



Minutes of the Meeting

Date: 18th December 2025

Venue: Principal's Office

Proceedings:

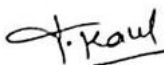
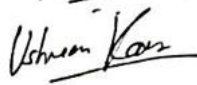
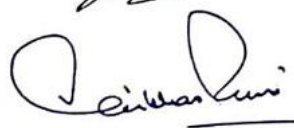
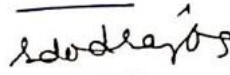
The following points were discussed:

- It was decided to extend the last date for submission of Monthly Progress Reports (MPRs) up to 25th December 2025.
- It was observed that the 4th Monthly Progress Report (MPR-4) is a mandatory component of evaluation. Accordingly, it was decided that students must also submit MPR-4.
- The committee decided that students who have not contacted their supervisors and have not submitted any reports, despite a strict notice issued earlier, will not be allowed to appear for Internal and External Assessment.
- It was resolved that the evaluation sheet shall be maintained individually for each student. The SRC will compile all individual evaluations into a single Excel sheet and forward it to the IA Committee for uploading on the portal. The individual evaluation sheet of each student will be filed along with other documents.
- The administrative staff—Mr. Gurpreet Singh, Ms. Puneet Kaur, and Ms. Jaswinder Kaur—were briefed regarding the proper filing of student documents. Each student's documents will be maintained in a separate clear bag with an identification tag.
- It was further decided that the filing work should be complete by 31st December 2025.



Members Present

Rec Meeting
18.12.2025

1. Dr. Rachna Sethi
2. Dr. Tarvindey Kaur 
3. Dr. Ushma Kaur 
4. Dr. Paragjeet 
5. Punet Kaur 
6. Jasvinder Kaur 
7. Gurspreet Singh 
8. Jasmit Kaur 
9. Dr. Vaibhava Puri 
10. Prof. Sangeeta Dodrigo 
11. Prof. Manju Bhatia for Dr. Naveen Dua 