



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Botany	Date of Meeting: 19.02.2020
Venue:	Science staff room	Time: 11:30 AM
Prepared By:	Dr. Anita Chauhan	Minutes Drafted Date: 19.02.2020
Chaired By:	HOD	

Members Present : Staff List attached

NAME	Department
1. Dr. Amita Singh Head of Department	Department of Botany
2. Dr Anita Assistant Professor	
3. Dr Priyanka Assistant Professor	
4. Ms Nidhi Assistant Professor	

Agenda of the Meeting

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.

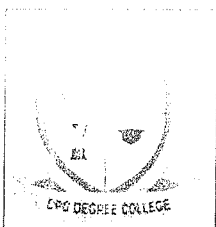
Minutes of Meeting

1. Duties has been assigned to respective faculty for smooth conduction of event
2. Guidelines given by the HOD about framing of event in sequential manner.
3. Faculty members have given the instructions for maintaining the discipline throughout the event.

Date of Follow up Meeting	25 February 2020
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HOD





DPO Degree College
Sector 24, Gurugram- 122001

Minutes of Meeting (MoM)5

Department	Mathematics	Date of Meeting: 02/12/2020
Venue:	Google Meet	Time: 12:00 noon
Prepared By:	Ms. Pooja Bansal	Minutes Drafted Date: 03/12/2020
Chaired By:	Dr. Chandra	

Members Present

Name

Ms. Pooja Bansal

Ms. Jyoti Khurana

Ms. Rinki Baghel

Ms. Sarojmani

Ms. Mandeep Kamboj

Agenda of the Meeting

Assignment and question bank; Academic Monitoring; Syllabus Completion in UG 2& 3 yr. and PG Final year

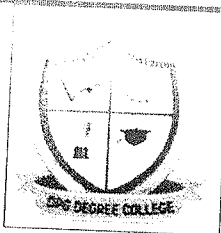
Minutes of Meeting

1. Faculty were asked to share assignment and question banks with the students timely.
2. They were asked to take test from the assignment and question banks for the betterment of students.
3. Next Mentor-Mentee Meeting is planned for 11 December, 2020.
4. Sessional examinations of UG 2 & 3 Year and PG 2 year will held on 15-18 December, 2020. So each faculty was instructed to complete 80 % before sessional examination.

Date of Follow up Meeting

Sachin
HOD

Principal
DPO Degree College
Sector 24, Gurugram



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	Minutes Drafted Date: 29.10.2020
Chaired By:	Dr. Priyanka Kumari (HOD)	

Members Present

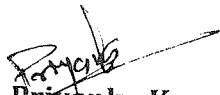
Name	Department	Signature
1. Dr. Priyanka kumari 2. Dr. Devkanya Gupta 3. Dr. Shalini Arora 4. Ms. Alpa Jain 5. Ms. Annu Yadav 6. Ms. Ekta Yadav 7. Ms. Geetanjali 8. Ms. Meenu Sharma 9. Ms. Mini Sharma 10. Ms. Nonika Arora 11. Ms. Renu Yadav 12. Ms. Sakshi Verma 13. Ms. Sonika 14. Ms. Sarika Walia 15. Ms. Taruna Sharma 16. Ms. Shikha Lochab	Commerce	

Agenda of the Meeting

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. Guidelines 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/ Committee:	Chemistry	Date of Meeting: 08.12.2020
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

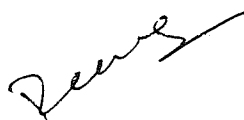
The minutes are as follows:

The HOD informed the faculty that-

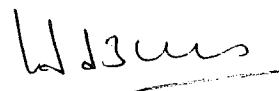
1. All the faculty members are requested to complete the whole syllabus on time and also the revision of syllabus should be done.
2. The entire faculty member should prepare sessional question paper on time and give prior information about their leaves during examinations as duty needs to be adjusted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



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 Present

Name	Designation
Dr. Rekha	Assistant Professor <i>Rekha</i>
Dr. Shefali	Assistant Professor
Dr. Uzma	Assistant Professor
Mr. Dinesh	Assistant Professor <i>Dinesh</i>

Agenda of the Meeting

Book/ Study material requirement for upcoming academic session

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

Date of Follow up Meeting	As per requirement
<i>[Signature]</i> H6D	<i>[Signature]</i> Dr. S.S Boken (Principal)



Minutes of Meeting

Department/ Committee:	Botany	Date of Meeting: 28.10.2020
Venue:	Science Staff Room	Time: 11:30 AM
Prepared By:	Dr. Priyanka Chaudhary	Minutes Drafted Date: 28.10.2020
Chaired By:	HOD	

Members Present : Staff List attached

NAME	Department
1. Dr. Amita Singh Head of Department	Department of Botany
2. Dr Anita Assistant Professor	
Dr Priyanka Assistant Professor	
4. Ms Nidhi Assistant Professor	

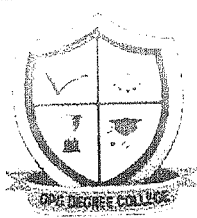
Agenda of the Meeting

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 6th Nov 2020.

Date of Follow up Meeting	19 th Nov 2020
HOD	



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM) 11

Department/ Committee:	Mathematics	Date of Meeting: 16/12/2019
Venue:	Staff Room	Time: 12:00 noon
Prepared By:	Ms. Jyoti	Minutes Drafted Date: 16/12/2019
Chaired By:	Dr. Geeta	

Members Present

Name	Sign.
Ms. Pooja Bansal	
Ms. Jyoti Khurana	
Ms. Rinki Baghel	
Ms. Sarojmani	
Ms. Mandeep Kamboj	

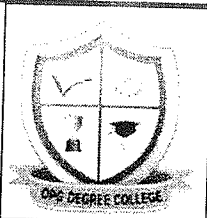
Agenda of the Meeting

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.

Date of Follow up Meeting	15 days
 16/12/2019	 Principal DPG Degree College Sector 34, Gurugram



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Commerce	Date of Meeting: 09.05.2019
Venue:	Commerce staff room	Time: 12PM
Prepared By:	Ms. Varsha	Minutes Drafted Date: 09.05.2019
Chaired By:	Mr. Ashwani Deswal (HOD)	

Members Present : List attached

Name	Department	Signature
• Mr. Ashwani Deswal		
• Dr. Priyanka Kumari		
• Mr. Chand		
• Mr. Sunil		
• Ms. Archana Dua		
• Ms. Jyoti		
• Ms. Varsha Yadav		
• Ms. Sarika Walia		
• Ms. Alpa Jain		
• Ms. Taruna Sharma		
• Ms. Ritu		

Agenda of the Meeting

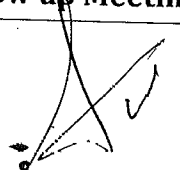
- Regarding exam duties and other documentation work related to this session.

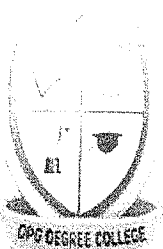
Minutes of Meeting

- Issue some guidelines for mdu examination.
- Completion of documentation if we lack in somewhere complete that.
- Preparation of list of internal assessment for all memtees by the mentors.

Date of Follow up Meeting

As per need


HOD
(Department of Commerce)



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

Department:	NAAC	Date of Meeting:	15/11/19
Venue:	Staff Room	Time:	12 Noon
Prepared By:	Ms. Sarika Walia		
Chaired By:	Dr. Priyanka		

Members Present

Name	Name	Name
Dr. Priyanka (H.O.D)	Ms. Taruna	Mr. Ashish
Dr. Devkanya	Ms. Annu	Ms. Shikha
Dr. Shalini	Ms. Meenu	Ms. Nonika
Ms. Sarika	Ms. Sonika	Ms. Ekta
Ms. Alpa	Ms. Renu	

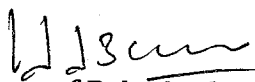
Agenda of the Meeting

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.

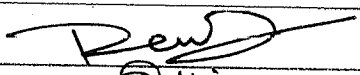
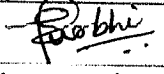
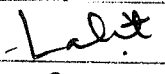
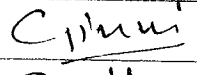
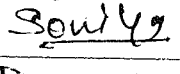
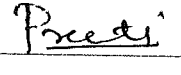


DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Chemistry	Date of Meeting: 26.09.2019
Venue:	304	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	
Dr Surbhi		
Dr Lalit		
Dr Ginni		
Dr Soniya		
Mrs Preeti		
Mrs Anu		

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-

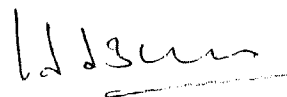
1. All the faculty members are requested to complete the whole syllabus on time and also the revision of syllabus should be done.
2. The entire faculty member should prepare sessional question paper on time and give prior information about their leaves during examinations as duty needs to be adjusted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

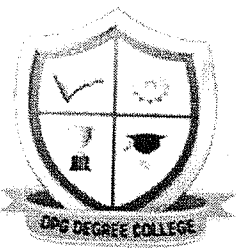
04.11.2019



HOD/Committee Convenor



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

Members Present

Name	Designation
Dr. Rekha	Assistant Professor <i>Rekha</i>
Dr. Shefali	Assistant Professor
Dr. Uzma	Assistant Professor
Mr. Dinesh	Assistant Professor <i>Dinesh</i>

Agenda of the Meeting

Educational trip to Sultanpur Bird Sanctuary on 14th November 2019

Minutes of Meeting

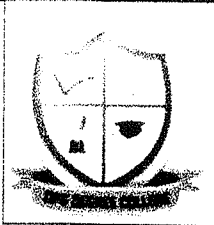
- Framing a general plan of the excursion
- Creating a list of interested students with complete student details
- Assigning specific duties to faculty members

Date of Follow up Meeting

As per requirement

Rekha
HoD

S.S. Boken
Dr. S.S Boken
(Principal)

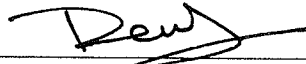

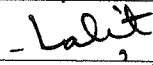
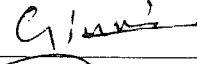



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Chemistry	Date of Meeting: 11.03.2019
Venue:	304	Time: 20 minutes
Prepared By:	Mrs Preeti	Minutes Drafted Date: 11.03.2019
Chaired By:	H.O.D	

Members Present : Staff List attached

Name	Department	Signature
Dr Reena	Department of Chemistry	
Dr Surbhi		
Dr Lalit		
Dr Ginni		
Mrs Madhuri		

Agenda of the Meeting

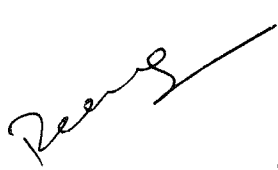
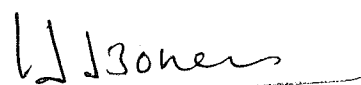
1. To discuss about syllabus completion for Under -graduate and Post-graduate semester.
2. To discuss about preparation of sessional question papers and lab-work.

Minutes of Meeting

The minutes are as follows:

The HOD informed the faculty that-

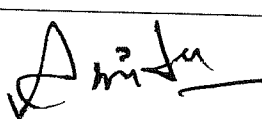

1. All the faculty members are requested to complete the whole syllabus on time and also the revision of syllabus should be done.
2. The entire faculty member should prepare sessional question paper on time and give prior information about their leaves during examinations as duty needs to be adjusted 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	15.04.2019
 HOD/Committee Convenor	 Principal



G.D. Dey College
Sector 11, Calcutta - 700011

Minutes of Meeting (MoM)

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	Department 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 1 st 3 rd & 5 th semester and PG 1 st and 3 rd 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		



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Botany	Date of Meeting: 20.10.2019
Venue:	Science staff room	Time: 11:30AM
Prepared By:	Dr. Anita Chauhan	Minutes Drafted Date: 20.10.2019
Chaired By:	HOD	

Members Present : Staff List attached

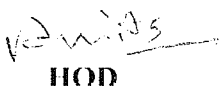

NAME	Department
1. Dr. Amita Singh Head of Department	Department of Botany
2. Dr Anita Assistant Professor	
3. Dr Priyanka Assistant Professor	
4. Ms Nidhi Assistant Professor	

Agenda of the Meeting

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

1. Duties has been assigned to respective faculty for smooth conduction of event
2. Guidelines given by the HOD about framing of event in sequential manner.
3. Faculty members have given the instructions for maintaining the discipline throughout the event.

Date of Follow up Meeting	25 October 2019
 HOD	



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)-5

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	
Ms. Jyoti Khurana	
Ms. Sarojmani	
Ms. Mandeep Kamboj	

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	 Principal

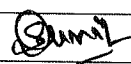

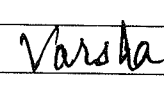


DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Commerce	Date of Meeting: 10.05.2018
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	
Ms veena yadav	
Ms Jyoti	
Mr chand	
Dr. Priyanka Kumari	
Ms Diksha	
Ms Varsha Yadav	
Ms Navita	
Ms Nisha Yadav	

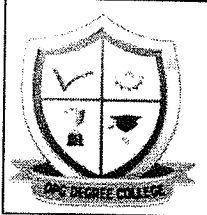
Agenda of the Meeting

1. To discuss about the semester end exam.
2. To discuss about the evaluation of semester end & the performance 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 exams .
3. Performance of each faculties are evaluated & discussed for the improvements.

Date of Follow up Meeting	As per need
HOD	

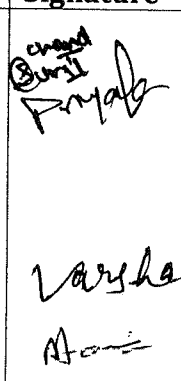


DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Commerce	Date of Meeting:11.12.2018
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
<ul style="list-style-type: none">• Mr. Ashwani Deswal• Mr.Chand• Mr. Sunil• Dr. Priyanka Kumari• Ms.Archana ahuja• Ms. Jyoti• Ms. Ritu• Ms. Varsha yadav• Ms. Sarika Walla• Ms. Alpa Jain• Ms. Taruna Sharma	<ul style="list-style-type: none">CommerceCommerceCommerceCommerceCommerceCommerceCommerceCommerceCommerceCommerceCommerce	

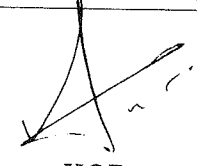
Agenda of the Meeting

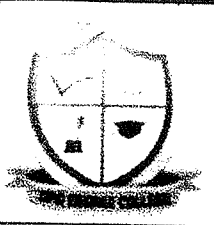
- Review of SESSION.

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 .

Date of Follow up Meeting **02.01.2019**


HOD
(Department of Commerce)



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Science	Date of Meeting: 13.03.2018
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	Lalit
Dr Surbhi		Surbhi
Mrs Madhuri		M

Agenda of the Meeting


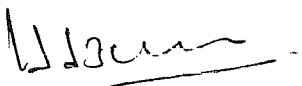
1. To discuss about syllabus completion for Under -graduate.
2. To discuss about preparation of sessional question papers and lab-work.

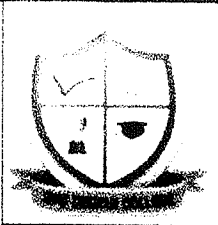
Minutes of Meeting

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
 HOD/Committee Convenor	 Principal



DPG Degree College
Sector 34, Gurugram- 122001

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	<i>Reena</i>
Dr Surbhi		<i>Surbhi</i>
Dr Lalit		<i>Lalit</i>
Dr Ginni		<i>Ginni</i>
Mrs Madhuri		<i>Madhuri</i>

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

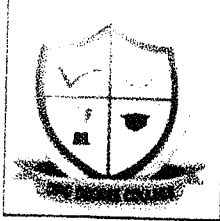
02.11.2018

Lalit

HOD/Committee Convenor

12/11/18

Principal



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Science	Date of Meeting: 28.03.2017
Venue:	304	Time: 20 minutes
Prepared By:	Mrs Madhuri	Minutes Drafted Date: 28.03.2017
Chaired By:	H.O.D	

Members Present : Staff List attached

Name	Department	Signature
Dr Lalit	Department of Science	<i>Lalit</i>
Dr Surbhi		<i>Surbhi</i>
Mrs Madhuri		<i>M</i>

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

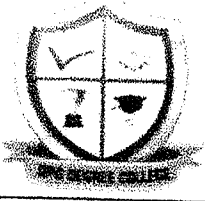
02.05.2017

Lalit

HOD/Committee Convenor

W. J. J. J.

Principal



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Science	Date of Meeting: 03.08.2017
Venue:	304	Time: 20 minutes
Prepared By:	Mrs Madhuri	Minutes Drafted Date: 03.08.2021
Chaired By:	H.O.D	

Members Present : Staff List attached

Name	Department	Signature
Dr Lalit	Department of Science	Lalit
Dr Surbhi		Surbhi
Mrs Madhuri		M

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-



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Commerce	Date of Meeting: 14.12.2017
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	Sunil
Ms veena yadav	
Ms Jyoti	
Mr chand	chand
Dr. Priyanka Kumari	
Ms Diksha	
Ms Varsha Yadav	Varsha
Ms Navita	
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. 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	



**DPG Degree College
Sector 34, Gurugram- 122001**

Minutes of Meeting (MoM)

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

Members Present : 1+6

Name	Signature
Ms Nitika	
Mr sunil	
Ms veena yadav	
Ms Navita	
Ms Himani	Himani
Ms Diksha	

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.

Date of Follow up Meeting	Last week of May 2017
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HOD



DPG Degree College
Sector 84, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Botany	Date of Meeting: 26.02.2022
Venue:	Science staff room	Time: 11:30AM
Prepared By:	Dr. Anita Chauhan	Minutes Drafted Date: 26.02.2022
Chaired By:	HOD	

Members Present : Staff List attached

NAME	Department
1. Dr. Amita Singh Head of Department	Department of Botany
2. Dr Anita Assistant Professor	
3. Dr Priyanka Assistant Professor	
4. Ms Nidhi Assistant Professor	

Agenda of the Meeting

To discuss about organization of "National Science day under the Theme "Science and Technology for Mankind" by Department of Botany, DPG degree College, Gurugram, Haryana for Professors and P.G. Students on 28th February, 2022.

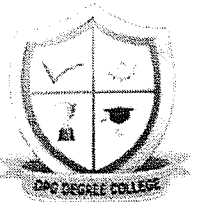
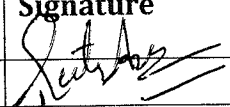
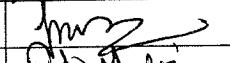
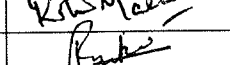
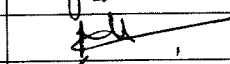
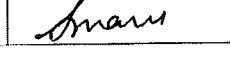
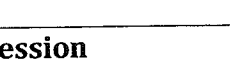
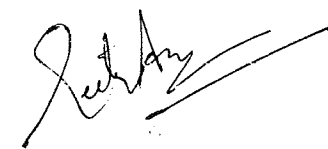
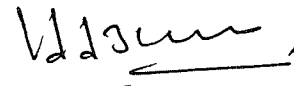
Minutes of Meeting


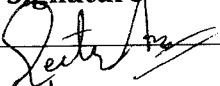
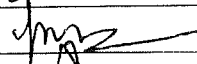
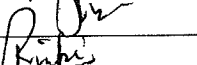
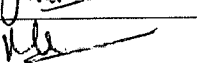
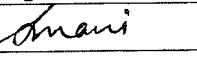

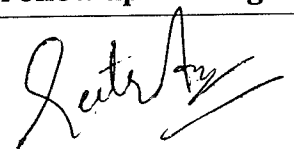
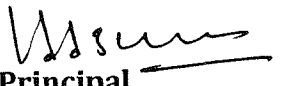
1. Duties has been assigned to respective faculty for smooth conduction of event
2. Guidelines given by the HOD about framing of event in sequential manner.
3. Faculty members have given the instructions for maintaining the discipline throughout the event.

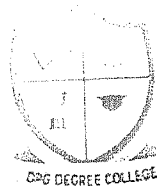
Date of Follow up Meeting	2 March 2022
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Amita
HOD

[Signature]

	DPG Degree College Sector 34, Gurugram- 122001	
	Minutes of Meeting (MoM)	
Department/Committee:	Department of Mathematics	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 Present		
Name	Department	Signature
1. Dr. Geeta	Mathematics	
2. Ms. Pooja Bansal	Mathematics	
3. Dr. Ritu Malik	Mathematics	
4. Ms. Rinki Baghel	Mathematics	
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.		
Date of Follow up Meeting	15 days	
 HOD/Committee Convenor	 Principal	

	DPG Degree College Sector 34, Gurugram- 122001	
	Minutes of Meeting (MoM)	
Department/Committee:	Department of Mathematics	Date of Meeting: 9.02.22
Venue:	Library	Time:12:30pm
Prepared By:	Ms. Rinki	Minutes Drafted Date: 9.02.22
Chaired By:	Dr. Geeta	
Members Present		
Name	Department	Signature
1. Dr.Geeta	Mathematics	
2. Ms. Pooja Bansal	Mathematics	
3. Ms.Jyoti Khurana	Mathematics	
4. Ms.Rinki Baghel	Mathematics	
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.		
Date of Follow up Meeting	15 days	
 HOD/Committee Convenor	 Principal	



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Computer Science	Date of Meeting 1 March ,2022
Venue:	3 rd floor Room No 309	Time: 12:00 pm
Prepared By:	Ms.Shivani Sharma	Minutes Drafted Date: 1 March,2022
Chaired By:	Principal Sir, Ms.Madvi ,Dr.Yahpal Yadav, Ms.Meenu,	

Members Present

Name	Department Computer Science	Signature
Ms.Madhvi	Management	
Dr.Yashpal Yadav	Computer Science	
Ms.Meenu	Management	
Ms.Shivani Sharma	Computer Science	
Dr.Navita	Computer Science	Absent
MS.Deepika	Computer Science	
Ms.Preeti kataria	Computer Science	

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.


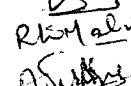
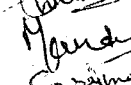
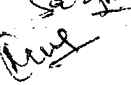
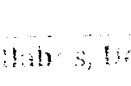


Date of Follow up Meeting	28 March,2022
 Dr.Yashpal Yadav HOD (CS Department)	 Mr.S.S Boken Principal Principal D.P.G. Degree College (DPG Degree College) Sector 34, Gurugram

DP, Dey, G. 122001
Sector 34, Gul. agram- 122001

Minutes of Meeting (V.O.M)

Department/ Committee: Department of Mathematics Date of Meeting: 7.12.22
Venue: Library Time: 12:30 pm
Prepared By: Ms. Sushma Kodan Minutes Drafted Date: 7.12.22
Chaired By: Ms. Pooja Goel

Members Present

Name	Department	Signature
1. Ms. Pooja Goel	Mathematics	
2. Dr. Deep	Mathematics	
3. Dr. Ritu Malik	Mathematics	
4. Ms. Sushma Kodan	Mathematics	
5. Ms. Mandeep Kamboj	Mathematics	
6. Ms. Sarojini	Mathematics	
7. Ms. Rumi	Mathematics	

Agenda of the Meeting

Departmental Activity (National Mathematics Day-2022), Progress of Syllabus, HOD
Clearing Session, PTM

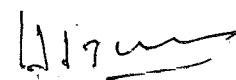
Minutes of Meeting

1. Review of Last meeting was done.
2. Planning to celebrate National Mathematics Day on 23-12-2022
3. Theme "Mathematical Development and its applications" decided
4. Coordinators and duties were assigned.
5. Syllabus completion was discussed.
6. Faculties were suggested to conduct double clearing session.
7. Guidelines regarding upcoming PTM sessional related

Date of Follow up Meeting As per requirement



HOD/Committee Convenor



Principal
Sector 34, Gul. agram- 122001



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Department of Mathematics	Date of Meeting: 26.09.2022
Venue:	Library	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	 Principal



Affiliated to M.D. Ramesh
Sector-34, Near Marble Market, Gurgaon-122001

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

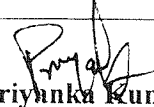
Name	Degination	Signature
1. Dr. Priyanka Kumari	HOD	
2. Ms. Alpa Jain	Assistant Professor	
3. Mr. Annu Yadav	Assistant Professor	
4. Ms. Bharti Narang	Assistant Professor	
5. Ms. Bhawana Joon	Assistant Professor	
6. Mr. Dev Kumar	Assistant Professor	
7. Dr. Devkanya Gupta	Associate Professor	
8. Ms.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

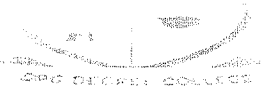
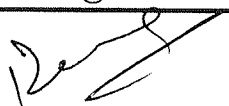
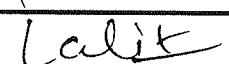
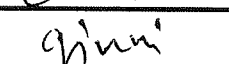
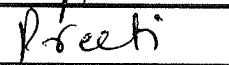


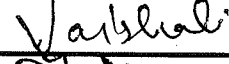


Agenda of the Meeting

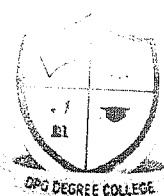
1. Discussion regarding Subject Allocation for upcoming even semester of academic session 2022-23.

Minutes of Meeting

1. Dr. Priyanka Kumari, HOD Commerce allocate subjects and books according to their specialization and competency
2. Lecture load was discussed in meeting
3. Subjects of even semester, books requirement according to their reference id discussed and asked faculty members to place requisition of books in college library.
4. Work allotted to Time table committee for framing Timetable in given time frame.

Date of Follow up Meeting	
 Dr. Priyanka Kumari H.O.D. Commerce Department	

		Sector 34, Gurgaon-122001	
Minutes of Meeting (MoM)			
Department/	Chemistry	Date of Meeting: 20.12.2022	
Venue:	Sciences staff	Time: 12: 00 PM	
Prepared by:	Ms. Versha		
Chaired By:	HOD		
Members Present : Staff List attached			
NAME	Department	signature	
Dr. Reena	Department of chemistry		
Dr. Lalit			
Dr. Ginni			
Mrs. Preeti			
Dr. Keshav			
Ms. Versha Bhardwaj			
Ms. Vaishali			
Dr. Diksha			
Agenda of the Meeting			
1. To discuss about syllabus completion for UG and PG			
2. To discuss about framing of sessional papers and lab			
Minutes of Meeting			
1. All the faculty members are requested to complete the whole syllabus on time and also revision of syllabus should be done. 2. To prepare sessional question papers on time. 3. To complete the lab practical work by the time. 4. To give prior notification about the leaves and adjust those classes on exchange basis.			
Date of Follow up Meeting		27.12.2022	
HOD			



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Computer Science	Date of Meeting 16 April, 2022
Venue:	3 rd floor Room No 309	Time: 12:00 pm
Prepared By:	Ms. Shivani Sharma	Minutes Drafted Date: 16 April, 2022
Chaired By:	Principal Sir, Ms. Madvi, Dr. Yashpal Yadav, Ms. Meenu,	

Members Present

Name	Department Computer Science	Signature
Ms. Madhvi	Management	
Dr. Yashpal Yadav	Computer Science	
Ms. Meenu	Management	
Ms. Shivani Sharma	Computer Science	
Dr. Navita	Computer Science	
MS. Deepika	Computer Science	
Ms. Preeti kataria	Computer Science	

Agenda of the Meeting

Self-development and improvement in teaching, sessionals

Minutes of Meeting

- 1) Activity plan by each faculty.
- 2) Research paper writing and publication
- 3) Focus on result oriented teaching.

Date of Follow up Meeting	13 May, 2022
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Dr. Yashpal Yadav
HOD
(CS Department)

Mr. S.S. Boken
Principal
(DPG Degree College)

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



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
1. Dr. Priyanka kumari 2. Dr. Devkanya Gupta 3. Dr. Shalini Arora 4. Ms. Alpa Jain 5. Mr. Amit Sharma 6. Ms. Ekta Yadav 7. Ms. Preeti Saini 8. Ms. Meenu Sharma 9. Ms. Somya 10. Ms. Nonika Arora		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	

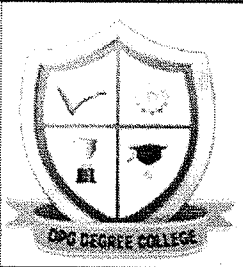
Agenda of the Meeting

1. Regarding ERP Attendance completion and Guidclincs.

Minutes of Meeting

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
Dr. Priyanka Kumari (HOD)	



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

Members Present

Name	Designation
Dr. Rekha	Assistant Professor <i>Rekha</i>
Dr. Uzma	Assistant Professor
Mr. Dinesh	Assistant Professor <i>Dinesh</i>
Dr. Neha	Assistant Professor <i>Neha</i>
Dr. Nalinee	Assistant Professor
Ms. Swati	Assistant Professor

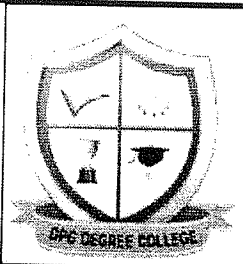
Agenda of the Meeting

World Environment Day Celebration on 4/6/2022

Minutes of Meeting

- Planning offline activities and events to encourage students
- Assigning event specific duties to all faculty members
- Planning various on-spot competitions- Slogan writing, best out of waste, Nature Photography, Rangoli Making, Poster Making

Date of Follow up Meeting	As per requirement
<i>Rekha</i> HoD	<i>S.S Boken</i> Dr. S.S Boken (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: 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

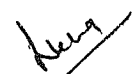
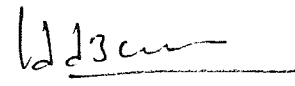
Agenda of the Meeting

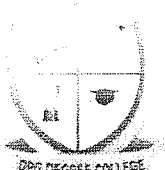
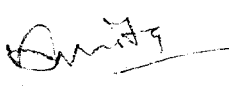

Making of lecture plan and briefing about sessional examinations

Minutes of Meeting

A briefing regarding the following was conducted in UG lab:

- Making of lecture plan for odd semester and planning of syllabus
- Planning syllabus w.r.t sessional examinations
- Intimation of short attendance to students
- Updates on proctorial duty, prior intimation of leave(s) to be taken and adjustment of classes

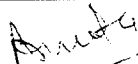

Date of Follow up Meeting	As per requirement
 HoD	 Dr. S.S Boken (Principal)

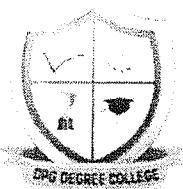
	DPG Degree College Sector 34, Gurugram- 122001	
Minutes of Meeting (MoM)		
Department/ Committee:	Botany	Date of Meeting: 10.08.2022
Venue:	Science Staff Room	Time:11:30AM
Prepared By:	Dr. Smita	Minutes Drafted Date: 10.08.2022
Chaired By:	HOD	
Members Present : Staff List attached		
NAME		Department
1. Dr. Amita Singh Head of Department		Department of Botany
2. Dr Anita Assistant Professor		
3. Dr Smita Assistant Professor		
4. Ms Nidhi Assistant Professor		
Agenda of the Meeting		
1. To discuss about subjects allocations for UG 1 st 3 rd & 5 th semesterand PG 1 st and 3 rd 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 lectures via offline mode.		
4. Faculty members have given the instructions for submitting the lesson plan till 18 th Aug 2022.		
Date of Follow up Meeting		12 th Sep 2022
 HOD		

DPG Degree College
Sector 34, Gurugram- 122001



Minutes of Meeting (MoM)

Department/ Committee:	Botany	Date of Meeting: 01.12.2021
Venue:	Science staff room	Time: 11:30 AM
Prepared By:	Dr. Anita Chauhan	Minutes Drafted Date: 01.12.2021
Chaired By:	HOD	
Members Present : Staff List attached		
NAME	Department	
1. Dr. Amita Singh Head of Department	Department of Botany	
2. Dr Anita Assistant Professor		
3. Dr Priyanka Assistant Professor		
4. Ms Nidhi Assistant Professor		
Agenda of the Meeting		
To discuss about the online workshop on "Intellectual Property Rights" for UG and PG students by various Department of Life sciences, DPG Degree College, Gurugram, Haryana.		
Minutes of Meeting		
1. Duties has been assigned to respective faculty for smooth conduction of event 2. Guidelines given by the HOD about framing of event in sequential manner. 3. Faculty members have given the instructions for maintaining the discipline throughout the event.		
Date of Follow up Meeting	10 December 2021	
 HOD		



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Department of Mathematics	Date of Meeting: 17.11.21
Venue:	Library	Time:12:30pm
Prepared By:	Ms. Pooja	Minutes Drafted Date: 17.11.21
Chaired By:	Dr.Geeta	

Members Present

Name	Department	Signature
1. Dr.Geeta	Mathematics	
2. Ms. Pooja Bansal	Mathematics	
3. Ms.Jyoti Khurana	Mathematics	
4. Ms.Rinki Baghel	Mathematics	
5. Ms. Mandeep Kamboj	Mathematics	
6. Ms. Sarojmani	Mathematics	

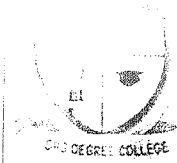
Agenda of the Meeting

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	 Principal



Department
Venue:
Prepared By:
Chaired By:
Members Present

Name
Ms. Pooja Bansal
Ms. Jyoti Khurana
Ms. Rinki Baghel
Ms. Sarojmani
Ms. Mandeep Kambh
Agenda of the Meeting

Minutes of Meeting

1. Discussed the
- asked to cond
- exams will be
2. Further the PG
- paper to stude
3. Also discusse

Date of Follow up

[Signature]

PG Degree College
34, Gurugram- 122001

Minutes of Meeting (MoM)12

Date of Meeting: 01/04/2021
Time:12 noon
Minutes Drafted Date: 02/04/2021

[Signatures]

Sessional, syllabus coverage

For PG 1 Semester. Further the concerned faculty were
asked to provide question Banks and previous year
from that after 10 April to 15 April.
UG 2nd and 3rd year and PG Final year.

days

[Signature]

Principal



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Chemistry	Date of Meeting: 16.11.2021
Venue:	304	Time: 20 minutes
Prepared By:	Mrs Preeti	Minutes Drafted Date: 16.11.2021
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		
Mr Keshav		
Mrs Diksha		

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.


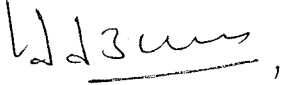
Minutes of Meeting

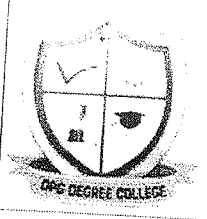
The minutes are as follows:

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	28.12.2021
 HOD/Committee Convenor	 Principal

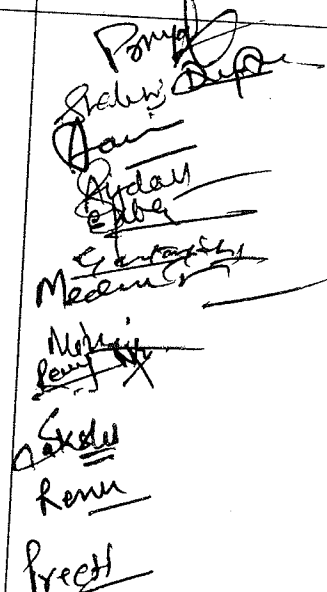


DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

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

Members Present

Name	Department	Signature
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. Sonika 14. Ms. Renu Sharma 15. Ms. Taruna Sharma 16. Ms. Preeti sharma	Commerce	

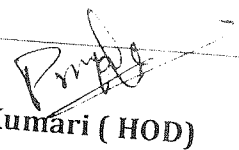
Agenda of the Meeting

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

Minutes of Meeting

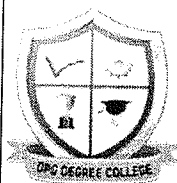
1. HOD instructed faculty members to share some guidelines regarding offline classes.
2. Syllabus coverage report gathered and suggested for improvement.
3. Instructions given for framing of personal time table papers.

4. Guidelines given for smooth functioning of the classes.
5. Guidelines given for following the covid guidelines during online classes.



Dr. Priyanka Kumari (HOD)
Department of Commerce
DPG DEGREE COLLEGE

DPG Degree College Sector 34, Gurugram- 122001		
Minutes of Meeting (MoM)		
Department/ Committee:	Commerce	Date of Meeting: 1.03.2021
Venue:	Commerce staff room	Time: 12:00PM
Prepared By:	Ms. Alpa Jain	Minutes Drafted Date: 1.03.2021
Chaired By:	Dr. Priyanka Kumari (HOD)	
Members Present		
Name	Department	Signature
1. Dr. Priyanka kumari 2. Dr. Devkanya Gupta 3. Dr. Shalini Arora 4. Ms. Alpa Jain 5. Ms. Annu Yadav 6. Ms. Ektā 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	Commerce	
Agenda of the Meeting		
1. To discuss about ongoing examination and internal assessment guidance		
Minutes of Meeting		
1. Examinations status analyzed and guidelines given for considering of online request of genuine students only. 2. Internal assessment work to be finalized by 11 th March. 3. Status of appearing students for exam has been analyzed and discussed.		



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Department of Arts & Humanities	Date of Meeting: 20 May 2021
Venue:	ONLINE MODE: Google Meet	Time: 12:15pm
Prepared By:	Ms saloni	Minutes Drafted Date: 20.5.21
Chaired By:	Dr Priya shukla	

Members Present

Name		
Dr Rajvir Gaur - Assistant Professor	Rajvir	English
Dr Priya Shukla - Assistant Professor	Priya	History
Mr Sachin - Assistant Professor	Sachin	History
Mr Ravinder - Assistant Professor	Ravinder	Phy Edu
Mr Hemant - Assistant Professor	Hemant	Pol. Sci
Ms Reetu - Assistant Professor	Reetu	History
Dr Jyoti - Assistant Professor	Jyoti	Pol. Sci
Dr Sheela - Assistant Professor	Sheela	Sociology
Dr Manisha Tiwari - Assistant Professor	Manisha	Geography
Ms Sukesh - Assistant Professor	Sukesh	Hindi
Dr Swati Chauhan - Assistant Professor	Swati	English
Ms Saloni Parmar - Assistant Professor	Saloni	English

Agenda of the Meeting

1. To read and confirm minutes of the previous meeting.
2. To start classes in an online mode amidst 2nd wave of covid.
3. To discuss Time table for the even semester.

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 are read by HOD and confirmed.
3. Discussion took place on planning and strategies of teaching and learning activities for the Even semester
4. Discussion was made to provide help to some faculty members who are affected from 2nd wave of covid.
5. Time table for the even semester was Discussed.

Saloni

Principal
DPG Degree College
Sector-34, Gurugram



DPG Degree College
Sector 34, Gurugram- 122001

Minutes of Meeting (MoM)

Department/ Committee:	Department of Arts	Date of Meeting: 2 August 2021
Venue:	Virtual mode -Google Meet	Time: 12:05pm
Prepared By:	Dr swati	Minutes Drafted Date: 2 august 2021
Chaired By:	Dr Priya shukla	

Members Present

Name	
Dr Rajvir Gaur	<i>Rajvir</i>
Dr Priya Shukla	<i>Priya</i>
Mr Sachin	<i>Sachin</i>
Mr Ravinder	<i>Ravinder</i>
Mr Hemant	<i>Hemant</i>
Ms Reetu	<i>Reetu</i>
Dr Jyoti	<i>Jyoti</i>
Dr Sheela	<i>Sheela</i>
Dr Manisha tiwari	<i>Manisha</i>
Ms Sukesh	<i>Sukesh</i>
Dr Swati Chauhan	<i>Swati</i>
Ms Saloni Parmar	<i>Saloni</i>

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.

Swati

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



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: 3/06/21
Chaired By:	Dr. Rekha	Time: 12:00 PM

Members Present

Name	Designation
Dr. Rekha	Assistant Professor <i>Rekha</i>
Dr. Shefali	Assistant Professor
Dr. Uzma	Assistant Professor
Mr. Dinesh	Assistant Professor <i>Dinesh</i>

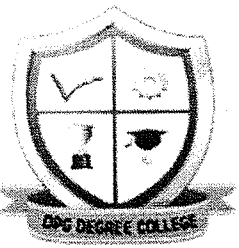
Agenda of the Meeting

World Environment Day Celebration on 5/6/2021


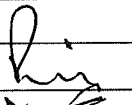

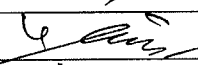
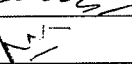
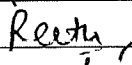
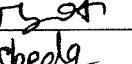

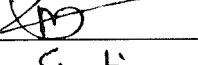
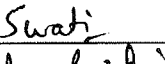
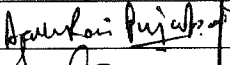
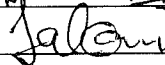
Minutes of Meeting

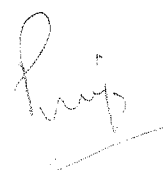
- Planning at-home activities to encourage students
- Assigning of event specific duties
- Planning online competitions- Videography, Slogan writing, Nature Plate, Painting and Best out of waste

Date of Follow up Meeting	As per requirement
<i>Rekha</i> HoD	<i>Dr. S.S Boken</i> Dr. S.S Boken (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: 12/10/21
Chaired By:	Dr. Rekha	Time: 12:30 PM
Members Present		
Name	Designation	
Dr. Rekha	Assistant Professor <i>Rekha</i>	
Dr. Shefali	Assistant Professor	
Dr. Uzma	Assistant Professor	
Mr. Dinesh	Assistant Professor <i>Dinesh</i>	
Dr. Neha	Assistant Professor <i>Neha</i>	
Dr. Nalinee	Assistant Professor	
Agenda of the Meeting		
Lab requirement (s) for upcoming semester		
Minutes of Meeting		
<ul style="list-style-type: none"> • 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	
<i>Rekha</i> HoD	<i>S.S Boken</i> Dr. S.S Boken (Principal)	

①

	DPG Degree College Sector 34, Gurugram- 122001	
	Minutes of Meeting (MoM) Academic year (2021-22)	
Department/Committee:	Department of Arts & Humanities	Date of Meeting: 9 November 2021
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		
Name		Department
Dr Priya Shukla (Assistant Prof)		History
Mr Sachin (Assistant Prof)		Economics
Mr Ravinder (Assistant Prof)		Phy. Education
Mr Hemant (Assistant Prof)		Pol science
Ms Reetu (Assistant Prof)		History
Dr Jyoti (Assistant Prof)		Pol science
Dr Sheela (Assistant Prof)		Sociology
Dr Manisha tiwari (Assistant Prof)		Geography
Dr Swati Chauhan (Assistant Prof)		English
Ms AarLi Rani Prajapati (Assistant Prof)		Hindi
Ms Saloni Parmar (Assistant Prof)		English
Agenda of the Meeting	Mr Chetan (Assistant Prof)	BAJMC
1. To read and confirm minutes of the previous meeting. 2. To know about the feed back of online classes. 3. To discuss online assignments to the students. 4. To discuss about offline mode of classes with students.		
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 are read by HOD and confirmed. 3. Discussion on online assignments to students were held. 4. Discipline issues during online classes were discussed. 5. Guidelines given regarding upcoming offline session		



Principal
 DPG Degree College
 Sector-34, Gurugram



Department/ Cqmmitee:	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	

NAME	Department
1. Dr. Amita Singh Head of Department	Department of Botany
Dr Anita Assistant Professor	
3. Ms Poonam Assistant Professor	
4. Ms Nidhi Assistant Professor	

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 the subjects 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	 Addm