

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Completion of Theory Classes & Practical Classes'

Venue: Basic Science Department, SRC

Date: February 15, 2020

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Rectu Pundir <i>Rectu</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Megha Rathi <i>Megha Rathi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Vivek <i>Vivek</i> |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |

The following points were discussed in the meeting

- Completion of Syllabus
- Revision of Students
- Completion of Practical exercises
- Grading of Students on behalf of performance & behavior
- Completion and Fulfillment of QIP file
- Discussion about University Guidelines for exams and practical
- External Practical
- Ending of Classes
- Completion of Internal assessment

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

Date: 08 Feb. 2020

Shri Ram College Muzaffarnagar
Basic Science Department
Saturday Club

Topic: - Planning of Science day activity and allotment of duties. Prepare list of participants and also mention type of activity.

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Mittal *Manoj*
- Dr. Vinit Sharma *Vinit*
- Dr. Rahul Arya *Rahul*
- Mr. Rishabh Bhardwaj *Rishabh*
- Ms. Nidhi Pundir *Nidhi*
- Ms. Pooja Rani *Pooja*
- Dr. Rectu Pundir *Rectu*
- Dr. Sarika Goel *Sarika*
- Mr. Vivek *Vivek*
- Ms. Megha Rathi *Megha Rathi*
- Dr. Simmy Tyagi *Simmy*
- Mr. Rajdeep Saharawat *Rajdeep*
- Ms. Tanisha Garg *Tanisha Garg*
- Ms. Parul Joshi *Parul Joshi*

Rishabh Bhardwaj
Rishabh Bhardwaj
Incharge

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on NAAC Inspection

Date: January 18, 2020, Saturday

Venue: Basic Science Department; SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Miss. Pooja Rani *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Dr. Rahul Arya *Rahul*
- Miss. Parul Joshi *Parul*
- Dr. Reetu Pundir *Reetu*
- Dr. Sarika Goel *Sarika*
- Miss. Megha Rathi *Megha Rathi*
- Dr. Simmy Tyagi *Simmy*
- Miss. Tanisha Garg *Tanisha Garg*
- Dr. Vinit Kumar Sharma *Vinit*
- Mr. Rajdeep *Rajdeep*
- Mr. Rishabh Bhardwaj *Rishabh*
- Mr. Vivek *Vivek*
- Miss. Nidhi Pundir *Nidhi*
- Shivani Sharma

The following points were discussed in the meeting

1. Discussion about the several criteria of NAAC
2. Allotment of Criteria's to the faculties to collect data and information's; to prepare and present the criteria wise part of SSR on behalf of the department as follows as:

Criteria/ Responsibility	Points	Name of the Faculty
1. Curricular Aspects	100	Mr. Rajdeep Saharawat
2. Teaching; Learning and Evaluation	350	Dr. Manoj Kr. Mittal; Dr. Reetu Pundir <i>Manoj</i>
3. Research Innovation and Extension	120	Dr. Rahul Arya
4. Infrastructure & Learning Resources	100	Miss. Tanisha Garg <i>Tanisha Garg</i>
5. Student Support & Progression	130	Mr. Rishabh Bhardwaj <i>Rishabh</i>
6. Governance; Leadership & Management	100	Miss. Megha Rathi
7. Institutional Values & Best Practices	100	Mr. Vivek
8. Data Store and Maintenance		Mr. Rahul
9. Presentation preparation		Dr. Vinit Kr. Sharma; Dr. Manoj Kr. Mittal; Mr. Rishabh Bhardwaj; Mr. Vivek

3. Discussion on the next meeting.

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Internal Examination-II'

Date: January 11, 2020

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Miss. Megha Rathi <i>Megha Rathi</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Vivek <i>Vivek</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |
| • Miss. Pooja Rani <i>Pooja</i> | |

The following points were discussed in the meeting:

- Scheme of Examination
- Rooms suitable for Exams
- Preparation of Question Papers
- Record of Roll Numbers, enrollment No. Of students
- Process of Evaluation
- Invigilation Members
- Exam Cell

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Parents Teacher Meeting'

Date: December 14, 2019

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul*
- Dr. Sarika Goel *Sarika*
- Dr. Simmy Tyagi *on leave*
- Dr. Vinit Kumar Sharma *Vinit*
- Mr. Rishabh Bhardwaj *Rishabh*
- Miss. Nidhi Pundir *on leave*
- Miss. Pooja Rani *Pooja*
- Dr. Rahul Arya *Rahul*
- Dr. Reetu Pundir *Reetu*
- Miss. Megha Rathi *Megha Rathi*
- Miss. Tanisha Garg *Tanisha Garg*
- Mr. Rajdeep *Rajdeep*
- Mr. Vivek *Vivek*

The following points were discussed in the meeting:

- **Spot of Meeting**
- **Class coordinators**
- **Maintaining the Register, Mentor data etc.**
- **Meeting with Parents**

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Evaluation & Feedback'

Date: December 07, 2019

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul*
- Dr. Sarika Goel *Sarika*
- Dr. Simmy Tyagi *Simmy*
- Dr. Vinit Kumar Sharma *Vinit*
- Mr. Rishabh Bhardwaj *Rishabh*
- Miss. Nidhi Pundir
- Miss. Pooja Rani *Pooja*
- Dr. Rahul Arya *Rahul*
- Dr. Reetu Pundir *Reetu*
- Miss. Megha Rathi *Megha Rathi*
- Miss. Tanisha Garg *Tanisha Garg*
- Mr. Rajdeep *Rajdeep*
- Mr. Vivek *Vivek*

The following points were discussed in the meeting:

- **Handing over the answer sheet of relative faculty**
- **Fixing of dead line to submit the result**
- **Attention on examining & evaluation**
- **Preparing Score list or Grade list**
- **Fixing the date of Parents Teacher Meeting**
- **Prepare response of each students**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Internal Examination'

Date: November 22, 2019

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Megha Rathi <i>Megha Rathi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Vivek <i>Vivek</i> |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |

The following points were discussed in the meeting:

- **Scheme of Examination**
- **Rooms suitable for Exams**
- **Preparation of Question Papers**
- **Record of Roll Numbers, enrollment No. Of students**
- **Process of Evaluation**
- **Invigilation Members**
- **Exam Cell**

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on programme on 'Awareness Program on Road Safety'

Date: November 16, 2019,

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Megha Rathi <i>Megha Rathi</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Mr. Vivek <i>Vivek</i> | |

The following points were discussed in the meeting

- Chief Guest
- Refreshment of guests and Required items
- Spot of Rangoli & Mehandi
- Invitation to other departments for participation for competition
- Judgment cell
- Prize distribution & Vote of Thanks
- Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc.

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Educational Tour' to Dehradun Valley

Date: November 09, 2019

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Megha Rathi <i>Megha Rathi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Vivek <i>Vivek</i> |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |

The following points were discussed in the meeting:

- **Date and Time of Departure**
- **Permission from Management and Administration**
- **Undertaking form from students**
- **Selection of the spots in Dehradun**
- **Collection the charges of Tour**
- **Refreshment/ Lunch of guests & Students**
- **Travelling Arrangement**
- **Layout of Trip**
- **Carefulness and necessary requisites during travelling**
- **Instructions for students during travelling and visiting places**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on programme on 'Fresher Party'

Date: November 02, 2019,

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Megha Rathi <i>Megha Rathi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Vivek <i>Vivek</i> |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |

The following points were discussed in the meeting

- Chief Guest
- Refreshment of guests and Required items
- Arrangement in auditorium
- Invitation to guests
- Activities to be held
- Sound & System Arrangement
- Mr. & Ms. Fresher Contest preparation
- Arrangement of Sound tracks
- Green Room
- Judgment cell
- Prize distribution & Vote of Thanks
- Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on programme on 'Mehandi and Rangoli Competition'

Date: October 19, 2019,

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Rectu Pundir <i>Rectu</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Megha Rathi <i>Megha Rathi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Vivek <i>Vivek</i> |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |

The following points were discussed in the meeting

- Chief Guest
- Refreshment of guests and Required items
- Spot of Rangoli & Mehandi
- Invitation to other departments for participation for competition
- Judgment cell
- Prize distribution & Vote of Thanks
- Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc.

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Problems & Solution in Class Management'

Date: October 12, 2019

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Pooja Rani <i>on leave.</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Megha Rathi <i>Megha Rathi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Vivek <i>Vivek</i> |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |

The following points were discussed in the meeting:

- **Discipline & Uniform related Problem**
- **Rooms requisite for classes**
- **Preparation of Question Papers**
- **Record of Registers, Mentors, & Class representative**
- **Process of Assignment or Unit Test**
- **Time Table related problems**
- **Requirements of classes & Labs**

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on programme on 'Fresher Party'

Date: October 05, 2019,

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Megha Rathi <i>Megha Rathi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Vivek <i>Vivek</i> |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |

The following points were discussed in the meeting

- Chief Guest
- Refreshment of guests and Required items
- Arrangement in auditorium
- Invitation to guests
- Activities to be held
- Sound & System Arrangement
- Mr. & Ms. Fresher Contest preparation
- Arrangement of Sound tracks
- Green Room
- Judgment cell
- Prize distribution & Vote of Thanks
- Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc.

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on programme on Gandhi Jayanti

Date: September 21, 2019,

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Megha Rathi <i>Megha Rathi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Vivek <i>Vivek</i> |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |

The following points were discussed in the meeting

- Title **Rashtrapita Mahatma Gandhi: Ek Vyaktitva**
- Members of Judge Committee & Chief Guest
- Refreshment of guests and judges and Required items
- Spot of poster making room & speech
- Exhibition of Posters
- Invitation to other departments for participation for speech or poster making
- Prize distribution
- Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Collection of Posters, Press notice etc.




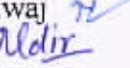
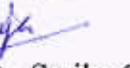

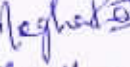
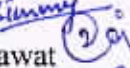







Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

Date: 14Sep. 2019

Shri Ram College Muzaffarnagar
Basic Science Department
Saturday Club

Topic: - Progress in courses teach and performance of students in the class. Motivate students to attend classes regularly and also conduct unit tests and given assignments to students.

- Dr. Pooja Tomar 
- Dr. Manoj Mittal 
- Dr. Vinit Sharma 
- Dr. Rahul Arya 
- Mr. Rishabh Bhardwaj 
- Ms. Nidhi Pundir 
- Ms. Pooja Rani 
- Dr. Reetu Pundir 
- Dr. Sarika Goel 
- Mr. Vivek 
- Ms. Megha Rathi 
- Dr. Simmy Tyagi 
- Mr. Rajdeep Saharawat 
- Ms. Tanisha Garg 
- Ms. Parul Joshi 



Rishabh Bhardwaj
Incharge

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on programme on 'World's Hindi Day'

Date: September 07, 2019,

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Megha Rathi <i>Megha Rathi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Rajdeep <i>Raj</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Vivek <i>Vivek</i> |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |

The following points were discussed in the meeting

- Chief Guest
- Refreshment of guests and Required items
- Venue of speech
- Invitation to other departments for participation for speech
- Prize distribution
- Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc.

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Orientation Programme'

Date: August 31, 2019

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Megha Rathi <i>Megha</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Vivek <i>Vivek</i> |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |

The following points were discussed in the meeting:

- **Date and Time of Program**
- **Nomenclature of Program**
- **Invitation to Guests & Speakers**
- **Inauguration by Lamp Lightening**
- **Welcome of the guests**
- **Refreshment of guests & Students**
- **Seating Arrangement**
- **Preparation of Layout**
- **Anchoring & photo capturing**
- **Vote of Thanks**
- **Discipline and Campus Visit**
- **Duties Allotment**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

Date: 10 Aug. 2019

Shri Ram College Muzaffarnagar
Basic Science Department
Saturday Club

Topic: - Discussion regarding laboratories (Practical work), new purchasing, prepare list.

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Mittal *Manoj*
- Dr. Vinit Sharma *Vinit*
- Dr. Sarika Goel *Sarika*
- Mr. Vivek *Vivek*
- Ms. Megha Rathi *Megha Rathi*
- Dr. Simmy Tyagi *Simmy*
- Mr. Rajdeep Saharawat *on leave*
- Dr. Rahul Arya *Rahul*
- Mr. Rishabh Bhardwaj *Rishabh*
- Ms. Nidhi Pundir *Nidhi*
- Ms. Pooja Rani *Pooja*
- Dr. Reetu Pundir *Reetu*
- Ms. Tanisha Garg *Tanisha Garg*
- Ms. Parul Joshi *Parul Joshi*

Rishabh Bhardwaj
Rishabh Bhardwaj
Incharge

SHRI RAM COLLEGE; MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Class Planning & Schedule'

Date: August 03, 2019

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Megha Rathi <i>Megha</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Tanisha Garg <i>Tanisha Garg</i> |
| • Dr. Vinit Kumar Sharma <i>Vinit</i> | • Mr. Rajdeep <i>Rajdeep</i> |
| • Mr. Rishabh Bhardwaj <i>Rishabh</i> | • Mr. Vivek <i>Vivek</i> |
| • Miss. Nidhi Pundir <i>Nidhi</i> | |

The following points were discussed in the meeting:

- Time Table of Each Section
- Allotting Rooms & Labs
- Preparation of Lecture Notes & Course Coverage Plan
- Record of students
- Method & Medium of Teaching
- Class coordinators
- Code of Conduct
- Discipline & Uniform
- Floor Duty Chart

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Completion of QIP File'

Venue: Basic Science Department, SRC

Date: February 23, 2019

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting

- **Completion of Syllabus**
- **Revision of Students**
- **Completion of Practical exercises**
- **Grading of Students on behalf of performance & behavior**
- **Completion and Fulfillment of QIP file**
- **Discussion about University Guidelines for exams and practical**
- **External Practical**
- **Ending of Classes**
- **Completion of Internal assignment, Unit Tests or other assessments**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Completion of Syllabus & Practical Exercises'

Date: February 16, 2019

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting:

- Notice about Examination
- Records of Students
- Assignments & Unit test response of each student
- Fixing of last date of completion of syllabus
- Discussion of Revision or Practical Exercises
- Completion of Practical Exercises
- Requirements of Laboratories

Pooja

Convenor

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Parents Teacher Meeting'

Date: February 02, 2019

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>on leave</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Rectu Pundir <i>Rectu</i> |

The following points were discussed in the meeting:

- Spot of Meeting
- Class coordinators
- Maintaining the Register, Mentor data etc.
- Meeting with Parents

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Evaluation & Feedback'

Date: January 25, 2019

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting:

- **Handing over the answer sheet of relative faculty**
- **Fixing of dead line to submit the result**
- **Attention on examining & evaluation**
- **Preparing Score list or Grade list**
- **Fixing the date of Parents Teacher Meeting**
- **Prepare response of each students**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science


Date: 13 Jan 2019

Shri Ram College Muzaffarnagar
Basic Science Department
Saturday Club

Topic: - How to improve students result according to students performance in class tests.

- By sending letters regarding students performances to their parents.
- By taking a meeting with the parents to improve the quality of students.
- Motivate the students to attend the classes and to discuss with their subject teachers.

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Mittal *Manoj*
- Dr. Vinit Sharma *Vinit*
- Dr. Sarika Goel *Sarika*
- Dr. Prashant Dwivedi *Prashant*
- Dr. Sudhir Kumar Garg *Sudhir*
- Dr. Rahul Arya *Rahul*
- Mr. Rishabh Bhardwaj *Rishabh*
- Ms. Parul Joshi *Parul*
- Ms. Pooja Rani *Pooja*
- Ms. Nidhi Pundir *Nidhi*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Ms. Ekta Singh *Ekta*
- Ms. Nahid Tyagi *Nahid Tyagi*
- Dr. Reetu Pundir *Reetu*


Rishabh Bhardwaj
Incharge

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Internal Examination'

Date: December 22, 2018

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting:

- Scheme of Examination
- Rooms suitable for Exams
- Preparation of Question Papers
- Record of Roll Numbers, enrollment No. Of students
- Process of Evaluation
- Invigilation Members
- Exam Cell

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Discipline & Conduction'

Date: November 10, 2018

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting:

- Issuing of Identity Cards
- Room Management
- Preparation of Floor Duty Chart
- Record of Roll Numbers & Students Registers
- Feedback by higher authorities
- Round of Canteen & Playground
- Uniform related disturbances
- Action against late coming students

Pooja






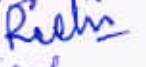
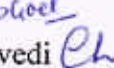








Convener


Dr. Pooja Tomar
HoD, Basic Science

Date: 03 Nov. 2018

Shri Ram College Muzaffarnagar
Basic Science Department
Saturday Club

Topic: - Discussion regarding students tour on Dehradun valley. Spots where students visit, total no. of students interested, collection, refreshment, teacher's duties allocated.

- Dr. Pooja Tomar 
- Dr. Manoj Mittal
- Dr. Vinit Sharma 
- Dr. Rahul Arya 
- Mr. Rishabh Bhardwaj 
- Ms. Nidhi Pundir 
- Ms. Nahid Tyagi 
- Ms. Pooja Rani 
- Dr. Reetu Pundir 
- Dr. Sarika Goel 
- Dr. Prashant Dwivedi 
- Dr. Sudhir Kumar Garg 
- Dr. Simmy Tyagi 
- Dr. Priyanka Sharma 
- Ms. Ekta Singh 
- Ms. Parul Joshi 


Rishabh Bhardwaj
Incharge

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on programme on 'Mehandi and Rangoli Competition'

Date: October 27, 2018

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting

- Chief Guest
- Refreshment of guests and Required items
- Spot of Rangoli & Mehandi
- Invitation to other departments for participation for competition
- Judgment cell
- Prize distribution & Vote of Thanks
- Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc.

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Examination Form'

Date: October 20, 2018

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting:

- Notice on Examination Forms
- Allotting duties of accepting exam form from students
- Important Instruction about exam form
- Record of Roll Numbers, enrollment No. of students

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

Date: 13 Oct. 2018

Shri Ram College Muzaffarnagar
Basic Science Department
Saturday Club

Topic: - How to improve students result according to students performance in class tests.

- By taking a meeting with the parents to improve the quality of students.
- Motivate the students to attend the classes and to discuss with their subject teachers.

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Mittal *Manoj*
- Dr. Vinit Sharma *Vinit*
- Dr. Sarika Goel *Sarika*
- Dr. Prashant Dwivedi *Prashant*
- Dr. Sudhir Kumar Garg *Sudhir*
- Dr. Rahul Arya *Rahul*
- Mr. Rishabh Bhardwaj *Rishabh*
- Ms. Parul Joshi *Parul*
- Ms. Pooja Rani *Pooja*
- Ms. Nidhi Pundir *Nidhi*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Ms. Ekta Singh *Ekta*
- Dr Reetu Pundir *Reetu*
- Ms. Nahid Tyagi *Nahid*


Rishabh Bhardwaj
Incharge

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Gandhi Jayanti Celebration'

Date: September 29, 2018,

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>on leave</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting

- Discussion of the title of program
- Chief Guest
- Invitation to Guests & Speakers
- Welcome of the guests
- Preparation of Layout
- Anchoring & photo capturing
- Refreshment of guests and Required items
- Venue of speech & essay writing
- Invitation to other departments for participation for speech & essay writing
- Judgment Cell
- Prize distribution
- Vote of Thanks
- Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc.

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on programme on 'Fresher Party'

Date: September 22, 2018,

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting

- Chief Guest
- Refreshment of guests and Required items
- Arrangement in auditorium
- Invitation to guests
- Activities to be held
- Sound & System Arrangement
- Mr. & Ms. Fresher Contest preparation
- Arrangement of Sound tracks
- Green Room
- Judgment cell
- Prize distribution & Vote of Thanks
- Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc.

Pooja




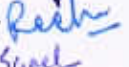

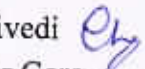







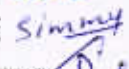


Convener


Dr. Pooja Tomar
HoD, Basic Science

Shri Ram College Muzaffarnagar
Basic Science Department
Saturday Club

Topic: - Skill development of students.

- Personality development.
- Communication.

- Dr. Pooja Tomar 
- Dr. Manoj Mittal 
- Dr. Vinit Sharma 
- Dr. Reetu Pundir 
- Dr. Sarika Goel 
- Dr. Prashant Dwivedi 
- Dr. Sudhir Kumar Garg 
- Dr. Rahul Arya 
- Mr. Rishabh Bhardwaj 
- Ms. Parul Joshi 
- Ms. Nahid Tyagi 
- Ms. Pooja Rani 
- Ms. Nidhi Pundir 
- Dr. Simmy Tyagi 
- Dr. Priyanka Sharma 
- Ms. Ekta Singh 


Rishabh Bhardwaj
Incharge

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'World Hindi Day Celebration'

Date: September 08, 2018,

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting

- Chief Guest
- Refreshment of guests and Required items
- Venue of speech
- Invitation to other departments for participation for speech
- Prize distribution
- Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc.

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Problems & Solution in Class Management'

Date: August 25, 2018

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting:

- **Discipline & Uniform related Problem**
- **Rooms requisite for classes**
- **Preparation of Question Papers**
- **Record of Registers, Mentors, & Class representative**
- **Process of Assignment or Unit Test**
- **Time Table related problems**
- **Requirements of classes & Labs**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Orientation Programme'

Date: August 18, 2018

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya <i>Rahul</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |

The following points were discussed in the meeting:

- Date and Time of Program
- Nomenclature of Program
- Invitation to Guests & Speakers
- Inauguration by Lamp Lightening
- Welcome of the guests
- Refreshment of guests & Students
- Seating Arrangement
- Preparation of Layout
- Anchoring & photo capturing
- Vote of Thanks
- Discipline and Campus Visit
- Duties Allotment





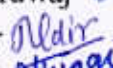






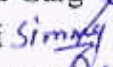
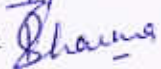


Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

Date: 11 Aug. 2018

Shri Ram College Muzaffarnagar
Basic Science Department
Saturday Club

Topic: - Discussion regarding laboratories (Practical work)

- Dr. Pooja Tomar 
- Dr. Manoj Mittal
- Dr. Vinit Sharma 
- Dr. Rahul Arya 
- Mr. Rishabh Bhardwaj 
- Ms. Nidhi Pundir 
- Ms. Nahid Tyagi 
- Ms. Pooja Rani 
- Dr. Reetu Pundir 
- Dr. Sarika Goel 
- Dr. Prashant Dwivedi 
- Dr. Sudhir Kumar Garg 
- Dr. Simmy Tyagi 
- Dr. Priyanka Sharma 
- Ms. Ekta Singh 
- Ms. Parul Joshi 


Rishabh Bhardwaj
Incharge

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on Commencement of B.Sc. Classes

Date: August 04, 2018

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Pooja Rani <i>on leave</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Dr. Rahul Arya |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Ms. Nahid Tyagi <i>Nahid</i> |
| • Dr. Ekta Singh <i>Ekta</i> | • Dr. Reetu Pundir <i>Reetu</i> |
| • | |

The following points were discussed in the meeting:

- **Date from which the classes be started**
- **Allotment of Class Coordinator**
- **To keeping rules & regulation followed by students**
- **Maintain discipline inside and outside the class room**
- **To follow Time Schedule properly**
- **To nominate Class Representative**
- **To maintain perfectness in teaching & behavior with students**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Completion of QIP File'

Venue: Basic Science Department, SRC

Date: February 24, 2018

Present Members:

- | | |
|--|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Mittal</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat</i> |

The following points were discussed in the meeting

- **Completion of Syllabus**
- **Revision of Students**
- **Completion of Practical exercises**
- **Grading of Students on behalf of performance & behavior**
- **Completion and Fulfillment of QIP file**
- **Discussion about University Guidelines for exams and practical**
- **External Practical**
- **Ending of Classes**
- **Completion of Internal assignment, Unit Tests or other assessments**



Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Completion of Syllabus & Practical Exercises'

Date: February 17, 2018

Venue: Basic Science Department, SRC

Present Members:

- | | |
|--|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>M.K.M.</i> | • Dr. Vinit Kumar Sharma <i>V.K.S.</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>P.D.</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>R.B.</i> |
| • Dr. Sudhir Kumar Garg <i>S.K.G.</i> | • Miss. Nidhi Pundir <i>N.P.</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>P.R.</i> |
| • Dr. Priyanka Singh <i>P.S.</i> | • Mr. Deovrat Singh <i>D.S.</i> |

The following points were discussed in the meeting:

- Notice about Examination
- Records of Students
- Assignments & Unit test response of each student
- Fixing of last date of completion of syllabus
- Discussion of Revision or Practical Exercises
- Completion of Practical Exercises
- Requirements of Laboratories

Pooja

Convenor

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Science Exhibition'

Date: February 03, 2018

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat</i> |

The following points were discussed in the meeting

- Inaugural Ceremony
- Invitation for guests & other departments
- Judges & Volunteer
- Spots of Exhibition
- Electricity Connection management
- Record of Models or Projects
- Arrangement of required materials
- Result Declaration & Prize Distribution
- Refreshments of guests
- Voting of Thanks

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Quiz Contest'

Date: January 27, 2018

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>on leave</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>on leave</i> | • Mr. Deovrat Singh <i>Deovrat</i> |

The following points were discussed in the meeting

- **Date & Timing of Quiz**
- **Nomination for guests**
- **Judgment cell**
- **Preparing Team of Aspirants**
- **Selection of Quiz Title**
- **Assessment & Evaluation(Digital & Analog Scoring)**
- **Stage & Sound Arrangement**
- **Anchoring & Stage arrangement**
- **Refreshment**
- **Seating Arrangements for audience**
- **Preparation of Question Banks**
- **Prize distribution**
- **Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Evaluation, Feedback & Parents -Teacher Meeting'

Date: January 20, 2018

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>on leave</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat Singh</i> |

The following points were discussed in the meeting:

- **Handing over the answer sheet of relative faculty**
- **Fixing of dead line to submit the result**
- **Attention on examining & evaluation**
- **Preparing Score list or Grade list**
- **Fixing the date of Parents Teacher Meeting**
- **Prepare response of each students**
- **Spot of Meeting**
- **Class coordinators**
- **Maintaining the Register, Mentor data etc.**
- **Meeting with Parents**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

Date: 13 Jan 2018

Shri Ram College Muzaffarnagar
Basic Science Department
Saturday Club

Topic: - How to improve students result according to students performance in class tests.

- By sending letters regarding students performances to their parents.
- By taking a meeting with the parents to improve the quality of students.
- Motivate the students to attend the classes and to discuss with their subject teachers.

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Mittal *Manoj*
- Dr. Vinit Sharma *Vinit*
- Dr. Sarika Goel *Sarika*
- Dr. Prashant Dwivedi *Prashant*
- Dr. Sudhir Kumar Garg *Sudhir*
- Mr. Deovrat Singh *Deovrat*
- Mr. Rishabh Bhardwaj *Rishabh*
- Ms. Parul Joshi *Parul*
- Ms. Pooja Rani *Pooja*
- Ms. Nidhi Pundir *Nidhi*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Ms. Ekta Singh *Ekta*

Rishabh
13/01/18
Rishabh Bhardwaj
Incharge

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Science Exhibition'

Date: December 23, 2017

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat</i> |

The following points were discussed in the meeting

- Inaugural Ceremony
- Invitation for guests & other departments
- Judges & Volunteer
- Spots of Exhibition
- Electricity Connection management
- Record of Models or Projects
- Arrangement of required materials
- Result Declaration & Prize Distribution
- Refreshments of guests
- Voting of Thanks

Convener

Pooja

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Internal Examination'

Date: December 16, 2017

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat</i> |

The following points were discussed in the meeting:

- Scheme of Examination
- Rooms suitable for Exams
- Preparation of Question Papers
- Record of Roll Numbers, enrollment No. Of students
- Process of Evaluation
- Invigilation Members
- Exam Cell

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

Date: 09 Dec. 2017

Shri Ram College Muzaffarnagar
Basic Science Department
Saturday Club

Topic: - How to improve students result performance in class

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Mittal *Manoj*
- Dr. Vinit Sharma *Vinit*
- Dr. Sarika Goel *Sarika*
- Dr. Prashant Dwivedi *Prashant*
- Dr. Sudhir Kumar Garg *Sudhir*
- Mr. Deovrat Singh *Deovrat*
- Mr. Rishabh Bhardwaj *Rishabh*
- Ms. Parul Joshi *Parul*
- Ms. Pooja Rani *Pooja*
- Ms. Nidhi Pundir *Nidhi*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Ms. Ekta Singh *Ekta*

Rishabh
10/12/17
Rishabh Bhardwaj
Incharge

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Examination Form'

Date: November 25, 2017

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat</i> |

The following points were discussed in the meeting:

- Notice on Examination Forms
- Allotting duties of accepting exam form from students
- Important Instruction about exam form
- Record of Roll Numbers, enrollment No. of students

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Discipline & Conduction'

Date: November 11, 2017

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat</i> |

The following points were discussed in the meeting:

- Issuing of Identity Cards
- Room Management
- Preparation of Floor Duty Chart
- Record of Roll Numbers & Students Registers
- Feedback by higher authorities
- Round of Canteen & Playground
- Uniform related disturbances
- Action against late coming students

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Educational Tour' to Dehradun Valley

Date: October 28, 2017

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat Singh</i> |

The following points were discussed in the meeting:

- **Date and Time of Departure**
- **Permission from Management and Administration**
- **Undertaking form from students**
- **Selection of the spots in Dehradun**
- **Collection the charges of Tour**
- **Refreshment/ Lunch of guests & Students**
- **Travelling Arrangement**
- **Layout of Trip**
- **Carefulness and necessary requisites during travelling**
- **Instructions for students during travelling and visiting places**
- **Report of Each sight at last.**

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on program on 'Mehandi and Rangoli Competition'

Date: October 07, 2017

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat Singh</i> |

The following points were discussed in the meeting:

- **Date Fixing**
- **Chief Guest**
- **Refreshment of guests and Required items**
- **Spot of Rangoli & Mehandi**
- **Invitation to other departments for participation for competition**
- **Judgment cell**
- **Prize distribution & Vote of Thanks**
- **Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc.**
- **Press Notice**

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

Date: 7 Oct. 2017

Shri Ram College Muzaffarnagar
Basic Science Department
Saturday Club

Topic: - Discussion regarding laboratories (Practical work)

- Dr. Pooja Tomar *Pooja Tomar*
- Dr. Manoj Mittal *Manoj*
- Dr. Vinit Sharma *Vinit*
- Dr. Sarika Goel *Sarika*
- Dr. Prashant Dwivedi *Prashant*
- Dr. Sudhir Kumar Garg *Sudhir*
- Mr. Deovrat Singh *Deovrat*
- Mr. Rishabh Bhardwaj *Rishabh*
- Ms. Parul Joshi *Parul*
- Ms. Pooja Rani *Pooja*
- Ms. Nidhi Pundir *Nidhi*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Ms. Ekta Singh *Ekta*

Rishabh Bhardwaj
7/10/17
Rishabh Bhardwaj
Incharge

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on program on 'World's Hindi Day'

Date: September 09, 2017

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat</i> |

The following points were discussed in the meeting

- Chief Guest
- Refreshment of guests and Required items
- Venue of speech
- Invitation to other departments for participation for speech
- Prize distribution
- Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc.

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Orientation Programme'

Date: August 26, 2017

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|---------------------------------------|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>VK</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Ph</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat</i> |

The following points were discussed in the meeting:

- **Date and Time of Program**
- **Nomenclature of Program**
- **Invitation to Guests & Speakers**
- **Refreshment of guests & Students**
- **Seating Arrangement**
- **Preparation of Layout**
- **Anchoring & photo capturing**
- **Discipline and Campus Visit**
- **Duties Allotment**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Problems in Commencement of B.Sc. Classes'

Date: August 19, 2017

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat</i> |

The following points were discussed in the meeting:

- Time Table related problem
- I-card related problem
- Students Register
- Mentor, class coordinators etc.
- Code of Conduct
- Maintain discipline inside and outside the class room

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on Commencement of B.Sc. Classes

Date: August 05, 2017

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat Singh</i> |

The following points were discussed in the meeting:

- **Date from which the classes be started**
- **Allotment of Class Coordinator**
- **To keeping rules & regulation followed by students**
- **Maintain discipline inside and outside the class room**
- **To follow Time Schedule properly**
- **To nominate Class Representative**
- **To maintain perfectness in teaching & behavior with students**

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on Commencement of B.Sc. Classes

Date: July 29, 2017

Venue: Basic Science Department, SRC

Present Members:

- | | |
|---------------------------------------|--|
| • Dr. Pooja Tomar <i>Pooja</i> | • Dr. Ekta Singh <i>Ekta</i> |
| • Dr. Manoj Kumar Mittal <i>Manoj</i> | • Dr. Vinit Kumar Sharma <i>Vinit</i> |
| • Miss. Parul Joshi <i>Parul</i> | • Dr. Prashant Dwivedi <i>Prashant</i> |
| • Dr. Sarika Goel <i>Sarika</i> | • Mr. Rishabh Bhardwaj <i>Rishabh</i> |
| • Dr. Sudhir Kumar Garg <i>Sudhir</i> | • Miss. Nidhi Pundir <i>Nidhi</i> |
| • Dr. Simmy Tyagi <i>Simmy</i> | • Miss. Pooja Rani <i>Pooja</i> |
| • Dr. Priyanka Singh <i>Priyanka</i> | • Mr. Deovrat Singh <i>Deovrat</i> |

The following points were discussed in the meeting:

- **Date from which the classes be started**
- **Allotment of Class Coordinator**
- **To keeping rules & regulation followed by students**
- **Maintain discipline inside and outside the class room**
- **To follow Time Schedule properly**
- **To nominate Class Representative**
- **To maintain perfectness in teaching & behavior with students**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Completion of QIP File'

Venue: Basic Science Department, SRC

Date: February 25, 2017

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul Joshi*
- Dr. Sarika Goel *swel*
- Dr. Sudhir Kumar Garg *on leave*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Dr. Ekta Singh *Ekta*

The following points were discussed in the meeting

- **Completion of Syllabus**
- **Revision of Students**
- **Completion of Practical exercises**
- **Grading of Students on behalf of performance & behavior**
- **Completion and Fulfillment of QIP file**
- **Discussion about University Guidelines for exams and practical**
- **External Practical**
- **Ending of Classes**
- **Completion of Internal assignment, Unit Tests or other assessments**

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Completion of Syllabus & Practical Exercises'

Date: February 04, 2017

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul*
- Dr. Sarika Goel *Sarika*
- Dr. Sudhir Kumar Garg *Sudhir*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Dr. Ekta Singh *on leave*

The following points were discussed in the meeting:

- Notice about Examination
- Records of Students
- Assignments & Unit test response of each student
- Fixing of last date of completion of syllabus
- Discussion of Revision or Practical Exercises
- Completion of Practical Exercises
- Requirements of Laboratories

Pooja

Convenor

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Quiz Contest'

Date: January 28, 2017

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul*
- Dr. Sarika Goel *Sarika*
- Dr. Sudhir Kumar Garg *Sudhir*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *on leave*
- Dr. Ekta Singh *Ekta*

The following points were discussed in the meeting

- **Date & Timing of Quiz**
- **Nomination for guests**
- **Judgment cell**
- **Preparing Team of Aspirants**
- **Selection of Quiz Title**
- **Assessment & Evaluation(Digital & Analog Scoring)**
- **Stage & Sound Arrangement**
- **Anchoring & Stage arrangement**
- **Refreshment**
- **Seating Arrangements for audience**
- **Preparation of Question Banks**
- **Prize distribution**
- **Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc**

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Parents Teacher Meeting'

Date: January 21, 2017

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul*
- Dr. Sarika Goel *Sarika*
- Dr. Sudhir Kumar Garg *Sudhir*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Dr. Ekta Singh *Ekta*

The following points were discussed in the meeting:

- **Spot of Meeting**
- **Class coordinators**
- **Maintaining the Register, Mentor data etc.**
- **Meeting with Parents**

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science



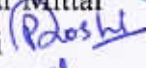





SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Evaluation & Feedback'

Date: January 14, 2017

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar 
- Dr. Manoj Kumar Mittal 
- Miss. Parul Joshi 
- Dr. Sarika Goel 
- Dr. Sudhir Kumar Garg 
- Dr. Simmy Tyagi 
- Dr. Priyanka Sharma 
- Dr. Ekta Singh 

The following points were discussed in the meeting:

- **Handing over the answer sheet of relative faculty**
- **Fixing of dead line to submit the result**
- **Attention on examining & evaluation**
- **Preparing Score list or Grade list**
- **Fixing the date of Parents Teacher Meeting**
- **Prepare response of each students**



Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Internal Exams'

Date: December 10, 2016

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul*
- Dr. Sarika Goel *Sarika*
- Dr. Sudhir Kumar Garg *on leave*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Dr. Ekta Singh *Ekta*

The following points were discussed in the meeting:

- **Scheme of Examination**
- **Rooms suitable for Exams**
- **Preparation of Question Papers**
- **Duties Allotting to Exam Undertake, Invigilator members & other staff**
- **Record of Roll Numbers, enrollment No. Of students**
- **Process of Evaluation**
- **Invigilation Members**
- **Exam Cell**

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science



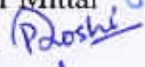





SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Examination Form'

Date: November 26, 2016

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar 
- Dr. Manoj Kumar Mittal 
- Miss. Parul Joshi 
- Dr. Sarika Goel 
- Dr. Sudhir Kumar Garg 
- Dr. Simmy Tyagi 
- Dr. Priyanka Sharma 
- Dr. Ekta Singh 

The following points were discussed in the meeting:

- Notice on Examination Forms
- Allotting duties of accepting exam form from students
- Important Instruction about exam form
- Record of Roll Numbers, enrollment No. of students



Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Discipline & Conduction'

Date: November 12, 2016

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul Joshi*
- Dr. Sarika Goel *Sarika*
- Dr. Sudhir Kumar Garg *Sudhir*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Dr. Ekta Singh *Ekta*

The following points were discussed in the meeting:

- Issuing of Identity Cards
- Room Management
- Preparation of Floor Duty Chart
- Record of Roll Numbers & Students Registers
- Feedback by higher authorities
- Round of Canteen & Playground
- Uniform related disturbances
- Action against late coming students

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science



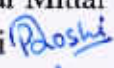


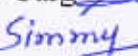



SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on program on 'Mehandi and Rangoli Competition'

Date: October 22, 2016,

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar 
- Dr. Manoj Kumar Mittal 
- Miss. Parul Joshi 
- Dr. Sarika Goel 
- Dr. Sudhir Kumar Garg 
- Dr. Simmy Tyagi 
- Dr. Priyanka Sharma 
- Dr. Ekta Singh 
- ~~Gaur~~ 

The following points were discussed in the meeting:

- **Date Fixing**
- **Chief Guest**
- **Refreshment of guests and Required items**
- **Spot of Rangoli & Mehandi**
- **Invitation to other departments for participation for competition**
- **Judgment cell**
- **Prize distribution & Vote of Thanks**
- **Duties allotment for Discipline, Anchoring, Certificate and Prize distribution, Press notice etc.**
- **Press Notice**



Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Problems & Solution in Class Management'

Date: October 08, 2016

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul Joshi*
- Dr. Sarika Goel *Sarika*
- Dr. Sudhir Kumar Garg *Sudhir*
- Dr. Simmy Tyagi *simmy*
- Dr. Priyanka Sharma *Priyanka*
- Dr. Ekta Singh *Ekta*

The following points were discussed in the meeting:

- **Discipline & Uniform related Problem**
- **Rooms requisite for classes**
- **Preparation of Question Papers**
- **Record of Registers, Mentors, & Class representative**
- **Process of Assignment or Unit Test**
- **Time Table related problems**
- **Requirements of classes & Labs**

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Educational Tour' to Dehradun Valley

Date: September 24, 2016

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul*
- Dr. Sarika Goel *Sarika*
- Dr. Sudhir Kumar Garg *Sudhir*
- Dr. Simmy Tyagi *on leave*
- Dr. Priyanka Sharma *on leave*
- Dr. Ekta Singh *Ekta*

The following points were discussed in the meeting:

- **Date and Time of Departure**
- **Permission from Management and Administration**
- **Undertaking form from students**
- **Selection of the spots in Dehradun**
- **Collection the charges of Tour**
- **Refreshment/ Lunch of guests & Students**
- **Travelling Arrangement**
- **Layout of Trip**
- **Carefulness and necessary requisites during travelling**
- **Instructions for students during travelling and visiting places**
- **Report of Each sight at last.**

Pooja
Convener

Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Induction Programme'

Date: September 10, 2016

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul*
- Dr. Sarika Goel *Sarika*
- Dr. Sudhir Kumar Garg *Sudhir*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Dr. Ekta Singh *Ekta*

The following points were discussed in the meeting:

- **Date and Time of Program**
- **Nomenclature of Program**
- **Invitation to Guests & Speakers**
- **Refreshment of guests & Students**
- **Seating Arrangement**
- **Preparation of Layout**
- **Anchoring & photo capturing**
- **Discipline and Campus Visit**
- **Duties Allotment**
- **Press Notice**

Pooja

Convener
Dr. Pooja Tomar
HoD, Basic Science

SHRI RAM COLLEGE, MUZAFFARNAGAR
DEPARTMENT OF BASIC SCIENCE
SATURDAY CLUB

Agendum: Discussion on 'Class Planning & Schedule'

Date: September 03, 2016

Venue: Basic Science Department, SRC

Present Members:

- Dr. Pooja Tomar *Pooja*
- Dr. Manoj Kumar Mittal *Manoj*
- Miss. Parul Joshi *Parul*
- Dr. Sarika Goel *Sarika*
- Dr. Sudhir Kumar Garg *Sudhir*
- Dr. Simmy Tyagi *Simmy*
- Dr. Priyanka Sharma *Priyanka*
- Dr. Ekta Singh *Ekta*

The following points were discussed in the meeting:

- Time Table of Each Section
- Allotting Rooms & Labs
- Preparation of Lecture Notes & Course Coverage Plan
- Record of students
- Method & Medium of Teaching
- Class coordinators
- Code of Conduct
- Discipline & Uniform
- Floor Duty Chart

Pooja

Convener

Dr. Pooja Tomar
HoD, Basic Science