

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

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Ref. No. GCCBA-50/2018-19/MoM/02

Dated:- 17.04.2018

**Minutes of the Meeting of Steering and Advisory Committee of the college  
held on 17.04.2018 at 11:30 A.M**

A meeting of Steering and Advisory Committee of the college was held on 17.04.2018 at 11:30 A.M in the office of the undersigned.

**The following Staff Members were present in the meeting:-**

1. Prof. (Dr) Rosy Walia, Dean.
2. Mr. Amarpreet Singh Sijher, Vice Principal.
3. Dr. Manoj Kumar, H.O.D B.B.A
4. Dr. Bikramjit Kaur, Cultural Incharge/N.S.S P.O.
5. Dr. Naveen Pandhi, Bursar/H.O.D I.T.
6. Dr. Rajiv Salwan, Examination Registrar.
7. Dr. Amarnath, Librarian

**It is decided in the meeting that:-**

1. The Last date for calculation of Fine by the Teachers on the basis of Lectures will be 17<sup>th</sup> April, 2018 and the last date for submission of list to Mr. Naresh Kumar, Fee Clerk will be 19<sup>th</sup> April, 2018.
2. Last date for submission of assessment as proposed by the Registrar Examination is to be finalized by the Dean and Registrar Examination.
3. Soft Copies of Cycle 2 as discussed and approved vide this office order no. GCCBA/2018-19/P.A/008, dated 17.04.2018.
4. The duty list is to be finalized by the Dean and Vice Principal of the college keeping in view of the NAAC 2<sup>nd</sup> Cycle criterion.
5. Dr. Bikramjit Kaur and Dr. Naveen Pandhi will take up the matter of Permanent Affiliation for the college with the Panjab University, Chandigarh.
6. The matter of installing the mobile tower in the college campus was also taken up in the meeting and it has been advised by the committee that due to the security and health reasons and also non-availability of open free space, the members unanimously were not in favour of installation of the mobile tower.
7. The Teacher Incharge of Final Year classes should be part of the Placement Cell.
8. The Case for the promotion of Dr. Rajiv Salwan from Stage 3 to Stage 4 will be coordinated by the Dean, Prof. (Dr) Rosy Walia, Dr. Manoj Kumar, Mr. Amarpreet Singh Sijher, Dr. Bikramjit Kaur will be held on 17.04.2018 i.e., today at 02:00 p.m. in the office of the undersigned.

**Signatures of the Members:-**

1. Prof. (Dr) Rosy Walia, Dean. *RSW*
2. Mr. Amarpreet Singh Sijher, Vice Principal. *AS*
3. Dr. Manoj Kumar, H.O.D B.B.A *Manoj Kumar*
4. Dr. Bikramjit Kaur, Cultural Incharge/N.S.S P.O. *BK*
5. Dr. Naveen Pandhi, Bursar/H.O.D I.T. *NP*
6. Dr. Rajiv Salwan, Examination Registrar. *RS*
7. Dr. Amarnath, Librarian *AS*

*Manoj Kumar*  
Principal 17/4/18