

Minutes of meeting held in Principal office on 10<sup>th</sup> Aug, 2021 at 10:00 am.

Head of Department / Principal  
Mrs. Birinder Kaur Bindar (officiating Principal)

Members of the Meeting: -  
Asst. Prof. Kamaldeep Kaur

The meeting was started by Mrs. Birinder Kaur Bindar (officiating Principal). Her main focus was on: -

1. Time table of this semester
2. Syllabus of 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> semester.
3. Appointment of CR's for these semesters.
4. Activities of the department for this session.

As there was no other point to be discussed in this meeting so madam ended the meeting with thanks.

Meeting was held in the Principal office on 12<sup>th</sup> Oct, 2022 at 2.10 Pm.

H.O.D / Principal.

Dr. Birender Kaur Bhinder

Members Present

Assit. Prof. Kamaldeep Kaur.

Meeting was held in the Principal office to decide: -

1. Rate of Exhibition.
2. Items to be prepared in this Exhibition.
3. After the detail discussion for this exhibition meeting was ended up.



Meeting was held in the Principal office on 21<sup>st</sup> Oct, 2021 at 2.10 Pm.

H.O.D / Principal

Dr. Birinder Kaur Bhinder

Members Present:

Asst Prof. Kamaldeep Kaur.

Meeting was started by the Principal nam Dr. Birinder Kaur Bhinder to discuss about:-

1. Dates for Mid term exams of the semester.
2. Format of question Papers according to the university norms.
3. Printing of question Papers
4. Arrangement of answer sheets
5. Criteria to give leave to students in the exams.
6. Special chance to reappear those students who were unable to clear the exams.

In the end meeting was finished with thanks

Meeting was held in Principal office 18<sup>th</sup> Dec 2021 at 2:10 Pm.

H.O.D / Principal.

Dr. Birinder Kaur Bhinder

Members Present

Kamaldeep Kaur

The meeting was started to discuss about :-

- 1: Internal uploadation of marks on the portal.
- 2: Criteria of internal was also discussed in the meeting.
- 3: She gave more emphasis on proper uploading of internal marks on the portal according to the university roll numbers of the students.



Meeting was held in the Principal office on 2<sup>nd</sup> March 2022 at 10:00 am.

H.O. D/Principal  
Dr. Birender Kaur Bhinder

Members Present  
Kamaldeep Kaur

Meeting was started by the officiating Principal Dr. Birender Kaur Bhinder. The objectives of this meeting was:-

1. Discussion on timetable for 2<sup>nd</sup>, 4<sup>th</sup> & 8<sup>th</sup> Sem.
2. Appointment of new teacher in the department.
3. Syllabus for these semesters.
4. More attention to weaker students.

As there was no other point for discussion so meeting was ended up by madam.

Minutes of meeting organised in Fashion Tech Department on 23<sup>rd</sup> April 2022 at 2.10 Pm.

Head of the Department  
Kamaldeep Kaur

Members Present  
Harpreet Kaur.

Meeting was started in Fashion Tech Lab (403) by Head of department Kamaldeep Kaur. Following Points were discussed in this meeting :-

1. Arrange different workshop in the month of April.
2. Lists were Prepared for these workshops.
3. Tentative dates were fixed for next workshop held in May.
4. Plan for exhibition in the month of May end.
5. List of Items to be displayed in this exhibition & the Price for sale these items.

As no other point for discussion so meeting was ended up by vote of thanks.



Minutes of meeting of Fashion Technology Department held on 30<sup>th</sup> April, 2022 at 2.10 Pm in Fashion Technology Lab (404)

Head of the Department  
Kamaldeep Kaur

Members Present  
Harpreet Kaur

In this meeting H.O.D discussed these points: -

1. Dates for Mid term Exams.
2. Format for the question Papers.
3. Syllabus for these question Papers.
4. Requirements for answer sheets.
5. Printing for question Papers.
6. Criteria were fixed to grant leave to students in these Papers.

Since there was no other matter the meeting ended with thanks

## Minutes of the Departmental Meeting.

The meeting of Fashion Technology department was held on 31<sup>st</sup> May 2022 at 2:10 Pm in Fashion Technology Room (404)

Head of Department  
Kamaldeep Kaur

Members Present  
Harpreet Kaur

The objective of the meeting was :-

1. Criteria of Internal Assessment according to the university norms.
2. Timely uploading of their assessment on the portal as soon as it opened.
3. Check each roll number properly + subjects so that mistakes should avoided.

After that meeting ended up.



## Minutes of the Fashion Technology Department Meeting.

The meeting of Fashion Technology department was held on 2<sup>nd</sup> Sep, 2022 at 10:00 am in the Fashion Technology lab (403)

Head of the Department  
Kamaldeep Kaur

Members Present  
Harpreet Kaur

The meeting was started by the head of the department with brief introduction. After that her main objectives were: -

1. Time table for the new session.
2. Syllabus for the new session theory as well as practical
3. Appointment of CR's for new session.

After the discussion time table was allotted + subjects were assigned for this semester. and a workshop on clay modelling was held on 3<sup>rd</sup> Sep, 2022.

## Minutes of Meeting.

The departmental meeting was held on 15<sup>th</sup> Oct 2022, at 2:10 Pm in the Fashion Technology Room (404).

Head of Department.  
Kamaldeep Kaur

Members Present.  
Harpreet Kaur.

The objective of this meeting was.

1. To arrange exhibition on 18<sup>th</sup> Oct, 2022.
2. Items were discussed to be displayed in this exhibition.
3. Prices were fixed for these items to be sold.



## Minutes of Meeting of Fashion Technology.

The meeting was held on 2<sup>nd</sup> Oct 2022 at 2.10 Pm in department.

Head of the Department  
Kamaldeep Kaur.

Members Present  
Harpreet Kaur.

The main discussion by the H.O.D was  
on:

1. Dates for Mid term exams.
2. Syllabus for these exams.
3. Format of question Papers.
4. Printing of question Papers + arrangement of sheets.
5. Criteria was fixed to grant leave to students.
6. Date fixed to visit 'Balwar Rural India'

## Minutes of Meeting.

The departmental meeting was held on 7<sup>th</sup> Dec, 2022 in the Fashion Technology Room (404) at 2:10 Pm.

H.O.D

Kamaldeep Kaur

Members Present

Harpreet Kaur.

The meeting was started by the H.O.D to discuss about

1. Criteria for internal assessment.
2. Timely updation of internal on the portal according to university roll numbers as soon as portal opened.



## Minutes of Meeting.

The meeting was held in the Fashion Technology department on ~~22~~ <sup>23</sup> Feb, 2023 at 10.00 am.

Head of Department  
Karnaldeep Kaur

Member Present  
Harpreet Kaur

The main focus of the meeting was

1. Time table for new semesters
2. Syllabus for 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> semester
3. Appoint More emphasis on weak students.

After that time table was allotted + subjects were assigned.

## Minutes of Departmental Meeting.

The meeting of Fashion Technology department was held on 4<sup>th</sup> Feb, 2023 at 2.10 Pm.

Head of Department  
Kamaldeep Kaur.

Members Present  
Harpreet Kaur.

The main objectives of this meeting was

1. To fix dates for 2 day workshop in the department.
2. Tentative date was planned for the guest lecture in the Month of March.
3. Tentative date was fixed for the Pot decoration workshop.
4. List of requirements for these workshop displayed in the department board & students were informed.



## Minutes of Meeting.

The meeting was organised in the department on 19 April, 2023. at 2.10 Pm.

Head of Department  
Kanandeep Kaur

Members Present  
Harpreet Kaur.

Departmental meeting was organised to discuss about:

1. Date Sheet for Mid term Exams
2. Format of question Papers & Printing of question Papers
3. Arrangement of Sheets
4. Criteria to grant leave to students on different basis.

After that various duties were assigned.

5. Tentative date for the Exhibition was planned too.

## Minutes of Meeting.

The meeting was held in the department on 3<sup>rd</sup> May, 2023 at 2:0 Pm in the Fashion Technology Lab (403)

Head of Department  
Kamaldeep Kaur.

Members Present  
Harpreet Kaur

In this meeting the main focus was on.

1. Criteria of Internal assessment
2. Uploading of Internal assessment on the Portal



Minutes of meeting of Fashion Technology Department held on 4<sup>th</sup> Aug, 2018 at 2:10 Pm in Fashion Technology Lab (403).

Head of Department  
Kamalsleep Kaur

Members Present  
Asst Prof. Ranjeet Kaur

The meeting was started by the head of the department with brief introduction. After that she discussed about new session. Her main focus was on.

1. Time table of the new session.
2. Syllabus of the new session.
3. Appointment of CR's for new session.
4. Activities of the department.

In meeting these were discussed + time table was allotted to the teachers. She also focused on weak students + g forced to give more attention on these students, if any.

## Minutes of Meeting of Fashion Technology department

The departmental meeting was held on 29th Sep 2018 at 2:10 Pm in the fashion technology lab (H04).

H.O.T

Asst. Prof. Kamaldeep Kaur.

Members Present.

Asst. Prof. Kamaldeep Kaur

The meeting was started by the H.O.T to discuss about

1. Different activities of the department
2. Tentative dates were fixed for these activities
3. Exhibition of the department was planned.
4. Items were discussed to be displayed in these exhibitions.
5. Workshop was also planned in coming month.



## Minutes of Meeting.

The meeting was held in the department 2018, at 2.10 Pm in the Fashion Technology Lab (404)

Head of Department

Asstt. Prof. Kamaldeep Kaur.

Members Present

Asstt. Prof. Ranjit Kaur.

In this meeting H.O.D. discussed these points: -

1. Dates for Mid term exams.
2. Format of the question papers during these exams.
3. Syllabus for these exams to set question Papers.
4. Requirement of answer sheets.
5. Printing of question papers.
6. Duties were assigned to arrange answer sheets & printing of question papers.
7. Criteria were fixed to grant leave to students in these papers.

## Minutes of Meeting.

The departmental meeting was held in the department lab (404) on 27<sup>th</sup> Nov, 2018 at 2:10 Pm.

H.O.D

Kamaldeep Kaur.

Members Present

Asst. Prof. Ranjit Kaur.

1. In this meeting the criteria for internal assessment was discussed according to the university syllabus.

2. Timely uploading of internal assessment of each subject as soon as the university portal opened, according to the university hall members of the concern students.

As there was no other point of discussion so meeting ended up with thanks.



## Minutes of Meeting.

Date: - 16<sup>th</sup> Jan 2019

Venue: - Fashion Technology Lab (404)

Time - 2:10 Pm.

H.O. D

Asst Prof. Kamaldeep Kaur.

Members Present

Asst Prof. Kamaldeep Kaur.

The meeting was started by Head of the department Asst. Professor Kamaldeep Kaur. In this meeting: -

1. Time table for the 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> semester was discussed.
2. Discussion on the syllabus of above said semesters.

After the discussion Time Table was allotted & different subjects were assigned to teachers for these semesters. In the end meeting was finished with the thanks note.

## Minutes of Meeting.

The meeting was held in the department on 1st Feb, 2019 at 2.10 P.m.

Head of department  
Asstt. Prof. Kamaldeep Kaur.

Members Present.  
Asstt. Prof. Ranjit Kaur.

In this meeting discussion was on:-

1. Exhibition for the fete in the college that was going to held on 9th Feb, 2019.
2. Guest Lecture was planned to be held in the Month of March.

As there was no other point to be discuss in the meeting, it was ended up with the vote of thanks.



## Minutes of Meeting.

The meeting was held in the department on 1<sup>st</sup> May 2019 at 2:10 Pm.

H.O.D

Kamaldheep Kaur.

Members Present.

Asst Prof. Ranjit Kaur.

The meeting was organised to discuss about: -

1. Dates of Mid Semester Exams.
2. Syllabus of the exams + Format of question Papers
3. Printing of question Papers.
4. Requirement of answer sheets.
5. Duties were assigned for these.
6. Criteria's were fixed to grant leave to students in these exams.

Meeting ended up with vote of thanks.

Minutes of meeting of Fashion Technology Department  
held on 12 April 2019 at 2:10 Pm in Fashion Technology  
Lab (404)

Head of department  
Assit Prof. Kamaldeep Kaur.

Members Present:  
Assit. Prof. Ranjit Kaur.

The objective of this meeting was:-

1. Internal Practical exams for semester 2<sup>nd</sup> to be conducting according to university date sheet.
2. Uploading of Internal Assessments of 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> semester on the university Portal as soon as it opened up.



Minutes of meeting of the Fashion Technology department held on 3<sup>rd</sup> Aug, 2019 at 2.10 Pm in Fashion Technology Lab (403)

Head of Department.  
Assit Prof. Kamaldeep Kaur.

Members Present.  
Assit Prof. Ranjit Kaur.

With brief introduction meeting was started by the H.O.D in the Fashion Technology Lab (403). After that she discussed about :-

1. Time table for new session semester 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>.
2. Syllabus for these semesters for this session in detail.
3. More emphasis on the Practical work of the students.
4. Appointment of CR's of these semesters.

In the end time table was allotted to the teachers & subjects were assigned to be taught in these semesters. As there was no other point of discussion so meeting ended up.

Minutes of meeting of Fashion Technology department held on 1<sup>st</sup> Nov, 2019 at 2:10 Pm in Fashion Lab (404)

Head of Department  
Assit Prof. Kambleep Kaur.

Members Present  
Assit Prof. Ranjit Kaur.

The meeting was started by the H.O.D to discuss about:

1. Dates for Mid term exams.
2. Syllabus for these exams + format of the question Paper according to university Pattern.
3. Printing of question Papers.
4. Arrangement of answers sheets according to the requirement
5. Criteria to grant leave to students during these exams.  
In end duties were assigned to arrange answer sheets + Printing of question Papers for conduction of Mid term exams smoothly.



## Minutes of Meeting.

The meeting was held in the department on 20 Nov 2019 at 2.10 Pm in Fashion Technology department (403)

H.O.D

Asst Prof. Kamaldeep Kaur.

Members Present:

Asst. Prof. Ranjit Kaur.

1. In this meeting the criteria of Internal Assessment was discussed according to the university prescription.
2. Timely uploading of Internal Assessment on the university Portal as soon as Portal opened according to the university roll numbers of the students.

As there was no other point to be discuss in the meeting so meeting ended up.

## Minutes of Meeting.

Minutes of meeting of Fashion Technology department held on 27<sup>th</sup> Jan, 2020 at 2:10 Pm in F.T Lab (403)

Head of Department  
Asst Prof. Kanandeep Kaur

Members Present.  
Asst. Prof. Ranjeet Kaur.

For new semester's meeting was started by the H.O.D to discuss about: -

1. Time table of the 2<sup>nd</sup>, 4<sup>th</sup> + 8<sup>th</sup> Semester.
2. Syllabus of these semesters
3. Activities during this semester.
4. Special attention to weak students.

After detailed discussion time table was allotted + subjects were assigned for this semester. And after that meeting ended up with thanks.



Online meeting was held 23 March 2020 to ensure the implementation of covid guidelines issued by the government.

H.O.T

Asst Prof. Kamaldeep Kaur.

Member attended online meeting  
Asst. Prof. Ranjeet Kaur.

In online meeting H.O.T discussed about the guidelines to be followed during covid. Other points that were discussed.

1. Syllabus to be cover online mode.
2. Encourage students to make their practical files so that they donot suffer.
3. Encourage students to take active participation in online competitions + to attend online workshop.
4. Online submission of their assignments.
5. Online (what's app group) groups were made to give detail information to students.
6. Duties for internal upload of marks assigned.

Online meeting was held in the month of Sep, 2020.

Head of Department / Principal  
Dr. Swinder Singh Channa.

Members Present.

Asst. Prof. Kamaldeep Kaur.

Online meeting was held by the Principal of college. The things which were discussed in the meeting was: -

1. Time table of different classes.
2. Syllabus to be covered on google meet.
3. Activities in online mode.

As there was no other point for discussion so online meeting ended.



Online meeting was held by the Principal of College on 15<sup>th</sup> Jan, 2020.

H.O.D / Principal  
Dr. Swinder Singh Chinna.

Members Present.  
Asst Prof. Kamaldeep Kaur.

The meeting main objective was: -

1. Decide dates for MST's in online mode.
2. Send question papers in what's app group according to the date sheets.
3. Evaluate their sheets online.
4. Prepare internal assessments & uploading of internal on the Portal.

ended. After the discussion meeting was

Meeting was held in Principal office on 22 Feb, 2021, with all safety measures of Covid-19.

H.O.D / Principal  
Dr. S.S. Chinna.

Members Present.

Asst. Prof. Karaldeep Kaur.

The meeting was started by the Principal & main focus is on.

1. Timetable of the semester.
2. Syllabus to be covered in online mode.
3. To encourage students to take active participation in different activities or competition in online mode.

After the discussion meeting was ended up by with thanks.



Meeting held in Principal office on 4<sup>th</sup> May, 2021.

H.O.D/Principal

Drs Birinder Kaur Bhinder (Officiating Principal)

Members Present: -

Asstt Prof. Kamaldeep Kaur.

Meeting was held in the Principal office.  
The objectives of this meeting was: -

1. To discuss about the dates of mid term exams.
2. Format of question Papers for these semesters.
3. Uploadation of Internal assessment on the portal.
4. Timely upload of their final exams marks on the portal very carefully.

After that meeting was ended up.