

Minutes of XXXIII IQAC of Kanohar Lal Girls PG College, Meerut

Held on 30th June 2020 at 11:30 A.M at Kanohar Electricals

Members Present

1. Er. Dinesh Singhal (President)
2. Dr. Kiran Pradeep (IQAC-Coordinator & Principal)
3. Dr. Neha Sharma (IQAC Co-coordinator)

Special Invitee:

4. Mr. Pradeep Singhal

Agenda	Discussion and decision taken	Person Responsible	Compliance
Agenda Point 01: Review of the Minutes of last IQAC Meeting	<ul style="list-style-type: none">• Minutes were reviewed in the meeting.	Dr. Neha Sharma Dixit	---
Agenda Point 02: Reports of activities and initiatives since last IQAC Meeting	<ul style="list-style-type: none">• Report was presented in the meeting.	Dr. Neha Sharma Dixit	---
Agenda Point 03: Planning of the coming session 2020-21	<ul style="list-style-type: none">• Due to Corona Pandemic University asked for online classes which were conducted accordingly.• Planning of coming session will be done as per	Dr. Neha Sharma Dixit	---

	the order of the government in the future.		
Prospectus for session 2020-21	<ul style="list-style-type: none"> Planning for prospectus has been done. It will be published after the university has provided the guidelines regarding the admission for the new session. 	Dr. Neha Sharma Dixit	---
Academic and administrative Calendars for session 2020-21	<ul style="list-style-type: none"> As there is no information regarding the next session, calendars will be made after the university has provided the guidelines for the new session. 	Dr. Neha Sharma Dixit	---
Time table of B.A for session 2020-21	<ul style="list-style-type: none"> Time table is being made. 	Ms. Fatima	<ul style="list-style-type: none"> Time table has been made.
Agenda Point 04: Discussion on the letters received from the university/Government	<ul style="list-style-type: none"> Letters were reviewed and discussed in the meeting. 	---	---
Agenda Point 06: Any other issue with permission of the chair	<ul style="list-style-type: none"> Now onwards two different IQAC meetings will be held one for the government aided courses and the other one for self finance courses. 	Principal Mam & Dr. Neha Sharma Dixit	--
	<ul style="list-style-type: none"> Meeting ended with thanks to the chair. 	---	--

Minutes of XXXIII IQAC of Kanohar Lal Girls PG College, Meerut

Held on 30th June 2020 at 11:30 A.M at Kanohar Electricals

Members Present

5. Er. Dinesh Singhal (President)
6. Dr. Kiran Pradeep (IQAC-Coordinator & Principal)
7. Dr. Neha Sharma (IQAC Co-coordinator)

Special Invitee:

8. Mr. Pradeep Singhal

Agenda	Discussion and decision taken	Person Responsible	Compliance
Agenda Point 01: Review of the Minutes of last IQAC Meeting	<ul style="list-style-type: none">• Minutes were reviewed in the meeting.	Dr. Neha Sharma Dixit	---
Agenda Point 02: Reports of activities and initiatives since last IQAC Meeting	<ul style="list-style-type: none">• Report was presented in the meeting.	Dr. Neha Sharma Dixit	---
Agenda Point 03: Planning of the coming session 2020-21	<ul style="list-style-type: none">• Due to Corona Pandemic University asked for online classes which were conducted accordingly.• Planning of coming session will be done as per	Dr. Neha Sharma Dixit	---

	the order of the government in the future.		
Prospectus for session 2020-21	<ul style="list-style-type: none"> Planning for prospectus has been done. It will be published after the university has provided the guidelines regarding the admission for the new session. 	Dr. Neha Sharma Dixit	---
Academic and administrative Calendars for session 2020-21	<ul style="list-style-type: none"> As there is no information regarding the next session, calendars will be made after the university has provided the guidelines for the new session. 	Dr. Neha Sharma Dixit	---
Time table of B.A for session 2020-21	<ul style="list-style-type: none"> Time table is being made. 	Ms. Fatima	<ul style="list-style-type: none"> Time table has been made.
Agenda Point 04: Discussion on the letters received from the university/Government	<ul style="list-style-type: none"> Letters were reviewed and discussed in the meeting. 	---	---
Agenda Point 06: Any other issue with permission of the chair	<ul style="list-style-type: none"> Now onwards two different IQAC meetings will be held one for the government aided courses and the other one for self finance courses. 	Principal Mam & Dr. Neha Sharma Dixit	--
	<ul style="list-style-type: none"> Meeting ended with thanks to the chair. 	---	--

Minutes of XXXII IQAC of Kanohar Lal Girls PG College, Meerut

Held on 27th February 2020 at 11:30 A.M

Members Present

9. Er. Dinesh Singhal (President)
10. Dr. Kiran Pradeep (IQAC-Coordinator & Principal)
11. Dr. Neha Sharma (IQAC Co-coordinator)
12. Dr. Vinita Gupta
13. Dr. Poonam Singh
14. Dr. Venu Vanita
15. Ms. Smriti Yadav
16. Ms. Arpita Mittal
17. Ms. Garima
18. Mr. Mayank Vats
19. Mr. Sanjeev Maheshwari

Special Invitee:

20. Mr. Pradeep Singhal
21. Ms. Veena Prakash

Agenda	Discussion and decision taken	Person Responsible	Compliance
Agenda Point 01: Review of the Minutes of last IQAC Meeting	<ul style="list-style-type: none">• Medical week will be organized in the month of March.	Dr. Poonam Singh	<ul style="list-style-type: none">• Medical week was not organized as college was closed due to Covid 19 pandemic.

	<ul style="list-style-type: none"> • Help of Dr. Sushma can be taken to organize medical camp in the college. 	Dr. Poonam Singh	<ul style="list-style-type: none"> • Help of Dr. Sushma will be taken.
	<ul style="list-style-type: none"> • Visit can also be organized in the month of March by Dr. Nisha Jain and doctor from MAX hospital. 	Dr. Poonam Singh	<ul style="list-style-type: none"> • Visit was scheduled in the month of March but was not conducted due to Corona Pandemic.
	<ul style="list-style-type: none"> • Medical week can be organized in month of March. 	Dr. Poonam Singh	
	<ul style="list-style-type: none"> • In the induction new students should be made aware about the result of foundation and qualifying paper and noting should also be done in the induction file. 	All HODs	<ul style="list-style-type: none"> • Will be followed from the next session.
	<ul style="list-style-type: none"> • Different activities can be performed by medical committee like Nukar Natak, Talk, Q/A session etc. 	Dr. Poonam Singh	<ul style="list-style-type: none"> • Will be done in the coming session of 2020-21.
	<ul style="list-style-type: none"> • Regular students should be appreciated for their attendance which can motivate other students. 	All HODs	<ul style="list-style-type: none"> • This practice will be followed by every department in the coming session.
	<ul style="list-style-type: none"> • Workshop on phone app will be conducted in the month of March. 	Dr. Neha Sharma & Ms. Monika Gupta	<ul style="list-style-type: none"> • Workshop was scheduled in the month of March but was not

			conducted due to Corona Pandemic
	<ul style="list-style-type: none"> Prospectus should be discussed with the students in the induction. 	All HODs	<ul style="list-style-type: none"> Prospectus will be discussed in the coming session.
	<ul style="list-style-type: none"> Date of posting letters for short attendance should be incorporated in the academic calendar. 	Principal Mam & All HODs	<ul style="list-style-type: none"> Will be incorporated in the academic calendar of session 2020-21.
	<ul style="list-style-type: none"> First letter should be posted in the first week of September and second letter should be posted in the first week of December. 	Principal Mam & All HODs	<ul style="list-style-type: none"> Will be done in the coming session.
Agenda Point 02: Reports of activities and initiatives since last IQAC Meeting	<ul style="list-style-type: none"> Report was presented in the meeting. 	Dr. Neha Sharma Dixit	
Agenda Point 03: Planning of the remaining session of M.A	<ul style="list-style-type: none"> Planning was presented in the meeting. 	Principal mam & Dr. Neha Sharma Dixit	Due to Corona Pandemic for the remaining session teaching and activities were conducted online.
Remedial classes of Hindi spellings	<ul style="list-style-type: none"> Ms. Siddhi will take spelling and remedial classes of Hindi. 	Dr. Poonam Singh & Ms. Siddhi	<ul style="list-style-type: none"> Will be implemented in the coming session.
	<ul style="list-style-type: none"> To improve Hindi spellings various steps can be taken like 		<ul style="list-style-type: none"> All these steps will be taken in the coming session.

	organizing spelling competitions, giving certificate to students, spreading awareness about importance of spellings through posters etc.	Dr. Poonam Singh & Ms. Siddhi	
English Grammar classes	<ul style="list-style-type: none"> Classes are being conducted as per the schedule. 	Ms. Garima	--
Foundation and Qualifying courses	<ul style="list-style-type: none"> Help of NCERT books and of Science faculties from TDKL JHS . 	Dr. Venu Vanita	<ul style="list-style-type: none"> Will be done in the coming session.
Sports stall in Saarthak	<ul style="list-style-type: none"> Student Welfare Association schemes can be displayed in the stall of Saarthak. 	Ms. Fatima Hassan	<ul style="list-style-type: none"> Will be done in Saarthak 2020.
	<ul style="list-style-type: none"> Life skills page 5 class 6 		
Class test of B.A	<ul style="list-style-type: none"> Class test will continue in the coming session in the same pattern of session 2019-20. 	Principal Mam & All HODs	---
Faculties as mentor to students	<ul style="list-style-type: none"> Faculties have been made mentor of B.A I year students. 	Principal mam & Dr. Neha Sharma Dixit	<ul style="list-style-type: none"> Teachers will be mentor to the same students in the coming session and they will new students of B.A Iyear.

Requirements Of AQAR	<ul style="list-style-type: none"> Few points of AQAR like extension activities, role of students in committees, mentor-mentee ratio etc were discussed in the meeting <i>*Details can be viewed in annexure 1</i> 	Dr. Neha Sharma Dixit	---
Managing Emotions and Happiness with the help of Ramakrishna Mission literature	<ul style="list-style-type: none"> Lecture on Maslow Theory by Dr. Rahul Bansal should be arranged for the faculties. 	Dr. Neha Sharma Dixit	<ul style="list-style-type: none"> Lecture will be arranged in the coming session.
	<ul style="list-style-type: none"> Help can be taken from the books of Ramakrishna Mission literature to manage emotions and happiness. 	All Faculties	<ul style="list-style-type: none"> Some faculties had taken the books for reading.
Updation of books in the library	<ul style="list-style-type: none"> Process of issue of books should be explained to the new students on time and new books should be issued within the seven days of the procurement. 	Dr. Rakhi Tyagi	<ul style="list-style-type: none"> Will be done in the next session.
	<ul style="list-style-type: none"> A month should be fixed for the weeding of books in the library and it should be mentioned in the academic 	Principal Mam, Dr Neha Sharma Dixit & Dr. Rakhi Tyagi	<ul style="list-style-type: none"> Will be implemented in the calendar of session 2020-21

	/administrative calendar.		
Agenda Point 4: Discussion on the grievance/suggestion letters given by the students	<ul style="list-style-type: none"> Letters were reviewed and discussed in the meeting. 	--	--
Agenda Point 05: Discussion on the letters received from the university/Government	<ul style="list-style-type: none"> Letters were reviewed and discussed in the meeting. 	--	--
Agenda Point 06: Any other issue with permission of the chair	<ul style="list-style-type: none"> Activities from books of Life Skills of NCERT can be used by the Psychology Department in the Saarthak. 	Ms. Smriti Yadav	<ul style="list-style-type: none"> Efforts will be made to do it in Saarthak 2020
	<ul style="list-style-type: none"> Students who have taken Library Science as a subject in B.A should be made aware about the different kinds of jobs available to them in various organizations like record keeper etc. 	Dr. Rakhi Tyagi	<ul style="list-style-type: none"> Students will be made aware in session 2020-21.

	<ul style="list-style-type: none"> Library Act implemented in Orissa, MP and Bihar should be made available in the library. 	Dr. Rakhi Tyagi	<ul style="list-style-type: none"> Will be done in the coming session.
	<ul style="list-style-type: none"> Meeting ended with thanks to the chair. 		

Minutes of XXXI IQAC of Kanohar Lal Girls PG College, Meerut

Held on 13th December 2019 at 11:30 A.M

Members Present

22. Er. Dinesh Singhal (President)
23. Dr. Kiran Pradeep (IQAC-Coordinator & Principal)
24. Dr. Neha Sharma (IQAC Co-coordinator)
25. Dr. Vinita Gupta
26. Dr. Poonam Singh
27. Ms. Arpita Mittal
28. Ms. Garima
29. Mr. Mayank Vats
30. Mr. Rajendra Sharma

Special Invitee:

31. Mr. Pradeep Singhal
32. Ms. Veena Prakash
33. Ms. Yashika

Agenda	Discussion and decision taken	Person Responsible	Compliance
Agenda Point 01: Review of the Minutes of last IQAC Meeting	<ul style="list-style-type: none"> Government policies, various schemes should be posted on the notice board. 	Ms. Fatima	<ul style="list-style-type: none"> Policies are being posted on the notice board.
	<ul style="list-style-type: none"> Days can be fixed in a month to communicate policies or any useful information to the students. 	Ms. Fatima	<ul style="list-style-type: none"> Every second Wednesday of the month have been fixed for communicating the information to the students.
	<ul style="list-style-type: none"> Policies and news related to employment should be handled by career counseling cell. 	Ms. Fatima	<ul style="list-style-type: none"> Employment related information is being communicated to the students through their departments.
	<ul style="list-style-type: none"> Medical week can be organized in month of January. 	Dr. Poonam Singh	<ul style="list-style-type: none"> Medical week will be organized in the month of March.
	<ul style="list-style-type: none"> Help of Dr. Sushma can be taken to organize medical camp in the college. 	Dr. Poonam Singh	<ul style="list-style-type: none"> Help of Dr. Sushma will be taken.
	<ul style="list-style-type: none"> Visit can also be organized by Dr. Nisha 	Dr. Poonam Singh	<ul style="list-style-type: none"> Visit of orthopedic doctor from MAX

	Jain and doctor from MAX hospital.		hospital has been scheduled for the first week of March.
	<ul style="list-style-type: none"> In the induction new students should be made aware about the result of foundation and qualifying paper and noting should also be done in the induction file. 	All HODs	<ul style="list-style-type: none"> Will be followed from the next session.
	<ul style="list-style-type: none"> Different activities can be performed by medical committee like Nukar Natak, Talk, Q/A session etc. 	Dr. Poonam Singh	<ul style="list-style-type: none"> Will be done in the next month and will be continued in the next session.
	<ul style="list-style-type: none"> Regular students should be appreciated for their attendance which can motivate other students. 	All HODs	<ul style="list-style-type: none"> Home science department have appreciated the studnets.
Agenda Point 02: Reports of activities and initiatives since last IQAC Meeting	<ul style="list-style-type: none"> Report was presented in the meeting. 	Dr. Neha Sharma Dixit	--
Agenda Point 03: Attendance of U.G and P.G	<ul style="list-style-type: none"> Parents of the students who have short attendance should be informed by posting letter to their home address. 	Principal mam & all HODs	<ul style="list-style-type: none"> Due to unforeseen circumstances letters were not posted, will be done from the next session.

Planning of the remaining session of B.A and M.A	<ul style="list-style-type: none"> • Planning was presented in the meeting. 	Principal mam & Dr. Neha Sharma Dixit	---
Time table of M.A for II and IV semester	<ul style="list-style-type: none"> • Time table was presented in the meeting. 	Principal mam	•
Books for updated syllabus.	<ul style="list-style-type: none"> • Books for the updated syllabus should be updated in the library. 	All HODs	<ul style="list-style-type: none"> • Books have been updated.
Saarthak 2019	<ul style="list-style-type: none"> • Report on Saarthak 2019 was presented in the meeting. 	Dr. Neha Sharma	--
	<ul style="list-style-type: none"> • Registration should only be done of KLPG students. 	Dr. Neha Sharma	<ul style="list-style-type: none"> • Will be followed in Saarthak 2020.
Mentor class for B.A and M.A	<ul style="list-style-type: none"> • Due to less number of admissions in PG classes mentor classes may not be continued in each and every department. 	All HODs	<ul style="list-style-type: none"> • Each department has the prerogative to decide to conduct mentor classes.
Remedial classes for Hindi spellings	<ul style="list-style-type: none"> • Remedial classes are being conducted regularly. 	Dr. Poonam Singh	---
English speaking and grammar classes	<ul style="list-style-type: none"> • Classes are being conducted regularly. 	Ms. Garima	---
Digital Committee	<ul style="list-style-type: none"> • Workshop on phone app will be conducted in the 	Dr. Neha Sharma & Ms.	<ul style="list-style-type: none"> • Workshop will be conducted in the month

	month of January.	Monika Gupta	of March.
Foundation and Qualifying courses	<ul style="list-style-type: none"> Videos are being shown to the students. 	Dr. Venu Vanita	<ul style="list-style-type: none"> Videos were shown to the students.
	<ul style="list-style-type: none"> MCQ of the syllabus are being made. 	Dr. Venu Vanita	<ul style="list-style-type: none"> MCQs have been made of the whole syllabus.
Agenda Point 4: Discussion on the grievance/suggestion letters given by the students	<ul style="list-style-type: none"> Letters were reviewed and discussed in the meeting. 	--	--
Agenda Point 05: Discussion on the letters received from the university/Government	<ul style="list-style-type: none"> Letters were reviewed and discussed in the meeting. 	--	--
Agenda Point 06: Any other issue with permission of the chair	<ul style="list-style-type: none"> List of students should be made who have long period gap in their time table. Meeting ended with thanks to the chair. 	Ms. Fatima Hasan	<ul style="list-style-type: none"> List has been made.

Minutes of XXX IQAC of Kanohar Lal Girls PG College, Meerut

Held on 28th August 2019 at 11:00 A.M

Members Present

34. Er. Dinesh Singhal (President)
35. Dr. Kiran Pradeep (IQAC-Coordinator & Principal)
36. Dr. Neha Sharma (IQAC Co-coordinator)s
37. Dr. Vinita Gupta
38. Dr. Venu Vanita
39. Ms. Smriti Yadav
40. Ms. Arpita Mittal
41. Ms. Garima
42. Mr. Rajendra Sharma
43. Mr. Mayank Vats

Special Invitee:

44. Mr. Pradeep Singhal
45. Ms. Veena Prakash
46. Dr. Poonam Singh

Agenda	Discussion and decision taken	Person Responsible	Compliance
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<p>Agenda Point 01: Review of the Minutes of last IQAC Meeting</p>	<ul style="list-style-type: none"> • Syllabus of foundation paper can be divided in two parts and videos and MCQs can be made accordingly. 	<p>Dr. Venu Vanita</p>	<ul style="list-style-type: none"> • Syllabus will be divided in two parts. • Videos and MCQs will be completed in the current session.
	<ul style="list-style-type: none"> • Information which is useful for students like government policies, welfare schemes, scholarships etc can be communicated to students through student welfare association. 	<p>Ms. Fatima</p>	<ul style="list-style-type: none"> • Efforts are being done to communicate the schemes in the current session.
	<ul style="list-style-type: none"> • Tentative academic calendar should be made of the activities of student's welfare association. 	<p>Ms. Fatima</p>	<ul style="list-style-type: none"> • Tentative academic calendar has been made.
	<ul style="list-style-type: none"> • Students welfare association incharge can make account on Twitter to get aware about latest policies and changes. 	<p>Ms. Fatima</p>	<ul style="list-style-type: none"> • Account on twitter has been made.
	<ul style="list-style-type: none"> • Student welfare association should aware students about importance of IT and Digital Committee. 	<p>Ms. Fatima</p>	<ul style="list-style-type: none"> • Will aware the students in the current session.
	<ul style="list-style-type: none"> • Lecture can be arranged 		<ul style="list-style-type: none"> • Lectures are being

	on every II and IV Friday by SWA to communicate policies to students.		arranged.
	<ul style="list-style-type: none"> • Policies related to students can be communicated in Saarthak. 	Principal Mam	<ul style="list-style-type: none"> • Policies were communicated in Saarthak.
	<ul style="list-style-type: none"> • Yoga camp for five days will be held in the month of September. 	Ms. Smriti	<ul style="list-style-type: none"> • Yoga camp was organized.
	<ul style="list-style-type: none"> • Ms. Smriti has taken an initiative to teach some portion of sports syllabus which is related to Psychology. 	Ms. Smriti Yadav	<ul style="list-style-type: none"> • Ms. Smriti will teach in the current session.
	<ul style="list-style-type: none"> • Student welfare committee and medical committee can jointly organize a medical camp in the college. 	Dr. Poonam Singh and Ms. Fatima	<ul style="list-style-type: none"> • Camp will be organized in the month of January.
	<ul style="list-style-type: none"> • Different activities can be performed by medical committee like Nukar Natak, Talk, Q/A session etc. 	Dr. Poonam Singh	<ul style="list-style-type: none"> • Will be done in the current session.
	<ul style="list-style-type: none"> • Weekly calendar of doctor visit should be made. 	Ms. Poonam	<ul style="list-style-type: none"> • Weekly calendar is being made.

Agenda Point 02: Reports of activities and initiatives since last IQAC Meeting	<ul style="list-style-type: none"> Report was presented in the meeting. 	---	--
Agenda Point 03: Admission for session 2019-20 of U.G and P.G	<ul style="list-style-type: none"> Planning was presented in the meeting with the academic calendar of the next session. 	Dr. Neha Sharma	
Result of 218-19 of B.A and M.A	<ul style="list-style-type: none"> Result was discussed in the meeting. If ex-students want they can attend classes with permission from the principal. 	Principal mam & Dr. Neha Sharma	---
Attendance of U.G and P.G	<ul style="list-style-type: none"> Discussion was done on increasing the student attendance in the classroom. 	All faculties	<ul style="list-style-type: none"> Regular students should be appreciated for their attendance which can motivate other students.
Academic Calendar for session 2019-20	<ul style="list-style-type: none"> Academic calendar was presented in the meeting. 	Dr. Neha Sharma	--
Planning for the current academic session	<ul style="list-style-type: none"> Planning of current session was presented in the meeting. 	Dr. Neha Sharma	--
Induction of students	<ul style="list-style-type: none"> During induction students should be made aware about the number of students who got back in foundation or qualifying papers. 	All HODs	<ul style="list-style-type: none"> Students will be made aware in next session.

Time Table of B.A for session 2019-20	<ul style="list-style-type: none"> Problems encountered in making the time table during the last sessions and in current session should be noted in the time table file. How those problems were resolved should also be noted. Concerned faculties should sign it. 	Ms. Fatima Hasan & Ms. Siddhi Gupta	<ul style="list-style-type: none"> Problems will be noted and presented soon.
	<ul style="list-style-type: none"> Common problems encountered in every session should also be noted in the time table file. 	Ms. Fatima Hasan & Ms. Siddhi Gupta	
Saarthak 2019	<ul style="list-style-type: none"> Saarthak will be held on 16th and 17th November 2019. 	All teaching and non-teaching staff	<ul style="list-style-type: none"> Saarthak was held 16th and 17th November 2019.
Mentor class for B.A and M.A	<ul style="list-style-type: none"> Due to less number of admission in PG classes mentor classes may not be continued. 	--	<ul style="list-style-type: none"> Mentor classes will be arranged in next session as per the student strength.
Remedial classes for Hindi spellings	<ul style="list-style-type: none"> Remedial classes have been incorporated in the time table. 	Dr. Poonam Singh	---
English speaking and grammar classes	<ul style="list-style-type: none"> Classes are being conducted regularly and have been incorporated in the time table. 	Ms. Garima	---

Committee Posters	<ul style="list-style-type: none"> • Committee posters were presented in the meeting. 	All committee co-ordinaters	---
Digital Committee	<ul style="list-style-type: none"> • Digital committee is conducting a free of cost workshop for the students which were communicated in the meeting. 	Dr. Neha Sharma & Ms. Monika Gupta	<ul style="list-style-type: none"> • Workshop was conducted in the month of September.
Change of syllabus in some subjects	<ul style="list-style-type: none"> • Members of the IQAC were informed about the updated syllabus . 	---	---
Updating of subject books in the library	<ul style="list-style-type: none"> • Every department should regularly visit the library and update the books of their subjects accordingly. 	All HODs	<ul style="list-style-type: none"> • Faculties are visiting the library and books are being updated.
Games syllabus	<ul style="list-style-type: none"> • Distribution of the sports syllabus was presented in the meeting. 	Principal Mam & Dr. Neha Sharma	<ul style="list-style-type: none"> • Syllabus is being taught as per the distribution.
Foundation syllabus	<ul style="list-style-type: none"> • A pamphlet should be made of the foundation and qualifying papers. 	Dr. Neha Sharma	<ul style="list-style-type: none"> • Pamphlet was made and distributed to the students during Saarthak.
Agenda Point 4: Discussion on the	<ul style="list-style-type: none"> • Letters were reviewed and discussed in the meeting. 	--	--

<p>grievance/suggestion letters given by the students</p>			
<p>Agenda Point 05: Discussion on the letters received from the university/Government</p>	<ul style="list-style-type: none"> • Letters were reviewed and discussed in the meeting. 	<p>--</p>	<p>--</p>
<p>Agenda Point 06: Any other issue with permission of the chair</p>	<ul style="list-style-type: none"> • Students should be motivated to attend classes using different incentive and appreciation techniques. • List of students should be made who have long period gap in their time table. • Meeting ended with thanks to the chair. 	<p>All HODs</p>	<ul style="list-style-type: none"> • Discussions are being done to increase the attendance. • List will be made and presented soon.

Minutes of XXXII B.Ed IQAC

Held on 28/02/2020 at 12:30 P.M

Member presented:-

1. Er. Dinesh Singhal (President)
2. Dr. Kiran Pradeep (Principal and IQAC Coordinator)
3. Dr. Neha Sharma (IQAC Co-coordinator)
4. Ms. Saiyada
5. Ms. Monika
6. Ms. Seema Saini
7. Mr. Sanjeev Maheshwari
8. Mr. Mayank Vats

Special Invitee:

9. Mr. Pradeep Singhal

Agenda	Discussion and Decision taken	Person Responsible	Compliance
Agenda No. 1: Review of the Minutes of last IQAC Meeting	<ul style="list-style-type: none">• A flex will be made on comparison between the different educationists.	All faculties	<ul style="list-style-type: none">• Flex was not made due to sudden closure of college due to Covid19.
	<ul style="list-style-type: none">• Books of 1000 words should be issued to the students .	All faculties	<ul style="list-style-type: none">• Books were not issued due to sudden closure of college due to Covid19.

Agenda No. 2 Report of activities held since last IQAC meeting.	<ul style="list-style-type: none"> • Report was presented in the meeting. 		---
Agenda No. 3 Planning of remaining session 2019-20	<ul style="list-style-type: none"> • Planning was presented in the meeting. 	Dr. Neha Sharma Dixit	<ul style="list-style-type: none"> • Session was completed as per the guidelines given by the university in wake of pandemic.
Attendance	<ul style="list-style-type: none"> • Feeling of belongingness and Feel Good Factor should be created among the students to motivate them to attend classes. 	All faculties	<ul style="list-style-type: none"> • Students came regularly till the closure of college and attended online classes regularly.
Time table	<ul style="list-style-type: none"> • Time table was presented in the meeting. 	Dr Neha Sharma Dixit	---
Internship of II year students	<ul style="list-style-type: none"> • Feedback on internship of students will be taken from their concerned schools. 	Dr. Neha Sharma Dixit	<ul style="list-style-type: none"> • Feedback was good and some students were offered jobs.
Macro Teaching	<ul style="list-style-type: none"> • Will be conducted in month of April in TDKL JHS 		<ul style="list-style-type: none"> • Macro teaching was not conducted due to Covid19.
New subject introduced in II year	<ul style="list-style-type: none"> • New subject Nai Talim has been introduced in B.Ed II year. Notes are being sent on whatsapp group as studnets are on internship. Revision will 		<ul style="list-style-type: none"> • Revision was not done as college was closed due to Covid19. Syllabus was completed online.

	be done in April when studnets will return from internship.		
Internal Exam of I and II year	<ul style="list-style-type: none"> Exams will be conducted in the month of April. 	Ms. Seema Saini	<ul style="list-style-type: none"> Exams were not conducted due to Covid19.
Agenda No:4 Any other issue with permission of the chair	<ul style="list-style-type: none"> List should be made of Good Practices of TDKL JHS and students should visit the school. 	Ms. Saiyada	<ul style="list-style-type: none"> Visit was not done due to Covid19.
	<ul style="list-style-type: none"> Make file on experiences of Medha. 	Ms. Sema Saini	<ul style="list-style-type: none"> File will be made in coming session.
	<ul style="list-style-type: none"> Group discussion should be done among I year students on following topics: <ul style="list-style-type: none"> Why you cannot beat students now? Why are students more sensitive today? If students does not respect teacher who is to blame teacher or students? Difference between old teacher and new teacher. How can you be more effective teacher? What is team and teamwork? What are the difficulties 		<ul style="list-style-type: none"> GD will be done when college opens.

	in making team and how to solve them?		
	<ul style="list-style-type: none"> ▪ Meeting ended with thanks to the chair. 	--	--

Minutes of XXXII IQAC Of Commerce Department

Held on 28/02/2020 at 1:30 P.M

Member presented:-

10. Er. Dinesh Singhal (President)
11. Dr. Kiran Pradeep (IQAC Co-ordinator & Principal))
12. Dr. Neha Sharma (IQAC Co-coordinator)
13. Ms. Monika Gupta
14. Ms. Deepa Jain
15. Ms. Roopa Chauhan
16. Ms. Aanchal Gupta
17. Ms. Garima Kaushik
18. Ms. Sheetal
19. Ms. Ifra
20. Mr. Sanjeev Maheshwari
21. Mr. Mayank Vats

Special Invitee:

22. Mr. Pradeep Singhal

Agenda	Discussion and Decision taken	Person Responsible	Compliance
Agenda No. 1: Review of the Minutes of last IQAC Meeting	<ul style="list-style-type: none"> Lecture will be conducted in the month of March. 	Ms. Roopa Chauhan	<ul style="list-style-type: none"> Lecture was not conducted as college was closed due to Covid19..
	<ul style="list-style-type: none"> Three students should be selected every year for appreciation in the department. 		<ul style="list-style-type: none"> Students of the year will be selected in this session and rewarded in the coming session.
	<ul style="list-style-type: none"> List should be made of work/jobs which can be done from home. 		<ul style="list-style-type: none"> List will be made in session 2020-21.
Agenda Point 02: Reports of activities and initiatives since last IQAC Meeting	<ul style="list-style-type: none"> Report was presented in the meeting 	Ms. Monica Gupta	---
Agenda Point 03: Planning of remaining session of M.Com 2019-20	<ul style="list-style-type: none"> Planning was presented in the meeting. 	Ms. Monica Gupta	<ul style="list-style-type: none"> Remaining session was conducted online due to Covid19.
Commerce Lab	<ul style="list-style-type: none"> Report should be made on purpose of commerce lab and activities which can be conducted in commerce lab. 	Ms. Aachal Gupta	<ul style="list-style-type: none"> Report will be made in session 2020-21.

Olympiads	<ul style="list-style-type: none"> Level 2 of G.K and Accounts olympiads will be made. (accounts Olympiad was held on 27/02/2020) 	Ms. Monika Gupta	<ul style="list-style-type: none"> Due to Covid19 Olympiads were not made, will be made in session 2020-21.
Industrial visit	<ul style="list-style-type: none"> Students will be taken to MSME for visit. 	Ms. Monika Gupta	<ul style="list-style-type: none"> Visit was not conducted due to Covid19.
Digital Committee	<ul style="list-style-type: none"> Workshop on phone app will be conducted in the month of April. 	Ms. Monika Gupta and Dr. Neha Sharma Dixit	<ul style="list-style-type: none"> Workshop will be conducted when college reopens.
	<ul style="list-style-type: none"> Lecture will be organized on Cyber Safety in the next session for the students of KLPG and TDKL Inter . 	Ms. Monika Gupta and Dr. Neha Sharma Dixit	<ul style="list-style-type: none"> Lecture will be organised once college and school reopens.
Career Counseling Cell	<ul style="list-style-type: none"> Students should work more extensively on file of the cell and should be motivated to visit more places like banks, Employment exchange, Job fairs, etc. 	Ms. Monika Gupta	<ul style="list-style-type: none"> File will be updated and studnets will be motivated in session 2020-21.
Lecture by senior students	<ul style="list-style-type: none"> Lecture was conducted by senior students. 	Ms. Monika Gupta	--
Agenda Point 04: Any other issue with permission of the chair	<ul style="list-style-type: none"> Achievements of the commerce department should be noted in the departmental file. 	Ms. Monika Gupta	<ul style="list-style-type: none"> Achievements will be noted in session 2020-21.
	<ul style="list-style-type: none"> To motivate friendship among the student's group activities should be conducted in the beginning 		<ul style="list-style-type: none"> Group activities were conducted and will be continued in the next session.

	of the session.		
	<ul style="list-style-type: none"> Students should be asked to observe different kind of business in their surroundings. 	Ms. Ifra	<ul style="list-style-type: none"> Students will be motivated to be more observant in coming sessions.
	<ul style="list-style-type: none"> Business environment syllabus can be divided among students in group. 		<ul style="list-style-type: none"> Syllabus will be divided in the coming session.
	<ul style="list-style-type: none"> Students can be made aware about the online career opportunities like online tuitions, to fill different kinds of forms etc. 	Ms. Aachal Gupta	<ul style="list-style-type: none"> Will aware the students in the session 2020-21.
	<ul style="list-style-type: none"> Students can also search different business opportunities like How to open a parlour or play school, pre-school ? etc 		<ul style="list-style-type: none"> Will guide the students in the session 2020-21.
	<ul style="list-style-type: none"> Videos of basic topics can be shared with students in whatsapp group. 	All faculties	<ul style="list-style-type: none"> Videos were shared in the whatsapp group.
	<ul style="list-style-type: none"> Meeting ended with thanks to the chair. 		

Minutes of XXXI B.Ed IQAC

Held on 13/12/2019 at 1:30 P.M

Member presented:-

- 23. Er. Dinesh Singhal
- 24. Dr. Kiran Pradeep Dr. Neha Sharma
- 25. Ms. Saiyada
- 26. Ms. Monika
- 27. Ms. Anjali
- 28. Ms. Seema Saini
- 29. Mr. Rajendra Sharma
- 30. Mr. Mayank Vats

Special Invitee:

- 31. Mr. Pradeep Singhal

Agenda	Discussion and Decision taken	Person Responsible	Compliance
Agenda No. 1: Review of the Minutes of last IQAC Meeting	<ul style="list-style-type: none">• A flex can be made of comparison between the different educationists.	Ms. Saiyada	<ul style="list-style-type: none">• Groups were made for discussion on different educationists.
	<ul style="list-style-type: none">• Students should be taught 1000 words of English of daily use.	All faculties	<ul style="list-style-type: none">• Students are being taught in the current session.

	<ul style="list-style-type: none"> • Faculties should have discussion on: <ul style="list-style-type: none"> ▪ What is B.Ed? ▪ Why study B.Ed? • How their respective teaching subjects are relevant in the B.Ed course? 		<ul style="list-style-type: none"> • Discussion has been done.
Agenda No. 2 Report of activities held since last IQAC meeting.	<ul style="list-style-type: none"> • Report was presented in the meeting. 		---
Agenda No. 3 Result of session 2018-19	<ul style="list-style-type: none"> • Result was presented in the meeting. 	Ms. Seema Saini	---
Planning of the remaining session 2019-20	<ul style="list-style-type: none"> • Planning was presented in the meeting. 	Dr. Neha Sharma Dixit	---
Attendance	<ul style="list-style-type: none"> • Students are being motivated to attend classes regularly. 	All faculties	<ul style="list-style-type: none"> • Students are coming regularly.
Time table	<ul style="list-style-type: none"> • Time table was presented in the meeting. 	Dr Neha Sharma Dixit	---
Internship of II year students	<ul style="list-style-type: none"> • Students will go on internship from 02/12/2019 	Dr. Neha Sharma Dixit	<ul style="list-style-type: none"> • Students have gone on internship.
Saarthak 2019	<ul style="list-style-type: none"> • Saarthak report was presented in the meeting. 		---

Various activities incorporated in the time table.	<ul style="list-style-type: none"> Do develop overall personality of the students various new activities have been incorporated in the time table. 		<ul style="list-style-type: none"> Activities are being conducted regularly.
Micro teaching	<ul style="list-style-type: none"> Micro teaching will be conducted in the month of January. 	All faculties	<ul style="list-style-type: none"> Micro teaching was conducted.
Teaching practice of B.Ed 1 st year	<ul style="list-style-type: none"> Teaching practice will be conducted in April. 	Dr. Neha Sharma Dixit	--
Agenda No:4 Any other issue with permission of the chair	<ul style="list-style-type: none"> Meeting ended with thanks to the chair. 	--	--

Minutes of XXXI IQAC Of Commerce Department
Held on 17/12/2019 at 1:30 P.M

Member presented:-

32. Er. Dinesh Singhal (President)
33. Dr. Kiran Pradeep (IQAC Co-ordinator & Principal))
34. Dr. Neha Sharma (IQAC Co-coordinator)
35. Ms. Monika Gupta
36. Ms. Deepa Jain
37. Ms. Roopa Chauhan
38. Ms. Aanchal Gupta

- 39. Ms. Garima Kaushik
- 40. Ms. Sheetal
- 41. Ms. Ifra
- 42. Mr. Rajendra Sharma
- 43. Mr. Mayank Vats

Special Invitee:

- 44. Mr. Pradeep Singhal

Agenda	Discussion and Decision taken	Person Responsible	Compliance
Agenda No. 1: Review of the Minutes of last IQAC Meeting	<ul style="list-style-type: none"> • Lecture on different career options will be conducted. 	Ms. Roopa Chauhan	<ul style="list-style-type: none"> • Lecture will be conducted in the month of March.
	<ul style="list-style-type: none"> • Faculties can follow Ministry of corporate Affairs, Ministry of Finance, CNBC, Niti Aayog, Economic Times on Twitter. 		<ul style="list-style-type: none"> • Faculties are relevant topics and people ministries on twitter.
	<ul style="list-style-type: none"> • If students want extra class of mathematics can be arranged. 		<ul style="list-style-type: none"> • Students did not show interest in extra class.
	<ul style="list-style-type: none"> • HALL OF FAME should be made to honor our ex- students who are doing jobs. 		<ul style="list-style-type: none"> • HALL OF FAME has been made.
	<ul style="list-style-type: none"> • Three students should be selected every year for appreciation in the department. 		<ul style="list-style-type: none"> • Students of the year will be selected in this session and rewarded in the next session.

Agenda Point 02: Reports of activities and initiatives since last IQAC Meeting	<ul style="list-style-type: none"> Report was presented in the meeting 	Ms. Monica Gupta	--
Agenda Point 03: Planning of current academic session 2019-20	<ul style="list-style-type: none"> Planning was presented in the meeting. 	Ms. Monica Gupta	--
Saarthak 2019	<ul style="list-style-type: none"> Report on Saarthak was presented in the meeting. 	Dr. Neha Sharma Dixit	--
Bio-metric System	<ul style="list-style-type: none"> System is being updated and filters will be applied as per the need. 	Ms. Monika Gupta	<ul style="list-style-type: none"> System has been updated.
Commerce Lab	<ul style="list-style-type: none"> Episode 3 will be conducted on 'One Person Company'. 	Ms. Aachal Gupta	Episode 3 will be conducted in the next session.
Olympiads	<ul style="list-style-type: none"> Accounts Olympiad will be conducted. 	Ms. Monika Gupta	<ul style="list-style-type: none"> Account Olympiad is scheduled to be held on 27/02/2020.
Trip for studnets	<ul style="list-style-type: none"> Recreational Trip will be conducted for the students. 	Ms. Monika Gupta	<ul style="list-style-type: none"> Trip was conducted in the on
Digital Committee	<ul style="list-style-type: none"> Workshop on phone app will be conducted in the month of January. 	Ms. Monika Gupta and Dr. Neha Sharma Dixit	<ul style="list-style-type: none"> Workshop will be conducted soon.
Awareness about Cyber Crime	<ul style="list-style-type: none"> Digital committee should create awareness about 	Ms. Monika Gupta and Dr. Neha Sharma Dixit	<ul style="list-style-type: none"> Planning is being done to conduct in the next

	cybercrime. Inter college can also be involved.		session.
Career Counseling Cell	<ul style="list-style-type: none"> Students should make file of the cell and can go to visit different Mandis, bank, Employment exchange Office etc. 	Ms. Monica Gupta	<ul style="list-style-type: none"> Students went to Anaj Mandi.
Lecture by Medha students	<ul style="list-style-type: none"> Lecture should be conducted by Medha students. 		<ul style="list-style-type: none"> Lecture was conducted.
	<ul style="list-style-type: none"> File should be made of Medha. 		<ul style="list-style-type: none"> File was made.
Agenda Point 04: Any other issue with permission of the chair	<ul style="list-style-type: none"> Achievements of the commerce department should be noted in the departmental file. 		<ul style="list-style-type: none"> Achievements will be noted soon.
	<ul style="list-style-type: none"> To motivate friendship among the student's group activities should be conducted in the beginning of the session. 		<ul style="list-style-type: none"> Group activities were conducted and will be continued in the next session.
	<ul style="list-style-type: none"> Students should be asked to observe different kind of business in their surroundings. 	Ms. Ifra	--
	<ul style="list-style-type: none"> Business environment syllabus can be divided among students in group. 		<ul style="list-style-type: none"> Syllabus was not divided among the students.
	<ul style="list-style-type: none"> Students can be made aware about the online career opportunities like online tuitions, to fill different kinds of forms etc. 	Ms. Aachal Gupta	<ul style="list-style-type: none"> Will aware the students in the remaining session.

	<ul style="list-style-type: none"> Students can also search different business opportunities like How to open a parlour or play school, pre-school ? etc 		<ul style="list-style-type: none"> Will guide the students in the remaining session.
	<ul style="list-style-type: none"> Meeting ended with thanks to the chair. 		

Minutes of XXX B.Ed IQAC
Held on 28/08/2019 at 1:30 P.M

Member presented:-

- 45. Er. Dinesh Singhal
- 46. Dr. Kiran Pradeep
- 47. Dr. Neha Sharma
- 48. Dr. Meenu Sharma
- 49. Ms. Monika
- 50. Ms. Anjali
- 51. Ms. Seema Saini

Special Invitee:

- 52. Mr. Pradeep Singhal

Agenda	Discussion and Decision taken	Person Responsible	Compliance
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Agenda No. 1: Review of the Minutes of last IQAC Meeting	<ul style="list-style-type: none"> • A flex can be made of comparison between the different educationists. 	Dr. Meenu Sharma	<ul style="list-style-type: none"> • Efforts will be done to do it in the current session
	<ul style="list-style-type: none"> • Students should be taught 1000 words of English of daily use. 	Ms. Monika	<ul style="list-style-type: none"> • Students will be taught in the current session.
Agenda No. 2 Admission for session 2019-20	<ul style="list-style-type: none"> • Admissions were discussed in the meeting. 	Dr. Meenu Sharma	---
Result of session 2018-19	<ul style="list-style-type: none"> • Result has not been declared as practical exams have yet not been conducted. 	Dr. Meenu Sharma	---
Planning of the current session 2019-20	<ul style="list-style-type: none"> • Planning was presented in the meeting. 	Dr. Meenu Sharma & Dr. Neha Sharma	---
Infrastructure planning for session 2019-20	<ul style="list-style-type: none"> • Planning was discussed in the meeting. 	Principal Mam, Dr Neha Sharma & Dr. Meenu Sharma	---
Attendance	<ul style="list-style-type: none"> • Students should be motivated to attend classes regularly and students who are not coming should be called. 	Dr. Meenu Sharma & Dr. Neha Sharma	Students who are not coming regularly are being called and asked to attend classes.
Time Table	<ul style="list-style-type: none"> • Time Table was discussed in the meeting. 		---

Induction of the students in the new session	<ul style="list-style-type: none"> • Induction of the 1st and 2nd year students was done as per the schedule. 		---
Saarthak 2019	<ul style="list-style-type: none"> • Saarthak 2019 is to be held on 16 and 17 November 2019. 	All faculties	<ul style="list-style-type: none"> • Saarthak was held on 16 and 17 November 2019.
Agenda No:4 Any other issue with permission of the chair	<ul style="list-style-type: none"> • Faculties should have discussion on: <ul style="list-style-type: none"> ▪ What is B.Ed? ▪ Why study B.Ed? ▪ How their respective teaching subjects are relevant in the B.Ed course? 	All faculties	<ul style="list-style-type: none"> • Will do it before the next IQAC meeting.
	<ul style="list-style-type: none"> • Meeting ended with thanks to the chair. 		

Minutes of XXX IQAC Of Commerce Department
Held on 29/08/2019 at 1:30 P.M

Member presented:-

- 53. Er. Dinesh Singhal (President)
- 54. Dr. Kiran Pradeep (IQAC Co-ordinator & Principal))
- 55. Dr. Neha Sharma (IQAC Co-coordinator)
- 56. Ms. Monika Gupta
- 57. Ms. Deepa Jain
- 58. Ms. Roopa Chauhan

- 59. Ms. Aanchal Gupta
- 60. Ms. Garima Kaushik
- 61. Ms. Sheetal
- 62. Ms. Ifra
- 63. Mr. Rajendra Sharma
- 64. Mr. Mayank Vats

Special Invitee:

- 65. Mr. Pradeep Singhal

Agenda	Discussion and Decision taken	Person Responsible	Compliance
<p>Agenda No. 1:</p> <p>Review of the Minutes of last IQAC Meeting</p>	<ul style="list-style-type: none"> • Objectives of the subject to be communicated in induction should include all the units of the syllabus of the subject. 	<p>Ms. Monika Gupta</p>	<ul style="list-style-type: none"> • Objectives have been made and help of Mr. Kamboj was taken.
	<ul style="list-style-type: none"> • Lecture on different career options will be conducted in the next session. 	<p>Ms. Roopa Chauhan</p>	<ul style="list-style-type: none"> • Lecture will be conducted in the month of December.
<p>Agenda Point 02:</p> <p>Reports of activities and initiatives since last IQAC Meeting</p>	<ul style="list-style-type: none"> • Report was presented in the meeting 		<p>--</p>

Agenda Point 03: Discussion on : Admission of session 2019-20	<ul style="list-style-type: none"> • IQAC members were informed about the admission status of the department. 	Ms. Monika Gupta	--
Result of session 2018-19	<ul style="list-style-type: none"> • Result was presented in the meeting. If they want ex-students who have got back in any subject can be invited for attending classes. 		<ul style="list-style-type: none"> • Students will be permitted to attend classes.
Planning of current academic session 2019-20	<ul style="list-style-type: none"> • Planning was presented in the meeting. 		---
Induction of I year studnets	<ul style="list-style-type: none"> • Induction was conducted as per the schedule. 	Dr. Neha Sharma	---
Saarthak 2019	<ul style="list-style-type: none"> • Saarthak 2019 will be organised on 16th and 17th November 2019. 	All faculties	<ul style="list-style-type: none"> • Saarthak was organized on 16th and 17th November 2019.
Bio-Metric System	<ul style="list-style-type: none"> • Bio-metric system is being updated. 	Kanohar Factory	<ul style="list-style-type: none"> • Bio-metric system is working properly.
Commerce Lab	<ul style="list-style-type: none"> • Episode 1 of commerce play has been done. Episode 2 on LLP will be played soon. 	Ms. Aachal Gupta	<ul style="list-style-type: none"> • Episode 2 on LLP has been played.
Digital Committee	<ul style="list-style-type: none"> • Digital committee is conducting a free of cost workshop for the students which were communicated in the meeting. 	Dr. Neha Sharma & Ms. Monica Gupta	<ul style="list-style-type: none"> • Workshop was conducted in the month of September.

Olympiads	<ul style="list-style-type: none"> Olympiads will be conducted in the current session. 		<ul style="list-style-type: none"> Maths Olympiad has been conducted.
Agenda Point 04: Any other issue with permission of the chair	<ul style="list-style-type: none"> Get together of new and senior students should be conducted in the starting of the session. 	Ms. Monica Gupta	<ul style="list-style-type: none"> Get together was conducted in the beginning of the session.
	<ul style="list-style-type: none"> Ex- students who are doing job can be invited to give lectures to the students. 		<ul style="list-style-type: none"> Ex-students are being invited.
	<ul style="list-style-type: none"> Students should be made aware about career opportunities in different fields other than commerce. Emphasis should be given on creating awareness about software industry for a commerce graduate. 		Dr. Neha Sharma & Ms. Monica Gupta
	<ul style="list-style-type: none"> HALL OF FAME should be made to honor our ex- students who are doing jobs. 	<ul style="list-style-type: none"> HALL OF FAME will be made in the current session. 	
	<ul style="list-style-type: none"> Three students should be selected every year for appreciation in the department. 	<ul style="list-style-type: none"> Students of the year will be selected in this session. Selection will be made on different criterions. 	
	<ul style="list-style-type: none"> All the faculties should open their twitter account. 	<ul style="list-style-type: none"> Faculties have opened twitter account. 	
	<ul style="list-style-type: none"> A talk will be held of the faculties with the Chairman Sir to discuss Business Environment. 	All faculties	<ul style="list-style-type: none"> Talk was held with the Chairman Sir.
	<ul style="list-style-type: none"> Meeting ended with thanks to the chair. 		

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