**Annexure 1 : Minutes of Staff Council Meetings**

**Minutes of Staff Council Meeting held on 01.04.2015**

A meeting of the Staff Council of Shivaji College was held in the auditorium on 01.04.2015 at 02:00 pm. The meeting was chaired by the Principal, Dr. Shashi Nijhawan. The minutes of the meeting are as follows:

1. The minutes of the meeting held on 29.09.2014 were read out and confirmed.
2. Results of the 1st, 3rd& 5th semesters were reported.
3. Convenors of various committies presented reports of activities carried out by them.
4. Staff Council Committees for the academic year 2015-16 were formed. (A list of the committees is attached).
5. It was decided that there would not be any reserved quota for candidates seeking admission on the basis of E.C.A.
6. The Principal informed the house about the progress towards NAAC accreditation. She urged members to provide all information required by various committees for this purpose.A list of documents to be provided by members/departments was displayed. The same is also attached.

Members were also urged to take up research projects and supervise research scholars, seek collaboration with foreign universities and participate in activities that would help the college in obtaining a higher rating.

As offering add-on courses was also a step towards a better ranking, a committee was formed to examine proposals for the same. The committee would consist of the following members:

1. Ms. Usha Sharda (Convenor)
2. Dr. Ravindra Vasishtha
3. Dr. Tejbir Singh Rana
4. Dr. Shiv Kumar Sahdev
5. Dr. Virender Bhardwaj
6. Mr. Krishna Ram

The house was informed that while conducting practical examinations the college was following the practice of appointing external examiners from within the college and the system has been working well.

1. The house agreed that the college should offer a course in B.Sc. (Hons.) Computer Science, and efforts should be made for the same.
2. It was decided that henceonwards, whenever a departmental function was organised in the auditorium, it would be the responsibility of the teacher-in-charge of the concerned department to ensure that the auditorium was cleaned up at the end of the function. The walls of the auditorium must not be defaced by the use of adhesive tapes or thumb tacks etc.
3. Ms. Suman Kharbanda was unanimously elected as Secretary, Staff Council. Her name was proposed by Dr. Darshan Malik and seconded by Dr. Anita Kapur.
4. The meeting ended with a vote of thanks to the Chair.

**Minutes of the meeting of Staff Council held on 30th July 2015**

A meeting of the staff council was held on 30th July 2015 at 2 P.M in Auditorium. List of members present is attached.

1. Minutes of the meeting held on May 21, 2015 were read out andwere confirmed. Minutes of the meeting held on April1, 2015 had been mailed to all and they were also passed by the house.
2. Members suggested that there were some changes in the committees formed in the council meeting held on April 1, 2015. It was decided that the said changes be incorporated in the committees and a revised list be mailed to all members.
3. The house was informed that the University of Delhi has signed an MOU with National Skill Development Corporation(NSDC) to conduct skill development courses in colleges.

After several meetings of Principal and Add-On-Courses Committee with NSDC officials and University, ShivajiCollege has opted to start these courses in 2015-16in the following three sectors:

1. IT and IT enabled Services ( IT\_ITES)
2. Banking Finance and Insurance Services ( BFSI)
3. Health Care

The house was informed that the Committee was in the process of finalizing the training partners and execution details thereof.

1. The Principal informed that CBCS has been implemented in the new academic session 2015-16.

Members had some queries about the General elective and Ability Enhancement courses to be offered to students under CBCS. In response to these the Chair suggested that as and when the College receives clarifications from the University, members shall be informed. It was decided that Academic Committee shall take decisions in this regard as per the University guidelines.

1. The Principal informed the house about the detailed schedule of visit of Peer team of NAAC on August 24th to 26th. The members and Teachers in Charge in particular were told to prepare for the same accordingly.
2. Presentations of all criteria of SSR report were run through in the house.
3. Power Point Presentations of all departments were all also run in the house. It was decided to have detailed presentations of departments after improving the same.
4. The meeting was adjourned and it was decided to have a discussion of detailed subject wise results in the continuation meeting on 7th August.

**Minutes of themeeting of Staff Council held on 7th August 2015**

A meeting of the staff council was held on 7th August 2015 at 2 P.M in Auditorium. List of members present is attached.

1. Results of all courses were discussed. Subject wise detailedresult of following departments werealso presented**: Commerce, Economics, Sanskrit, Business Economics, Geography, Computer Science, Mathematics, History, and Political Science.**
2. The house discussed the reasons for high failure rate in third year. following emerged :
3. The University promotes students in first and second year and there are a large number of ERs in the third year.
4. In Sanskrit, English and Political science a large number of students failed in Sociology which was a phenomenon observed in many othercolleges also this year. The house decided to give a strong representation to the University in this regard and visit the examination branch if needed.

Dr. S S Rana, department of Political Science was requested to help in this.

1. Teachers –in – charge of all departments presented their final presentations. Changes to be incorporated were suggested in each case.

Meeting ended with thanks to the chair.

**Minutes of Meeting of the Staff Council held on December 16, 2015**

A meeting of the Staff Council at was held on December 16, 2015 at 12 noon in theCollege Auditorium. The meeting was chaired by the Principal Dr. Shashi Nijhawan. List of members present is attached. The following was transacted.

1. Minutes of the meeting of the Staff Council,held on August 17th, 2015 were read out and confirmed by the house.
2. The Principal informed the house that Shivaji College has been accredited with A grade by the National Academic Accreditation Council (NAAC). She congratulated the house and thanked the members for their hard work, team spirit and positive attitude that made this accomplishment possible.
3. The Staff Council unanimously passed a resolution expressing gratitude to the Chairman, the Principal ,all members of the Governing body, teaching staff, nonteaching staff , administrative staff , students , Alumni Association and IQAC for their unconditional support and valuable contribution that has helped the College accomplish A grade. It acknowledged their cooperation, hard work and team spirit which have made this achievement possible.

The Staff Council further wishes that Shivaji College scales greater heights and be an epitome of excellence with every passing year.

The resolution was moved by Dr. Virender Bhardwaj.

1. The Chairperson informed the house that there is another feather in the cap as Shivaji College is organising its first‘INSPIRE’ Internship program (Science camp) in association with the Department of Science and Technology (DST), Govt. of India,from December 19th to 23rd, 2015. A presentation submitted by Dr.Sunita Singh, coordinator of INSPIRE program,was run through in the house to apprise the members of the details.
2. The coordinator requested thatassistance of someteachers would be required to accompany student participantsof INSPIREfrom and to their respective schools. It was decided that the members would be contacted as and when the list of participants and travel routes are finalized.
3. It was decided that during INSPIRE program, Canteen Committee shall organiselunch and refreshments and the Cultural Committee shall organize Inaugural and Valedictory sessions. Theerstwhile Press Committeeshall continue for the purpose of this event.
4. The Principal informed the house that new College Souvenirs have been designed,to be presented to the guest speakers during INSPIRE and in future events in the College.
5. Meeting ended with thanks to the Chair.

**Minutes of Staff Council Meeting held on 01.04.2016**

A meeting of the Staff Council of Shivaji College was held in the auditorium on 01.04.2016 at 1.30pm. The meeting was chaired by the Principal, Dr. Shashi Nijhawan. The minutes of the meeting are as follows:

1. Minutes of the meeting held on 16.12.2015 were read out and confirmed.
2. It was decided that semesterresultsbe discussed in detail (paper wise) in internal audit of respective departments.
3. Convenors of various committies presentedreports of activities carried out by them.
4. The list of Teachers-in-Charge for 2016-17 were read out.

In some departments the names of T.I.Cs were not decided assome clarifications have to be sought from the University regarding seniority of faculty members. Following committee was formed to look into this and seek specific clarifications regarding this.

Dr.B S Dahiya ( convener)

Dr.Virender Bhardwaj

Secretary, Staff Council.

1. Staff Council Committees for the academic year 2016-17 were formed. (list attached). The house decided to add the names of adhoc teachers in these committees.
2. Dr.Mahender Meena was made incharge of remedial courses for students and getting funds for the same from the University.
3. The house agreed that the College should offer Sociology as a subject to B.A (P) students in the coming session.
4. It was proposed that new courseslike Pshychology(Hons), Journalism be introduced and College has already applied for B.Sc(H) Computer Science and B.M.S. College was allotedB.Sc(H) Computer Science but a reminder was sent to University regarding B.M.S. The Chairperson informed the house that some seats of existing courses will have to be reduced as the total strength of students in the College can not be increased.It was decided to form separate Committees for Science and Humanities comprising of Teacher- in-Charges of the concerned departments.

It was also proposed to introduce Postgraduate Courses in the College and needful to be done for this.

1. The house proposed that first year students with less than 40% attendance should not be issued Admit card for forthcoing examination provided it does not over ride the University rule/ notification in this regard.
2. The meeting ended with a vote of thanks to the Chair.

**Minutes of the Meeting of Shivaji College Staff Council held on February 15, 2017**

A meeting of the Staff Council at was held on February 15, 2017 at 1.30 pm in the College Auditorium. The meeting was chaired by the Principal Dr. Shashi Nijhawan and attended by 159 members.

**1.** Minutes of the Staff Council meeting held on Oct 4, 2016 were read out and confirmed.

**2.** The issue of introducing new courses in the College was discussed. The house unanimously agreed to start BSc.(H) Computer Science as a self-financing course in the College. The members unanimously expressed that any more new courses be introduced only when the College has additional infrastructure to support these.

**3.** To review and improve the grievance redressal system recommended by UGC , the following was decided:

a. Monitoring Committee of College - Previous teacher-in-charge of each department would be a member of this committee to guide the students on matters related to the subject they study.

b. Local Guardian system - Each department shall nominate local guardians for their respective outstation students.

c. Student volunteers – the class representatives of each class shall be mentors and guide the new students in the College.

**4.** On proposal of the Chairperson, the house appointed three academic conveners to help in functioning of different streams in the College.

Dr. B S Dahiya – Humanities

Dr. Anita Kapoor – Science

Dr. Shiv Kumar Sahdev – Mathematics, Commerce and Business Economics.

The meeting ended with thanks to the Chair.

**Minutes of Meeting of Staff Council Held on 05.04.2017**

A meeting of the Staff Council of Shivaji College was held on April 5, 2017 at 1.30pmin the auditorium. The meeting was chaired by the Principal, Dr. Shashi Nijhawan. The minutes of the meeting are as follows:

1. Minutes of the meeting of Staff Council held on February15, 2017 were confirmed.
2. The secretary reported that the College did not receive the resultsof the semester July-Dec 2016 from the University. It was decided to take up result analysis in the next meeting of Staff Council.
3. The list of Teachers-in-Charge for 2017-18 was read out and Staff Council Committees for the academic year 2017-18 were formed. (List attached).
4. Conveners of various committees presented reports of activities carried out by them in the academic year 2016--17.
5. The house agreed to the proposal of Chairperson to form an entrepreneurial Cell in the College and the work to be started soon for same.
6. It was also decided that students’ farewell functions of all departments be held after the suspension of classes.
7. The meeting ended with thanks to the Chair.

**Minutes of Emergent Staff Council meeting held on 27.07.2017**

1.. A detailed power point presentation was shown in the Staff Council regarding the call by MHRD for “Swachhta Ranking of Higher Education Institutions”, for which the college has applied.

2. Every teacher was requested to administer the “Swachhta Pledge” in their respective classes on 28th July, 2017 at 11 am.

3. Principal Madam informed the house that the evaluation committee associated with this ranking would visit the college in the first week of August. She also requested the house that they need to work towards this ranking on the basis of collective responsibility. To make the process more practical, the contact details of Care-Taker, electrician and Sulabh Supervisor were provided. The Contact details of these people are:-

 Mr. Ved (Care-Taker) : 8585955020

 Mr. Bhola Prasad (Electrician) : 9210167434

 Mr. Shiv Kumar (Supervisor of Sulabh) : 8377883894

4. The house was informed in the PPT that the college would soon introduce the 2-Bin system for waste segregation.

5. The PPT was well-received by the entire house and thus the process regarding “Swachhta Ranking” got unanimous approval.

6. The meeting ended with thanks to the chair.

**Minutes of the Staff Council Meeting held on 9th November, 2017.**

1. The minutes of the staff council meeting held on 05.04.2017 were confirmed.

2. Admissions for the Academic Session 2017-18 were reported. The total number of Undergraduate Admissions for the session 2017-18 were 1347.

3. A detailed analysis of results of last semester was presented.

For courses where CGPA was less than desired, it was suggested that the problem should be addressed at micro level. Departments should carry out detailed analysis of results of their respective departments.

4. It was unanimously passed that an amount of Rs. 300 may be deducted from the salary of all teachers towards Staff Council Account.

5. It was requested to hold Departmental Alumni meets.

6. Dr. Vijay Kumar, Department of Botany, was appointed as convener of Remedial Classes.

7. The meeting ended with the vote of thanks to the chair.

**Minutes of the Staff Council Meeting held on 4th April 2018.**

1. The minutes of the staff council meeting held on 09.11.2017 were confirmed.

2. The Convenors of Staff Council Committees presented reports of their respective committees. It was observed that report of some committees were not presented as their convenors were absent. It was resolved that in future, if any convenor is absent, then a member of that committee must present the report or the report be submitted to the secretary, Staff Council.

3. The Teachers In-Charge for the Academic Session 2018-19 were announced. List is attached alongwith.

4. The Staff Council Committees for the Academic Session 2018-19 were formed. List is attached alongwith.

5. The starting of Entrepreneurship Development Cell and TEDxShivajicollege were reported.

6. The establishment of study centre for PCP (Personal Contact Programme) classes for SOL students were reported.

7. The meeting ended with the vote of thanks to the chair.

**A meeting of Staff Council was held on Friday, 12th October, 2018 at 2pm in college auditorium. The following points were discussed:**

1. The minutes of the Staff Council meeting held on 4th April 2018 were tabled and approved.

2. Admissions for the Academic Session 2018-19 were reported. Total admissions in Undergraduate courses is 1255, and in Post-graduate Courses it is 112.

3. A detailed analysis of results of examinations held in last Academic Session (2017-18) was presented.

4. Names were invited for committee for NIRF and other rankings. The House authorized the Principal to form the committee.

5. Approval for Literary Society and SPADE was sought, to be included in the list of Staff Council Committees. The house approved the same.

6. All Teacher In Charges and Conveners of various committees were requested to send detailed reports of their events, as well as photographs alongwith media coverage, if any , after every event, to college.

7. On the issue of the introduction of a new course in the College, the House decided that we must apply for Bachelor of Management Studies (BMS) course and also try to get B.Sc.(Hons.) Computer Science, for which approval has already been obtained, and these courses should not come at the cost of any other course.

8. It was suggested that the work related to compilation and editing of the Annual Report should be entrusted to the Department of English. However, two teachers of Department of English (Ms. Sonali and Ms. S Hangzo) disagreed with the proposal.

9. The meeting ended with the vote of thanks to the chair.

**Minutes of the Staff Council Meeting held on 25th March, 2019**

1. The minutes of the staff council meeting held on 12th October, 2018 were confirmed.

2. The respective Convenor of Staff Council Committees presented reports of their committees.

3. The Teachers In-Charge for the Academic Session 2019-20 were announced. List is attached alongwith.

4. The Staff Council Committees for the Academic Session 2019-20 were formed. List is attached alongwith.

5. The Council resolved to open Spor

ts and ECA admissions in the ratio of 3:2 (That is, 3% for Sports and 2% for ECA). ECA quota will include NSS and NCC also. A committee was constituted consisting of Admission Committee Convenor, Cultural, NSS, NCC and Sports Convenor to work out modalities for admissions under Sports and ECA quota.

6. It was unanimously consented by faculty members to extend a contribution of Rs. 300 for expenses incurred towards staff council, for the time being.

7. The meeting ended with a vote of thanks to the chair.

 **Minutes of the Staff Council Meeting held on 16th December 2019**

1. The minutes of the staff council meeting held on 25th March 2019 were confirmed.

2. Admissions for the Academic Session 2019-20 were reported.

3. A detailed analysis of results of examinations held in last Academic Session (2018-19) was presented.

4. New ADD On courses were reported to the Staff Council.

5. The meeting ended with a vote of thanks to the chair.