

T.S. Negi Govt. College Reckong Peo, (District Kinnaur) H.P.

IQAC: 2020-2021

01.24-6-2020

Meeting: 3

IQAC with Non-teaching staff

A meeting of IQAC with non-teaching staff was convened and chaired by college Principal Dr. Vidya Bandhu Negi on 24th June 2020 at 3:30 p.m. The following members were present:-


- (1) Ms. Balam Negi (Co-ordinator IQAC) *Benny*
- (2) Ms. Shailja Negi *Shailja Mahu*
- (3) Dr. Sheela Negi *SID*
- (4) Ms. Vijaita Changkum *Vijaita*
- (5) Ms. Jayanti Mala *Mala*
- (6) Ms. Nirmala Negi *Nirmala*
- (7) Dr. Beij Mohan *Beij Mohan*
- (8) Mr. Bhagat Singh Negi *Bhagat Singh*
- (9) Mr. Kishan Negi *Kishan*
- (10) Mr. Pyar Chand *Pyar Chand*
- (11) Mr. Ram Kishan *Ram Kishan*
- (12) Ms. Sita Negi *Sita*
- (13) Ms. Tenzing Negi *Tenzing*
- (14) Ms. Chander Kanta *Chander Kanta*
- (15) Ms. Kamlesh Kumari *Kamlesh*

Agenda:- Regarding Online admissions, display of merit lists, fee collection and maintenance of record.

The following decisions were taken:

- (1) All members of non-teaching staff will ensure their presence in the college from 10:00 a.m. to 5:00 p.m.

- (2) Admission to different streams/classes is being given through online mode this time as per instructions of state govt. and SOP's issued by the Dept of Higher Education. Therefore two class-IV employees will be on duty at the entrance of the college and check the entry of outsiders, however visitors, parents and students will be allowed to enter wearing face mask and maintaining social distancing.
- (3) University clerk Mr. Ram Krishan and Pyarchan will ensure that fees and funds collected from students will be deposited with govt. account and college account well in time.
- (4) Record of subject-wise (Major/Minor) will be entered in a register as well as in office computers.
- (5) Cash-books, stock registers, service books, PBR register, record of leaves 'availed and due' by staff members must be properly maintained and updated.
- (6) Merit lists of selected students and waiting lists will be uploaded in college website so that students may deposit fee well in time.


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