

Dated: 24-05-2019

**Minutes of the General Body Meeting of the Staff Council held on Friday, the 24<sup>th</sup> May, 2019 at 6.15 P.M. in Staff Room.**

A meeting of the Staff Council was held on Friday, the 24<sup>th</sup> May, 2019 at 6.15 P.M. in the Staff Room.

Seventy two members signed their presence in the attendance register.

Dr. Vichitra, Officiating Principal presided over the meeting.

The following was the agenda:-

1. Election of the Secretary, Staff Council.
2. Confirmation of the minutes of the meetings of the Staff Council held on 26-03-2019 and 22-04-2019.
3. Formation of the various committees for the Academic Session 2019-20.
4. To decide about Add-on, Skill Based and Job Oriented Courses.
5. To make proposal for converting the Evening College to Morning College.
6. To increase the Fee of students for Ambedkar and Gandhi Study Circle for organising talk and seminars.
7. Any other matter with the permission of the chair.

The following decisions were taken at the meeting:-

**Item No. 1**

Sh. Kana Ram Meena was unanimously re-elected as the Secretary, Staff Council.

**Item No. 2**

The Secretary, Staff Council read out the minutes of the Staff Council meetings held on 26-03-2019 and 22-04-2019 the house approved the same.

**Item No. 3**

The following committees were formed for the Academic Session 2019-20. The name of the Conveners and members are given below with their respective committees:-

**1. ADMISSION COMMITTEE**

- a) Dr. Prahlad Kumar Bairwa, Convener.
- b) Teachers Incharge of all the Departments.  
Members nominated by the Department having Hons. Courses.
- c) Commerce – Mrs. Renu Govila/Sh. Rajnish Kumar Kler
- d) Political Science – Dr. (Mrs.) Sushma Gupta
- e) English – Dr. Jyoti Jakhar Dahiya/Dr. Rajesh Kumar
- f) History – Sh. Prem Kumar/Dr. Pintu Kumar
- g) Hindi – Sh. Kana Ram Meena/Dr. Ashwani Kumar

**2. EXTRACURRICULAR ACTIVITIES ADMISSION COMMITTEE**

- a) Dr. Prahlad Kumar Bairwa, Convener
- b) Sh. Prem Kumar, Member
- c) Dr. Pintu Kumar, Member
- d) Mrs. Renu Govila, Member
- e) Dr. (Mrs.) Anjali Agarwal, Member
- d) Sh. Kana Ram Meena, Member

**3. Help Desk Committee**

- a) Dr. Pintu Kumar, Convener
- b) Dr. (Mrs.) Anjali Agarwal, Member

**4. SPECIAL CATEGORIES ADMISSION ENABLING COMMITTEE**

- a) Dr. Pintu Kumar, Convener
- b) Sh. Prem Kumar, Member
- c) Sh. Rajnish Kumar Kler, Member
- d) Sh. Kana Ram Meena, Member

**5. GRIEVANCES COMMITTEE – ADMISSIONS**

- a) Dr. V.K. Jha, Convener
- b) Dr. Rajesh Kumar (History), Member
- c) Dr. (Mrs.) Prem Lata Sharma, Member

**6. TIME-TABLE COMMITTEE**

- a. Dr. (Mrs.) Anjali Agarwal, Convener
- b. Dr. Prahlad Kumar Bairwa, Member
- c. Dr. Pintu Kumar, Member

**7. STUDENTS' UNION ADVISORY COMMITTEE**

- a) Sh. Prem Kumar, Convener
- b) Dr. (Mrs.) Sushma Gupta, Member
- c) Sh. Hans Raj, Member
- d) Sh. Kana Ram Meena, Member
- e) Dr. Rajesh Kumar (History), Member

**8. FEE CONCESSION COMMITTEE**

- a. Mrs. Renu Govila, Convener
- b. Mrs. Poonam Khanna, Member

**9. LIBRARY ADVISORY COMMITTEE**

- a. Sh. Kana Ram Meena, Convener
- b. Teachers-in-Charge of all the Departments (Members)

**10. DISCIPLINE COMMITTEE**

- a. Dr. Pintu Kumar, Convener
- b. Sh. Vijay Singh, Member
- c. Sh. D.C. Varshney, Member
- d. Dr. (Mrs.) Sushma Gupta
- e. Dr. Rajesh Kumar (History), Member
- f. Sh. Kana Ram Meena, Member
- g. Dr. (Mrs.) Jyoti Jakhar Dahiya, Member
- h. Mrs. Renu Govila, Member
- i. Dr. Prahlad Kumar Bairwa, Member
- j. Sh. Rajnish Kumar Kler, Member

**11. ATTENDANCE COMMITTEE**

- a. Dr. Ashwani Kumar, Convener
- b. Mrs. Renu Govila, Member
- c. Dr. P.C. Choudhary, Member
- d. Dr. Radhanath Tripathy, Member
- e. Dr. (Mrs.) Rajesh Kumari
- f. Dr. (Mrs.) Anjali Agarwal, Member

**12. MAGAZINE COMMITTEE**

- a. Sh. Prem Kumar, Convener
- b. Dr. Ashwani Kumar, Member
- c. Dr. (Mrs.) Jyoti Jakhar Dahiya, Convener
- d. Dr. (Mrs.) Anjali Agarwal, Member
- e. Dr. Pintu Kumar, Member

**13. WORKLOAD COMMITTEE**

- a. Chairman, Staff Council – (Ex-Officio)
- b. Teachers-in-Charge of all the Departments / In case of Emergency Nominee of Teacher-in-Charge.

**14. PHOTOGRAPHY COMMITTEE**

- a. Dr. Prahlad Kumar Bairwa, Convener
- b. Dr. (Mrs.) Anjali Agarwal, Member

**15. PROVIDENT FUND AND NEW PENSION SCHEME COMMITTEE**

- a) Dr. Brij Kishore, Associate Professor, Department of Hindi (P.F.)
- b) Dr. Prahlad Kumar Bairwa, Assistant Professor in Political Science (N.P.S)



**16. MONITORING COMMITTEE**

- a) The Chairman, Staff Council – Principal (Ex-Officio)
- b) Secretary Staff Council-Ex-Officio
- c) Bursar-Ex-Officio
- d) Dr. P.C. Choudhry, Member
- e) Dr. Prahlad Kumar Bairwa, Member
- f) Dr. V.K. Jha, Member ,

**17. SPORTS COMMITTEE**

- a) Dr. Prahlad Kumar Bairwa, Convener
- b) Sh. Kana Ram Meena, Member
- c) Dr. V.K. Jha, Member
- d) Dr. Ashwani Kumar, Member
- e) Dr. (Mrs.) Rajesh Kumari, Member
- f) Sh. Hans Raj, Member
- g) Dr. P.C. Choudhary, Member
- h) Dr. (Mrs.) Anjali Agarwal, Member

**18. COLLEGE WEB SITE & PROSPECTUS REVISION COMMITTEE.**

- a) Dr. Pintu Kumar, Convener
- b) Dr. Prahlad Kumar Bairwa, Member
- c) Dr. (Mrs.) Rajesh Kumari, Member

**19. STANDING COMMITTEE**

- a) Chairman, Staff Council-(Ex-Officio)
- b) Secretary, Staff Council-(Ex-Officio)
- c) Dr. Rajesh Kumar(English), Member
- d) Sh. Vijay Singh, Member
- e) Dr. Prahlad Kumar Bairwa, Member
- f) Dr. (Mrs.) Prem Lata Sharma, Member
- g) Dr. Bishnu Charan Nag, Member
- h) Dr. Rajesh Kumar(History), Member

**20. PURCHASE COMMITTEE**

Members Nominated:-

- a) Dr. Brij Kishore, Member
- b) Dr. P.C. Choudhry, Member

**21. CULTURAL COUNCIL COMMITTEE**

- a) Dr. Vidya Shankar Singh, Convener
- b) Dr. (Mrs.) Jyoti Jakhar Dahiya, Member
- c) Dr. (Mrs. ) Anjali Agarwal, Member
- d) Sh. Kana Ram Meena, Member

**22. COMPUTER LAB COMMITTEE**

- a) Dr. M.A. Honest Mohideen, Convener
- b) Dr. (Mrs.) Anjali Agarwal, Member
- c) Mrs. Poonam Khanna, Member

**23. SELF STUDY REPORT COMMITTEE (NAAC)**

- a) Mrs. Renu Govila, Convener
- b) Dr. G.N. Trivedi, Member
- c) Dr. Pintu Kumar, Member
- d) Dr. Ashwani Kumar, Member

**24. ALUMNI COMMITTEE**

- a) Sh. Prem Kumar, Convener
- b) Sh. Vijay Singh, Member
- c) Sh. Rajnish Kler, Member
- d) Dr. Ashwani Kumar, Member
- e) Dr. Rajesh Kumar, Member
- f) Dr. Pradip Sharan, Member

**25. EVENING REPRESENTATIVES IN CANTEEN COMMITTEE**

- a) Dr. Prahlad Kumar Bairwa, Convener
- b) Sh. Kana Ram Meena, Member
- c) Dr. Ashwani Kumar, Member

**26. IQAC (Internal Quality Assurance Cell)**

- a) Dr. Vichitra, Chairman
- b) Dr. Brij Kishore, Coordinator/Director IQAC
- c) All the teacher-in-Charges of the departments.

**27. CAREER COUNSELING COMMITTEE**

- a) Secretary, Staff Council (Convener)
- One member nominated from each department.

**28. GENDER SENSITIZATION COMMITTEE**

- a) Mrs. Renu Govila, Convener
- b) Sh. Kana Ram Meena, Member
- d) Mrs. Poonam Khanna, Member

**Item No. 4**

The House approved the proposal to introduce the Add-on, Skill Based and Job Oriented Courses and appointed the following two coordinators:-

1. Dr. Vidya Shankar Singh
2. Dr. Prahlad Kumar Bairwa
3. All the Teacher Incharges of various departments.

**Item No. 5**

The House unanimously approved the proposal for converting the Evening College to Morning College and decided that the Building Committee will observe all work in this regard and the following Draft Committee will help the Building Committee as a sub-committee:-

**EVENING REPRESENTATIVES IN BUILDING COMMITTEE**

- a) Sh. Prem Kumar, Convener
- b) Dr. Prahalad Kumar Bairwa, Member
- c) Sh. Kana Ram Meena, Member
- d) Mrs. Renu Govila, Member
- e) Dr. G.N. Trivedi, Member
- f) Dr. Pintu Kumar, Member

**DRAFT COMMITTEE**

1. Dr. Rajesh Kumar (History), Convener
2. Dr. G.N. Trivedi, Member
3. Dr. Rajesh Kumar (English), Member
4. Dr. Radhanath Tripathy, Member

Draft Committee will be the part of the Building Committee.

**Item No. 6**

The House unanimously approved to increase the Cultural fee by Rs.180/- per student and out of this Rs.50/- per student will be distributed to each for Ambedkar and Gandhi Study Circle for organising talk and seminars.

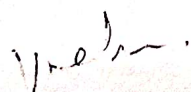
**Any other matter**

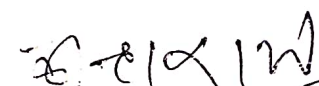
It was decided to make the following Identity/Medical Card Committee:-

1. Sh. Kana Ram Meena, Convener
2. Dr. Prahlad Kumar Bairwa, Member
3. Sh. Vijay Singh, Member

It was also decided that the next meeting of the Staff Council will be held on 3<sup>rd</sup> June, 2019 at 4.30 P.M.

The meeting ended with a vote of thanks to the Chair.

  
(Dr. Vichitra)  
Chairperson, Staff Council

  
(Sh. Kana Ram Meena)  
Secretary, Staff Council



Dated: 16-12-2019

An emergent meeting of the Staff Council was held on Monday, the 16<sup>th</sup> December, 2019 at 6.00 P.M. in the Staff Room to discuss the following:-

1. Work Load for the semester 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> for the Academic Session 2019-20.
2. Time Table.
3. NAAC

Sixty six members signed their presence in the attendance register.

Dr. Vichitra, Officiating Principal presided over the meeting.

The following decisions were taken at the meeting:-

1. Since the meeting of the Workload Committee, which was scheduled to be held on 16-12-2019, was cancelled, it was decided not to take up this matter.
2. The Staff Council unanimously resolved that the six day week for teaching work would be started/implemented from the next semester i.e. from January, 2020.
3. The Convener of the NAAC Committee read out the minutes of the meeting of the NAAC Committee held on 29-11-2019.

The Staff Council further evolved a mechanism for students' feedback system under which a student, who is having at least 67% attendance and is also topper in the class, will be selected by the teachers as Representative in each class and the Principal shall meet them once in a month to seek students' feedback.

The staff Council also constituted the following committees for the purpose of NAAC:-

**A. Internal Quality Assurance Cell Committee**

1. Dr. Brij Kishore, Convener
2. Sh. Sanjiv Dahiya, Industrialist
3. Dr. M.S. Rath, NGO
4. Sh. Vikash Kumar, Alumni
5. Sh. Prem Kumar, Alumni
6. Dr. Ashutosh Sharma, Alumni
7. Dr. Manoj Kumar Rath, Alumni

**B. Career Counselling of the Students Committee and Personal Counselling of the Students Committee**

1. Dr. K.R. Meena, Convener
2. Dr. Rajnish Kumar Kler
3. Dr. Bishnu Charan Nag
4. Dr. (Mrs.) Jyoti Jakhar Dahiya
5. Dr. P.C. Choudhary
6. Sh. Sanjiv Kumar
7. Dr. Manoj Kumar Rath
8. Ms. Priyanka Panwar
9. Mr. Sumit Kumar
10. Dr. Archana Rani

**C. Stress Management Committee**

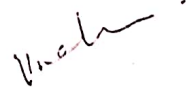
1. Dr. (Mrs.) Sushma Gupta, Convener
2. Dr. (Mrs.) Prem Lata Sharma
3. Mrs. Uma Chaudhary
4. Dr. Vidya Shankar Singh
5. Mrs. Renu Govila
6. Mrs. Poonam Khanna
7. Ms. Alka

**D. Alumni Committee**

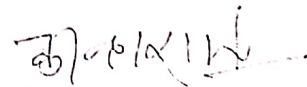
1. Sh. Prem Kumar, Convener
2. Dr. Manoj Kumar Rath
3. Dr. Ashutosh Sharma
4. Sh. Vikash Kumar

The Staff Council further delegated the powers to the Convener of the NAAC Committee to Co-opt other members in the various committees constituted for NAAC purposes, if need be.

The meeting came to an end with a vote of thanks to the Chair.



(Dr. Vichitra)  
Chairperson, Staff Council



(Dr. Kana Ram Meena)  
Secretary, Staff Council