

Meeting of the Staff Council (14.07.2026)

A meeting of the Staff Council was held today i.e. 14.07.2026 at 03:00 PM in the Bhuda Campus of the College.

The Following Members were present: -

1. Dr. Ranjana das – Principal
2. Amarjit Singh - HOD (English)
3. Dipak Kumar - Prof in Charge
4. Dr. Varsha Singh - Asst. Prof
5. Sanjay Kumar Sinha – Asst. Prof
6. Piyush Agarwal - Asst. Prof
7. Pushpa Tewari - Asst. Prof
8. Mamta Prasad - Asst. Prof
9. Abhishek Kumar Sinha - Asst. Prof
10. Daljeet Singh - Asst. Prof
11. Santosh Kumar - Asst. Prof
12. Snehal Goswami - Asst. Prof
13. Sonu Prasad Yadav - Asst. Prof
14. Sadhna Kumari Singh - Asst. Prof
15. Dr. Mina Malkhandi - Asst. Prof

Proceedings: -

1. The Proceedings of the previous meeting were read and confirmed.
2. The Principal informed that all necessary arrangements for the National Workshop to be held on 17 July 2026 should be completed in advance. Special attention was drawn towards reception, hospitality and transportation of invited guests.
3. The members were informed about the arrival schedule of guests. Arrangements for receiving the guests from Ranchi, Varanasi and other places were discussed and responsibilities were assigned accordingly.
4. It was decided that local transportation for guests from railway stations and other points of arrival would be coordinated by designated faculty members and supporting staff.
5. The Principal reviewed the programme schedule. Registration of participants would commence in the morning followed by the inaugural session. Seating arrangements on the dais and in the seminar hall were discussed and finalized.
6. Hospitality arrangements including welcome of guests, bouquet presentation, tea, refreshments and lunch were reviewed. Necessary arrangements were approved.
7. The technical sessions of the workshop were discussed. The Principal informed the members regarding the experts/resource persons who would conduct the sessions and the proposed timing of the programme.
8. It was decided that certificates, participant kits and other workshop materials would be kept ready before commencement of the programme.
9. Responsibilities relating to stage management, anchoring, photography, videography, documentation and reporting of the event were distributed among faculty members and supporting staff.

10. The Principal emphasized the need for proper coordination among all committees to ensure the smooth and successful conduct of the workshop.

There being no other item on the agenda, the meeting concluded with a vote of thanks to the Chair.

Mina Malkhandi

14/07/2026