

08-07-2023

A meeting was held under the chairmanship of Principal Dr. S.K. Bansal

### Agenda of the meeting:-

1. Admission Process & related issues etc.
2. Preparation of New Academic session 2023-24
3. Welcome of New Appointees in diff. department.

### Minutes of the Meeting:-

Meeting started with formal welcome of Dr. S.K. Bansal (Former Principal) by Dr. Dushan Dhiman on reappointment as Principal on 16-06-2023 & New Appointees who joined recently.

1. All the Codal formalities should be kept in mind before giving admission to new students. In this regards various technical issues should be addressed properly to avoid inconvenience to the students.
2. Adherence of rules and regulations while taking classes & follow of Time Table.
3. To maintain Proper decorum of the exam and take necessary action regarding unfair means practices. In addition to it, Using of Mobile Phone is ~~not~~ allowed while invigilation duty.
4. Stress was given to maintain decorum of the Profession.
5. Motivated the staff to work hard for getting excellent Grade of NAAC accreditation.
6. It was proposed that proper dress code will be applicable to self finance Staff in the college.
7. Staff should cooperate & participate in inter. future tentative Youth festivals & sports events.
8. It was agreed by Principal & staff members that Staff will work together with 'New vision' for the betterment of institution & students.

Staff meeting ended with votes of thanks by Staff Secretary.

*[Signature]*  
08/07/2023  
Staff Secretary

Notice

Date: 08/07/2021

A meeting was held on 08/07/2021 under the  
Chairmanship of Principal Dr. S. A. Bansal

*[Signature]*  
Principal  
G.C. Uda.

Sr. No	Name Dr./Mr/Ms	Sub	Sign	Sr. No	Name Dr./Mr/Ms	Subject	Sign
1	Darshan Dhiman	Chem	<i>[Signature]</i>	27	Alka Rani	Comm	<i>[Signature]</i>
2	Raj Kumar	Phy Edu	<i>[Signature]</i>	28	Ritesh	Chem	<i>[Signature]</i>
3	Sumitsha	Bot	<i>[Signature]</i>	29	Anita Salni	Eng	<i>[Signature]</i>
4	Ashwan Kishor	Zool	<i>[Signature]</i>	30	Jagmohan	Math	<i>[Signature]</i>
5	Puneet Kanwar	Chem	<i>[Signature]</i>	31	Manjeet Singh	Eco	<i>[Signature]</i>
6	Suresh Kumar	Chem	<i>[Signature]</i>	32	Karan Kumar	Education	<i>[Signature]</i>
7	Sanjay Verma	Music (V)	<i>[Signature]</i>	33	Sujil Dutt	Chem	<i>[Signature]</i>
8	Shashi Kanwar	Botany	<i>[Signature]</i>	34	Vipul Gautam	Tour & Travel	<i>[Signature]</i>
9	Balwinder Singh	Pol. Sc	<i>[Signature]</i>	35	Yash Pal	Computer	<i>[Signature]</i>
10	Meeta Sharma	Eng	<i>[Signature]</i>	36	Parveen Salni	Comm	<i>[Signature]</i>
11	Rajinder Kumar	Skt	<i>[Signature]</i>	37	Monika Thakur	Music (I)	<i>[Signature]</i>
12	Ruchy Sharma	Comm.	<i>[Signature]</i>	38	Varun Dhiman	Evs	<i>[Signature]</i>
13	Sumit Kumar	Phy	<i>[Signature]</i>	39	VIVEK	PHYSICS	<i>[Signature]</i>
14	Shveta Sharma	Chem	<i>[Signature]</i>	40	Amayraj Singh Mann	ENGLISH	<i>[Signature]</i>
15	Sanjay Sharma	Bot	<i>[Signature]</i>	41	Upisna	Pub. Acton	<i>[Signature]</i>
16	Bhagwan Dass	Eco	<i>[Signature]</i>	42			
17	KK Pandey	BJMC	<i>[Signature]</i>	43			
18	Navita Sharma	Geog	<i>[Signature]</i>				
19	Parmer Dulari	Phy	<i>[Signature]</i>				
20	Madan Lal	Phy	<i>[Signature]</i>				
21	Rakesh Kumar	Hist	<i>[Signature]</i>				
22	Monika Khanna	Math	<i>[Signature]</i>				
23	Promila Devi	Math	<i>[Signature]</i>		Librarian		
24	Sham Singh	Eco	<i>[Signature]</i>	1	Meena Soni	Librarian	
25	Ranju Banota	Math	<i>[Signature]</i>	2	Renu Narula	Asstt Lib	
26	Gagan Deep Singh	Comm	<i>[Signature]</i>				

19-08-2023

A meeting was held under the chairmanship of Principal Dr. S.K. Bansal in the BCA Hall.

### Agenda of the meeting :-

1. Participation of all the staff members for making ABAK
2. Approval from the House for organizing University Sports events & Youth festival of University
3. Tentative Schedule of Youth festival & visit of Hon'ble CM & E.M. on the occasion of Inauguration of New Building Block
4. Upcoming Events like - Job Placement Certificate distribution function; Distribution of 'C' Certificate by NCC and visit of Hon'ble MLA Sh. Satpal Ranzada
5. Proposal by Dr. Raj Kumar to celebrate birthday of Major Sh. Dhan Chand on 29th Aug, 2023

### Minutes of the Meeting :-

1. Meeting was started with one minute silence for grief expressing deep grief for all those <sup>who</sup> lost their life during natural calamity in Himachal Pradesh in the last few days. Dr. Shreyasi was welcomed for joining in Dept. of Hindi. Principal stressed on issues related for making ABAK for the session and SSR as soon as possible so IQAC Committee will be able to prepare for 'NAAC' Committee's visit at the end of this year.

Principal sought the permission of the House for organizing ~~upcoming~~ Sports event (Hockey, Volley Ball) and Youth festival Group III and the house was agreed upon the same. Tentative schedule of inauguration function of New Building Block and Hon'ble CM and E.M. visit was also discussed. Principal also announced 40 Caring events in the month of August. He also visited Hon'ble MLA Sh. Satpal Ranzada for distribution of 'C' Certificate to NCC passed cadets and in addition to it, Job placement Certificate will be distributed to the Selected Students.

Continued

Staff meeting under the chairmanship of  
Dr. S. K. Bansal (Principal)

No.	Name of Staff/MS	Subj.	Age	Gr. No.	Name of Staff/MS	Subj.	Age
1	Dimple Chakraborty	Chem	27	27	Gagan Dey	Eng	27
2	Raj Kumar	Phy Eng	28	28	Alka Bhat	Chem	28
3	Sarmista	Bot	29	29	Pooja	Eng	29
4	Ashwani Patel	Zool	30	30	Anita Saha	Math	30
5	Purnima Karmali	Chem	31	31	Jagdishan	Gen	31
6	Suresh Kumar	Chem	32	32	Mangesh Saha	Pharmacol	32
7	Sanjay Verma	Music (VI)	33	33	Karan Kumar	Chem	33
8	Shashi Karmali	Botany	34	34	Shashi Das	Gen & Travel	34
9	Ravinder Singh	Pol. Sc	35	35	Vipul Garg	Computer	35
10	Meeta Sharma	Eng	36	36	Yash Pal	Gen	36
11	Ravinder Kumar	Sci	37	37	Parveen Saha	Music (II)	37
12	Rochy Sharma	Comm	38	38	Monika Thakur	Eng	38
13	Samir Kumar	Phy	39	39	Vishal Ghoshan	Eng	39
14	Shweta Sharma	Chem	40	40	Amarjot Singh Mann	Physics	40
15	Sanjay Sharma	Bot	41	41	Vivek	Sociology	41
16	Bhagwan Dass	Eco	42	42	Shwardh Bhagat	Pub Adm	42
17	RK Pandey	BMC	43	43	Upasna	Politic	43
18	Kavita Sharma	Geog	44	44	Vikas Saini	Hindi	44
19	Tawar Dulari	Phy	45	45	Shreyasi Singh		45
20	Madan Lal	Phy					
21	Rakesh Kumar	Hist					
22	Monika Khanna	Math					
23	Shikha Kumari	Sociology			Librarian	Librarian	
24	Promila Devi	Math	1	1	Meena Saha	Asstt Lib	
25	Sham Singh	Eco			Renu Narain		
26	Renju Banota	Math					

7. Principal gave emphasis on getting proposal & sanction and adhering at the total formalities for any kind of expenses.
8. At the end of meeting Dr. Raj Kumar proposed celebration of 100th Birth Anniversary of Chandrasekhar on 29th Aug, 2023 before House and also proposed Chief Guest as Arjun Prasad (for Khabadi) & Padma Srinivas. It was decided by the house.

The meeting was ended with votes of thanks and tea.

19/08/23  
Staff Secretary

## Staff Meeting

Date: 17-11-2023

A staff meeting was held on 17<sup>th</sup> November, 2023 under the chairmanship of the Principal, Dr. S.K. Bansal in the BCA Hall. The meeting was attended by Teaching and Non-teaching staff members.

### Agenda of the Meeting:

1. To review and discuss the preparation of upcoming events i.e. Inter college Volleyball championship (Men) in the college.
2. Process of Submission of report for NAAC Accreditation.
3. PPT presentation on different types of documents kept each department by the IQAC Coordinator, Prof. Puneet Kanwar.
4. Distribution of Certificate to the staff members who have attended the Seminar on Revised Manual for NAAC-SSR (Jan 2023) SOP/Benchmark for the Affiliated UG Colleges by IQAC Coordinator-Prof. Puneet Kanwar.
5. Welcoming of new faculty members in the department of Zoology.
6. Appointment of new Social Secretary.

### Minutes of the meetings:

1. Meeting was started with reading of minutes of last meeting held on 20<sup>th</sup> October, 2023 by the staff secretary.
2. Dr. Rajkumar, Department of Physical Education and Organising Secretary of the Inter college Volleyball Championship reviewed different committees formed for organizing championship.
3. IQAC Coordinator; Prof. Puneet Kanwar Showed a PPT presentation on different documents to be maintained by each department for coming NAAC Inspection and making AQAR of coming years. He directed to maintain the documents according to Performance shown in the PPT and handover to next senior or Principal in case of Transfer.
4. Certificate were distributed to the staff members who have attended the Seminar on Revised Manual for NAAC-SSR (Jan 2023) SOP/Benchmark for the Affiliated UG Colleges.
5. Ms. Shivinder Kaur and Ms. Nikita were welcomed and honoured by Principal, Dr. S.K. Bansal for joining in the Department of Zoology.
6. Principal, Dr. S.K. Bansal appreciated and congratulated staff members for organizing the Inter College Men and women Hockey Championship successfully. He also appreciated the members who are the members of organizing committee of Inter College Men's Cricket Tournament. He motivated the staff members for the upcoming event. He also stressed to maintain the records by the departments as per performance discussed in the meeting.
7. All staff members were directed to follow the dress code and wear the blazers during opening and closing of the championship.
8. Prof. Amarjeet Maan was appointed as Social Secretary by the staff members during the meeting. The meeting was ended with vote of thanks by the staff secretary and tea.

Staff Secretary

Dr. Ruchy Sharma  
Dept. of Commerce

Principal

Staff meeting held on 21-11-2023

Date: 21/11/2023

(Dr. Satish Kumar Barmal)  
Principal  
Govt. College Una (H.O.)

Sr. No	Name Dr./Mr/Ms	Sub	Sign	Sr.No	Name Dr./Mr/Ms	Subject	Sign
1	Raj Kumar	Phy Edu		27	Jagmohan	Math	
2	Sumuksha	Bot		28	Manjeet Singh	Eco	
3	Puneet Kaumar	Chem		29	Kiran Kumar	Education	
4	Surash Kumar	Chem		30	Sunil Dutt	Chem	
5	Sanjay Verma	Music (V)		31	Vipul Gauram	Tour & Travel	
6	Balvinder Singh	Pol. Sc		32	Yash Pal	Computer	
7	Meeta Sharma	Eng		33	Parveen Saini	Comm	
8	Ajay Ramdev	Botany		34	Monika Thakur	Music (I)	
9	Rajinder Kumar	Skt		35	Varun Dhillon	Evs	
		Comm.		36	Vivek Kumar	Phy	
11	Somit Kumar	Phy		37	Upasana	Pol. Sci	
12	Shveta Sharma	Chem		38	Amarjeet Singh Mann	Eng	
13	Saajay Sharma	Bot		39	Shilvani Bhagat	Soci	
14	Bhagwan Dass	Eco		40	Vikas Saini	Pol Sci	
15	KK Pandey	BJMC		41	Shreyas Singh	Hindi	
16	Pawitar Dulari	Phy		42	Shivinder Kaur	Zoology	
17	Madan Lal	Phy		43	Nikita Sharma	Zoology	
18	Rakosh Kumar	Hist					
19	Monika Khanna	Math					
20	Promila Devi	Math					
21	Sham Singh	Eco					
22	Ranju Dahiya	Math			Librarian	Librarian	
23	Gagan Deep Singh	Comm			Mirna Soni	Ass't Lib	
24	Alka Rani	Comm			Reetu Narula		
25	Richa	Chem					
26	Anita Saini	Eng					

## Staff Meeting

Date: 04-12-2023

A staff meeting was held on 04 December, 2023 under the chairmanship of the Principal Dr. Satish Kumar Bansal in the BCA Hall. The meeting was attended by Teaching and Non-teaching staff members.

### Agenda of the Meeting:

1. Conduct of CCA exams in the month of December, 2023.
2. Address by IQAC Coordinator, Prof. Puneet Kanwar about SSR related issues.
3. Information by Dr. Balwinder Rana about the Electoral Literary Club.
4. Address by Principal.

### Minutes of the meeting:

1. The meeting was started with minutes of reading of minutes of the last meeting.
2. A Centralised system of conducting exams in the December month. Controller of CCA examination, Dr. Sanjay Verma spoke about the key decisions taken by the house exam committee during meeting i.e. Dates of conducting exams from 15<sup>th</sup> Dec-31<sup>st</sup> Dec., 2023; submission of question papers; submission of Award lists; and doing away with the tradition of giving prizes for House Exams as decided last year and related queries were answered.
3. IQAC Coordinator, Prof. Puneet in his address, spoke about NAAC related SSR report submission and DAPR register that is to be maintained by the faculty members. He requested the staff to expedite the assigned tasks that were time-sensitive.
4. Dr. Balwinder apprised the staff about the Electoral Literary Club to sensitise the eligible students about Lok Sabha and Vidhan Sabha elections.
5. Principal, Dr. S. K. Bansal appreciated the tireless efforts of the staff members during the last month due to long sports events and informed them how their dress-code decorum was lauded throughout Himachal Pradesh, especially by the Director of Higher Education. Dr. S.K. Bansal further encouraged the staff to leave no stone unturned in bracing up for NAAC preparations. He congratulated Prof. Puneet on the successful submission of AQAR Report. He also wished luck to Dr. Meeta, Dr. Rajinder and Dr. Balwinder for getting selected for interview of principal (college cadre).

The meeting ended with a vote of thanks.

  
STAFF SECRETARY

Dr. Ruchy Shama  
(Dept. of Commerce)

  
4/12/23

PRINCIPAL

Staff Meeting

Dated 04.12.2023

- Conduct of CEA exam
- SSR Related issues
- Vote card Amelton

*[Signature]*  
Principal  
GCUA

Sr. No	Name Dr./Mr/Ms	Sub	Sign	Sr No	Name Dr./Mr/Ms	Subject	Sign
1.	Raj Kumar	Phy Edu		27.	Jagmohan	Math	<i>[Signature]</i>
2.	Somiksha	Bot		28.	Manjeet Singh	Eco	<i>[Signature]</i>
3.	Pranet Kanwar	Chem		29.	Karan Kumar	Education	<i>[Signature]</i>
4.	Suresh Kumar	Chem		30.	Sunil Dutt	Chem	<i>[Signature]</i>
5.	Sanjay Verma	MU:ic (V)		31.	Vipul Gautam	Tour & Travel	
6.	Balvinder Singh	Pol Sc		32.	Yash Pal	Compuiter	<i>[Signature]</i>
7.	Merta Sharma	Eng		33.	Parveen Saini	Comm	<i>[Signature]</i>
8.	Ajay Ram Dev	Bot	<i>[Signature]</i>	34.	Monika Thakur	Music (I)	<i>[Signature]</i>
9.	Rajinder Kumar	Skt	<i>[Signature]</i>	35.	Varun Dhiman	Evs	<i>[Signature]</i>
10.	Ruchy Sharma	Comm.		36.	Vivek Kumar	Phy	<i>[Signature]</i>
11.	Sumit Kumar	Phy	<i>[Signature]</i>	37.	Upasana	Pub Add	<i>[Signature]</i>
12.	Shveta Sharma	Chem	<i>[Signature]</i>	38.	Amarjeet singh Mann	Eng	<i>[Signature]</i>
13.	Sanjay Sharma	Bot	<i>[Signature]</i>	39.	Shivani Bhagat	Socl	<i>[Signature]</i>
14.	Bhagwan Dass	Eco	<i>[Signature]</i>	40.	Vikas Saini	Pol Sci	
15.	KK Pandey	BJMC		41.	Shreyasi singh	Hindi	<i>[Signature]</i>
16.	Pawiter Dulari	Phy	<i>[Signature]</i>	42.	Shivinder Kaur	Zool	<i>[Signature]</i>
17.	Madan Lal	Phy	<i>[Signature]</i>	43.	Nikita Sharma	Zool	<i>[Signature]</i>
18.	Rakesh Kumar	Hist		44.			
19.	Monika Khanna	Math					
20.	Promila Devi	Math	<i>[Signature]</i>				
21.	Sham Singh	Eco	<i>[Signature]</i>				
22.	Ranju Banota	Math	<i>[Signature]</i>				
23.	Gagan Deep Singh	Comm	<i>[Signature]</i>		Librarian		
24.	Alka Rani	Comm	<i>[Signature]</i>	1.	Meena Soni	Librarian	
25.	Richa	Chem	<i>[Signature]</i>	2.	Renu Narula	Asstt Lib	
26.	Anita Saini	Eng	<i>[Signature]</i>				



### Staff meeting

A staff meeting was held on February 21, 2024 under the chairmanship of Principal, Dr. Meeta Sharma in the BCA Hall.

#### Agenda of the Meeting:

1. Discussing preparations & instructions about for the Annual Prize Distribution Function.
2. Welcome to Prof. Shashi & Sh. Ravinder Dogra

#### Minutes of Meeting

1. The meeting's agenda focused on discussing preparations for the Annual Prize Distribution Function.
2. The meeting began with a warm welcome to Prof. Shashi, who recently joined the Department of Botany, and Mr. Ravinder Dogra, who joined the Department of [Name of Department].
3. Respected Principal Dr. Meeta Sharma reviewed the committee-wise preparations for the Annual Function.
4. The Principal extended an invitation to the families of all staff members for the event.
5. In her remarks, the Principal emphasized the importance of the Discipline Committee and directed them to ensure proper conduct of students, especially during the Chief Guest's address.
6. It was decided that staff members would wear formal clothes and badges for the Annual Function.
7. The Cultural Committee, Decoration Committee, Refreshment Committee, and Annual Report Committee received specific instructions for their respective roles.
8. Prof. Puneet briefly informed the staff about the Prize Distribution Committee and shared the proforma with committee members.
9. Dr. Bhagwan Das, (convenor of the Discipline Committee) requested the Chair to arrange for police personnel as a precautionary measure. The Principal readily agreed to the request.
10. The Chair shared information about the arrival time of the Chief Guest and the schedule of the Annual Function.
11. The meeting concluded with a formal vote of thanks by staff secretary Dr. Ruchi Sharma.

STAFF SECRETARY

(Dr. Ruchi Sharma)  
Dept of Commerce

PRINCIPAL

Proceedings of Staff Meeting dt. 6.6.2024

A staff meeting was held on dated 6/6/24 at 1:00 pm in the staff room under the chairperson Principal Dr. Meeta Sharma.

Agenda of the Meeting: i) Admission of U.G. Courses for Academic Session 2024-25

- ii) The meeting commenced with a two minutes silence in memory of Sh. Satinder Kumar's mother.
- Grade - II office staff.
- iii) Welcome address by New Staff Secretary.

Minutes of the meeting:

- i) The staff was informed that certain venues such as Eca Lib. Block & Science blocks will remain closed due to Lok Sabha Election - 2024.
- ii) The staff were informed about the new venues for admissions to various courses.
- iii) The Admission Committees will operate from 10/1/24.
- iv) History and Pol. Science Subject's teachers were denied to capping the seats due to single faculty member. This matter was deferred for further discussion by faculty members.
- v) The list of administrative committee members was circulated among the staff members.
- vi) Admission Committee were briefed on 10 and 10/1/24.
- vii) Committee were instructed to ensure gap year Certf. & Anti ragging undertaking certificate.
- (viii) Staff members were asked to submit AQAR report for session 2023-24 by 15<sup>th</sup> June 2024 and it is scheduled to be submitted by July 2024 in the web portal of NAAC.

The meeting concluded with formal vote of thanks & tea.

Staff Secretary for  
Dr. Madan Lal

Principal  
Dr. Meeta Sharma

May 06, 2024

29  
Principal  
GC Uno

Dr./Mr/Ms	Sub	Sign	Sr. No	Name Dr./Mr/Ms	Subject
Amrinder	Phy Edu		27	Sunil Dutt	Chem
At Kanwar	Chem		28	Vipul Gauran	Tour & Travel
Arjun Kumar	Chem		29	Yash Pal	Computer
Ashy Verma	Music (V)		30	Parveen Saini	Comm
Ashni Kanwar	Bot		31	Monika Thakur	Music (I)
Ashy Sharma	Comm.		32	Varun Dhillan	Evs
Amit Kumar	Phy		33	Vivek Kumar	Phy.
Anvini Kumar	Chem		34	Upasana	Pub Add
Amita Sharma	Chem		35	Amarjeet Singh Mann	Eng
Ashy Sharma	Bot		36	Shivani Binagat	SocI
Anwan Dass	Eco		37	Vikas Saini	Pol Sci
Anand Pandey	BJMC		38	Shreyasi Singh	Hindi
Aninder Dogra	Chem		39	Shivinder Kaur	Zool
Anviter Dulari	Phy		40	Nikita Sharma	Zool
Anand Lal	Phy		41		
Akshay Kumar	Hist		42		
Anika Khanna	Math		43		
Anamika Devi	Math		44		
Anam Singh	Eco				
Anju Banota	Math				
Anjan Deep Singh	Comm				
Anika Rani	Comm				
Anita Saini	Eng			Librarian	
Anamohan	Math		1	Meena Soni	Librarian
Ananjeet Singh	Eco		2	Renu Narula	Asstt Lib
Anran Kumar	Education				