

Mintues of Meeting

The weekly review meeting was held on 2nd September 2021 at 1:30pm in the management room. It was chaired by Dr R C Mittal, chairman college management committee and Dr Neena Aneja, Principal.

Following decisions were taken in the meeting:

1. The worthy chairman took updates from all HOD's about admission in various classes.
2. It was decided that a demonstration class about N List for all the students will be arranged by Md. Amarjot Purewal.
3. Dr.Kanchan Goyal will take charge of room 14B and all the teachers can use this room for PPT's. She will maintain record of this.
4. B.Sc (FD) 1st semester and 3rd semester students will be given special fee concession for securing university positions. And B.Sc (FD) 5th sem students will be given cash prizes .
5. Placement cell should be strengthened to make the students independent.
6. A book bank will be created for every department to help the needy students.
7. Individual teacher should make efforts to increase the strength in BA 1st sem.
8. Computer Deptt. should discuss the fee structure of M.Sc (IT) and try to reduce it , if possible as most of the students are facing financial problems
9. Everyone should take care of the valuable data of college and should not leak it out.
10. Weekly progress review meeting will be held every week.

The meeting ended with vote of thanks along with a cup of tea.

Following members were present in the meeting:

- Mrs. Sushma Gupta *Sun*
- Dr. Sakshi *Sakshi*
- Dr.Kanchan Goyal *Kanchan*
- Dr.Baljeet Kaur *Baljeet*
- Ms. Rajni Verma *Rajni*
- Dr. Palwinder Kaur *Palwinder*
- Mrs. Ramanpreet Kaur *Ramanpreet*
- Mrs. Gagandeep Kaur *Gagandeep*
- Mrs. Mandeep Sharma *Mandeep*
- Ms. Amarjot Purewal *A Purewal*
- Mrs. Namita Barmar *Namita*

Neena Aneja
Principal

Mintues of Meeting

The meeting of regular staff members was held on **September 16, 2021** in conference room at 1:30 pm. It was chaired by Dr. R. C. Mittal, Chairman, college management committee and Shri Darshan Pal Singla, Secretary, college management committee.

Following points were discussed in the meeting:

- 1) It was informed to all staff members that an anonymous letter has been received by the College Management.
- 2) The chairman told staff members that an effort has been made to defame the college's prestigious reputation through this letter.
- 3) The secretary explained that the accusations in the letter are baseless and not more than mischievous elements.
- 4) The confirmation from all the present staff members was taken by the secretary that there is no direct or indirect involvement of any staff member in writing this anonymous letter.
- 5) An appeal was made to the staff members that any issue must be communicated to the principal or management before going ahead.

The following members were present in the meeting:

- Dr. R.C. Mittal
- Sh. D.S. Singla
- Mrs. Sushma Gupta *Su*
- Ms. Rajni Kaur *Rajni*
- Mrs. Pujja Bansal *Puj*
- Mrs. Gagandeep Kaur *Gagan*
- Mrs. Mandeep Sharma *Mandeep*
- Ms. Jyoti Kaur *Jyoti*
- Dr. Sakshi *Sakshi*
- Dr. Kanchan Goyal - on leave
- Dr. Baljeet Kaur *Baljeet*
- Mrs. Namita Barman - on leave
- Ms. Rajni Verma *Rajni*
- Mrs. Palwinder Kaur *Palwinder*
- Mrs. Ramanpreet Kaur *Ramanpreet*

[Signature]
Principal

Mintues of the Meeting

The meeting was held with admission promotion committee on 15 November, 2021 in the principal office. It was headed by Principal Dr. Neena Aneja.

Following points were discussed in the meeting:

1. As the university has extended date of admission for all UG and PG classes upto November 20,2021, the staff members were asked to make their best efforts to increase the strength.
2. Madam Rajni Verma will prepare brouchers for circulation on social media.
3. All HOD's will report their admission promotion efforts and new admission in their respective departments on daily basis to Madam Rajni Verma.


Principal

Mintues of the Meeting

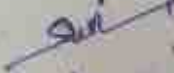
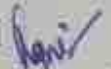
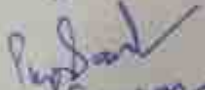
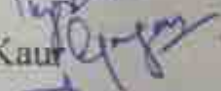




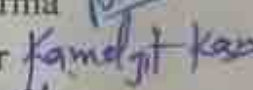
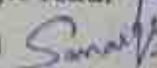
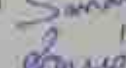
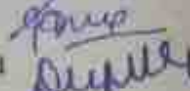
The staff meeting was held on 29th December 2021 in the principal office. The meeting was headed by Dr. Neena Aneja.

Agenda: Higher Education awareness and counselling

Following decisions were taken in the meeting:





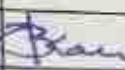

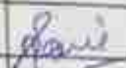
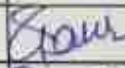


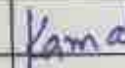

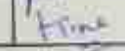
1. The admission promotion groups will start visiting the schools by 6th Jan, 2022 positively.
2. All group leaders will analyse their previous experience related to school visits and make strategies for the new session.
3. The previous groups will be revised as per follows:
 - Group 1 Mrs Sushma Gupta(Commerce)
 - Group 2 Dr Sakshi & Dr Kanchan(BA)
 - Group 3 Ms Rajni Verma (Comp Sci)
 - Group 4 Dr Palvinder Kaur(B.Voc/Fashion Designing)
 - Group 5 Dr Baljeet Kaur& Mrs Ramanpreet Kaur(All PG classes)
4. All group leaders will make tentative schedule of no of schools to be visited and submit it to Madam Principal by 3 Jan, 2022.
5. Madam Rajni Verma will update the power point presentation and college videography by 3 jan, 2022.
6. Mrs. Mandeep Sharma will prepare packs of 5 prospectus+1 magazine for each visit.
7. Madam Hina Gupta and Madam Kamaljit will update the pamphlet by 3 Jan, 2022.

Following staff members were present in the meeting:

- Mrs. Sushma Gupta 
- Ms Rajni 
- Mrs Puja Bansal 
- Mrs Gagandeep Kaur 
- Dr Baljeet Kaur 
- Dr Palvinder Kaur 
- Mrs Ramanpreet Kaur 
- Mrs Mandeep Sharma 
- Mrs Kamaljit Kaur 
- Ms Sunaiya 
- Ms Sonia 
- Ms Deepika 


Principal

Staff List (Session 2021-22)

S.No.	Name	Signature	S.No.	Name	Signature
1	Dr. (Mrs.) Neena Aneja (Principal)		18	Ms. Usha (Pbi)	
2	Mrs. Sushma Gupta (Commerce)		19	Ms. Puja (Eco.)	
3	Ms. Rajni (Commerce)		20	Ms. Sandeep Kaur (Art)	
4	Ms. Puja Garg (Commerce)		21	Ms. Hema (History)	
5	Ms. Gagandeep Kaur (Commerce)		22	Ms. Sunaiya (C.Sci.)	
6	Dr. (Mrs.) Sakshi Sharma (Eng)		23	Ms. Bhagyashree (C. Sci.)	
7	Dr. (Mrs.) Kanchan Goel (Hindi)		24	Ms. Mamta (C. Sci.)	
8	Ms. Baljeet Kaur (History)		25	Ms. Nagma (Eng.)	
9	Ms. Namita Barman (Phy-Edu)		26	Ms. Mamta (Pol. Sci.)	
10	Ms. Rajni (C.Sci.)		27	Ms. Puja (Maths)	
11	Mrs. Mandeep Sharma (F. Desig.)		28	Ms. Sonia (Commerce)	
12	Ms. Jyoti Kaur (F.Desig.)		29	Ms. Sukhvir Kaur (Commerce)	
13	Dr. (Mrs.) Palvinder Kaur (Pbi)		30	Ms. Chandni Maini (Eng.)	
14	Ms. Ramanpreet Kaur (Pbi)		31	Ms. Loveleen kaur (Commerce)	
15	Ms. Amarjot Purewal (Librarian)		32	Ms. Ramandeep Kaur (B.Voc.)	
16	Ms. Kamaljit Kaur (C. Sci.)		33	Ms. Deepika Singla (B.Voc.)	
17	Ms. Hina Gupta (C.Sci.)		34	Mr. Inderjit Singh (Music)	

Mintues of Meeting

The meeting was held on Jan 3, 2022 with admission promotion committee in principal office. It was chaired by Dr. Neena Aneja.

Agenda: Admission promotion and higher education *counselling*.

Following points were discussed in the meeting:

- 1) As discussed in the previous meeting, the group leaders prepared a list of schools to be visited for counselling of students.
- 2) Group no.1 (commerce) was allowed to start their visits from Jan 6, 2022.
- 3) The other group leaders were asked to prepare tentative plans and submit it to madam principal by Jan 4, 2022.
- 4) As per the discussion held in the meeting it was decided that groups will visit schools in the first phase and in the second phase an effort will be made to approach nearby village's Sarpanches.
- 5) The admission promotion groups were asked to counsel the students about the scope of various subjects/courses.
- 6) Group no 4 (B.Voc) will prepare a special PPT describing the scope and career details of the course.

Neena
Principal

Following staff members were present in the meeting:

- Mrs. Sushma Gupta *Sushma*
- Ms Rajni *Rajni*
- Mrs Puja Bansal *Puja Bansal*
- Mrs Gagandeep Kaur *Gagandeep*
- Dr Baljeet Kaur *Baljeet*
- Ms. Rajni Verma *Rajni*
- Dr Palvinder Kaur *Palvinder*
- Mrs Ramanpreet Kaur *Ramanpreet*
- Mrs Mandeep Sharma *Mandeep*
- Ms Jyoti Kaur *Jyoti*
- Ms. Hina Gupta *Hina*
- Ms. Bhagyashree *Bhagyashree*
- Ms Sunaiya
- Ms Sonia *Sonia*
- Ms Deepika *Deepika*

Mintues of Meeting

The meeting was held on Jan 6, 2022 in Principal Office with Admission Promotion Committee.

Agenda: Higher education awareness and counselling

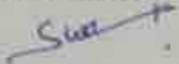




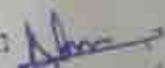
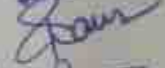

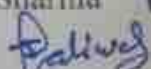

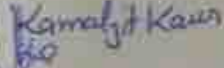

Following decisions were taken in the meeting:

1. As the government has issued new guidelines to close the schools and colleges till 15 January, 2022 there is a need to make new strategies for admission promotion.
2. The group leaders will make best efforts to obtain students data from the schools.
3. The group leaders will make a list of villages within diameter of 20km till Saturday (January 8, 2022) and submit it to madam principal.
4. Visit to villages will be started from Jan 10, 2022 and everyday two villages will be visited by one group.
5. Registration link will be created and shared in the students group.
6. Dr Palvinder Kaur will submit list of village sarpanches along with their contact numbers.


Principal

NO MASK, NO ENTRY

Following staff members were present in the meeting:

- Mrs. Sushma Gupta 
- Ms Rajni 
- Mrs Puja Bansal
- Mrs Gagandeep Kaur 
- Dr Baljeet Kaur 
- Ms. Rajni 
- Ms. Namita Barman 
- Dr Palvinder Kaur 
- Mrs Ramanpreet Kaur
- Mrs Mandeep Sharma 
- Ms Jyoti Kaur 
- Ms. Hina Gupta 
- Ms. Kamaljit Kaur 
- Ms Deepika 

Mintues of meeting

The staff meeting was held on Jan 17, 2022 in the principal office. It was chaired by Dr. Neena Anreja.

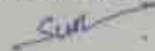

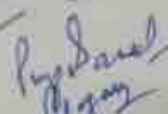

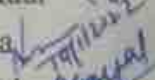
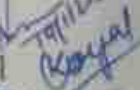



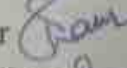




Agenda: With reference to letter received from Honorable Secretary, Higher Education

Following points were discussed in the meeting:

1. As per the letter received from Honorable Secretary, Higher Education the college has to submit a list of schools in the catchment area. So all group leaders were asked to submit the above list.
2. Md. Rajni Verma will guide the students of schools about prospective career options after pursuing BCA.
3. Md. Sushma Gupta will guide the students about opportunities after B.Com.
4. Dr. Sakshi, Dr. Kanchan Goyal & Md. Namita Barman will analyse the previous data of students and prepare list accordingly.
5. All group leaders will submit the final list on Jan 18, 2022 at 10:00 am so that a compiled list can be submitted to the Higher Education Department.


Principal

Following members were present in the meeting:

- Mrs. Sushma Gupta 
- Ms Rajni 
- Mrs Puja Bansal 
- Mrs Gagandeep Kaur 
- Dr. Sakshi Sharma 
- Dr. Kanchan Goyal 
- Dr Baljeet Kaur 
- Ms. Rajni Verma 
- Ms. Namita Barman 
- Dr Palvinder Kaur 
- Mrs Ramanpreet Kaur 
- Mrs Mandeep Sharma 
- Ms. Hina Gupta 
- Ms. Kamaljit Kaur 

Mintues of Meeting

The staff meeting was held on Jan 27, 2022 in the principal office. It was chaired by Dr. Neena Aneja.

Agenda: With reference to the letter received from hon'ble Secretary, Higher Education.

Following decisions were taken in the meeting:

1. Principal Dr. Neena Aneja informed staff members that Hon'ble Secretary, Higher Education has demanded information related to catchment area schools to increase the enrolment ratio.
2. All group leaders will make personal efforts to collect data from schools so that students can be contacted for admission.
3. All group leaders will submit the final list of schools in the catchment area along with a plan to visit schools route wise till 2pm on 29/1/22.
4. The admission promotion groups will visit the schools as per the plan up to 3/2/22.
5. After visiting schools and collection of data WhatsApp groups will be created on the basis of different courses.
6. Online Meetings will be conducted with principals and staff of schools in the first part and with students directly in the second part.
7. Dr. Palvinder will prepare a request letter for school principals till 28/1/22.
8. Each group will carry request letter, 2 magazines and 3 prospectus for each school. Md. Rajni Verma will plan any short run (6 months) courses in computer science like DCA.
9. Md. Mandeep Sharma will plan for hobby classes/summer camp for school students keeping in view the skill based subjects like cosmetology, home science and fashion designing.
10. At the end Dr. Neena Aneja adressed all that the main motive behind this is to ensure that no student should be devoid of higher education as well as to increase the enrolment ratio.

The meeting ended with vote of thanks.

Following members were present in the meeting:

- Mrs. Sushma Gupta
- Mrs Puja Bansal
- Mrs Gagandeep Kaur
- Dr. Sakshi Sharma
- Dr. Kanchan Goyal
- Dr Baljeet Kaur
- Ms. Rajni Verma
- Ms. Namita Barman
- Dr Palvinder Kaur
- Mrs Ramanpreet Kaur
- Mrs Mandeep Sharma

Ms. Jyoti Kaur

Ms. Deepika

Principal

Mintues of Meeting

The staff meeting was held on 22-03-22 in the Principal office. This meeting was chaired by Dr. Neena Aneja.

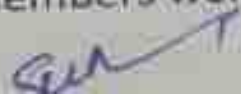
Agenda: Higher Education Promotion

Following decisions were taken in the meeting:

- 1) All admission promotion incharges will submit the enrolment data to Md. Rajni (Computer Science) up to 24-03-22 and she will compile data to be filled in google form by 25-03-22 positively.
- 2) All groups will make efforts to get maximum registration for upcoming session and Mr. Abhi will be incharge of registration.
- 3) All sub committees submitted their report to strengthen the enrolment ratio and to continue or discontinue the departments in which there is downfall trend.
- 4) A separate meeting with deptt of B.VOC will be held on 24-03-22.

The meeting ended with commitment to enhance the efforts for PG Courses.

The following staff members were present in the meeting:



Mintues of Meeting

The staff meeting was held on 30-03-22 in the Principal office. This meeting was chaired by Dr Neena Aneja.

Agenda: Higher Education Promotion






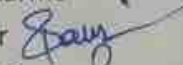



Following decisions were taken in the meeting:

- 1) All tutorial incharges will submit report of pending fee for their respective classes on 1-04-22 positively.
- 2) All admission promotion incharges gave report of no. of schools visited and data of 10+2 students.
- 3) Total data of 33 schools was submitted to Madam Principal.
- 4) As per the decision taken in the meeting, all incharges will submit a new report to madam principal on 31-03-22 for following:

- *Total no of schools visited
- *Strength of 10+2 students
- *List of schools which need to be re - visited.
- *Name of schools whose students want to visit the college
- *A tentative plan for re - visit and students visit

- 5) All staff members will also discuss on college advertisement through banners/posters/stickers etc and final decision in this regard will be taken in the next meeting.

The following staff members were present in the meeting:

Mrs Sushma Gupta 
Mrs Gagandeep Kaur 
Dr. Sakshi Sharma 
Dr Kanchan Goyal 
Mrs. Namita Barman 
Ms Rajni Verma 
Mrs Mandeep Sharma 
Dr Palvinder Kaur 
Mrs Ramanpreet Kaur 


Principal

Mintues of Meeting

The staff meeting was held on 31-03-22 in the Principal office. This meeting was chaired by Dr Neena Aneja.

Agenda: Higher Education Promotion

Following decisions were taken in the meeting:

- 1) All group incharges handed over the data to madam principal.
- 2) All teachers will submit a list of those students who are regularly absent in the classes on 01-04-22.
- 3) Poster will be pasted near schools and on important locations for admission promotion.
- 4) Ms Rajni Verma will arrange for SMS pack and plan for a good luck message for 10+2 students.
- 5) All group leaders to submit the final tentative plan for revisiting the schools.

The following staff members were present in the meeting:

Mrs Sushma Gupta

Mrs Gagandeep Kaur

Dr. Sakshi Sharma

Dr Kanchan Goyal

Dr Baljeet Kaur

Ms Rajni Verma

Mrs. Namita Barman

Mrs Mandeep Sharma

Dr Palvinder Kaur

Mrs Ramanpreet Kaur

Mrs Pooja Bansal

Principal

Minutes of Meeting

The staff meeting was held on 07-04-22 in the principal office. This meeting was chaired by Dr. Neena Aneja.

Agenda: Higher education promotion

1) With reference to the meeting with hon'ble secretary, Higher Education on April 7, 2022 the school principals are required to arrange visit for the 10+2 students in various colleges. So 4 groups were made to make the visits smooth and fruitful.

Group 1. For career counselling of students as per their stream/interest/paying capacity/eligibility.

Dr. Sakshi

Mrs. Gagandeep Kaur

Mrs. Namita Barman

Ms. Rajni Verma

Group 2. For preparing letter for schools by giving reference to the meeting with hon'ble secretary, Higher Education.

Mrs. Sushma Gupta

Dr. Palvinder Kaur

Group 3. To make correspondence with the school principals

Dr. Kanchan

Mrs. Ramanpreet Kaur

Mrs. Mandeep Sharma

Minutes of Meeting

Staff meeting was held on 09/05/22 in the principal office. It was chaired by Dr Neema Aneja.

Agenda: Farewell party for outgoing students


House Examination

Following matters were discussed in the meeting:

- 1) It was decided that farewell party will be held on 26/05/22 & 27/05/22 for final year students and this year 1st year students will also be involved along with 2nd year & 3rd year.
- 2) On 26/05/22 there will be party for B.Com, M.Com & B.Voc Departments and 27/05/22 will be the day for BA, B.Sc. FD, BCA, MA M.Sc IT, PGDCA.
- 3) An amount of Rs350/ will be charged from all students as farewell charges.
- 4) All teachers were asked to complete their pending syllabus up to May 14,2022 so that a period of 10 days can be given to revision and doubts clarification session.
- 5) House examination will begin from 31/05/22 and will end before 15/06/22.

Following staff members were present in the meeting:

- Mrs. Sushma Gupta
- Mrs. Puja Bansal
- Mrs. Gagandeep Kaur
- Dr. Sakshi Sharma
- Dr. Kanchan Goyal
- Dr. Baljeet Kaur
- Mrs. Mandeep Sharma
- Dr. Palvinder Kaur
- Mrs. Ramanpreet Kaur


Principal

Minutes of Meeting

A meeting of house examination committee and university examination committee was held in principal office on 19/05/22. It was chaired by Dr Neena Apteja.

Agenda: House Examination

Following points were discussed in the meeting:

1) For conducting house examinations following committees were formed:

BA/MA

Dr Sakshi Sharma

Dr Kanchan Goyal

Dr Bajjeet Kaur

Dr Palvinder Kaur

B.Sc FD

Mrs Mandeep Sharma

B.Com & M.Com

Mrs Sushma Gupta

Mrs Gagandeep Kaur

BCA/M.Sc IT/PGDCA

Mrs Rajni Verma

B.Voc(HAM & FPOM)

Ms Deepika

Ms Ramandeep Kaur

2) All committees will conduct house exams from 31/05/22 to 15/06/22.

3) All committee incharges will submit the following to house examination committee on 15/06/22:

- Evaluated answer sheets
- Award list
- Compiled Result
- Internal Assessment

4) A parent teacher meeting will be organised on 15/06/22 to aware the parents about their ward's performance.

5) Mr Abhi, Md. Pawandeep & Md Namita Barman will assist the house examination committee to conduct the exams in smooth manner.

6) All incharges will submit datesheet and question papers to house examination committee by 25/05/22 positively.

7) Exam time for students will be 9:30 am to 12:30pm.

Minutes of Meeting

Staff meeting was held on 24/05/22 in the principal office. It was chaired by Dr Neena Aneja.

Agenda: Admission Promotion

- 1) All group leaders will ensure to make WhatsApp groups of 10+2 students and update it on daily basis with college activities.
- 2) A summer course will be planned for 10+2 students which will include aspects like:
 - Self grooming
 - Cosmetology
 - Personality Development
 - Communication skills
 - Manners & Etiquettes
 - Health & Yoga
 - Art and craft
 - Food making
- 3) Summer course will begin from June 15, 2022 up to June 30, 2022.
- 4) It will be free for registered students and a nominal fee will be charged from the outsiders and ongoing students.
- 5) Next meeting for organising summer course will be held on 30/05/22.

The following members were present in the meeting:

- Mrs. Sushma Gupta *Sushma*
- Mrs. Puja Bansal *Puja Bansal*
- Mrs. Gagandeep Kaur *Gagandeep*
- Dr. Sakshi Sharma *Sakshi*
- Dr. Kanchan Goyal *Kanchan*
- Dr. Baljeet Kaur *Baljeet*
- Ms. Rajni Verma *Rajni*
- Dr. Palvinder Kaur *Palvinder*
- Mrs. Ramanpreet Kaur *Ramanpreet*

Neena
Principal

Minutes of Meeting

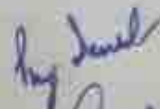

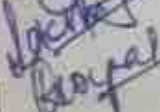
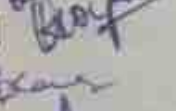





Staff meeting was held on 1/06/22 in the principal office. It was chaired by Dr Neena Aneja.

Agenda: Admission Promotion

The following points were discussed in the meeting:

- 1) Data of schools was handed over to respective group leaders so that WhatsApp groups can be created.
- 2) Md Rajni Verma will ensure to make necessary arrangements for purchasing bulk SMS pack and sending message to the students about summer camp.

The following members were present in the meeting:

- Mrs. Puja Bansal 
- Mrs. Gagandeep Kaur 
- Dr. Sakshi Sharma 
- Dr. Kanchan Goyal 
- Dr. Baljeet Kaur 
- Mrs. Namita Barman 
- Ms. Rajni Verma 
- Dr. Palvinder Kaur 
- Mrs. Ramanpreet Kaur 


Principal

Minutes of Meeting

Staff meeting was held on 06/06/22 in the principal office. It was chaired by Dr Neena Aneja.

Agenda: Admission Promotion

Following points were discussed in the meeting:

- 1) Ms. Rajni Verma will ensure to post summer camp brochure on social media: Instagram, Facebook etc
- 2) Ms. Jessica, Ms. Ramandeep & Ms Deepika will give a presentation on uses of social media for admission promotion on 11/6/22 at 1pm.
- 3) Admission help desk will work with sincere efforts and guide the students as per their eligibility, paying capacity, capability etc.
- 4) Summer course was fully planned and it was decided that a fee of Rs. 500/ will be charged from non-registered students.
- 5) Ms Rajni Kaur will ensure to display the summer camp pamphlets on notice boards and all important locations.
- 6) It was also discussed that instead of newspaper pamphlets flex on crowded places should be preferred.

Following staff members were present in the meeting:

- Mrs. Sushma Gupta *Sush*
- Ms. Rajni kaur *Rajni*
- Mrs. Puja Bansal *Puja Bansal*
- Mrs. Gagandeep Kaur *Gagan*
- Dr. Sakshi Sharma *Sakshi*
- Dr. Kanchan Goyal *Koyal*
- Mrs. Namita Barman *Nam*
- Mrs. Rajni verma *Rajni*
- Mrs. Mandeep Sharma *Mandeep*
- Mrs. Ramanpreet Kaur *Ramanpreet*
- Mrs. Hina Gupta *Hina*
- Ms. Bhagyashree *Bhagyashree*
- Ms. Deepika *Deepika*
- Ms. Ramandeep *Ramandeep*
- Ms. Jessica *Jessica*

Neena
Principal

Minutes of meeting

The staff meeting was held on August 1, 2022 in principal office at 2:30pm. It was chaired by principal Dr Neena Aneja.

Agenda: Admissions for the session 2022-23

Following decisions were taken in the meeting:

1) As per the university academic calendar SESSION 2022-23, admission for ongoing classes have been started w.e.f August 01, 2022. So the staff members were asked to make calls to the 2nd year and 3rd year students for early admission.

2) 1st instalment of fee was decided as per following:

B.com/ BCA/B.Sc(FD) /M.Com./MSc.IT/PGDCA

Rs 20000/-

B.A./ B.Voc./ M.A.

Rs 12000/-

3) Mrs. Hina Gupta will prepare written notice for ongoing classes so that it can be shared among students whatsapp groups.

4) Dr. Sakshi Sharma, Dr Kanchan Goyal and Mrs Ramanpreet Kaur will finalize the subject combination for BA-I.

5) It was discussed in the presence of all teachers that any personal documentation related to any teacher should be used only after taking prior permission of the concerned teacher.

Following staff members were present in the meeting:

Mrs. Sushma Gupta *Sushma*
Ms. Rajni Kaur *Rajni*
Mrs. Gagandeep Kaur *Gagandeep*
Dr. Sakshi Sharma *Sakshi*
Dr. Kanchan Goyal *Kanchan*
Mrs. Namita Barman *Namita*
Mrs. Rajni Verma *Rajni*
Mrs. Mandeep Sharma *Mandeep*
Mrs. Jyoti Kaur *Jyoti*
Dr. Palvinder Kaur *Palvinder*
Mrs. Ramanpreet Kaur *Ramanpreet*
Mrs. Hina Gupta *Hina*
Ms. Amarjot Purewal *Amarjot*

Neena Aneja
Principal

Minutes of Meeting

The staff meeting was held on August 02, 2022 in principal office. It was chaired by Principal Dr. Neena Aneja.

Agenda : Admissions for the session 2022-23

Following decisions were taken in the meeting:

- 1) 1st instalment of fee will be received as decided in the previous meeting but for the students having any financial problem, the convener of the course can recommend for instalment.
- 2) College pamphlets will be distributed in the areas from where maximum students come for admissions i.e. Bhagapurana, Nihal Singh Wala, Kot Ise khan and Dharamkot.
- 3) Md. Rajni will prepare a welcome notice and inform the new as well as ongoing students that classes will start from August 16, 2022 and admissions will continue simultaneously.
- 4) Mrs Sushma Gupta and Mrs Ramanpreet Kaur will ensure to display flex at different places of the city by Monday.
- 5) Annual duties for the session 2022-23 were also discussed and suggestions in this regard were asked by madam principal from the staff.
- 6) Md. Amarjot Purewal(Librarian) was asked to give requirement of library cum id cards for new students.