

GURU NANAK COLLEGE, DHANBAD

Meeting of the Staff Council

Dated- 15-05-2023

A meeting of the staff council was held today i.e. **15.05.2023 at 03:00 PM** in the Bhuda Campus of the College.

The following members were present: -

- 1) Dr. Sanjay Prasad (Principal)
- 2) Prof. Amarjit Singh
- 3) Dr. Ranjana Das
- 4) Dr. Mina Malkhandi
- 5) Dr. Gopal Singh
- 6) Dr. Varsha Sinha
- 7) Ms. Nushrat Parween
- 8) Prof. Abhishek Kr. Sinha
- 9) Dr. Neeta Ojha
- 10) Ms. Pinky Kumari
- 11) Prof. Ghanistha Verma
- 12) Mr. Arnab Sarkel
- 13) Ms. Suchitra
- 14) Ms. Snehal Goswami
- 15) Ms. Karuna Singh
- 16) Ms. Simran Srivastava
- 17) Ms. Bisheshwari Bhattacharya
- 18) Ms. Namita Kumari
- 19) Prof. Sonu Pd. Yadava
- 20) Dr. Sarita Madesia
- 21) Prof. Anuradha Kumari
- 22) Ms. Mausumee Banerjee
- 23) Ms. Sadhna Kumari Singh
- 24) Prof. Santosh Kumar
- 25) Prof. Uday Kumar Sinha
- 26) Mr. Kaushik Mukherjee
- 27) Ms. Surbhi Kashyap
- 28) Mr. Chiranjit Adhikari
- 29) Prof. Pushpa Tewary
- 30) Ms. Pratima Kumari
- 31) Ms. Beauty Bhattacharjee
- 32) Ms. Soni Kumari

33) Ms. Manisha Kumari

34) Ms. Kiran Kumari Singh

Proceedings: -

- a) The proceeding of the previous meeting was read and confirmed.
- b) It was advised by the principal to all HOD's and the teachers to use only and strictly the official What's app groups of the concerned departments created for dissemination of all relevant and needful information. Additional What's app group /s in any kind (if necessary) should be created only after obtaining proper official approval.
- c) It was suggested by the principal that the HOD's should arrange to organize PTMs of their departments as soon the Summer Vacation ends. In this response, the Department of Pol. Sc announced its PTM schedule on 25/06/2023.
- d) The principal suggested all HOD's to stick to the activities of their departmental plans and ensure the execution of the same which is most important.
- e) It was informed by the principal that the display of the master time table of classes of our college is mandatory on the university website. He further added that each period must be of one contact hour. In this response, the college is ready with the master time table to be forwarded to the university.
- f) In light of the duly released notification by the university, it was informed by the principal that all HOD's should look forward to display the lists of marks obtained by the students appeared at the internal examinations of our college and also be prepared to show up the answer sheets on demand.
- g) It was directed by the principal that all HOD's should ensure to deliver the time table of classes of their departments to the Professors in charge of both campuses for smooth conduct of the classes.
- h) The principal instructed all teachers to be all alert and vigil while performing invigilation duty during all examinations. He said, i) Not to use mobile phones frequently. ii) Ensure handling of offending situation/s wisely and tactfully. iii) Any issue related to an examinee must be tackled with proper mannerism.
- i) It was instructed by the principal that all teachers of the college must ensure their attendance, participation with support towards organization of all levels of college programmes.
- j) All regular teachers must take care of their casual leaves as the number of casual leave availed by most of the teachers till date has reached borderline.

There being no other matter. The meeting ended with a vote of Thanks to the chair.