

Minutes of meeting of Department of Commerce held on 21 July 2018 at 2:10 p.m. in the room of Head of the Department.

Head of the Department
Dr. Balbir Singh

Member Present

1. Prof. Taranjit Kaur
2. Prof. Ravneet Kaur
3. Prof. Seema
4. Prof. Monica
5. Prof. Radhika
6. Prof. Smerijot Kaur
- 7.
- 8.

The meeting was started by the head of the department with the introduction talk about starting of the new session, he then broadly focused on following:

1. Appointment of class incharges for both graduate and post-graduate classes for the guidance and help of the students.
2. Appointment of CR's in all the classes (one among each boys and girls) for maintaining discipline in the class.
3. Instructions regarding preparation of departmental calendar for deciding dates of MST's and other activities.

Minutes of meeting regarding deciding of activities to be held by the department.

The meeting was taken by Head of the Department Dr. Balbir Singh, where the activities were assigned to all the faculty members of Commerce department. The meeting took place on 4th Aug 2018 at 2:10 p.m.

Activity Calendar

1. Debate Competition on 'Make in India' and made in China'
2. Industrial visit
3. Model Exhibition on Trade and Aids to Trade
4. Educational Tour

Members Present

1. Prof. Taranjit Kaur
2. Prof. Ravneet Kaur
3. Prof. Seema
4. Prof. Monica
5. Prof. Radhica
6. Prof. Jagatveer Singh

Minutes of meeting of Department of Commerce held on 17 Oct. 2018 at 2:10 p.m. in the room of Head of the Department

Head of the Department
Dr. Balbir Singh

Members Present

1. Prof. Taranjit Kaur
2. Prof. Laxmi Kaur
3. Prof. Seema
4. Prof. Rachita
5. Prof. Monica
6. Prof. Inneriyot Kaur
7. Prof. Jagatveer Singh

The objective of the meeting was to decide the dates of the MST's and the format of question paper to be followed during the MST's. In this meeting following aspects were covered.

1. Finalisation of date sheet for both graduation and post graduation classes.
2. Criteria of granting leaves to the students on basis of different grounds (ie. medical etc.)
3. Requisition of answer sheets for the department.
4. Printing of question papers for MSTs.
5. Finalisation of duties of staff members during the MSTs.

Minutes of meeting of Department of
Commerce held on 24 Nov. 2018 at 2:40 p.m.

Head of the Department
Dr. Balbir Singh.

Member Present

1. Prof. Taranjit Kaur
2. Prof. Ravneet Kaur
3. Prof. Seema
4. Prof. Monica
5. Prof. Radhika
6. Prof. Inneriyot Kaur
7. Prof. Jagatveer Singh

The objective of the meeting was to decide the criteria of internal assessment. In this meeting following aspects were covered.

1. The criteria for applying internal assessment was decided.
2. It was decided to inform the new students about the segregation of IA marks.
3. It was decided that the students who were unable to appear in the MST, should be given an opportunity to appear for a retest at a date and time mutually agreed upon by the subject teachers.
4. Internal assessment timely uploading on the university portal.

Meeting of Department of Commerce held on 17th Jan- 2019 at 2:10 P.M. in the room of Head of the department for up coming Semester. following points are discussed.

- a.) Subject distribution in Time Table.
- b.) Decision of activities during the Semester.
- c.) Proper allocation of duties.

Members Present

Head of the Department
Dr. Balbir Singh

Staff Members

- 1.) Prof. Taranjit Kaur
- 2.) Prof. Ravneet Kaur
- 3.) Prof. Seema
- 4.) Prof. Monica
- 5.) Prof. Inneeriyot Kaur
- 6.) Prof. Jagatveer Singh

On 20th April 2019 at 2:10 P.M. meeting was held to decide the dates of M.T's. Alongwith it the format of question papers also decided. Duties of staff members as supervisor and deputy supervisor also assigned. Requirement of stationery and non-teaching staff also discussed.

Head of Department
Dr. Balbir Singh

Staff Members.

- 1.) Prof. Taranjit Kaur
- 2.) Prof. Ravneet Kaur
- 3.) Prof. Seema
- 4.) Prof. Monica
- 5.) Prof. Radhika
- 6.) Prof. Jagatveer Singh

on 11th May 2019 at 9:00 A.M. a meeting held on following issues discussed

- 1.) Compilation of Result of MST.
- 2.) opportunity to be provided to absentee students to appear in retest.
- 3.) Collection & checking of Assignments.
- 4.) Viva-voce (Practice basis) of M.Com II will be conducted by 2 Member Committee
- 5.) Discussion about farewell of final year students of graduation & Post graduation classes.

Head of Department
Dr. Balbir Singh

Staff members

- 1.) Prof. Gurnjit Kaur.
- 2.) Prof. Ravneet Kaur
- 3.) Prof. Seema
- 4.) Prof. Monica
- 5.) Prof. Radhika
- 6.) Prof. Jurnijot Kaur
- 7.) Prof. Jagatveer Singh

Meeting of department will be conducted on 24th May 2019 at 2:30 PM regarding:-

- 1) Analysis of farewell party arrangement
- 2) Internal Assessment uploading on university portal.
- 3) Assignment of duty for conducting Viva-voce of M.Cow II & Sem IV by external.
- 4) Maintenance of university exam results.

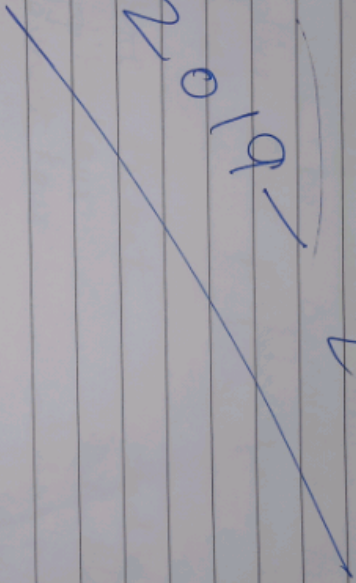
Head of Department
Dr. Babbar Singh

Sl. No.	Staff	Members	Present
1)	Prof. Arunjit Kaur		
2)	Prof. Kishor Kaur		
3)	Prof. Senu		
4)	Prof. Mania		
5)	Prof. Padma		

Session

2020

2019



- Meeting held on 22nd July 2019, at 11:00 AM.
It was taken by Head of the Department
Dr. Balbir Singh, for coming session.
The Semester will begin from 24th July.
The main focus points of meeting are:-
- 1) Distribution of work load amongst teachers.
 - 2) Appointment of class Incharges for graduation and post graduation classes, who focus on weaker students and provide them extra time.
 - 3) C.R.'s will be appointed to maintain discipline and proper communication channel.

Members	Present	Head of Department
1) Prof. Tarangit Kaur		Dr. Balbir Singh
2) Dr. Ravneet Kaur		
3) Prof. Seema		
4) Prof. Radhica		
5) Prof. Manika		
6) Dr. Neeti		
7) Prof. Ineriyot Kaur		
8) Prof. Jagatveer Singh		

Meeting on 3rd August 2019, held in
Room of Dr. Balbir Singh (Head of
Department) at 2:30 P.M.
Following decisions taken.

- a) Activities of various nature are to be conducted in department. All incharges must decide the activity and inform to head within a day or two.
- b) For completion of syllabus strategies should be made.
- c) In the Semester 2 MST's will be taken on unit basis, one in end of September and other in the month of November.
- d) Assignments and their presentations must be taken.
- e) To encourage students of P.G. level to use small classes for topic presentation.

Members Present

Dr. Balbir Singh (HOD)

- 1) Asst. Prof. Taranjit Kaur
- 2) Dr. Rajneet Kaur
- 3) Asst. Prof. Seema
- 4) Asst. Prof. Monica
- 5) Asst. Prof. Kaddlica
- 6) Dr. Nibati
- 7) Asst. Prof. Immeviyat Kaur.
- 8) Asst. Prof. Jagatdeep Singh

On 21 sep 2019 meeting. Called at 2:50 P.M. by Head of department.

- The main objective of meeting is to discuss about mid semester tests. First MST's will start from 27th sep. All teachers will take MST on their subject basis; themselves.
- a) All must make it ensure that 1st unit of syllabus must be completed. Problems and queries of students will be taken.
 - b) If any student is having genuine problem while appearing in MST & it will be considered and retest will be organised.

Dr. Balbir Singh (HOD)

members.

- 1 Asst. Prof. Parangt Kaur
- 2 Dr. Rajneet Kaur
- 3 Asst. Prof. Seema
- 4 " " Monica
- 5 " " Radhika
- 6 Dr. Neeti
- 7 Asst. Prof. Janyot Kaur
- 8 " " Jagatveer Singh.

on 18 Jan 2020, meeting was held for opening Semester given to class Incharge regarding instructions given to class Incharge regarding

- 1) Distribution of departmental Pmc table
- 2) Class Incharges can change CR's if required.
- 3) Class Incharges must inform students through whatsapp groups for beginning of semester.
- 4) Make ensure that students can attend classes regularly.
- 5) Allotment of Assignment topics should be done in first week.
- 6) To decide about departmental activities.

Dr. Balbir Singh (HOD)

1. ~~Asst.~~ Prof. Parvati Kaur
2. Dr. Rakhee Kaur
3. ~~Asst.~~ Prof. Seema
4. Dr. Neethi
5. ~~Asst.~~ Prof. Radhika
6. ~~Asst.~~ Prof. Manika
7. ~~Asst.~~ Prof. Jyoti Kaur
8. ~~Asst.~~ Prof. Jagatben Singh

Due to Covid no further meeting conducted as lockdown exists.

Meetings were organised by online mode. Even when lockdown over social-distancing measures were followed. Therefore meeting register was not maintained.
during 2020-21.

2021/22

on 7th August 2021 by maintaining social distancing meeting held on in smart class room at 10:30 A.M. The main focus is on Academics.

It is informed to all faculty members that session will start from 10th Aug, 2021.

All Covid norms should be followed strictly.

Instructions given to teachers about vaccination that teachers and students must be properly vaccinated. Mask is compulsory in classes also. Social distancing norms must be followed strictly. Swig is restricted.

All class auditors must ensure about sanitization and other Covid norms.

Head of Department
Dr. Braulid Singh

Members Present

1. Asst. Prof. Tanviit Kaur
2. Dr. Ravneet Kaur
3. Asst. Prof. Seema
4. Dr. Alkoti
5. Asst. Prof. Radhica
6. Asst. Prof. Monika
7. Asst. Prof. Sumanyot Kaur
8. Asst. Prof. Jagdeep Singh

Minutes of meeting of Department
of Commerce held on 29th Oct. 2021
at 2:00 P.M.

Head of Department
Dr. Balbir Singh

Members Present.

- 1) Dr. Ravneet Kaur
- 2) Dr. Meeti
- 3) Asst. Prof. Seema
- 4) " Monica
- 5) " " Rakhi
- 6) " " Inviyot Kaur
- 7) " " Jagatbeer Singh

The objective of meeting was
to decide and plan about (MST's
following are the aspects :-

- 1) Finalisation of dates i.e. from 9th
Nov. to 15th Nov. 1)
- 2) Syllabus must be completed before
4th Nov. 2)
- 3) Answer Sheet requirement & collection
of question papers. 3)
- 4) Staff allocation amongst the staff members. 4)

Minutes of meeting of Commerce department held on 18th Feb. 2022 at 1:30 P.M.
Dr. Balbir Singh (HOD)

Members:

Asst. Prof. Taranjit Kaur

Dr. Rajneet Kaur

Dr. Neeti

Asst. Prof. Monica

Asst. Prof. Radhika

Asst. Prof. Innevyot Kaur

The objective of meeting was to make the policy for the 8^{sem} semester begins from 28th Feb. 2022. Following are the highlights of the meeting:-

- 1) Distribution of work-load
- 2) To encourage students to participate in extra-curricular activities,
- 3) Back & every subject teacher, concentrate on weaker students & pay them more attention,
- 4) Make students motivated to use smart class rooms for presentations.

On 23rd April 2022 a meeting on Short notice called upon.

As 23rd April is celebrated as Earth day. So, Head of Department instructed teachers to guide the students regarding the importance of day.

Later on, we will plant indoor plants in the department to celebrate the day.

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|----------------------------|--------------------|
| Members Present | Head of Department |
| Asst. Prof. Taranjit Kaur | Dr. Balbir Singh |
| Asst. Prof. Seema | |
| Asst. Prof. Menica | |
| Asst. Prof. Radhica | |
| Asst. Prof. Inneerjat Kaur | |

on 20 May 2022 meeting held at 2:30 P.M.

Head of Department
Dr. Balbir Singh

Members Present

Asst. Prof. Paranjit Kaur

Dr. Rajneet Kaur

Asst. Prof. Monica

Asst. Prof. Radhika

Asst. Prof. Imrajot Kaur

Asst. Prof. Ravinder Jindal

The meeting is called for discussing about MST's. The lead instructed as:-
1) MST's will be conducted from 1st June to 6th June 2022.

2) Plan out some activities or Covid restrictions are minimised.

3) Complete the syllabus and doubt solving session must be arranged.

minutes of meeting held on 25 June 2020
held at principal room at 2:00 P.M.

Head of Department

Dr. Balbir Singh

~~Members~~ Prof. Taradhit Kaur

Dr. Rajheer Kaur

Asst. Prof. Seema

Asst. Prof. Monica

Asst. Prof. Jemrajot Kaur

The main issues discussed during the meeting are:—

1) Internal assessment should be marked and uploaded on university portal, within due time.

2) The admission policy of upcoming session discussed. Steps should be taken to increase the number of student enrollment.

3) For viva-voce of M.Com-II proper arrangements should be done.

4) Each and every teacher must present during summer vacation on present or rotation basis.

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2022 / 23



On 22 August 2022 at 10:00 A.M.
meeting held at room of HOD.

Head of Department
Dr. Balbir Singh

Members Present

- 1) Asst-Prof. Paranjit Kaur
- 2) Dr. Rajneet Kaur
- 3) Asst. Prof. Seena
- 4) Asst-Prof. Monica
- 5) Asst-Prof. Inesjot Kaur
- 6)

The meeting focused on:-

- 1) Teachers of department are motivated to increase the strength at both graduation and post graduation level.
- 2) Class changes duly assigned on mutual discussion basis.
- 3) Departmental activities should be planned so, as students can learn some moral values and skills of self-employment.

Mindus of Meeting held on 31st Aug
22 at 1:00 P.M.

Dr. Balbir Singh [Head of Department]

- Members Present
- 1) Asst. Prof. Parvjit Kaur
 - 2) Dr. Rameet Kaur
 - 3) Asst. Prof. Seema
 - 4) Asst. Prof. Monica
 - 5) Asst. Prof. Umeshjit Kaur

The main issues discussed during the meeting :-

- a) Division of subjects in the teachers on basis of expertise.
- b) Teachers are instructed to make class groups and inform students about commencement of session from 1st Sep. 22.
- c) Teachers make it ensure that students must attend the classes properly.
- d) with the starting of classes, CRs must be appointed for discipline maintenance and other related issues.

Minutes of meeting held on 8 Sep. 2022 at 9:00 A.M.

Head of Department
Dr. Balbir Singh

Members Present

- 1) Asst. Prof. Paranjit Kaur
- 2) Dr. Ravjeet Kaur
- 3) Asst. Prof. Monica
- 4) Asst. Prof. Inderjeet Kaur
- 5) Dr. Kaurajit Kaur
- 6) Asst. Prof. Rajni
- 7) Asst. Prof. Sardeep Kaur
- 8) Asst. Prof. Surpreet Singh

The meeting is called for:-

- a) Introducing new staff members & to allocate classes to them.
 - b) To Plan out activities related to various themes as result department going to organise exhibitions, visit to Agriculture fairs, and visit to Bank & Charitable organisation also.
- Only one MST will be taken in the end of Semester covering whole syllabus.

Minutes of meeting held on 8th Oct. 2022 at 2:30 P.M. in the headship of Asst. Prof. Tarangjit Kaur as former head. Dr. Balbir Singh appointed as Principal of College

Members Present :-

- 1) Dr. Rameet Kaur
- 2) Asst. Prof. Purnagot Kaur
- 3) Dr. Kaviratit Kaur
- 4) Asst. Prof. Rajni
- 5) Asst. Prof. Sandeep Kaur
- 6) Asst. Prof. Gurpreet Singh
- 7) Asst. Prof. Ravi Jindal.

The meeting covered the following aspects :-

- a) Dr. Rameet Kaur appointed as House Exam Supdt.
- b) Examinations schedule finalise (From 28th Oct - to 4th Nov. 2022).
- c) Syllabus of Subjects must be completed before exams.
- d) If any student is having genuine reason for non-appearing in MST, so, pretest must be taken on class basis.

Minutes of meeting held on 19 Nov. 2022 at 11:00 A.M.

The main issues covered as:-

i) To discuss MST results and Performance of students.

ii) It is instructed to take problems of students and guide them accordingly.

iii) The internal Assessment criteria discussed and guided to all class incharges to upload it within due time.

iv) The viva-voce of B.Low II (honors) will be taken on 26th Nov. by internal Panel. Same should be informed to students within due time.

Members Present:-

- 1) Dr. Ravneet Kaur
- 2) Asst. Prof. Inwariyt Kaur
- 3) Dr. Karnaljit Kaur
- 4) Asst. Prof. Raini
- 5) Asst. Prof. Surpreet Singh
- 6) Asst. Prof. Sandeep Kaur
- 7) Asst. Prof. Raji Sindal.

Head of Department
Asst. Prof. Toranjit Kaur

Minutes of meeting held on 1st Feb 23
at 9:00 AM.

Asst. Prof. Tarangjit Kaur [HOD]

Members Present

- 1.) Dr. Ranmeet Kaur
- 2.) Asst. Prof. Inverjit Kaur
- 3.) Dr. Kavayit Kaur
- 4.) Asst. Prof. Rajni
- 5.) Asst. Prof. Sahdeep Kaur
- 6.) Asst. Prof. Gurpreet Singh
- 7.) Asst. Prof. Ravi Jindal

As time table of department already prepared, work load discussed as :-

- a.) Attendance of students must be made ensured.
- b.) CR's must be ^{make} aware again about their duties.
- c.) Discipline in the block must be maintained.
- d.) Classes should be taken regularly & syllabus must be completed six days in time.

Meeting conducted on 25th Feb 2023, at 2:20 P.M.

The meeting called on to discuss the activities to be conducted on the departmental basis. The following are the main aspects :-

- 1.) Any activity will be conducted on theme of Eco-friendly or environment Protection.
- 2.) Industrial visit must be planned to make students aware about different Production process & career opportunities.
- 3.) An activity must be planned to make students aware about laws prevailing in Country.

Asst. Prof. Paranjit Kaur (Head of Department)

Members

- 1.) Dr. Ranveet Kaur
- 2.) Dr. Kanaujia Kaur
- 3.) Asst. Prof. Rajni
- 4.) Asst. Prof. Sandeep Kaur
- 5.) Asst. Prof. Surpreet Singh
- 6.) Asst. Prof. Rani Jindal

Minutes of meeting held on 15 April

2023
Asst. Prof. Tarunjit Kaur
(Head of Department)

Members:-

- 1) Dr. Ravneet Kaur
- 2) Dr. Kamaljit Kaur
- 3) Asst. Prof. Rajni
- 4) Asst. - Prof. Anpreet Singh
- 5) Asst. - Prof. Rohi Jindal.

The main objectives of meeting:-

- a) To decide the schedule of MSTs (from 28th April to 4th May)
- b) To collect the question papers & make the copies as needed.
- c) To arrange the answer sheets for smooth conducting of MSTs.
- d) Internal criteria must be disclosed to students in classes.
- e) To make ensure the attendance of students in MSTs.

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On 28th April 2023, a meeting called on to :-

i) To check and review the arrangements for MST.

ii) All teachers are guided by Exam Supdt. to collect answer sheet on same day & deposit alongwith award lists within 3 days.

iii) Results of MST's should be compiled class wise.

iv) Internal assessment should be prepared as per University norms upto 18 May 2023 & same should be submitted to concerned class incharges.

v) Class incharges are responsible for uploading of internal on university portal.

Prof. Paragit Kaur (HOD)
Members

- 1) Dr. Ravneet Kaur
- 2) Dr. Kamaljit Kaur
- 3) Asst. Prof. Rajni
- 4) Asst. Prof. Gurpreet Singh
- 5) Asst. Prof. Sandeep Kaur
- 6) Asst. Prof. Ravi Jindal

2023 - 2024

Minutes of meeting held on 20.6.2023 at 9:30 A.M.

Asst. Prof. Tarajit Kaur (HOD)
Member Present

Dr. Ravneet Kaur

The main points discussed are :-

- 1.) As admissions of entry point are to be made on purjya govt. portal. So, we must prepare for the same.
- 2.) The duties regarding online admission portal as already assigned by the office, so we must have to be prepared with various norms and provisions of state govt.
- 3.) The seat matrix should be followed strictly
- 4.) We must be understand with the verification step also.
- 5.) Efforts must be made to fill all seats in department at entry point.

Minutes of meeting held on 01.08.2023 at 9:00 AM

Prof. Dr. Tarunjit Kaur (HOD)

Members Present
Dr. Ravneet Kaur

The main issues of the meeting:-

As New session begins, teachers must take classes strictly as per the time table.

Students must be informed about beginning of session; Syllabus; books.

The entry point students must be aware about exam Pattern - distribution of syllabus & style of study.

These students must be made aware about college environment, Rules and regulations.

Minutes of meeting held on 11.8.2023
at 9:15 A.M.

The meeting starts with the welcome of adhoc staff members. All staff members are instructed to take classes as per the time table allotted; to maintain discipline,

Asst. Prof. Parajit Kaur (HOD)

Members Present

Dr. Ravneet Kaur

Dr. Kamaljit Kaur

Asst. Prof. Gurspreet Singh

Minutes of the meeting held on 28.8.2023
at 2:30 P.M.

Asst. Prof. Taranjit Kaur (Head)

Members Present

Dr. Ravneet Kaur

Dr. Kamaljit Kaur

Asst. Prof. Ankita Singla

Asst. Prof. Gurpreet Singh

The main object of the meeting is to welcome new regular staff and share cup of tea. Dine table allocated to the staff members; and instructed them to take classes properly, students must be guided as per university exam pattern.

All staff members are instructed to finalise the departmental activities and submit the projected date of the activity.

Date _____
Page _____

On 1st sep. 2023, a meeting called on short notice at 9:20 A.M.

As Punjab govt. is going to introduce "MERA BILL" app. by Tax department, Punjab.

The Staff Members are instructed to assemble in Smart Class 416 alongwith the students at 11:00 A.M.

Asst. Prof. Paranjit Kaur (HOD)

members present

Dr. Ravneet Kaur

Asst. Prof. Gurpreet Singh

Asst. Prof. Ankita Singh

Minutes of meeting held on 25th Sep. 2023.

Asst. Prof. Taranjit Kaur (Head)

Members Present

Dr. Ravneet Kaur

Asst. Prof. Ankita Singh

Asst. Prof. Gurpreet Singh

Asst. Prof. Manpreet Kaur

The motive of the meeting is to be prepared for the celebration of Birthday of Mahatma Gandhi. The department is going to conduct seminar on waste management on 27th Sep. 2023. The duties regarding the seminar allotted to staff members. And all are instructed to perform their duties with the dedication.

on 11th Oct. 2023, department meeting conducted, teacher concerned are directed to organise poster making competition. The topic of poster making competition finalised and all are guided to inform students and encourage to participate more & more.

Tarajit Kaur (Head of department)

Members Present

Dr. Ravneet Kaur

Asst. Prof. Ankita Singh

Asst. Prof. Sandeep Kaur

Asst. Prof. Gurpreet Singh

Asst. Prof. Manpreet Kaur

On 2nd Nov. 2023, Department of Commerce
Conducted a meeting. The members present:-

Taranjit Kaur (Head of Department)

Members of department

- 1) Dr. Ravneet Kaur
- 2) Asst. Prof. Gurpreet Singh
- 3) Asst. Prof. Sandeep Kaur
- 4) Asst. Prof. Ankita Singla
- 5) Asst. Prof. Manpreet Kaur

The minutes of the meeting are:-

- a) The staff is instructed to complete the syllabus within time, as university announced the proposed date of exams as 23rd Nov. 2023.
- b) Students must be prepared for MST's.
- c) Doubts of students to be taken and resolved within time. Important topics should be discussed. Students must be made aware about University Exam pattern.
- d) The answer sheets of MST's should be evaluated properly and shown to students. The weak points should be discussed and made sure that mistakes cannot be repeated.
- e) The internal assessment of the students should be remarked on the basis

Date _____
Page _____

of marks of MST + Assignment + Attendance.

f.) Class incharges make it sure that, whenever university portal open the internal of all students of each subject must be uploaded.

g.) The class incharges make it ensure that students must be informed about date sheets of MST's and university exams, announced whenever.

h.) To make ensure the attendance of all students regarding in the classes during the last working weeks of the semester.

On 25th Jan 2024, Meeting conducted for new semester, the following issues discussed.

- 1) Time table allotted to the department teachers and instructed them to take classes properly and at exact time.
- 2) Classwise incharge duty deligated.
- 3) It must be ensured by the class incharges. Students must be regular.
- 4) All teachers are guided regarding naac requirements.
- 5) All are instructed to complete their course file, attendance register and other records required for naac.

Members present -
Jaganjit Kam (HOD)
Sandeep Paul