

RR BAWA DAV COLLEGE FOR GIRLS , BATALA

MINUTES OF MEETING (2021-22)

DEPARTMENT OF BOTONY

Department of Botany (2021-22)
RR Bawa DAV College for Girls, Batala

Minutes of the meeting held on 06.09.2021

Member present

1. Dr (Mrs) Ritu Goswami Ritu Goswami
2. Ms. Richhima Richhima

Agenda

1. Time table distribution
2. Syllabus distribution.

1. Teacher-wise ~~time~~ time table was discussed and distributed according to the workload.
2. The syllabus, as per University norms, for the session's odd semester was discussed and the sections of the syllabus were divided among the faculty members of the department according to the workload.

Ritu Goswami
Head
Department of Botany
RR Bawa DAV College for Girls
Batala

Department of Botany (2021-22)

RR Bawa DAV College for Girls, Batala

Minutes of the meeting held on 24.01.2022

Members Present

1. Dr (Mrs) Ritu Goswami Ritu Goswami
2. Ms. Richima Richima

Agenda

1. Time Table distribution.
2. Syllabus distribution.

1. Teacher-wise time table was discussed and distributed according to the workload.
2. The syllabus, as per University norms, for the session's even semester was discussed and the sections of the syllabus were divided among the faculty members of the department according to the workload.

Ritu Goswami

Head
Department of Botany
RR Bawa DAV College for Girls
Batala

RR BAWA DAV COLLEGE FOR GIRLS , BATALA

MINUTES OF MEETING (2022-23)

DEPARTMENT OF ECONOMICS

Department of Social Sciences

Notice

Departmental meeting

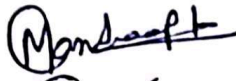
A meeting will be held on 06/09/2021 for the discussion on Results (20-21), Workload and Timetable (21-22) in department library in the 8th period.

Dr. Meenakshi Duggal



Ms. Neha Nela

Mrs. Mandeep Kaur



Mrs. Rupali Aggarwal



Mrs. Gurpyari

Agenda

- Admissions
- Workload
- Time-Table
- Results 2020-21


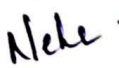

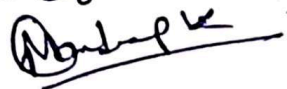


Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Minutes of Meeting held on 06-09-2021

A meeting was held on 06/09/2021 for the discussion on Results (20-21), Workload and Timetable (21-22) in department library in the 8th period.


Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Ms. Neha 
- Mrs. Rupali Aggarwal 
- Mrs. Mandeep Kaur 

Agenda

- Admissions
- Workload
- Time-Table
- Results 2020-21




- As per the guidelines of University, the admissions continued till Sep 1, 2021
- The work load and timetable are distributed after the faculty joined on 6/9/2021.
- The list of Slow and Advance Learners is required to be submitted after the evaluation of results 2020-21, so that work upon the remedial measures for improvement of learners can be initiated.


Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Notice


Departmental meeting

A meeting will be held on 30/10/2021 for the discussion on organizing activities regarding Amrit Mahotsava and Legal Aid week on 8/11/2021 in department library in the 8th period.

- Dr. Meenakshi Duggal 
- Ms. Neha *Neha*
- Mrs. Mandeep Kaur 
- Mrs. Rupali Aggarwal 
- Mrs. Gurpyari

Agenda



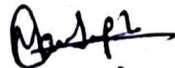

- Webinar series regarding Amrit Mahotsava
- Legal Aid Week
- Field Visit to Local Courts


Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Minutes of Meeting held on 30-10-2021


A meeting was held on 30/10/2021 for the discussion on organizing activities regarding Amrit Mahotsava and Legal Aid week on 8/11/2021 in department library in the 8th period.

Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Ms. Neha 
- Mrs. Mandeep Kaur 
- Mrs. Rupali Aggarwal 
- Mrs. Gurpyari

Agenda




- Webinar series regarding Amrit Mahotsava
 - Legal Aid Week
 - Field Visit to Local Courts
- After a successful Webinar series which begun on 15/08/2021, the next webinars were also planned for the session 2022-23.
- As per the guidelines of District Courts, a seminar on District legal services was planned to be organized in seminar hall on 8/11/21.
- A visit of students to local courts on 10/11/2021 was also planned for the students of Social sciences.
- The duty list was discussed for both the days.


Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Notice

Departmental meeting

A meeting will be held on 10/11/2021 for the discussion on class test, remedial measures and departmental audit report in department library in the 8th period.

- Dr. Meenakshi Duggal 
- Ms. Neha *Neha*
- Mrs. Mandeep Kaur 
- Mrs. Rupali Aggarwal 

Agenda

- Class test
- Remedial measures
- Preparation for Departmental Academic Audit







Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Minutes of Meeting held 10/11/2021


A meeting was held on 10/11/2021 for the discussion on class test, remedial measures and departmental audit report in department library in the 8th period.

Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Ms. Neha 
- Mrs Rupali Aggarwal 
- Mrs Mandeep Kaur 

Agenda




- Class test
- Remedial measures
- Preparation for Departmental Academic Audit
- ❖ The remedial measures for improvement of learners were evaluated. The slow learners were given list of important questions to prepare for the reappear exams.
- ❖ The advanced learners were advised to make notes with the help of references given.
- ❖ As MST were cancelled, the students will prepare presentations on important topics for class tests and formative assessments.
- ❖ The scanned copy of time table and syllabus as per the workload recorded in the register is to be maintained for record.
- ❖ It was also finalized that syllabus coverage report along with course outcome achieved is mandatory to frame.


Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Notice


Departmental meeting

A meeting will be held on 11/01/2022 in department library for the discussion on workload and timetable of even semester in the 8th period.

- Dr. Meenakshi Duggal 
- Ms. Neha *Neha*
- Mrs. Mandeep Kaur 
- Mrs. Rupali Aggarwal 

Agenda




- Workload
- Time Table
- Webinar series regarding Amrit Mahotsava

 Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Minutes of Meeting held on 11-1-2022

A meeting was held on 11/01/2022 in department library for the discussion on workload and timetable of even semester in the 8th period.

Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Ms. Neha *Neha*
- Mrs. Rupali Aggarwal 
- Mrs Mandeep Kaur 

Agenda

- Workload
- Time Table
- Webinar series regarding Anrit Mahotsava

- ❖ The work load and timetable are distributed after the faculty joined on 11/1/2022.
- ❖ The list of Slow and Advance Learners is required to be submitted after the evaluation of results 2021-22, so that work upon the remedial measures for improvement of learners can be initiated.
- ❖ A session of course outcomes will be organized in last week of January.
- ❖ The students will also prepare presentation on important topics.
- ❖ The duty list was prepared for the webinar which will be held on 26 January 2022 on the 75th anniversary of India's Independence.







Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Notice

Departmental meeting

A meeting will be held on 04/04/2022 regarding the departmental audit report and remedial measures in the 8th period in department library.

- Dr. Meenakshi Duggal 
- Ms. Neha 
- Mrs. Mandeep Kaur 
- Mrs. Rupali Aggarwal 

Agenda

- Preparation for Departmental Academic Audit
- Remedial measures




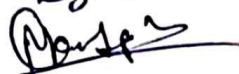


Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Minutes of Meeting held on 04-04-2022

A meeting was held on 04/04/2022 regarding the departmental audit report and remedial measures in the 8th period in department library.

Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Ms. Neha 
- Mrs Rupali Aggarwal 
- Mrs Mandeep Kaur 

Agenda

- Preparation for Departmental Academic Audit
- Remedial measures

- It was discussed and finalized that lesson plans in the register are to be maintained for record.
- It was also finalized that syllabus coverage report along with course outcome achieved is mandatory.
- The remedial measures for improvement of learners were evaluated. The slow learners were given list of important questions to prepare for the reappear exams.
- The advanced learners were advised to make notes with the help of references given.


Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

RR BAWA DAV COLLEGE FOR GIRLS , BATALA

MINUTES OF MEETING (2021-22)

DEPARTMENT OF MATHEMATICS

2021-22



EVEN-SEM

15/02/2022

- Agenda: -
1. Allotment of Time Table
 2. Work load distribution
 3. Term wise Syllabus
 4. List of Slow and Advanced learners

Minutes of the meeting: -

After meeting with all members of department it was ensured that every teacher had to complete their syllabi within stipulated time. Teachers will follow their time table. Every teacher had to prepare and follow up the list of slow and advanced learners of their respective classes.

1. Mrs. Simmi Sharma (AOD) ✓
2. Mrs. Gurinder Kaur ✓
3. Mrs. Amandeep Kaur ✓
4. Mrs. Kajal ✓
5. Ms. Rajwanti Kaur ✓

PG Department of Mathematics
RR Bawa DAV College for Girls
Batala

4/3/2022

A meeting regarding following agenda was organised on 4/3/2023

Agenda:- 1. class Tests / quizzes / Assignments
seminars / group discussions

Minutes of the meeting:-

It was decided that class Tests, quizzes, Assignments, seminars and group discussions will be taken tentatively in 7th week of March, 2023. So every teacher had to complete syllabus for the same.

1. Mrs. Ginni Sharma (HOD) ✓
2. Mrs. Gulinder Kaur ✓
3. Mrs. Amandeep Kaur ✓
4. Ms. Kajal ✓
5. Ms. Rajwanti Kaur ✓

Head
PG Department of Mathematics
RR Bawa DAV College for Girls
Batala

2/4/2022

A meeting regarding following agenda was organised on 2/4/2022

- Agenda: -
1. Departmental Activities
 - (i) Sudoku Competition
 - (ii) Poster making Competition
 - (iii) Mathematical Razzoli
 - (iv) Power Point Presentation
 2. Seminar on Career Prospects after Post graduation in Mathematics

Minutes of meeting: -

It was decided in the meeting that various departmental activities will be held in the month of April and May.

1. Mrs. Simmi Sharma (HOD) ✓
2. Mrs. Gurinder Kaur ✓
3. Ms. Amandeep Kaur ✓
4. Ms. Rajal ✓
5. Ms. Rajwanti Kaur ✓

Head
PG Department of Mathematics
RR Bawa DAV College for Girls
Batala

25/4/2022

Agenda of meeting :-

1. Completion of full syllabus
2. Problem Solving sessions for Slow learners
3. Group discussion and quizzes for advanced learners.

Minutes of the meeting :-

It was decided that every teacher had to complete their syllabus for final Examination of New Semester.

Also it was decided that Problem Solving sessions for slow learners will be held in class room / free period of respective teachers. For advanced learners group discussion / Seminars will be held for good results.

1. Mrs. Simmi Sharma (HOD) ✓
2. Mrs. Gundera Kaur ✓
3. Ms. Ananddeep Kaur ✓
Ms. Kajal ✓
Ms. Rajwant Kaur ✓

PG Department of Mathematics
RR Bawa DAV College for Girls


9/5/2022

Agenda of meeting :- Syllabus Completion Report

minutes of the meeting :-

A meeting regarding syllabus completion for sem III/IV/VI final examination may 2022 was held. It was ensured that each teacher had completed syllabus in each class allotted to them.

1. Mrs. Simmi Sharma (HOD) ✓
2. Mrs. Gurinder Kaur ✓
3. Ms. Amandeep Kaur ✓
4. Ms. Rajal ✓
5. Ms. Rajwant Kaur ✓


Head
PG Department of Mathematics
RR Bawa DAV College for Girls
Batala

RR BAWA DAV COLLEGE FOR GIRLS , BATALA

MINUTES OF MEETING (2021-22)

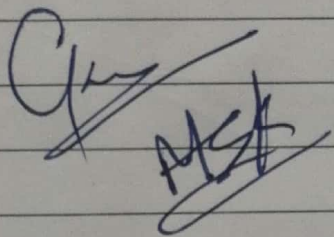
DEPARTMENT OF COMPUTER SCIENCE

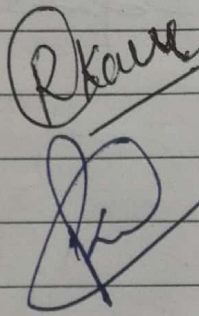
NOTICE - 1

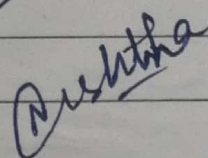
All the teachers are requested to report in the department 10 minutes before the respective time table slot.

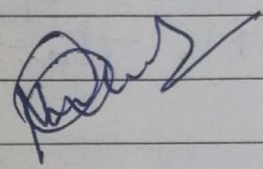
All the faculty members are requested to stay in the department according to their time table slot.

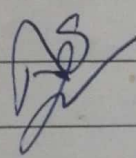
^{Harish}
Head of Department
Mr Harish Sharma.


G. M. S.


R. K. S.

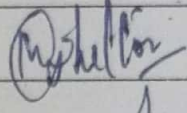
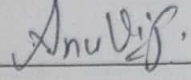
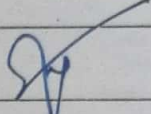
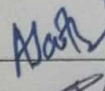

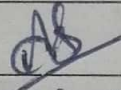
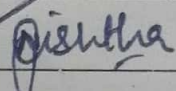


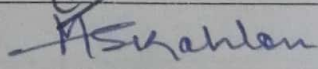
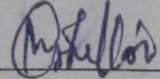

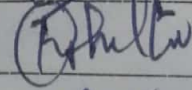
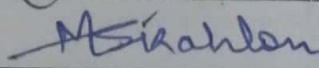

A. S. S.




A. S. S.

Dated : 30/9/21

Annual Duties (2021-22)

<u>UGC</u>	
Mr Harish Sharma	
Ms Manjot	
Ms Anu Vig	
<u>NSS</u>	
Mr Vinay	
Ms Archi	
Mr Gurpal Singh	
Mr Sunny	
<u>Placement</u>	
Mr Harish Sharma	
Ms Archa	
Ms Nishta	
Ms Puneetpal	
<u>Time-Table</u>	
Mr Harish Sharma	
Ms Archa	
Mr Mandeep Singh	
Ms Manjot	
Ms Anu.	
<u>Examination</u>	
Ms Archa	
Ms Manjot	
Mr Mandeep	
<u>Correspondence & Departmental Records</u>	

Mr Mandeep Singh	<i>MSKahlon</i>
Ms Gurmeet	<i>Gurk</i>
Ms Ramandeep	<i>Ram</i>
<u>Departmental Activities</u>	
Ms Gurmeet	<i>Gurk</i>
Ms Ramandeep	<i>Ram</i>
All members of the department	<i>MSKahlon</i> <i>Gurk</i>
<u>Department Library</u>	
Ms Puneetpal	<i>Puneet</i>
Ms Nishta	<i>Nishta</i>
Ms Shanti	<i>Shanti</i>
<u>Notice Board</u>	
Ms Abhista	<i>Abhista</i>
Ms Nishta	<i>Nishta</i>

Harish
Mr. Harish Sharma

Head, Computer Department.

Notice - 2

Date: 01-10-2021

Respected Lab Inchargees (Staff Members)

Kindly provide the following information to Head Sir till 11th Oct, 2021 after proper verifying each PC.

- (i) Number of working PCs.
- (ii) Number of Non-Working PCs.
- (iii) Configuration Details.

Head of ~~the~~ ^{our} Department
Mr Harsh Kumar Sharma.

Lab No: 36 ~~Arshita~~
37 ~~Arshita~~
38 Arshita Trelan
39 ~~Arshita~~
40 ~~Arshita~~
Department - ~~M Sankar~~

Lab - 36
Lab - 37

~~Arshita~~
~~Arshita~~

Notice :- 3

Dated :- 17/11/21

Respected Teachers,

You all are advised to complete the respective syllabus of all your classes and this has been assigned to you and must give in your complete details of the completion of syllabus in the pdf form in whatsapp group of the department - kindly consider it urgent...

Thanking you.

HOD

Mr. Harish K. Sharma

~~Pranav~~
~~Pranav~~
Pranav

Pranav

Pranav

NOTICE - 1

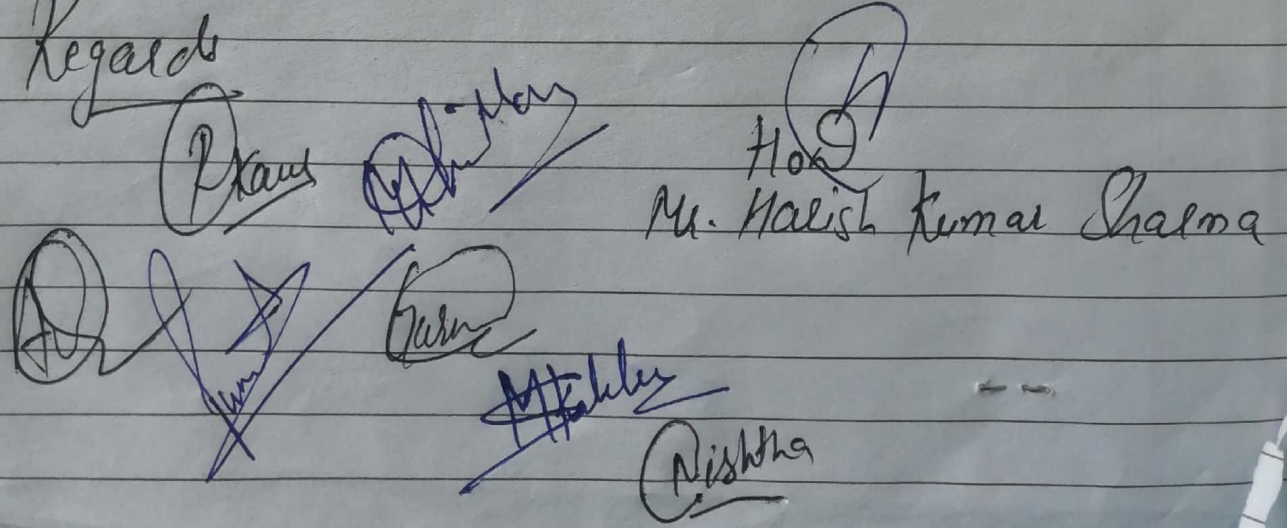
Dated! - 15 - Jan - 22

This is to bring in your kind notice of all the faculty members of the department that on the commencement of the new semester, the following guidelines must be followed by all of you. So kindly consider it thoroughly.

Guidelines! -

- 1.) Prepare your lecture in advance.
- 2.) Shouldn't use mobile phones in the classroom.
- 3.) Should be on time for your classes and for your theory lectures.
- 4.) Deposit the application for issuance of any book from the departmental library to Mr. Sunny.
- 5.) The step-in time of all the faculty members should be according to their lectures and must follow college protocols.

Regards


HOD
Mr. Harish Kumar Sharma
Nishka

Revised Duty chart (2022)

Date / /
Page No.

Dated 1-29-02-22

1) Time Table

Mr. Mandeep Singh
Ms. Puneetpal
Mrs. Manjot Kaur

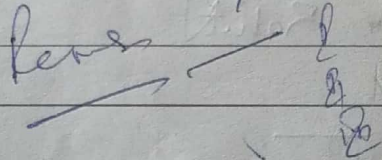
2) Placement

[Mrs. Manjot Kaur
Ms. Nishtha
Mr. Mandeep

3) Career Counselling

Mrs. Anu
Mrs. Raman
Ms. Nishtha

4) Correspondence & Departmental Grievances



Mrs. Anu
Mr. Mandeep

5) Notice board

Mrs. Komalpreet Kaur
Mrs. Raman

6) Departmental library

Mr. Sunny &
Mr. Rohit

7) Departmental Activities

Mr. Nishtha
Mrs. Raman
Mrs. Komal

Mention
Activities
also
with involvement
of all staff
members.

8.) Examination

Mr. Mandeep
Ms. Purnetpal + Mrs. Manjot
→ → Mrs. Komalpreet

9.) AQAR

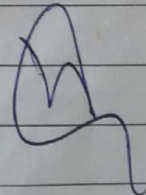
Mrs. Manjot Kaur
Ms. Purnetpal
Mrs. Komalpreet
Bzanda

10.) Innovation

Mrs. Anu
Mrs. Manjot
Mrs. Komal
Mrs. Raman
Ms. Nishtha
Ms. Purnetpal

11.) News

Result - Mrs. Raman

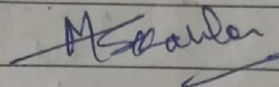
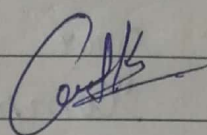


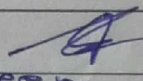


26/02/22

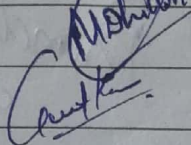
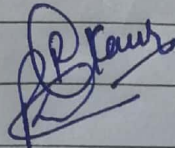
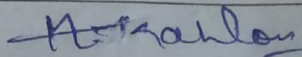
Notice - 2

Agenda :- Regarding Duties (Even Sem)

Class - Incharges (Even Semester)

- | Class. | Incharge | Signature |
|--------------------|---------------|---|
| 1. BCA/BIT Sem-II | Mr Mandeep |  |
| 2. BCA/BIT Sem-IV | Ms. Manjot | |
| 3. B.CA/BIT Sem-VI | Ms Gurmeet |  |
| 4. DCA Sem-II | Ms Anu |  |
| 5. PGDCA Sem-II | Ms Anu | |
| 6. MSc CS Sem-II | Ms Purneetpal |  |
| IT Sem-II | Ms Rajdeep | |
| CS Sem-IV | Mr Gurspal |  |
| IT Sem-IV | Ms Purneetpal | |

Incharge of Computer Lab.

- | | | |
|---------------|-----------------|---|
| 1. R-36 | Ms Manjot |  |
| 2. R-37 | Ms Gurmeet | |
| 3. R-38 | Ms Rajdeep | |
| 4. R-39 | Ms Raman |  |
| 5. R-40 | Ms Purneetpal | |
| 6. Department | - Mr Mandeep S. |  |

Amendments

NSS

Ms Vinay Kumar
Ms Gurpal
Ms Rajdeep

~~See~~
~~4~~

Cancer Counselling

Ms ~~Ramandeep~~ (Incharge)
Ms Nishita (Incharge)

Nishita

Placement

Ms Mandeep (Incharge)
Ms ~~Anu~~ ~~Buneetpal~~

~~M~~
~~B~~

Innovative

Ms Rajdeep (Incharge)
Ms Gurmeet (Incharge)

G

Notice Board

Ms Rajdeep
Ms Nishita
Ms Gurpal.

Nishita

R

Notice :- 3

Dated) - 02 - Mar - 22

Regarding the activities & duties allotment of "Intech Utsav Week" of Department

S.No	Name of Activity	Date	Teacher
1.	IT-Based Poster Making	14/3/22	Ms. Anu
2.	Finding a bug	15/3/22	Ms. Nishtha
3.	Best Out of Waste	16/3/22	Ms. Gurnmeet
4.	Tech Rangoli	17/3/22	Ms. Navdeep
5.	IT Quiz	19/3/22	Ms. Romandeep
6.	Tech Tambola	21/3/22	Ms. Rajdeep Ms. Manjot Ms. Purneetpal

RR BAWA DAV COLLEGE FOR GIRLS , BATALA

MINUTES OF MEETING (2021-22)

DEPARTMENT OF COMMERCE

Department of Commerce

RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on 07-09-2021

Date :07 September 2021

Time: 3 PM

Members present

Mrs. Supriya Duggal

Dr. Hardeep Kaur

Mr. Vikram Aggarwal

Ms. Taranjeet

Ms. Gursimran

Agenda

1. Time Table
 2. Bifurcation of the syllabus
-
1. As per the preference of the teachers, time table was finalized and classes were given to the teachers according to their preferred time.
 2. Teachers were instructed regarding proper procedure and maintenance of attendance registers.
 3. The syllabus was divided into two terms for the classes to be followed in uniformity in all sections.

HOD

(Head, Commerce Department)

Department of Commerce
RR Bawa DAV College for Girls
Batala

Department of Commerce

RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on 05-08-2022

Date : 05 August 2022

Time: 3 PM

Members present

Mrs. Supriya Duggal

Dr. Hardeep Kaur

Mr. Vikram Aggarwal

Ms. Taranjeet

Mr. Deepak Khullar

Ms. Neha Bathla

Agenda

1. Time Table
2. Bifurcation of the syllabus

Minutes

1. As per the specialization in their subjects of the teachers, time table was finalized and subjects were allotted to the teachers according to their preferred time.
2. The syllabus was divided into two terms for the classes to be followed in uniformity in all sections.
3. Teachers were asked to note down weekly plan in their registers.
4. Teachers were asked to give student progression report of previous year as per the requirement of 5th criteria of NAAC.
5. All the members are required to keep the progress report of students in three stages,
 - a. Diagnostic assessment
 - b. Formative assessment
 - c. Summative assessment

HOD

(Head, Commerce Department)


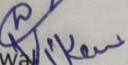
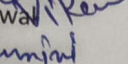
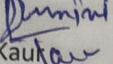
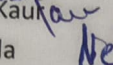
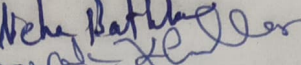
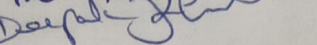
Head
Department of Commerce
RR Bawa DAV College for Girls
Batala

Minutes of the meeting

Date :9November 2022

Time: 3 PM

The following members were present

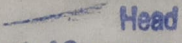
- Mrs. Supriya Duggal 
- Dr. Hardeep Kaur 
- Mr. Vikram Aggarwal 
- Ms. Damini 
- Ms. Taranjeet Kaur 
- Ms. Neha Bathla 
- Mr. Deepak Khullar 

Minutes:

1. Teachers were apprised regarding the conduct of a SEBI sponsored Investor Awareness Program in the College on 18 November 2022.
2. The event will be organized in association with BDS Financial services, Amritsar and the Resource Person for the event would be Mr. Bharat Bahl.

HOD

(Head, Commerce Department)


Head
Department of Commerce
RR Bawa DAV College for Girls
Batala

Department of Commerce (2022-23)

RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on 05-08-2022

Members present

Mrs. Supriya Duggal

Dr. Hardeep Kaur

Mr. Vikram Aggarwal

Ms. Taranjeet

Mr. Deepak Khullar

Ms. Neha Bathla

Ms. Damini

Agenda

1. Time Table
2. Bifurcation of the syllabus

1. As per the specialization in their subjects of the teachers, time table was finalized and subjects were allotted to the teachers according to their preferred time.
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5. All the members are required to keep the progress report of students in three stages,
 - a. Diagnostic assessment
 - b. Formative assessment
 - c. Summative assessment

HOD

(Head, Commerce Department)

Department of Commerce
RR Bawa DAV College for Girls, Batala

Minutes of the meeting

Date : 9 November 2022

Time: 3 PM

The following members were present

- Mrs. Supriya Duggal *Supriya Duggal*
- Dr. Hardeep Kaur *Dr. Hardeep Kaur*
- Mr. Vikram Aggarwal *Vikram Aggarwal*
- Ms. Damini *Damini*
- Ms. Taranjeet Kaur *Taranjeet Kaur*
- Ms. Neha Bathla *Neha Bathla*
- Mr. Deepak Khullar *Deepak Khullar*

Minutes:

1. Teachers were apprised regarding the conduct of a SEBI sponsored Investor Awareness Program in the College on 18 November 2022.
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HOD

(Head, Commerce Department)

Head
Department of Commerce
RR Bawa DAV College for Girls
Batala

Department of Commerce

RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on 15-04-2022

Date: 15 April 2022

Time: 3 PM

The following members were present

- Mrs. Supriya Duggal *SD*
- Dr. Hardeep Kaur *HK*
- Mr. Vikram Aggarwal *Vikram*
- Ms. Damini *Damini*
- Ms. Taranjeet Kaur *Taranjeet*

Agenda

1. Syllabus completion
2. Assignment allocation

Minutes:

1. Teachers were asked to certify that they have completed their syllabus in their respective classes.
2. To give assignment resource material to advanced learners and take oral test, written test of 20 marks of slow learners in order to take remedial measures.

HOD

(Head, Commerce Department)

SD
Department of Commerce
RR Bawa DAV College for Girls

Department of Commerce

RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on 20-04-2022

Date :20 April 2022

Time: 3 PM

The following members were present

- Mrs. Supriya Duggal *Supriya*
- Dr. Hardeep Kaur *Hardeep*
- Mr. Vikram Aggarwal *Vikram*
- Ms. Damini *Damini*
- Ms. Taranjeet Kaur *Taranjeet*

Agenda

1. Regarding Seminar on Professional Ethics

Minutes:

1. Teachers were asked to make preparations for conducting a Seminar on Professional Ethics in the last week of April 2022.
2. The resource person of the Seminar was finalized from HMV College, Jalandhar

HOD

(Head, Commerce Department)

RR Bawa DAV College for Girls
Batala