

Minutes of the Staff Council Meeting

A meeting of the staff council was held on 28 November 2007 at 1315 hrs. in the Conference Room. The meeting started with a welcome to Dr. Ruchi Gulati of Department of Microbiology. Following items were discussed in the meeting:

Item # 1. Confirmation of the minutes:

Confirmation of the minutes of the staff council meeting held on 17th August 2007 was deferred as this was an emergent meeting.

Item # 2. Planning of Srijan – the College Festival 2007:

Dr. Shivani Varmani, ECA Convener briefed the proceedings of ECA Committee. Based on that, the Council decided to celebrate a **three day** festival towards the end of January 2008. Third day of the festival shall be celebrated as the College Annual Day.

It was decided to make the college festival as an inter-college festival.

Funds for the festival can be raised through Souvenir, Sponsorships, Food and Game stalls by the students etc.

Funds should be received by means of cheques/ drafts in the name of "Principal, BCAS, Students Fund Account"

Item # 3. Policy regarding re-examination of house exams for students who fail to appear in the exams:

On the question of reexamination (House Exams), the council unanimously decided to follow the university norms where no re-exams are allowed under any conditions.

Item # 4. Planning of House Examination:

Coordinator ship should be on the basis of seniority afresh. Dr. N S Abbas was named as coordinator for the house exams to start from 8 January 2008

Computer Science Department is exempted from the house exams invigilation duties as well as from the Coordinator ship

Question paper should be submitted to the Coordinator on or before 20th December 2007

Question paper can be photocopied from outside. In such cases reimbursement @ Re. 0.50 per copy will be made.

Each department is to make a date sheet in consultation with the coordinator

Invigilation duties should be distributed on an equal basis to all the teachers. Invigilation duties already done by the teachers form Dept. of Mathematics (in the House Examination of Computer Science) have to be taken into account. Invigilator : student ratio has to be 1:30

Timing for the exam shall be from 1000 hrs to 1300

Award list should be submitted latest by 30th January 2008

Lab staff should be assisting the examination process

Item # 5. Review of Constitution and working of Placement & Summer Training and Magazine Committees

This committee was trifurcated as below

<u>Magazine Committee</u>		<u>Placement Cell</u>	
Ms. Madhulika	Convener	Dr. Anil K Bali	Convener
Dr. Purnima Anand	Member	Dr. Geeta Bhatt	Member
Dr. Ruchi Gulati	Member	Dr. Shalini Sehgal	Member
Dr. Rohit Mathur	Member	Mr. Siddarth Sirohi	Member
Ms. Neeru Sharma	Member	Dr. Uma Chaudhry	Member
		Dr. Purnima Anand	Member
<u>Placement Brochure Committee</u>		Dr. Manoj Khanna	Member
Dr. Vandita Gupta	Convener	Dr. Vandana Batra	Member
Dr. S K Shukla	Member		
Other members will remain same			

Item # 6. Any other issues

The suggestion for reimbursement of medical bill etc. through a bearer cheque was turned down.


On the issue of Pay Slips every month, the Principal promised to look into the feasibilities.

Some of the members requested for more car stickers. These members were informed that the car stickers are available in the office.

The facility of 300 free Photostat was also available to ad-hoc teachers.

Dr. Anil K Bali and Mr. Avneesh Mittal are requested to prepare a report on instruments received from the university for common pool.

The meeting ended with a vote of thanks.


Secretary, Staff council