



## **MINUTES OF THE MEETING 2023-24**

### **Staff Council Meeting**

#### **Staff Council Meeting (2/6/2023)**

A staff council meeting was held on 2/6/2023 in the staff room.

The Principal suggested that when extension activities are conducted an objective, outcome and how the society and students have been benefitted from the activity is to be mentioned.

The Botany and Zoology department was asked to make an inventory of flora and fauna at St. Bede's College.

Dr. Anupama Tomar emphasised that the departments to conduct bridge classes before the regular classes begin. It was further informed that project work is to be given to the second- and third-year students during the vacation.

It was informed to the faculty members by Dr. Anupama that AQAR 2017-18 must be submitted in the NAAC portal. It was further directed that AQAR 2022-23 to be submitted to Dr. Anupama in the IQAC room.

The faculty members were asked to cross check their departmental time-table with the master time-table.

It was further decided that the updated extension activities are to be submitted to website committee during the vacation.





### **Staff Council Meeting (6/7/2023)**

A staff council meeting was held on 6/7/2023 in D-6.

- The Principal informed the staff to rectify all the discrepancies related to Campus Whiz software with Mr. Manmohan Singh Banga. She mentioned that some strategies are to be adopted to strengthen the teacher:student ratio. It was further informed that interviews for the post of Assistant Professor in various department to be conducted in D6. The teachers were asked to check the admission slip of the students before entering their names in their attendance registers.
- It was informed that from July 10, 2023 the second and third year classes will begin and the teachers will sit in the auditorium for the admission process as and when free .
- Dates for filling of application forms: 8 June, 2023- 08 July, 2023.
- First merit list to be displayed by 08 July, 2023 on the website.
- Second merit list to be displayed by 12 July, 2023 on the website
- Students' interview for English Honours and Psychology Honours on 08 July, 2023
- Regarding Skill courses the Principal shared key information with the staff. These courses will start from 10 July, 2023. 30 computers for 60 students have been installed in Dina Hall.
- It was informed that Academic monitors would take charge of Add-on courses from this session.
- The principal informed the time-table in-charges to assign one period for value education and one period for activity while preparing the time table.
- It was informed by the Principal that all the staff members should maintain code of conduct and proper dress code during the college hours.
- Dr Vishal Chauhan was asked to apply for the ISO certification certificate.
- The Principal informed that University Grants Commission will soon launch the UTSAH 'Undertaking Transformative Strategies and Actions in Higher Education' portal for gathering information regarding the qualitative reforms made by higher education for which Dr. Ashwini has been assigned the duty.
- The Principal informed that Autonomous portal is opened again for the submission of application.
- She informed the faculty members about her meeting with Secretary, Education where it was discussed about the status of release of seventh pay commission.
- It was unanimously decided that interactive panel will be installed in Old Music Room (A-12).
- The Principal asked the faculty members to advise the students to maintain cleanliness in campus. It was informed that LED Display screen will be installed outside the auditorium.



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- The Principal asked the teachers to guide their lab assistant to clean the laboratories. Display boards to be fixed back on the walls for which respective department teacher should inform Sister Reena.
- The principal directed the in-charges of Herbal garden, Black gold, and Honesty store to maintain them well for the upcoming session.
- The Principal informed the staff that the computers of staff room to be switched off whosoever leaves the college towards end.
- The Principal directed that faculty members to increase their Library usage atleast once a week.
- The dates for the academic calendar were finalised.
- Orientation- 15<sup>th</sup> July, 2023
- Society Fair- 5<sup>th</sup> August, 2022 Students can choose three societies but vote for only two societies
- Prayer Service- August, 2023
- Elections- 16<sup>th</sup> August, 2023
- Oath ceremony- 26<sup>th</sup> August, 2022
- Fresher's Welcome- 31<sup>th</sup> August, 2022
- Grad's Nite: February, 2023
- Annual Day and office laying down: March, 2023





### **Staff Council Meeting (18/7/2023)**

A staff council meeting was held on 18/7/2023 in the staff room.

The meeting was presided by Dr. Sapna Sharma. She informed the staff that orientation for students will be held on 24<sup>th</sup> July, 2023 for which a special assembly is to be conducted. It was further informed that project work which has been given to the second- and third-year students should be completed by 24<sup>th</sup> July, 2023. The newly appointed teachers introduced themselves to the entire staff.

### **Staff Council Meeting (2/9/2023)**

A staff council meeting was held on (2/9/2023) in the staff room.

- The principal informed the staff that the Secretary Education will be invited for the interaction with the students.
- It was decided that on September 4, 2023, investiture ceremony shall be organised, where parents will also be invited.
- The principal informed that every department would undertake a project with their SEC students during the activity period.
- All students will be informed to register themselves under SWAYAM courses and teachers should be monitoring them.
- The principal asked the teachers not to give the students leave for any occasions except medical leave. It can be given after they have produced requisite medical certificate.
- It was informed that on Raksha Bandhan students will have to come to the college for their classes.
- The teachers can avail only three casual leaves consecutively. It was further informed all the teachers of the department should not take the leave together.
- Mr. Nishant was asked to update the equipment's of Paper recycling unit.
- The principal directed the in-charges of Herbal garden to maintain it well.
- The teachers were asked to inform their students to wear decent dresses to the college. The teachers to inculcate values during the value education class.
- Teachers were asked to keep a check whether their students are attending Add-on Courses on a regular basis, proper system needs to be maintained.
- Ms. Oshin Sharma introduced herself to the staff members.
- Dr. Anupama informed that the faculty members need to be introduced to Language Laboratory, Flora and Fauna of St. Bede's College. Respective HOD's to take the charge before the NAAC peer team members visit.
- She further informed that the students and faculty members should learn the vision and mission of the college, acquaint themselves with the previous Principals of the college since 1904.
- Dr. Anupama informed that Dr. Pankaj has been made the in-charge of feedback analysis and data validation. Ms. Neha Walia has been made the in-charge to update whether the information on the website regarding various activities and dates are appropriate. The name of the teachers who have been retired or left the college are to be removed from the website.
- Dr. Anupama mentioned that sign boards to be made for various rooms.





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- The principal informed that on September 5, 2023 the classes will go as per the time table before and after the program.
- Dr. Anupama further informed that department and criteria powerpoint presentation will be made by the in-charges.
- It was unanimously decided that IIQA will be filled on September 11, 2023.



### **Staff Council Meeting (09/10/2023)**

A staff council meeting was held on **(09/10/2023) in the staff room.**

- It was unanimously decided by the faculty members and the Principal that students should not be allowed to leave the college premises before 1.20 pm and when any main functions are to be conducted the doors will be closed till 4.00pm. Conveners will sign the mentor cards on the day of activity itself.
- The principal informed that no teacher shall make any changes in the room time-table.
- Demo classes for the new updated version of Campus Whiz is to be attended by the faculty members on October 10, 2023.
- The principal informed everyone that the students are not to be given any form of leave. The Medical certificate of the students is to be submitted in the general office which can later be used for the compensation of attendance if student is running short of attendance.
- The principal informed all the teachers to work on student progression and the documents of student progression to be submitted by 8.00 pm (October 11, 2023).
- The principal informed that college trip have been finalised to Jim Corbett and Gujarat from October 22-October 29, 2023.



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- She further informed that the second-year students are not attending the skill courses. Teachers were asked to keep a check whether their students are attending Add-on Courses on a regular basis.
- The principal informed that the students should fill in at least 10 activities or programs attended in the mentor cards.
- To generate the accomplishment of CO, the IQAC Coordinator instructed the HODs to compile a list of their SEC students together with the marks they received and the titles of all their papers for the three years. Data collection is required for students enrolling in 2020–21.
- IQAC Coordinator asked the HOD's to make a list of their SEC students with the marks obtained and the title of papers for the all the three years for generating the attainment of CO. The data is to be made for the students who were enrolled in 2020-21.
- It was unanimously decided by the faculty members and the principal that SSR to be submitted by October 15-16, 2023.
- IQAC Coordinator asked the teachers to submit the Add-on courses attendance sheets in the IQAC room. She further informed that the departments to continue with certificate courses. The teachers were informed that the projects to be given to the students for the next academic session.



**Staff Council Meeting (15/12/2023)**

A staff council meeting was held on **(15/12/2023) in the staff room.**

The Principal extended congratulations to Dr. Jyotika and Dr. Preeti for securing financial support from Star College and the Curie Project, respectively. Gratitude was expressed to the entire staff for their dedicated efforts in completing the SSR submission.



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An announcement was made regarding the forthcoming house examinations scheduled from December 21 to December 28, 2023. Each teacher was assigned at least four duties for the house tests.

She reminded again that second-year students are not attending the skill courses. Teachers were asked to keep a check whether their students are attending Add-on Courses on a regular basis.

A faculty development program was scheduled from December 26 to December 30, 2023, between 10:00 am and 4:00 pm. She informed that departmental powerpoint presentation to be ready before the NAAC peer team visit. All notice boards to be finalised. In addition to this Grievance Redressal Boards and Anti Ragging boards to be displayed within college premises as per guidelines of UGC.

Dr. Gitanjali was tasked with organizing an orientation for the Parent-Teacher Association (PTA) regarding the NAAC peer team visit. Dr. Deepti was assigned to arrange an orientation for alumni and students.

Attendance at the auditorium program was made mandatory for teachers, ensuring they remain seated at least until the Principal leaves.

Faculty members were advised to greet the Principal every morning. Sign in and out on time, or submit half-day leave if the biometric system failed to record attendance was directed by the Principal.

Teachers were encouraged to apply for minor and major projects from ICSSR, DBT, and DST. Departments of English, Political Science, History, Computer Science, and Psychology were instructed to organize seminars for the upcoming academic session.

It was stressed that all staff adhere to a proper dress code during college hours. Heating facilities were announced to be available in the library.

Departments and societies were instructed to send reports of their activities to the Principal promptly. Christmas celebrations were scheduled for December 23, 2023. IQAC Coordinator Dr. Anupama recommended to prepare at least 5-6 items for the NAAC peer team visit.

The Principal asked Dr. Vishal and his team to fill in the requisite details of NIRF before January 5, 2023. Further, she asked Dr. Ashwini to take charge of UGC and take appropriate action for the letters sent by UGC.

She mentioned that it is mandatory for all teachers to sign the salary registers every month upon receiving their salary. It was also informed that Salary slips are now accessible on Campus Whiz.



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The IQAC Coordinator highlighted the need to update the website for departments and societies for the academic session 2023-24.



**Staff Council Meeting (20/05/2023)**

A Staff Council meeting was held on May 20, 2024. at 2.00 pm in the staff room. The Principal expressed gratitude to the staff for their cooperation during the NAAC peer team visit. The IQAC Coordinator Dr. Anupama Tandon then read out the recommendations from the NAAC peer team mentioned in the NAAC report:

- Comprehensive short-term and long-term perspective plans should be prepared and a strategic plan for the college's future growth should be developed.
- The college should take steps to attain autonomous status.
- The declining student enrollment should be addressed.
- More PG and Honors programs should be initiated.
- The college should focus on promoting research among staff and students with policies and mechanisms to increase research publications.
- Training in communication skills and computer literacy among students should be enhanced, along with the strengthening of ICT in teaching, learning and evaluation processes.
- Additional sports facilities and guidance for students should be provided and students should be encouraged to participate in sports competitions.
- Collaborations should be strengthened with other Higher Education Institutions and more functional MOUs with nationally and internationally reputed academic





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institutions and industries should be established. Students and teachers should be encouraged to participate in exchange programs for at least 3 months period.

- The IQAC should be made more effective and proactive in achieving educational excellence.

It was further discussed that the college would continue striving for excellence. The IQAC Coordinator thanked all the teachers on duty and the core committee for their unwavering support during the NAAC peer team visit.

