



**KESHAV MAHAVIDYALAYA
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Dated : 23.09.2009

Minutes of the Staff Council Meeting

A meeting of the staff council was held on 23.09.2009 in the staff room at 12.45 p.m. The Principal presided over the meeting:-

1 Confirmation of minutes of Last Meeting.

The minutes of the staff council meeting held on 30.04.2009 were passed.

2. To consider recommendations of E-Learning committee.

Acting Principal requested the convenor of the E-Learning committee (Dr. Rubina Mittal) to present the minutes.

One of the staff members raised the following questions:-

- If any formula was used for allotment laptops to various Departments.
- If senior teacher is on leave and if she joins back, then what would be criteria to issue him/her the laptop.
- As there are 6 rooms with projector facility and 10 Laptops, so how to manage if all teachers want to take class at the same time.

Actg. Principal answered the above question as follows:

- As per as the recommendation of Committee.
- New Laptops would be purchased.
- Time Table adjustment will be made if necessary.

Actg. Principal discussed about the Hardware/Software resource centre. He proposed to make sub-committee for resource centre which will have one-two professional members from the outside the college, for the time he requested the same committee to look into the matter. He requested the house to pin point exact location in the library for resource centre.

E-Learning committee has mentioned that college must provide guidelines to prepare E-Content . Actg. Principal said college can provide facilities but not guidelines to the teachers. College champions are expected to help other teachers. He also said the teachers find previous lockers must be managed before purchasing new lockers for laptops on one of the minutes E-Learning committee meeting. Staff Association President was requested to collect the E-Mail Id's of all the staff members so that entire communication can be made through mails.

Another staff members asked the following questions:-

- a) Did the committee discuss that some subjects require laptop more that other subject or whether only seniority was considered while allotment of laptops
- b) How to implement the checks that whether laptops are used for teaching purpose
- c) If a teacher is not issued a laptop, can he/she used his/her own laptop with time table adjustment.

The Actg. Principal answered the above question as follows:

- a) Only seniority was considered as per the recommendation of the committee.
- b) Only self control is important, teachers should post their lectures on intranet.
- c) Yes, anybody can use personal laptops

3. **To consider the recommendations of committee constituted to formulate the guidelines for financial assistance.**

Actg. Principal requested the convenor of the committee (Dr. Priti Sehgal) to read the minutes.

One of the Staff Members asked that whether paper presented Abroad may also be considered.

Actg. Principal informed about the available funds and he said that paper presented International Conferences must also be considered.

A staff member suggested that partial assistance may also be provided. Another staff member suggested that if a person is not traveling, but only publishing a paper, it must also be considered.

Actg. Principal requested the committee to meet again and consider the points raised by staff members.

Ajay Arora
23/9/2010

Principal


(Dr. Priti Sehgal)
Staff Council Secretary