

**Meeting of the Staff Council  
04/02/2025**

A meeting of the Staff Council was held today i.e. 04/02/2025 at 2:30 P.M. in the Bhuda Campus of the College.

The following members were present:

Sanjay Prasad – Principal  
Amarjit Singh – Prof. In-charge Bhuda Campus  
Ranjan Das – Prof. In-charge( G.W) Bank More Campus  
Santosh Kumar – Asst. Prof.  
Dr. Vansha Singh – Asst. Prof.  
Sadhna Kumari Singh – Asst. Prof.  
Snehal Goswami – Asst. Prof.  
Dr. Neeta Ojha – Asst. Prof.  
Simran Chhabra – Asst. Prof.  
Rashi Poddar – Asst. Prof.  
Surabhi Kashyap – Asst. Prof.  
Ghanishta Verma – Asst. Prof.  
Simran Shrivastav – Asst. Prof.  
Manisha Kumari – Asst. Prof.  
Piyush Agarwal – Asst. Prof.  
Sona Prasad Yadav – Asst. Prof.  
Ayushi Gindauliya – Asst. Prof.  
Mamta Prasad – Asst. Prof.  
Aishwarya Mayee – Asst. Prof.  
Sapna Gupta – Asst. Prof.  
Karuna Singh – Asst. Prof.  
Kiran Kumari Singh – Asst. Prof.  
Sarita Kumari Madesia – Asst. Prof.  
Namita Kumari – Asst. Prof.  
Nushrat Parveen – Librarian  
Arnab Sarshel – Asst. Prof.  
Abhishek Kumar Sinha – Asst. Prof.  
Uday Kr. Sinha – Asst. Prof.  
Pushpa Tiwari – Asst. Prof.  
Sanjay kr Sinha – Asst. Dean  
Deepak Kumar – Asst. Prof.  
Mina Malkhendi – Asst. Prof.

Proceedings:

- 1.The proceedings of the previous meeting were read and confirmed.
2. The Principal advised the HODs of the academic departments of the college that their departmental activity plans be prepared alongside the execution report of the preceding activity plan. The activity mentioned in the plan firstly be prepared in notice form duly signed by the Head

of the concerned department, then it be placed before the Principal for his kind information and only after obtaining his approval and signature, the notice should be placed on the notice board online and offline for general information to the students. And after the successful completion of the activity report, proper documentation must be observed and preserved by the department for onward presentation.

3. It was also conveyed to all HODs to further strengthen the practice of Mentor–Mentee system in their departments.

There being no other matter, the meeting ended with a vote of thanks to the Chair.

Mina Malkhandi

04/02/2025