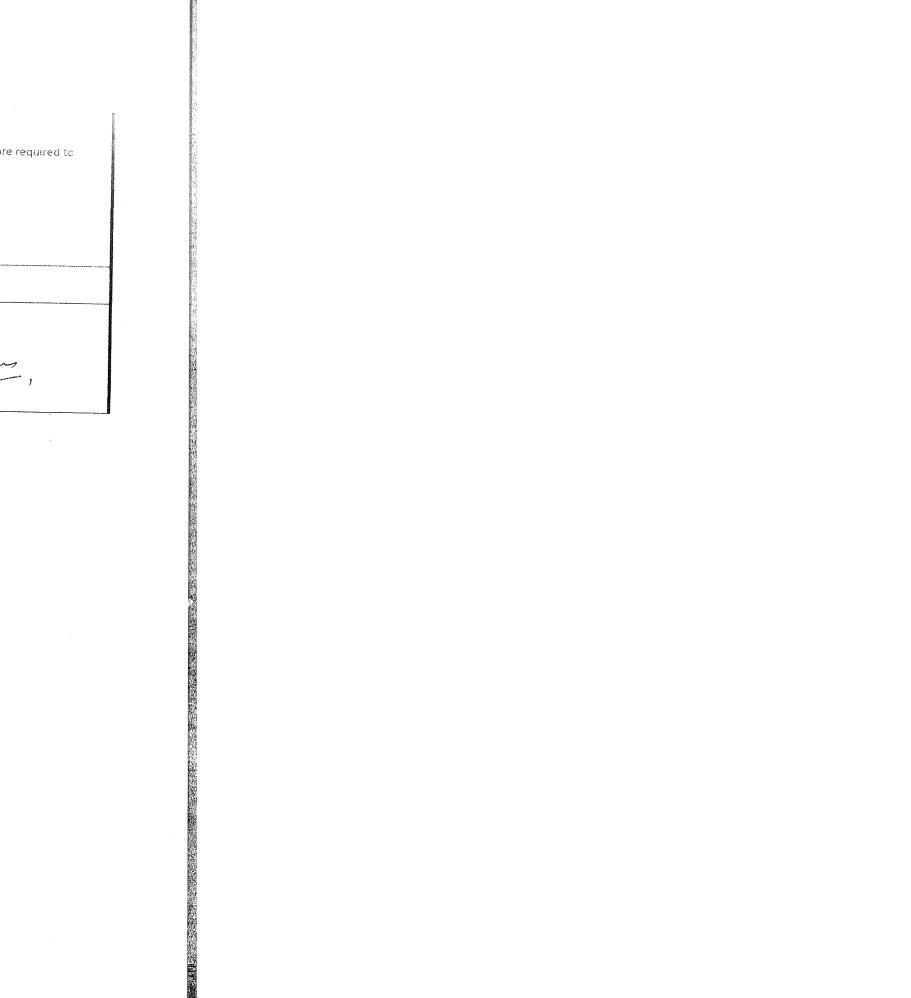
HOD/Committee Convenor

Page 13. Examination sheet needs to be checked and sign on time.

28.12.2021

Date of Follow up Meeting

Principal





DPG Degree College

Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

| | | or ruccinia (MOM) |
|---------------------------|---------------------------|----------------------------------|
| Department/ Committee: | Commerce | Date of Meeting:08.11.2021 |
| Venue: | Commerce Staff room | |
| Prepared By: | Ms. Annu Yadav | Time: 12:30 PM |
| Chaired By: | Dr. Priyanka Kumari (HOD) | Minutes Drafted Date: 08.10.2021 |
| R# 1 | | |

Members Present

| 1.Dr. Priyanka kumari | Department | Signature |
|-----------------------|------------|---|
| 2.Dr. Devkanya Gupta | Commerce | |
| 3.Dr. Shalini Arora | | Something of |
| 4.Ms. Alpa Jain | | aclus all |
| 5.Ms. Annu Yaday | | |
| 6.Ms. Ekta Yaday | | Jav - |
| 7.Ms. Geetanjali | | a be |
| 8.Ms. Meenu Sharma | | - mishi |
| 9.Ms. Mini Sharma | | Marener |
| 10.Ms. Nonika Arora | | , and the same of |
| 11.Ms. Renu Yadav | | Men |
| 12.Ms. Sakshi Verma | | yer 5 |
| 13.Ms. Sonika | | Gradia |
| 14.Ms. Renu Sharma | | A PARTIES AND A |
| 15.Ms. Taruna Sharma | | form |
| 16.Ms. Preeti sharma | | 0 .1 |
| genda of the Meeting | | (rect |

- 1. Guidelines regarding B.com 1st year classes
- 2. Starting of Offline classes .

- 1. HOD instructed faculty members to share some guidelines regarding offline classes. Syllabus coverage report gathered and suggested for improvement.
 Instructions given for framing of personal time table papers.

| 4. Giudelines given for smooth function5. Guidelines given for following the | ing of the classes |
|---|-------------------------------------|
| 5. Guidelines given for following the cov | id guidelines during wihne classes. |
| Const | |
| Dr. Priyanka Kumari (HOD) | |
| Department of Commerce | |
| DPG DEGREE COLLEGE | |
| _ COLLEGE | |

| Drg | $_{ m Green}$ |
|--|--|
| Sector 34, | urugram- 122001 |
| Minutes o | Meeting (MoM) |
| epartment/ Commerce ommittee: | Date of Meeting: 1.03.2021 |
| enue: Commerce staff room | Time: 12:00PM |
| repared By: Ms. Alpa Jain | Minutes Drafted Date: 1.03.2021 |
| naired By: Dr. Priyanka Kumari (HOD) | |
| embers Present | |
| 1.Dr. Priyanka kumari 2.Dr. Devkanya Gupta 3.Dr. Shalini Arora 4.Ms. Alpa Jain 5.Ms. Annu Yadav 6.Ms. Ekta Yadav 7.Ms. Geetanjali 8.Ms. Meenu Sharma 9.Ms. Mini Sharma 10. Ms. Nonika Arora 11.Ms. Renu Yadav 12.Ms. Sakshi Verma 13. Ms. Renu sharma 14.Ms. Preeti Sharma 15.Ms. Jatinder Kaur 16 Ms. Gazal 17 Ms. Khushboo 18. Ms. Savita Inda of the Meeting To discuss about ongoing examination and internal attes of Meeting | Signature Signature |

| | | DPG Deg Sector 34, Gu | ree College rugram- 122001 | | |
|---------------------|--|---|---|--|--|
| | OPO DEGREE COLLEGE | Minutes of Meeting (MoM) | | | |
| | Department/ Committee: | Department of Arts \$Humauities | Date of Meeting: 20 May 2021 | | |
| Vonue. ON INT MODEL | | | Time: 12:15pm | | |
| Desperad D. | | | Minutes Drafted Date: 20.5.21 | | |
| | Chaired By: | Dr Priya shukla | 20.0.21 | | |
| | Members Preser | it | | | |
| | Name | | | | |
| | Dr Rajvir Gaur . | 0.11 1 0.0 | 0 | | |
| | Dr Priya Shukla | . 1) | Kajir English. | | |
| | | | ~ History | | |
| | History History | | | | |
| | No. 11. | ssistant Professor (| Charge Phy Edu | | |
| - C. S. C. | - <u> </u> | scictard Professor | that Gol sci | | |
| | Dr. bradi | sistant Polesor Rent | lu History | | |
| | D-01-1 | sistant Professor Ju | pol cel | | |
| | Dr Manisha Tiwai | seletant Professor | reey Sablogy | | |
| | Ms Sukesh | - ASSISTALL PROJECTOR | Geography | | |
| | Dr Swati Chauha | Assistant Professor | Sukesh Hindi | | |
| | Ms Saloni Parma | - Assistand Professor | Swadi Euglish | | |
| 1 | Agenda of the Me | eting Physian | Saloni Fuglish | | |
| ı | | onfirm minutes of the previous meeting. | U | | |
| | 2. To start classe | es in an online mode amidst 2nd wave o | f covid | | |
| I | To discuss Time | ne table for the even semester. | . sovia. | | |
| I | Minutes of Meeting | | | | |
| | and discussed the | t, HOD of the department welcomed the faculty members of the department | | | |
| l | aria alconosca file | he previous meeting are read by HOD | į | | |
| | o. Discussion took | place on planning and strategies of tea | and confirmed. Ching and learning activities for | | |
| Ì | THE PROPERTY OF THE STOLE | | 4 | | |
| | 4. Discussion was i wave of covid. | made to provide help to some faculty m | nembers who are affected from 2 nd | | |
| | 5. Time table for the even semester was Discussed. | | | | |

Rujs

Principal
Principal
D P.G. Degree College
Sector-34, Gurngran

DPG Degree College Sector 34, Gurugram- 122001

Minutes of Mosting (Mann)

| ONE CHERTE CONTECT | wilnutes o | r weeting (wow) |
|---------------------------|-------------------------------------|-------------------------------|
| Department/ Committee: | Department of Arts | Date of Meeting:2 August 2021 |
| Venue: | Virtual mode -Google Meet | Time: 12:05pm |
| Prepared By: | By: Dr swati Minutes Drafted D 2021 | |
| Chaired By: | Dr Priya shukla | |
| Members Prese | ent | |
| Name . | | , |
| Dr Rajvir Gaur | | 1) Rajviz |
| Dr Priya Shukla | 1 | |
| Mr Sachin | | Sol |
| Mr Ravinder | | General I |
| Mr Hemant | | Just 1 |
| Ms Reetu | | R. tu |
| Dr Jyoti | | 7 1 |

Dr Sheela

Dr Manisha tiwari Ms Sukesh

Dr Swati Chauhan

Ms Saloni Parmar

Agenda of the Meeting

1. To read and confirm minutes of the previous meeting.

2. To make preparations of examination at the departmental level.

Minutes of Meeting

- 1. At the outset, HOD of the department welcomed the faculty members of the department and discussed the agenda items.
- 2. The minutes of the previous meeting were read by HOD and confirmed.

 3. Discussion was held about ongoing semester examination and upcoming practical examination and smooth functioning of examination.

 4.It was discussed that Faculty members taking P.G 1st year classes shall adjust their
- lectures if they have Examination duty.

Sukesh

Swadi

Saloni

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DPG DEGREE COLLEGE

SEC. 34, GURUGRAM, HARYANA – 122001 (INDIA)
(Affiliated to MDU Rohtak)

DEPARTMENT OF ZOOLOGY Minutes of Meeting

| ONE DECREE CONTROL | Minutes of Meeting | |
|----------------------------------|--|---|
| Venue: | Staff Room | Date of Meeting: 3/06/21 |
| Chaired By: | Dr. Rekha | Time: 12:00 PM |
| | . N | Members Present |
| | Name | Designation |
| Dr. Rekha | | Assistant Professor |
| Dr. Shefali | | Assistant Professor |
| Dr. Uzma | · | Assistant Professor |
| Mr. Dinesh | | Assistant Professor |
| Agenda of the Mee | eting | |
| World Environment | Day Celebration on 5/6 | 5/2021 |
| Minutes of Meeting | g | |
| Assigning of | home activities to encour fevent specific duties ine competitions- Video | orage students Ography, Slogan writing, Nature Plate, Painting and Best out |
| Date of Fol | llow up Meeting | As per requirement |
| | HoD | Dr. S.S Boken (Principal) |





Venue:

DPG DEGREE COLLEGE

SEC. 34, GURUGRAM, HARYANA – 122001 (INDIA) (Affiliated to MDU Rohtak)

DEPARTMENT OF ZOOLOGY

Minutes of Meeting

Date of Meeting: 12/10/21

| Chaired By: | Dr. Rekha | Time: 12:30 PM |
|-------------|-----------|---------------------------|
| | N | Members Present |
| | Name | Designation |
| Dr. Rekha | | Assistant Professor Levin |
| Dr. Shefali | | Assistant Professor |
| Dr. Uzma | ÷ | Assistant Professor |
| Mr. Dinesh | , | Assistant Professor |
| Dr. Neha | | Assistant Professor |
| Dr. Nalinee | | Assistant Professor |

Agenda of the Meeting

Lab requirement (s) for upcoming semester

Staff Room

- Discussion about the laboratory material required for upcoming semester
- Enlisting the required chemicals, apparatus, charts and slides
- Planning the routine testing of pre-existing laboratory apparatus and instruments

| Date of Follow up Meeting | As per requirement |
|---------------------------|---------------------------|
| HoD | Dr. S.S Boken (Principal) |



| Department/ | Department of Arts & Humawities | Date of Meeting: 9 November 2021 |
|--------------|---------------------------------|----------------------------------|
| Committee: | | |
| Venue: | ONLINE MODE: Google Meet | Time: 12:05pm |
| Prepared By: | Ms Saloni | Minutes Drafted Date: 9 Nov 2021 |
| Chaired By: | Dr Priya shukla | |

Members Present

| THE THE COUNTY OF THE COUNTY O | | |
|--|----------------|----------------|
| Name | 0. | Depoutment |
| Dr Priya Shukla (Assistant Prof) | King 1 | History |
| Mr Sachin (Assistant Prof) | N | Economics |
| Mr Ravinder (Assistant Prof) | y len | Phy. Education |
| Mr Hemant (Assistant Prof) | K-1 | Pol science |
| Ms Reetu (Assistant Prof) | Reety | History |
| Dr Jyoti (Assistant Prof.) | The Let | Pol Schuce |
| Dr Sheela (Assistant Papl) | 0 shedg | Sociology |
| Dr Manisha tiwari (Assistand Prol) | 10 | Geography |
| Dr Swati Chauhan (Accistand Prol 1 | Swatz | Fuglish |
| Ms Aarti Rani Prajapati (Assistant Prod) | Spurfai Puzalo | Hixdi |
| Ms Saloni Parmar (Assistant Papl) | Jalon | Euglich |
| Agenda of the Meeting The Chelan (Acsis and Prof |) | BAGNIC |
| | | |

- To read and confirm mi
 To know about the feed
 To discuss online assign

- 4. To discuss about offline
- 1. At the outset, HOD of th discussed the agenda items
- 2. The minutes of the previ
- 3. Discussion on online assignments
 4. Discipline issues during of
- 5. Guidelines given reagard

| | |) |
|---|------------------------|----------------------|
| | | |
| DPG De | gree College | |
| | urugram- 122001 | L |
| | Meeting (MoM | |
| | year (2021-22) | |
| ment of Arts & Humawities | Date of Meeting: 9 | November 2021 |
| E MODE: Google Meet | Time: 12:05pm | |
| oni | Minutes Drafted D | Pate: 9 Nov 2021 |
| a shukla | | |
| | | |
| | $0 \cdot 1$ | Department |
| x Prof) | hy | History |
| 0() | N | Economics |
| nof) | lan | Phy. Education |
| nos) | 0 | Pol science |
| ul) | Keety | History |
| 6) | o decela | Pol Schuce |
| no() | Shedg | Sociology |
| rud Prof) | Swati | Geography English |
| ud Prof) | Luntai Puriate | R (1) . |
| sistant Prof) | 1000 | 7/11/6/2/ |
| aut Prof) | 1) | English BAJNIC |
| M. Chalan (Assisland Provinces of the previous meeting. | 6 | 1227/01/0 |
| d back of online classes. | | |
| nments to the students. | | |
| e mode of classes with students. | | |
| Minutes of Meeli | | |
| ne department welcomed the fac | culty members of the c | lepartment and |
| s. ous meeting are read by HOD a | nd confirmed | |
| ignments to students were held | | |
| online classes were discussed. | | |
| ling upcoming offline session | | |
| | | |
| | Princ | sipal se College |
| | D PG Deg Sactor-34. | Granding Lee on the |
| | 24000 A.M. | |

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Minutes of Meeting (NoVI)

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|--------------------------------------|--------------------|----------------------|----------------------------------|--|
| Department/ Committee: | Botany | | Date of Meeting: 28.10.2021 | |
| Venue: | Science Staff Room | | Time:11:30AM | |
| Prepared By: | Ms Poonam | | Minutes Drafted Date: 28.10.2021 | |
| Chaired By: | HOD | | | |
| Members Present : Staff Lis | st attached | | ▼ | |
| NAME | | Department | | |
| 1.Dr. Amita Singh Head of Department | | Department of Botany | | |
| Dr Anita Assistant Professor | assiste | | | |
| 3. Ms Poonam Assistant Professo | rroman | | | |
| 4. Ms Nidhi Assistant Professor | NidLi | | | |
| | | | | |

Agenda of the Meeting

To discuss about the status of the syllabus for upcoming examination for UG 1st 3rd & 5th semester and PG 1st and 3rd semester

To discuss about framing of time table as per thesubjects allocations.

- 1. Subjects of UG and PG courses have been assigned to the faculty members as per their expertise in the area of concern.
- 2. Guidelines given by the HOD about framing of time table for upcoming semester.
- 3. Guidelines given about conducting the online lectures via Google meet.
- 4. Faculty members have given the instructions for submitting the lesson plan till 5th Nov 2021.

| Date of Follow up Meeting | 19 th Nov 2021 |
|---------------------------|---------------------------|
| HOD WITH | Iddam, |

