



Minutes of the Meeting

Date: 29th September 2025

Venue: Principal's Office

Agenda: To decide the formats of ACR, SRC, Title and Monthly Progress Report

Proceedings:

The meeting of the Research Committee of the College (RCC) was convened on 29th September 2025 to finalize the formats of the *ACR*, *SRC*, *Title Approval*, and *Monthly Progress Report (MPR)*.

The following points were discussed:

1. Administrative staff will be assigned to each department to maintain the file of every student. Each student's file will include the ACR, Title Approval, and Monthly Progress Reports. The ACR and Title Approval will be submitted by the respective supervisors to the concerned administrative staff, while the Monthly Progress Report will be submitted by the student, duly signed by the supervisor.
2. Department-wise allocation of administrative staff is as follows:
 - Mr. Gurpreet Singh – B.Sc. (Hons.) Computer Science and B.A. (Hons.) Punjabi
 - Ms. Jaswinder Kaur – B.A. (Hons.) Economics, BBE, and BMS
 - Ms. Puneet – B.Com (Hons.) and B.Com
3. A domain-based email ID for RCC will be created.
4. Faculty and staff will be informed about the schedule and formats. A formal mail will be sent from the RCC email account to all faculty members, and students will be informed through a message on *SmartProf*.
5. The finalized formats are attached as Annexures.



Members Present

S.No.	Name	Sign.
1.	Dr. Rachna Sethi	Rachna
2.	Dr. Taruinder Kaur	T. Kaur
3.	Dr. Paramjeet Kaur	Paramjeet Kaur
4.	Dr. Ushra Kaur	Ushra Kaur
5.	Dr. Vaibhava Puri	Vaibhava Puri
6.	Prof. Sanjeeta Doodraya	Sanjeeta Doodraya
7.	Ms. Jasmit Kaur	Jasmit Kaur
8.	Dr. Harpreet Kaur	Harpreet Kaur