

Minutes of meeting of Department of Management held on 27 July, 2018 at 9:00 a.m. in the room of Head of the Department.

Head of the Department
Dr. Balbir Singh

Members present

1. Prof. Samudhi Goyal
2. Prof. Manjot Singh

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 Pub. A 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 Management department. The meeting took place on 11th Aug, 2018 at 9:00 a.m.

Member present.

Dr. Balbir Singh

Asst. Prof. Samvidhi

Asst. Prof. Mandep Singh

Asst. Prof. Navdeep Kishor

Minutes of meeting of Department of Management held on 17 Oct, 2018 at 9:00 a.m. in the room of Head of the Department.

Head of the Department
Dr. Balbir Singh

Members present:

Asst. Prof. Samudra

Asst. Prof. Navdeep Kumar

Asst. 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 B.B.A. and B.Voc (RM&IT) classes.
2. Criteria of granting leaves to the students on basis of different grounds (i.e. medical leaves).
3. Requirement of answer sheets for the department.
4. Printing of question papers for MST's.
5. Finalisation of duties of staff members during the MST's.

Minutes of meeting of Department of Management held on 04 Nov., 2018 at 9:00 a.m.

Head of the Department
Dr. Balbir Singh

Member present

1. Asst. Prof. Samwicki
2. Asst. Prof. Jagatveer Singh
3. Asst. Prof. Navdip ~~Kingra~~
4. Asst. Prof. Manjot 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 internal assessment 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 Management held on 17th Jan - 2019 at 9:00 a.m. in the room of Head of the department for upcoming 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.

Asst. Prof. Samidhi

Asst. Prof. Jagatveer Singh

Asst. Prof. Navdeep Kumar

Asst. Prof. Gaurhimat Singh

On 20th April, 2019 at 9:10 A.M. meeting was held to decide the date of MST's, alongwith it the format of question papers also decided. Duties of staff members as Supervisor and deputy Supervisors also assigned.

Requirement of Stationery and non-teaching staff also discussed.

Head of Department
Dr. Balbir Singh

Staff Members.

- 1) Asst. prof. Sameidhi
- 2) Asst. prof. Jagatveer Singh
- 3) Asst. Prof. Navdeep Kishan

On 11th May, 2019 at 2 p.m. a meeting held on following issues discussed.

- (1) Compilation of result of MST.
- (2) Opportunity to be provided to absent students to appear in retest.
- (3) collection & checking of Assignments.
- (4) ~~Exam~~ ^{Seminar} (practice basis) of B.B.A^{3rd} will be conducted by a member committee
- (5) Discussion about Farewell of final year students of graduation [B.B.A & B.Voc (RM & IT)]

Head of Department
Dr. Balbir Singh

Staff Members.

Asst. Prof. Sameer Dhi

Asst. Prof. Jagatveer Singh

Asst. Prof. Navdeep ~~Kingra~~

Asst. Prof. Bhushmat Singh

Meeting of department will be conducted on 24th May 2019 at 9:00 a.m. regarding -

- (1) Analysis of sawwell party arrangements.
- (2) Internal Assessment uploading on university portal.
- (3) Assignment of duty for conducting viva-voce of B.B.A. by external.
- (4) Maintenance of university exam. results.

Head of Department
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Staff Members.

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Asst. Prof. Navdeep Kumar

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Staff Members.

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Head of Department
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Staff Members.

Asst. Prof. Samidhi

Asst. Prof. Jagatveer Singh

Asst. Prof. Navdip Kaur

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.

On 7th August 2021 by maintaining social distancing meeting held on in smart class room at 9:00 a.m. The main focus is on academic.

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. Sharing is restricted.

All class Incharges must ensure about sanitization and other covid norms.

Head of Department

Dr. Balbir Singh

Members Present

Asst. Prof. Samridhi

Asst. Prof. Karamveer Kaur.

Asst. Prof. Jagatveer Singh

Asst. Prof. Navdeep Kaur

Minutes of meeting of Department of Management
held on 29th Oct, 2021 at 9:00 a.m.

Head of Department
Dr. Balbir Singh

Members present

- Asst. Prof. Sameidia
- Asst. Prof. Karamveer Kaur
- Asst. Prof. Jagatveer 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.
- (2) Syllabus must be completed before 4th Nov.
- (3) Answer sheet requirement & collection of question papers.
- (4) Duty allocation among the staff members.

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Minutes of meeting of Management department
held on 18th Feb. 2022 at 9:00 a.m.
Dr. Balbir Singh (HOD)

Members.

Asst. Prof. Saminder

Asst. Prof. Kambeer Kaur.

Asst. Prof. Jagatveer Singh

Asst. Prof. Navdeep Kumar.

The objective of meeting was to make policy for the Even semester begins from 22nd 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) Each & Every Subject teacher concentrate on weaker students & pay them more attention.
- (4) Make students motivated to use smart class rooms for presentations.

On 20th May, 2022 a meeting on ~~at~~
9:00 a.m.

Head of Department
Dr. Balbir Singh

Members present

Asst. Prof. Karamveer Kaur

Asst. Prof. Navdeep Kumar

Asst. Prof. Manjot Singh

The meeting is called for discussing about
MST's. The head instructed as :-

- (1) MST's will be conducted from 1st June to
8th June, 2022
- (2) plan out some activities as covid restrictions
are minimised.
- (3) Complete the syllabus and doubt solving session
must be arranged.

Minutes of meeting held on 25 June, 22 held at principal room at 9:00 a.m.

Head of Department
Dr. Balbir Singh

Asst. Prof. Saramvarfau.

Asst. Prof. Navdeep Kumar

Asst. Prof. Manjit Singh

The main issues discuss 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 B.B.A and B.voc (RMA&IT) proper arrangements should be done.
- (4) Each and every teacher must present during summer vacation in college on rotation basis.

On 22 August 2022 at 9:00 a.m. meeting held at room of -110D.

Head of Department
Dr. Balbir Singh

Members present.

Assist prof. Karamveer Kaur.

Assist prof. Navdeep Kaur.

Assist prof. Pooja Kaur.

The meeting focused on :-

- 1) Teachers of department are motivated to increase the strength at both graduation B.B.A and B.Voc (Rmg).
- 2) Class incharge's duty assigned on mutual discussion basis.
- 3) Departmental activities should be planned so, as students can learn some moral values and skills of self employment.

Minutes of Meeting held on 31st Aug, 2022
at 9:00 a.m.

Dr. Balbir Singh (Head of Department)

Members Present-

Assist. Prof. Karamveer Kaur

Asst. Prof. Nandip Kumar

Asst. Prof. Manjot Singh

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 CR's must be appointed for discipline maintenance and other related issues.

Minutes of meeting held on 8th Sep., 2022 at 2:00pm

Head of Department
Dr. Balbir Singh

Members present

Asst. Prof. Saranveer Kaur.

Asst. Prof. Manpreet Singh

Asst. Prof. Kiranjot Kaur.

The meeting is called for :-

- (a) Introducing new staff members and allocate classes to them.
- (b) To plan out activities related to various themes as result department going to organise some
e) awareness programmes, Debate, workshop etc.
- (c) Only one MST will be taken in the end of semester covering whole syllabus.

Minutes of Meeting held on 8th Oct., 2022
at 9:00 am under the leadership of Asst. Prof.
Karamveer Kaur as former head Dr. Balbir Singh
appointed as principal of college.

Members present

Asst. Prof. Karamveer Kaur.
Asst. Prof. Manpreet Singh
Asst. Prof. Gupantap Singh

The meeting covered the following aspects :-

- (1) Examination Schedule finalise for MST
(from 29th Oct. to 4th Nov., 2022)
- (2) Syllabus of all subjects must be completed before
Exam.

Minutes of meeting held on 19 Nov. 2022
at 9:00 a.m.

The main issues covered as :-

- (1) To Discuss MST results and performance of students.
- (2) It is instructed to take remedial classes of weak students.
- (3) The internal assessment criteria discussed and guided to all subject teachers to upload it on university portal as per instructions of uni. within due time.

(*) Members Present :-

Ast. prof. Karamveer Kaur (HOD)

Ast. prof. Manjot Singh

Ast. prof. Saroj Bala

Ast. prof. Mandip Kaur

Ast. Prof. Manjot Singh

Minutes of meeting held on 2nd Feb., 2023
at 9:00 a.m. under the leadership of Prof.
Karamveer Kaur.

Member present.

Asst. prof. Karamveer Kaur.

Asst. prof. Manpreet Singh

Asst. prof. Manna Singh

Asst. prof. Gupantap Singh

Asst.

(1) Discipline in the block must be maintained.

(2) classes should be taken regularly & syllabus
must be completed in due time.

Meeting conducted on 18th Feb., 2023 at 2:50 p.m.
The meeting called on to discuss the activities to be conducted. The following are the main aspects.

- (1) Any Activity will be conducted to prepare students for corporate sector.
- (2) An activity must be planned to enhance Technological Skills of students and communication skills.
- (3) Asst. Prof. Karamveer Kaur (-Head of Department)

Members.

Asst. Prof. Manpreet Singh
Asst. Prof. Upkar Singh
Asst. Prof. Shanna Singh
Asst. Prof. Sampat Singh

Minute of Meeting held on 28th April, 2023
Asst. Prof. Karamveer Kaur
(Head of Department)

Members

Asst. Prof. Manpreet Singh

Asst. Prof. Manjit Singh

Asst. Prof. Gurpreet Singh

Asst. Prof. Mandap Kaur

The main objectives of Meeting are -

- (1) To decide the schedule of MSTs (from 29th April to 4th May)
- (2) To collect the question papers & make other copies as needed.
- (3) To arrange the answer sheets for smooth conducting of MSTs
- (4) To make ensure the attendance of students in MSTs.