

MINUTES OF THE MEETING HELD WITH THE HODs/OICs/TPO/COORDINATOR TEQIP-III/STORE PURCHASE OFFICER/GATE COORDINATOR/DEPARTMENTAL COORDINATOR (NBA)/ESTATE OFFICER AND DEPUTY CONTROLLER (F&A) HELD ON 17.08.2019 AT 2.50PM UNDER THE CHAIRMANSHIP OF DIRECTOR-CUM-PRINCIPAL, JNGEC, SUNDERNAGAR IN HIS OFFICE CHAMBER

A meeting was held on 17.08.2019 at 2.50PM with the HODs/ OICs/ TPO/Coordinator TEQIP-III/SPO/GATE Coordinator/Departmental Coordinators (NBA)/Estate Officer and Deputy Controller (F&A) to discuss the finalization of visit dates of NBA Experts to this institution and other issues related to TEQIP-III 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. Sh.Achhar Singh, HOD AS&H
4. Sh.Anil Kanwar, TPO
5. Sh.P.C.Chopra, Estate Officer
6. Dr.Ajnish Singh, TEQIP-III Coordingator and OIC AS&H
7. Sh.Mridul Sharma, Store Purchase Officer & AP ME
8. Ms.Nitasha Bisht, GATE Coordinator
9. Smt.Priya Jaswal, OIC TE
- 10.Ms Madhu Sharma, AP CE
- 11.Sh.Vinay Sharma, AP AS&H
- 12.Sh.Kartar Singh, Deputy Controller (F&A)

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

1. Out of the different set of dates proposed by NBA Coordinator, it was decided that the institution can go for NBA visit to JNGEC, Sundernagar in the month of February & March, 2020 as per details given below:

i) **14th - 16th February, 2020**

ii) **06th - 8th March , 2020**

iii) **20th - 22nd March, 2020**

In the meantime all Departments shall complete the documents related to NBA Accreditation and if needed expert advice can also be taken from Mentor Institution i.e. PEC, Chandigarh or from other Experts as per need - **Action to be taken by respective HODs/OICs.**

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2. It was informed that the batteries in the UPS provided in the main office and other departments need repair/replacement. Also some of the Printers in the institution are not working properly and need repair/replacement of tonner etc. It was decided that list of all such items for repair/replacement be prepared within a week's time
– **Action to be taken by SPO.**
3. It was informed that about 25 Laptops are lying idle in the Smart Class Room for the last two/three years. It was decided that OIC (Computer Centre) shall submit details regarding the status of these Laptops within a week's time alongwith proposal for proper utilization of Laptops - **Action to be taken by OIC (Computer Centre).**
4. On student's request, it was decided that one room each will be provided with furniture for Common Room (Boys) and Common Room (Girls) in the Academic Block of the institution. Estate Officer shall submit a proposal in this regard within week's time positively
– **Action to be taken by Estate Officer.**
5. In order to enhance twinning activities and give boost to placement activities at JNGEC Sundernagar, TEQIP(Coordinator) PEC, Chandigarh shall be contacted immediately – **Action to be taken by Nodal Officer (Academics) & TPO.**

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

Endstt.No.GEC/SNR/TEQIP-III/Meetings/2019-4310-22
Copy to:-

Dated:-26-8-19

1. All HODs/OICs/TPO/TEQIP-III Coordinator/SPO/NBA Coordinator & Departmental Coordinator (NBA)/Estate Officer/DC(F&A) for information and necessary compliance.
2. Superintendent Grade-I/PA for information.



Director-cum-Principal