



AKLANK COLLEGE OF EDUCATION
Basant Vihar, Kota, Rajasthan

Ref : ACE /2024/Order NAAC/2198 B

Date: 12/12/2024

OFFICE ORDER

This is to inform you that a meeting of all staff members will be held at sudha kalash on 15th December 2024 at 12:15 P.M.

The agenda is as follows-

1. To discuss the NAAC points.
2. To discuss on organising various committee for NAAC.

All are requested to attend the same.

(Dr. Pinky Shrivastava)

NAAC Coordinator

Copy -

1. Office of the President and Secretary for information,
2. Principal, Aklank college of Education
3. Guard file for record



AKLANK COLLEGE OF EDUCATION

Basant Vihar, Kota, Rajasthan

MINUTES OF MEETING

Date - 15th December 2024

Time - 12:15 to 4:00 P.M.

Venue- Sudha Kalash (ACE)

Following members attended the meeting:

S.No.	Members	Designation	Signature
1.	Shri Peeyush Jain (President)	Chair Person	
2.	Mrs. Priyanka Malik	Assistant Professor	
3.	Dr. Pinky Shrivastava	Assistant Professor	
4.	Mrs. Namrata Jain	Assistant Professor	
5.	Dr. Laxmi Khandelwal	Assistant Professor	
6.	Dr. Kiran Gupta	Assistant Professor	
7.	Mr. Yogesh Sharma	Assistant Professor	
8.	Dr. Misha Sharma	Assistant Professor	
9.	Ms. Sarita Jain	Assistant Professor	
10.	Dr. Rashmi Priyadarshani	Assistant Professor	
11.	Dr. Indubala Sharma	Assistant Professor	
12.	Dr. Ruchi Jain	Assistant Professor	
13.	Dr. Ranjana Gupta	Assistant professor	
14.	Dr. Sunayana Gangele	Assistant Professor	
15.	Mrs. Kusum Sharma	Assistant Professor	
16.	Mr. Krishna Kanhaiya Goswami	Assistant Professor	
17.	Mrs. Sumita Kapoor	Assistant Professor	
18.	Mrs. Babita Pathak	Assistant Professor	
19.	Dr. Sonal	Assistant professor	
20.	Mrs. Geeta Rathore	Assistant Professor	
21.	Ms. Divya Vijay	Assistant Professor	
22.	Dr. Pritima Vayas	Librarian	

Following members were absent in the meeting:

S.No.	Members	Designation
1.	Dr. Reema Agarwal	Assistant Professor

Points of discussion in the meeting:

1. Coordinator welcomed all the members and explained the agenda of the meeting.
2. Discussion to organised various committee for NAAC.
3. Discussion on website update.
4. Registration of NSS and appointment of main officer.
5. Registration of Alumni Cell.
6. Creation of E-content and upload to social media.

Resolutions:

Agenda Points	Resolutions	Responsible Person	Target Timeline	Remarks
1.	Welcomed the members of the staff council	Coordinator	Closed in the meeting	-
2.	Discussed to organize various committee for NAAC	All staff members	Closed in the meeting	-
3.	Website updated	Coordinator	Regular check	Regular check by coordinator
4.	Registration of NSS and appointment of main officer	Coordinator	30 days	Regular discussion
5.	Registration of Alumni Cell	Coordinator	30 days	Regular discussion
6.	Creation of E – Content and upload to social media	Coordinator	Regular	Regular check by coordinator

Minutes submitted by:



((Dr. Pinky Shrivastava)

NAAC Coordinator



AKLANK COLLEGE OF EDUCATION

Basant Vihar, Kota, Rajasthan

Date: 12th January 2025

Action Taken Report

Action taken report of the decision taken in the meeting held on 15th December 2024.

1. The process of NSS registration is ongoing.
2. The process of Alumni registration is ongoing.
3. Ensure to check on timely website.
4. Ensure the check on E-content.

(Dr. Pinky Srivastava)

NAAC Coordinator

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