

Minutes of the Staff Council Meeting

A meeting of the Staff Council was held on 9th December 2025 at 1:30 pm in the Conference Hall on the following agenda:

1. Confirmation of minutes
2. IA and CA evaluations
3. Invigilation duties
4. Guidelines for publication for faculty
5. Reporting on medical bill reimbursement
6. Any other matter

- 1 The minutes of the staff council meeting held on 23rd May 2025 were confirmed.
- 2(a) The Principal briefed the house regarding uploading of IA and CA marks in time on the ERP portal. These marks will be visible to the students on the Samarth portal. The administration office has to be communicated about the discrepancies, if any, and students need to acknowledge the corrections.
- 2(b) She also explained that teachers are required to state their remarks/comments and suggestions, if any, in the pages of the assignments alongside mentioning the aggregate marks on the first/cover page.
- 2(c) It is also important for the faculty members to keep the record of the IA and CA marks for at least 3 years.
- 2(d) As per the notification on the university website (February 2023), students can improve their IA/CA/theory marks. Therefore, teachers in every department are required to submit their lesson plans mentioning the tentative dates for IA and CA to the TIC, which the department has to upload on the college website to enable the students to reappear for their assessment. The students should be informed regarding the same at the beginning of the semester. The administration will give list of students for improvement cases to teachers.
- 3(a) The Principal also informed the house regarding the uniform number of invigilation duties (6 duties in the morning session and 4 duties in the evening session) to be performed by every teacher, with exemption of duties as per rules for teachers who have done invigilation duties in the practical examinations. Invigilation duties will be given on the basis of their preferences after filling the google form.
- 3(b) Teachers are required not to do any other work and not leave the premises of the college during the invigilation duties. However, they can leave the examination room only in case of an emergency.
4. Prof. Padamshree Mudgal, coordinator of IQAC, presented the guidelines regarding the tools to identify cloned and predatory journals. She clarified that publishing in these journals will neither be considered for promotions of the teachers nor for the ranking of the college.
5. She informed the house that all the medical bills of small amounts will be cleared at the earliest. The medical bill committee must also return the bills after verification for further processing without keeping the bill for more than two weeks.

6. Any other matter

- 6(a) The Principal thanked the faculty members of science departments for conducting the practical examination successfully during the period of strike by the non-reaching staff.
- 6(b) The Principal assured that she will release the pending arrears for promotions of faculty members as and when funds are received by UGC. The pending cases of career promotions of teaching staff will be expedited once cases are cleared by IQAC.
- 6(c) The Principal informed the house that bills of Guest faculty should be sent to the office by at least 1st of every month for that cycle should begin from 31st itself.
- 6(d) Dr Shivani Agarwal requested for a computer system with printer along with a NTS in Enabling Unit.



Dr. Seema Khurana
Secretary, Staff Council



Prof. Savita Roy
Principal