

# GDC MEMORIAL COLLEGE, BAHAL

Recognized under section 2(f) & 12(B) of UGC Act 1956

(NAAC Accredited "B" Grade)

## Minutes of Meeting held on 17.01.2026 in the Room No 106 at 10.30 AM :-


Present:

1. Dr. S.K. Sinha, Principal - In Chair
2. All Staff Members

### Agenda Points Discussed:

1. Commencement of Academic Session: The Principal, Dr. S.K. Sinha, informed the staff that the academic session will begin on 27.01.2026. All staff members should prepare their timetables before the commencement of classes.
2. Scholarship Form for SC Students: It was communicated that no SC student will be allowed to appear for practical examinations without filling out the scholarship form.
3. Website Update: The Website Incharge was advised to update the college website regularly to keep it updated and informative.
4. Student Attendance on ERP: All staff members are instructed to update student attendance on ERP regularly.
5. Research Papers: It was emphasized that each faculty member must publish a minimum of two research papers in every academic year.
6. Government Projects: All departments are encouraged to apply for projects from various government departments to secure financial support for their activities and up gradation of labs.
7. College Fee Submission: Staff were instructed to inform students to submit their college fees for the upcoming even semester before 31.01.2026.
8. Activities by NSS, NCC & Cultural Committee: The NSS, NCC, and Cultural Committees were informed top plan for various activities for the upcoming semester.
9. College Bus Pass & Library Card: All students must apply for the college bus pass or library card before the due date.
10. Staff Attendance: All staff members are reminded to mark biometric attendance daily, as well as maintain the Attendance Register at the Registrar's office on a regular basis.
11. MOU with Industries: It was advised that the college should sign MOUs with industries to facilitate student visits and training purposes.
12. Placement Records: The Placement Incharge is required to update the placement records regularly for the college's reference.
13. Health Check-up Camp: A health check-up camp should be organized for both staff and students during the 2026-27 session.
14. Certificate Renewal: All necessary certifications, including ISO, water testing, for Safety etc., must be renewed before the due date.
15. NIRF Data Submission: The Principal advised the NIRF Coordinator to ensure that the report/data is submitted on the NIRF portal within the stipulated time before 6<sup>th</sup> February, 2026.
16. Alumni Meet: An Alumni Meet must be organized in the months of February/March 2026.

The Meeting ended at 11.30 am with vote of thanks to the Chair.

  
Dr. S.K. Sinha  
Principal

