



AKLANK COLLEGE OF EDUCATION
Basant Vihar, Kota, Rajasthan

Ref : ACE /2025/Order NAAC/2050 C

Date: 27/02/2025

OFFICE ORDER

This is to inform you that a meeting of all staff members will be held at Sudha Kalash on 4th March 2025 at 11:30 A.M.

The agenda is as follows-

1. NSS (National Service Scheme) Activities
2. Alumni Association (Membership, Engagement, and Contributions)
3. Course File Review (Completion and Compliance)
4. Mentor-Mentee Report (Submission and Evaluation)
5. Minutes of Staff Council and Various Clubs (Review and Documentation)
6. Finalization of Institutional Vision, Mission, and Core Values
7. Stock Register (Inventory Check and Documentation).

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 - 04th March 2025

Time - 11:30 to 3:30 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. Indubala Sharma	Assistant Professor	
11.	Dr. Ruchi Jain	Assistant Professor	
12.	Dr. Ranjana Gupta	Assistant professor	
13.	Dr. Sunayana Gangele	Assistant Professor	
14.	Mrs. Kusum Sharma	Assistant Professor	
15.	Mr. Krishna Kanhaiya Goswami	Assistant Professor	
16.	Mrs. Sumita Arora	Assistant Professor	
17.	Mrs. Babita Pathak	Assistant Professor	
18.	Dr. Sonal	Assistant professor	
19.	Mrs. Geeta Rathore	Assistant Professor	
20.	Mr. Harsh Jain	Assistant Professor	
21.	Mr. Mshaveer Prasad	Assistant Professor	
22.	Dr. Pritima Vayas	Librarian	

Following members were absent in the meeting:

S.No.	Members	Designation
1.	Dr. Rashmi Priyadarshani	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. NSS (National Service Scheme) Activities
4. Alumni Association (Membership, Engagement, and Stock Contributions)
5. Course File Review (Completion and Compliance)
6. Mentor-Mentee Report (Submission and Evaluation)
7. Minutes of Staff Council and Various Clubs (Review and Documentation)
8. Finalization of Institutional Vision, Mission, and Core Values
9. Stock Register (Inventory Check and Documentation)

Resolutions:

Agenda point	Resolutions	Responsible person	Target Timollno	Romarks
1.	Coordinator welcomed all the members and explained the agenda of the meeting.	Coordinator	Closed In the meeting	
2.	Discussed the minutes of previous meeting.	Coordinator	Closed In the meeting	
3.	NSS (National Service Scheme) Activities	Coordinator	10 Days	Regular check by coordinator
4.	Alumni Association (Membership, Engagement, and Contributions)	Coordinator	10 Days	Regular check by coordinator
5.	Course File Review (Completion and Compliance)	Coordinator	30 days	Regular discussion by coordinator among the all staff members
6.	Mentor-Mentee Report (Submission and Evaluation)	Coordinator	15 days	Regular check by coordinator
7.	Minutes of Staff Council and Various Clubs (Review and Documentation)	Coordinator	Regular	Coordinator will keep a regular check
8.	Finalization of Institutional Vision, Mission, and Core Values	Coordinator	10 days	Discussion by coordinator among the all staff members
9.	Stock Register (Inventory Check and Documentation)	Coordinator	Regular check	Inventory check by coordinator

Minutes submitted by:



r. Pinky Shrivastava)

AC Coordinator



AKLANK COLLEGE OF EDUCATION


Basant Vihar, Kota, Rajasthan

Date: 29th March 2025

Action Taken Report

Action taken report of the decision taken in the meeting held on 29th March 2025.

- Ensure the check timely NSS status.
- Ensure the check timely Alumni association status.
- Ensure the documentation process of the course file.
- Ensure the documentation process of the Mentor-Mentee Report.
- Ensure the check timely stock register.
- Ensure the check timely Institutional Vision, Mission, and Core Values.


(Dr. Pinky Shrivastava)

NAAC coordinator

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