

MINUTES OF THE MEETING HELD WITH THE HODs/OIC/COORDINATORS NBA & TEQIP-III/TPO/SPO/ESTATE OFFICER/DEPUTY CONTROLLER (F&A)/SUPERINTENDENT GRADE-I HELD ON 05.03.2020 AT 12.00 NOON UNDER THE CHAIRMANSHIP OF DIRECTOR-CUM-PRINCIPAL, JNGEC, SUNDERNAGAR IN HIS OFFICE CHAMBER

A meeting was held on 05.03.2020 AT 12.00 Noon with the HODs/OICs/ Coordinators NBA AND TEQIP-III/TPO/SPO/Estate Officer/Deputy Controller (F&A)/Superintendent Grade-I to discuss the various issues related to NBA Accreditation of all the courses being run at this college to be held w.e.f. 20th to 22nd March, 2020 under the chairmanship of Director-cum-Principal, JN Government Engineering College, Sundernagar in his office chamber.

The following were present:

1. Prof.S.P.Guleria, HOD CE
2. Prof. Rajeev Khanduja, HOD ME
3. Prof.Himanshu Monga, HOD ECE
4. Sh.Achhar Singh, HOD (AS&H)
5. Er.Parveen Kumar, OIC TE
6. Dr.PC Chopra, HOD AS&H
7. Dr.Ajnesh Singh, Coordinator TEQIP-III
8. Sh.Anil Kanwar, TPO
9. Sh.Mridul Sharma, SPO
10. Sh.Kartar Singh, Deputy Controller (F&A)
11. Sh.Ravinder Sharma, Superintendent Grade-I

At the outset, the Director welcomed all present in the meeting and thereafter the following issues were discussed and decided as under:

1. It was decided that a Lap Top or PC (having antivirus) with Printer, network connectivity or WI-Fi facility shall be provided in the Committee Room adjoining the Director Office for NBA Team during 20th – 22nd March, 2020 - **Action to be taken by Sh.Shashi Gurung, AP (Computer Engg.) with the assistance of Mr. Nijay, Computer Assistant.** Similarly, Head of Department/OIC Department shall provide the same facilities in their respective rooms for the Expert Members of NBA Team during 20th – 22nd March, 2020. These arrangements should be ready well before 18.03.2020.
2. It was decided that NBA Team shall be provided Bags with two copies of the SAR, calculator, Pen, Pencil, Sharpener, Plastic file folders for preparation of reports etc. These items shall be purchased under SWF. If

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needed permission can be taken from the Directorate of Technical Education, HP, Sundernagar.

3. It was decided that the services of the professional Videographer and Photographer shall be obtained for the videography and photography to cover the NBA visit during 20th - 22nd March, 2020. **Action to be taken by Sh.H.S.Rana, Sr. Audio Visual Technician & Technical Staff.**
4. Sh.H.S.Rana, NCC Officer shall make arrangement for the welcome of NBA Team by the NCC Cadets on 20th - 22nd March, 2020 at 9.00AM sharp.
5. Dr.P.C.Chopra, Estate Officer shall get the Flexes prepared for NBA visit as per requirement.
6. It was decided that Dr.P.C.Chopra will also make the necessary arrangements in the Conference Hall/Committee Room. Sh.K.K.Sharma, Instructor (Electrical)/Sh.Njay Sharma, Computer Assistant/Sh.Liyakat Ali, Electrician (Outsourced) shall assist Dr.Chopra with regard to light & sound system in the Conference Hall/Committee Room during 20th - 22nd March, 2020.
7. It was decided that a meeting of the Executive Engineers HPPWD shall be convened at the earliest by Prof.S.P.Guleria, HOD Civil Engineering for the uninterrupted supply of Electricity and Drinking Water during the visit of NBA Team and with regard to other minor civil works.
8. Necessary arrangements shall be made by the Estate Officer to ensure proper electric lights in and around the campus during visit. Also it is to be ensured that the Drinking water points are neat and clean.
9. Dean Academic shall ensure the proper placement of records related to academics in the the Academic Branch.
10. It was decided that 20 No. Display Board of (1.5 x 2 feet) and 40 No.s Display Board of (2 x 3 feet) shall be purchased for the class rooms and Labs. Also 20 No. First Aid Boxes shall also be purchased for workshops and Laboratories. The expenditure shall be borne out of the SWF and

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purchase is to be made by Spot Purchase Committee in view of urgency. -

Action to be taken by SPO.

11. Computers in the Library must be in working condition with internet connectivity. These computers must be updated with e-digital library. - Sh.Shashi Gurung shall provide all necessary assistance in this regard. One photocopier in working condition must be made available in the Library. The Flex showing the Library Facility is to be displayed. - **Action to be taken by Librarian.**

12. It was decided that necessary orders to constitute the different committees for purchase etc. shall be issued by the main office.

The meeting ended with a vote of thanks to the Chair.

Endstt.No.GEC/SNR/ NBA/Meetings/2019- 1120-1137
Copy to:-

Dated:- 07/03/2020

1. All HODs/OICs/TPO/Estate Officer/SPO/Librarian/DC (F&A) for information and necessary action.
2. TEQIP-III Coordinator for information and necessary action.
3. Sh.Shashi Gurung, AP (Computer Engg.) and Sh.Nijay Sharma for information and necessary action.
4. Sh.H.S.Rana, SAVT & NCC Officer for information and necessary action.
5. Superintendent Grade-I/PA for information.

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Director-cum-Principal