



**MIER COLLEGE OF EDUCATION
(AUTONOMOUS)**
Accredited by the NAAC with 'A+' Grade

**Quarterly Review Meeting
Minutes of Meeting
Extension Unit**

**QF No.: 092B
No: MCE/21/02/00
Date: 26/02/2021**

Minutes of quarterly review meeting of Extension Unit held on February 26, 2021 at 3:15 pm in the Committee Room, Administrative Block.

Present:

1. Dr Adit Gupta (In the Chair)
2. Mrs. Rupa Gupta
3. Dr Mool Raj Sharma
4. Dr. Reeta Dwivedi
5. Mrs. Suman Devi (Unit Incharge)
6. Dr Monika Bajaj
7. Ms. Ruchi Sharma
8. Mr. Pranav Gandotra
9. Ms. Jasleen Mohial

The following agenda points were discussed during the meeting:

1. Review of the functioning in the last semester
2. Progress of activities of the current semester.
3. Guidelines for the effective functioning of the Unit.

Following are the minutes of meeting:

Review of the Functioning of the Extension Unit in the Last Semester

The convener apprised members about the various activities conducted in the last semester. She informed that though these activities were conducted online, yet students participated in all these activities. However, the participation was less in numbers in comparison to the activities which were used to be conducted offline before pandemic.

Progress of the Activities of the Current Semester

1. It was brought into the notice of the members that the calendar of the new semester has been designed by taking into consideration all the guidelines of NAAC and suggestion given by the IQAC and HODs by the Convener. A discussion was held to conduct impactful extension activities.
2. The convener also informed that the unit has adopted a new village Domana, for its outreach and extension activities and to spread awareness about various social issues. A survey was conducted on February 24, 2021.

Guidelines for the Effective Functioning of the Unit

1. The Principal instructed to induct one student member programme wise (from each semester) in the Extension Unit as student representatives (Total 8 students) under the participatory governance initiative of the college.
2. IQAC Coordinator asked the convener to introduce this unit to the new students (1st semester UG & PG) in the upcoming Induction programme which is going to be organised from 3rd March to 5th March 2021.
3. The convener also sought approval to organize a Health camp in the adopted village on World Health Day i.e., April 7, 2021. In the camp free medical check-ups will be done along with distribution of medicines.
4. It was also decided that the unit will invite external experts to create awareness on current and social issues in the adopted villages.

The meeting terminated after resolving to take appropriate decisions and setting of deadlines for each activity.

Suman Devi

Mrs. Suman Devi
Incharge Extension Unit

Dr. Adit Gupta
Principal

