



AKLANK COLLEGE OF EDUCATION
Basant Vihar, Kota, Rajasthan

Ref : ACE /2025/Order NAAC/2203 B

Date: 09/01/2025

OFFICE ORDER

This is to inform you that a meeting of all staff members will be held at sudha kalash on 12th January 2025 at 12:30 P.M.

The agenda is as follows-

1. Finalization of Vision Mission and core values of the Institution
2. Review the status of Alumni Association and NSS unit
3. Status Update on Data Collection and Documentation
4. Action Plan for NAAC Documentation
5. Detailed Discussion on Criterion 1
6. Detailed Discussion on Criterion 2

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- 12th January 2025

Time - 12:30 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.	Ms. Divya Vijay	Assistant Professor

points of discussion in the meeting:

1. Coordinator welcomed all the members and explained the agenda of the meeting.
2. Discussed the minutes of previous meeting.
3. Finalization of Vision Mission and core values of the Institution.
4. Review the status of Alumni Association and NSS unit.
5. Status Update on Data Collection and Documentation.
6. Action Plan for NAAC Documentation.
7. Detailed discussion on Criterion 1.
8. Detailed Discussion on Criterion 2.

Resolutions:

Agenda Point	Resolutions	Responsible Person	Target Timeline	Remarks
1.	Welcome the members of staff council	Coordinator	Closed in the meeting	
2.	Discussed the minutes of previous meeting.	coordinator	Closed in the meeting	
3.	Finalization of Vision Mission and Core value of the Institution.	Coordinator	30 days	Regular discussion
4.	Review the status of Alumni association and NSS unit	Coordinators	15 days	Regular discussion
5.	Status update on data collection and documentation	All staff members	30 days	Regular discussion
6.	Action plan for NAAC documentation	All staff members	Regular	Regular discussion
7.	Detailed discussion on criterion 1	Coordinator	30 days	Regular discussion by coordinator among the all staff members
8.	Detailed discussion on criterion 2	Coordinator	30 days	Regular discussion by coordinator among the all staff members

Minutes Submitted By:



(Dr. Pinky Shrivastava)

NAAC Coordinator



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Date: 04th March 2025

Action Taken Report

Action taken report of the decision taken in the meeting held on 04th March 2025.

- The process of action plan for NAAC documentation is on-going
- Ensure to check on data collection and documentation.
- Ensure the check timely NSS status.
- Ensure the activities of the Alumni association.
- Ensure the documentation process of the criterion 1.
- Ensure the documentation process of the criterion 2.

(Dr. Pinky Shrivastava)

NAAC coordinator

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