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

Ref. No. GCCBA-50/M-AM/025

Dated 19/02/2021

**Minutes of the Advisory Committee Meeting held on 19.02.2021 at 11:00 a.m.**

A meeting of the Advisory Committee of the college was held on 19.02.2021 at 11:00 a.m. in the office of Dean, Govt. College of Commerce and Business Administration, Sector-50, Chandigarh:

**The following members of the committee were present in the meeting:-**


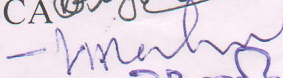



1. Mr. Amarpreet Singh Sijher, Dean/HOD BCA
2. Dr. V. Magesh, Vice Principal/HOD BBA
3. Dr. Manoj Kumar, H.o.D Commerce/Bursar
4. Dr. Bikramjit Kaur, Examination Registrar/Cultural Incharge
5. Dr. Amarnath, Librarian

**Agenda of the Meeting: NAAC of the college.**

**The following issues were discussed and resolved in the meeting:-**

1. It has been found by the committee members while preparing the AQARs that the information, data and records pertaining to the tenure of the Examination Registrar, Sports Incharge, Head of Commerce & Business Administration, Dean and Office from the year 2014-15 till 2018-19 is incomplete, records not found and no proper handing over and taking over has been done. Therefore, the records, data & reports are prepared and analyzed by referring to secondary information like Annual Reports and Personal knowledge of various staff members.
2. As per the UGC regulation, in para no. 226 under section 5.1 to 5.5. it is very clear that after getting temporary affiliation, the college will attain all standards as prescribed by University/UGC. Therefore, it is very important that all constructions of buildings including Hostel, Sports Ground and Auditorium be completed along with appointment of staff on regular basis only. After these conditions are fulfilled satisfactorily that the college may be accredited by NAAC/other agencies.
3. The SSR Committee be constituted comprising the following members and submit the 1<sup>st</sup> draft of the SSR report on 05<sup>th</sup> April, 2021 to the Advisory Committee:-
  - (a) Dr. Bikramjit Kaur, Convener
  - (b) Ms. Aanchal Malik, Member
  - (c) Dr. Subina Syal
4. It was also highlighted that a full fledged Management Information System (MIS) is required without which preparation of AQAR and SSR is very difficult and prone to great deal of errors. A proposal to procure or outsource such a MIS system would be of great help in Governance and reporting of the college.

**Signature of the Members:-**

1. Mr. Amarpreet Singh Sijher, Dean/HOD BCA 
  2. Dr. V. Magesh, Vice Principal/HOD BBA 
  3. Dr. Manoj Kumar, H.o.D Commerce/Bursar 
  4. Dr. Bikramjit Kaur, Examination Registrar/Cultural Incharge 
  5. Dr. Amarnath, Librarian 
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