

**Government College of Commerce and Business Administration,
Sector-50 Chandigarh**

Ref. No. GCCBA-50/2021-22/M.O.M/037

Dated 16/7/2021

Minutes of the Advisory Committee Meeting held on 16.07.2021 at 10:15 a.m.

A meeting of the Advisory Committee of the college was held on 16.07.2021 at 10:15 a.m. in the office of Principal, GCCBA-50, Chandigarh:

The following were present in the meeting:-

1. Prof. Punam Agarwal, Principal
2. Mr. Amarpreet Singh Sijher, Dean/HOD BCA
3. Dr. V. Magesh, Vice Principal
4. Dr. Manoj Kumar, H.o.D Commerce & BBA/Bursar
5. Dr. Bikramjit Kaur, Examination Registrar/Cultural Incharge
6. Dr. Ajit Singh, H.o.D Physical Education
7. Dr. Amarnath, Librarian
8. Sh. Ashutosh Sharma, Assistant Professor in English (Special Invitee)

The following decisions were unanimously taken by the committee members present in the meeting:-

1. The college Annual magazine will be printed for the final year students of B.Com and M.Com classes for the session 2019-20 and for the session 2020-21, the magazine will be printed for all the students of B.Com and M.com of the college.
2. The current N.S.S P.O (Boys), Sh. Ashutosh Sharma, Assistant Professor in English will sign the NSS Certificates of the students for the session 2020-21 on the basis of list forwarded to the N.S.S Coordinator Panjab University, Chandigarh duly signed by the Ex-NSS P.O (Boys), Dr. Ajit Singh, Assistant Professor in Physical Education of this college.
3. Arrangement of Manual Standing Sanitizers outside each classroom and Masks for the students should be done before the start of physical classes.
4. Posters for Do's and Don'ts during Covid-19 be printed and displayed at the prominent places of the college campus.
5. The dumped furniture of the college will be repaired/write off/condemned on priority basis.
6. Sh. Amarpreet Singh Sijher, I.T. Incharge/HOD BCA and Dr. Amarnath, Librarian of the college will take necessary steps for write off/repair of the I.T equipment's of the college.
7. Dr. Ajit Singh, Assistant Professor in Physical Education and Sh. Ashutosh Sharma, Assistant Professor in English will initiate the process of write off/ repair of furniture items of the college.
8. Dr. Manoj Kumar, Bursar will look after the maintenance of Office Records. He can take the help of Dr. Amarnath, Librarian of the college.
9. The Physical Verification must be done of all the items purchased in the college costing more than Rs. 1000/-.

Signature of the Members:-

1. Mr. Amarpreet Singh Sijher, Dean/HOD BCA *[Signature]* 24/7/21
2. Dr. V. Magesh, Vice Principal *[Signature]*
3. Dr. Manoj Kumar, H.o.D Commerce & BBA/Bursar *[Signature]* 16/7/21
4. Dr. Bikramjit Kaur, Examination Registrar/Cultural Incharge *[Signature]*
5. Dr. Ajit Singh, H.o.D Physical Education *[Signature]* 20/7/21
6. Dr. Amarnath, Librarian *[Signature]*
7. Sh. Ashutosh Sharma, Assistant Professor in English (Special Invitee) *[Signature]*

[Signature]
16/7/21