

Minutes of the Staff Council Meeting held on 16th August 2023 at 12 noon in the Conference Hall

1. The Principal addressed and clarified various queries regarding UGCF and requested TPC to organise a workshop for the same for all the teachers.
2. The principal apprised the members regarding the functioning of mentor-mentee program where 30 students will be assigned to one teacher. A printed mentor mentee booklet will be given to the mentees admitted from 2022 onwards excluding the present third year students.
3. Regarding migration cases, it was decided that migration would be permitted if seats are available in a particular course category wise. It should be verified that the students had passed all the first-year exams with minimum of 8 CGPA. TICs were directed to give the number of vacancies in each course category wise to the staff council secretary for final compilation.
4. ICT workshop to be organised for first year students should be of two days wherein one day will be offline and second day will be online.
5. The Principal informed the house regarding Internship, Apprenticeship, Community outreach and Project that minimum of 12 weeks with 4 hours work per week should be given to the student for completing 2 credits for the course. Ms. Deepika Jindal and Ms. Saachi Bhutani were given this responsibility to organise this work.


Dr. V Sujata Raju
Staff Council Secretary


Prof. Savita Roy
Principal

An emergent meeting of the Staff Council was held on 14th September 2023 at 3.30 pm in the Conference Hall.

Agenda

Upcoming NAAC visit and discipline of the college

Minutes of the Meeting:

- The staff was informed by the Principal, Prof. Savita Roy, that details of all the committees, societies and cells of the Staff Council need to be uploaded on the college website at the earliest.
- It was decided that Dr. Renu Singh (Department of Physics) will be the convener of the college Grievance Redressal Committee, 2023-24.
- Dr. Sharda Gautam (Department of Sanskrit) will be the convener of the college SC, ST, OBC Committee, 2023-24.
- The house was reminded regarding the Google form floated to assign responsibilities to teachers from each department for maintaining cleanliness of the allotted classrooms for teaching, department labs as well as adjacent corridors
- The house was informed that teachers have to submit their timetables to the Principal's office by 16th September which should state both lecture and tutorial classes and has to be duly signed by them as well as the TICs.
- The data related to projects, internships and field-work in particular areas by students along with their certificates for the academic year 2021-22 has to be submitted at the earliest.
- Conveners of various committees, societies and cells for the year 2021-22 and 2022-23 have to submit a brief report of their activities during the respective academic years at the earliest.
- Every committee, society and cell should hold its meetings in the beginning, in between and at the end of the academic year for summing up its activities.
- The convener of the Grievance Redressal Committee is required to submit a report regarding reported grievances, if any, during the admission 2023-24 and the action taken by the committee/institution. The report needs to be uploaded on the college website.

- A Data Repository Centre has been set up to document and preserve all the information regarding the college.
- The Principal informed the house that the existing complaint box needs to be opened. The complaint box receives the grievances and feedbacks of the students.
- Faculty members are required to fill the columns (Name, purpose, signature) in the register at the entrance of the Library whenever they visit.
- The Principal reminded the commerce department to expedite the process of renovating the computer lab. The old furniture in the corridor needs to be cleared.
- The Alumni meet needs to be organized during November-December 2023.
- The AQAR 2021-22 has to be uploaded on the college website within a week.



Dr. V Sujata Raju
Staff Council Secretary



Prof. Savita Roy
Principal

Minutes of the Staff Council Meeting held on 20th January 2024
at 12 pm in the Conference Hall

1. The principal informed the appointment of Dr. Vidhi Chaudhary, Assistant Professor, Department of Botany as the hostel Warden of the college girls hostel.
2. It was decided that breakfast and lunch facility will be available for all the faculty members in the hostel. For practical examination purposes also the lunch facility will be available. Timings and the payment details for the same will be put up on the staff room notice board by the warden.
3. Prof. Suranjita Ray, the Convenor of Swachata Committee (2023-24) apprised the house about the measures taken to maintain cleanliness in the college as well as informed about the requirement of additional housekeeping staff for washrooms as well as cleaning.
4. Dr. Vikas Dhaka was asked to submit all the timetables to the Principal's office on 21st January 2024 itself.
5. GCR shifted to Sadbhawana Bhawan basement.
6. The photocopy shop owner should be informed to maintain register for teachers photocopy work up to 300 pages.
7. IQAC will float the Google form to take students feedback for NAAC purpose.
8. Tentative date for Annual day of the college will be first week of March.
9. College cultural festival -Manjari will be held in the last week of February.
10. Mid semester exams will be held after the march mid semester break for core papers only. 50 percent syllabus should be covered for the same.



Dr. V Sujata Raju
Staff Council Secretary



Prof. Savita Roy
Principal

Minutes of the emergent Staff Council meeting held on 29.1.2024 through zoom platform at 7.30 pm

Agenda: Formation of Admission Committees 2024-25

Following admission committees were made.

1. Admission committee for undergraduate programs.
2. Admission committee for Postgraduate programs.
3. Help desk committee
4. Grievance Redressal committee
5. Dr. Darshan was appointed as the Nodal officer for admissions.
6. Dr. Sonia Mehta was appointed Co-Convenor admissions.



Dr. V Sujata Raju.
Secretary, Staff Council.



Prof. Savita Roy
Principal

Minutes for the Staff Council meeting held on 13.3. 2024 at 2.30 pm in the Conference Hall.

Agenda: Upcoming NAAC visit on 18-19 March 2024

1. NAAC Peer team visit schedule for 18-19 March 2024 was informed by the Principal to all the staff members.
2. The Principal evaluated the preparedness for the NAAC visit. She informed that first there will presentation by the Principal before the NAAC peer team followed by the presentation of IQAC coordinator and TICs of various departments.
3. Students will remain seated in the classroom and only teachers will move from one class to another while the Peer team is visiting different departments. Students and teachers must be prepared to interact with the NAAC team if they visit department.
4. Discipline committee and Swachhta committee were advised to monitor and maintain discipline and cleanliness in the college campus.
5. All the publications are to be submitted to Prof. Meetu Khosla for Peer team inspection/ verification.



Dr. V Sujata Raju.
Secretary, Staff Council.



Prof. Savita Roy
Principal