

Minutes of the Staff Council Meeting

Date: 25th May 2026

Venue: Staff Room

Time: 11 am

Agenda

- 1. Confirmation of minutes**
- 2. Recommendation of staff council to Governing Body for appointment of hostel warden**
- 3. Creche facility in college**
- 4. Formation of committees**
- 5. Any other matter**

Item 1

1 Confirmation of minutes

1a Prof. Sunita Gupta requested to revise the stated item 1.1 in the minutes of the staff council held on 12th May 2026. She clarified her concern regarding the improvement of IA and CA marks of students, which was stated as arising out of the minutes of the meeting held on 9th December 2025. It was informed by the Principal that admin will provide the list of students who want to improve their IA and CA to TIC. Then concerned teachers will be informed by TIC accordingly. The TIC will get the lesson plans of their department uploaded.

1b Prof. Sunita Gupta also sought clarification regarding 5.1 on medical leave.

1c With reference to the objections by a few senior teachers (in the council meeting held on 12th May 2026) as stated in 3.2 c regarding the suggestion on distribution of papers on the basis of rotation with TIC considered as the starting point of rotation, an appeal was made by Prof. Suranjita Ray on behalf of the senior teachers, requesting the principal that all the departments should follow the principle of accommodating and including the mutual choice of papers of all the faculty members of their respective departments. The principal consented and informed the house that all the faculty members must have the opportunity to teach the papers of their choice. No paper should be retained beyond 3 years.

1d In 3.3(f) ,Regarding Purchase committee, Physics Department to be added.

1e In 3.6, The Alumnae Committee members will be on rotation basis from this year onwards.

Item 02

2 Appointment of Hostel Warden

2 a. The principal apprised the house that Dr. Vidhi Choudhary, the present hostel warden, was the only applicant for the post of hostel warden. The council unanimously recommended Dr. Vidhi Choudhary as Hostel Warden.

She acknowledged the contributions of Dr. Vidhi Choudhary in efficient management of the hostel during the last academic year. The house applauded the warden for the successful functioning of the hostel. The members appreciated the availability and accessibility of the facilities of the hostel mess to the teaching staff and the external examiners in particular.

2 b. The principal suggested that the link to the registration form for the hostel admission should be available on the college website, and the students should be provided with adequate information regarding the eligibility for admission to the hostel before the first cutoff list.

Item 03

3 Creche Facility in College

3a The Principal and staff agreed to establish a creche facility benefiting both teaching faculty and non teaching staff. It was decided that a committee will be formed to determine operational modalities, including the specific age group of the children. The Principal promised to provide a clean and sanitized space and the staff accepted the responsibility for its maintenance.

Item 04

4 Formation of committees

4a Various committees and their convenors and co- convenors were announced.

The principal informed that since Dr. Deepti Bansal, the permanent faculty member of Music department is on leave, Prof. Sunita Gupta (Department of Commerce) will be the TIC of department of Music in the academic year 2026-27. She also informed the house that Prof. Padmshree Mudgal is IQAC co-ordinator till she retires. Afterwards Dr. Moitree Bhattacharya will take over.

Item 05

5 Any Other Matter

Dr. Geetanjali requested for a Attendant in the Staff Room and the Principal said she will look into it.

The house thanked the chair, Prof. Savita Roy and the vice-principal, prof. Priti Malhotra.


Dr. Seema Khurana
(Staff Council Secretary)


Prof. Savita Roy
Principal