

Keshav Mahavidyalaya  
University of Delhi  
Internal Quality Assurance Cell (IQAC)

17-07-2023

**Minutes of the meeting held on 17<sup>th</sup> July 2023**

An online meeting of the IQAC along with the members of Hindi Rahbhasha committee was held online on 17<sup>th</sup> July, 2023 at 3pm onwards. Following members attended the same:

1. Prof. Jagneet Kaur Anand (convener- IQAC)
2. Prof. Divya Haridas (member- IQAC)
3. Dr. Jyoti Anand (member- IQAC)
4. Dr. Jasmeet Singh (member- IQAC)
5. Dr. Ashish Bansal (member- IQAC)
6. Dr. Shalini Devi (member- IQAC)
7. Dr. Richa Sharma (member- IQAC)
8. Prof. Arpana Sharma (convener- Hindi Rajbhasha committee)
9. Dr. Jyoti Bansal (member- Hindi Rajbhasha committee)

**Agenda:**

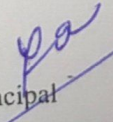
To discuss and distribute the work related to organizing a Hindi training program in the college Seminar room for teaching and non-teaching staff on 19<sup>th</sup> July 2023 from 11am till 1pm.

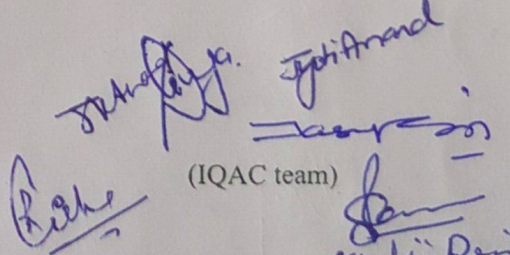
The organizing related work was distributed amongst the members as follows:

**Duty chart for Hindi event 19-7-2023**

1. Preparation of the Feedback form: Prof. Arpana Sharma
2. E-certificate and attendance sheet: Prof. Divya Haridas
3. Budget and Notice for the event: Prof. Jagneet Kaur Anand
4. Comparing of the Event: Dr. Richa Sharma
5. Banner: Dr. Jasmeet Singh
6. Photography: Dr. Ashish Bansal
7. Refreshments: Dr. Jyoti Anand
8. Saplings for the guests: Dr. Shalini Devi
9. Projector, mike system, seminar room preparations: Dr. Jyoti Bansal

Submitted for your kind consideration, please.

  
Principal

  
(IQAC team)  
Ashish Bansal