

Minutes of the staff council meeting held on 02.05.2011

1. New admission policies: it was unanimously decided that all the departments should frame their guidelines and policies for admission and other/additional eligibility criteria and submit it to the office before 09.05.2011.
 2. Minutes of all the previous staff council meetings were confirmed.
 3. Recommendations of academic affairs committee were reported in the house. One of the members suggested that any recommendations to be discussed should be put on the notice board at least seven days before the staff council meeting. This was agreed upon in the house.
 4. Recommendations of e-learning committee were reported.
 5. Recommendations of the committee made to formulate the guidelines for Teacher-in-charge-ship were reported.
 6. Formation of various committees of the staff council for the academic year 2011-12: The house authorized the secretary, staff council, to work in consultation with the Principal in redistributing the names of members from various committees, in order to ensure that each faculty member gets chance to be a part of committee and no member gets more than two committees as mentioned in the university calendar. The house felt that since the faculty strength is around 50, hence our college may be in a better position to follow the guidelines mentioned in calendar on pg. 415 wherein ordinarily no person is to be a member of more than two committees at a time. Few of our staff members are on study leave, one on E.L. and two on maternity leave, so the house authorized to work on the redistribution of inclusion of remaining members in various committees. The proposed list is attached alongwith for the approval of all the faculty members. Any changes if desired, may be communicated in writing to the undersigned by 30th May 2011 by 10 a.m.
 7. New staff council secretary Dr. J. K. Anand was welcomed.
 8. Examination related instructions were given by the Principal. The invigilators were told to report at 8.30 a.m. in the college and not to take leave on the day of invigilation duty except for extremely unavoidable reasons. Principal also informed the house about the submission dates of internal assessment marks to the university and necessary procedure to be followed for that.
 9. Nothing was discussed under 'any other matter'.
- The meeting ended with a vote of thanks to the chair.


Principal


(Secretary)
Staff Council