

T. S. Nezi Govt. College Reckong Peo, Dist. Kinnaur (H.P.)  
172107.

IQAC: 2016-2017

Dated: -15-09-2016

Meeting: 7

IQAC with Non-Teaching Staff

A meeting of IQAC with Non-teaching staff was convened and chaired by College Principal Dr. Chaman Mahajan on 15th Sept. 2016 at 2:30 p.m. at Principal office. The following members remained present in the meeting:-

- (1) Mr. Janak Nezi
- (2) Mr. Rajesh Nezi
- (3) Mr. Vinod Kumar
- (4) Ms. Balam Nezi
- (5) Mr. Nazender Singh
- (6) Ms. Chander Deek
- (7) Mr. Krishan Singh
- (8) Ms. Sanam Pati
- (9) Ms. Satya Devi
- (10) Ms. Chandra Devi
- (11) Ms. Sita Devi
- (12) Ms. Tawar Pati
- (13) Ms. Chhering Lamo
- (14) Ms. Tikam Balg

Janak

Rajesh

Balam

Nazender Singh

Krishan

संजम पाटी

सिता देवी

चन्द्रा देवी

सिता देवी

तावरुण

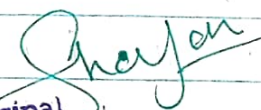
Chhering Lamo

Tikam Balg

The following points were taken up for discussion and decisions were made:-

- (1) Office record, circulars, notices, office orders, press notes, cash books, record of student enrolment, fees and fine, store articles etc. will be properly prepared and maintained well in time.
- (2) Office Supdt. will update service books of staff and maintain the record of 'leave' availed and 'due' of all the employees.
- (3) Service books (Offline & Online) will be updated and shown to the employee concerned.

- (4) Attendance register of staff appointed by PTA will be maintained and checked regularly and will be kept in safe custody.
- (5) Different notices and office orders/circulars etc. related to staff should be displayed at appropriate places.
- (6) Office Supt. will supervise whether classrooms, toilets, labs, smart class-rooms, corridors etc. are properly maintained and cleaned.
- (7) The Sr. Assistant will settle the TA bills, arrears bills and medical reimbursement bills of the staff in time.
- (8) Files, admission forms and examination forms along with other students' record will be kept in safe custody by the university clerk.

  
Principal  
T.S. Negi Govt. College  
B/Peo Distt. Kinnaur (H.P.)