



STAFF COUNCIL MINUTES OF THE MEETING (2022-23)

Staff Council Meeting (7/7/2022)

A staff council meeting was held on 7/7/2022 in the staff room. Meeting started with a short prayer.

- In order to establish the college calendar for the session 2022-2023, Dr. Shramja read out the responsibility lists for various societies and committees.
- There were certain decisions made about the admissions process; it was determined that Dr. Sapna Sharma, the core-coordinator, would supervise the admissions process and create the checklist of documents that the student would need to submit.
- Teachers who will be on duty during the admissions process will be listed by academic monitors. It was further discussed that provisional admission would be given to the students. It was also mentioned that students to submit three mandatory documents in addition to the application form: 2 doses of COVID vaccination, Fight against AIDS, Anti-ragging reference no. The teacher on duty must note on the application form any mandatory documentation that the students have not given. Academic monitors to select two students, who will assist in the admission process and a help desk to be set up.
- Dates for filling of application forms: 10th -20th July, 2022
 - First merit list to be displayed by 21st July, 2022 on the website
 - Second merit list to be displayed by 26th July, 2022 on the website
- Academic monitors will be displaying the merit list onto the website. It was further discussed that the merit list would not include student percentages.
- After the viva-voce and entrance exam, the merit lists for English Honours and Psychology Honours will be displayed by July 21 (Evening). The exam was scheduled to begin at 10 a.m.
- It was decided that teachers would provide assistance to the newly enrolled students from 21st July onwards.
- The dates for the academic calendar were finalised .
 - Orientation- 29th July, 2022
 - Founder's Day- 30th July, 2022
 - Alumni Meet- 30th July, 2022
 - Society Fair- 8th August, 2022 Students can choose three societies but vote for only two societies



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- Prayer Service- 12th August, 2022
- Elections- 17th August, 2022
- Oath ceremony- 24th August, 2022
- Fresher's Welcome- 30th August, 2022
- PTA- 10th October, 2022
- Alumni Meet- 29th October, 2022
- Grad's Nite: 22nd February, 2023
- Annual Day and office laying down: 4th March, 2023
- Additionally, it was decided to form independent student groups for dance, music, and theatre. Following their election, the Vice-President and Secretary will swear an oath during the investiture ceremony.
- Every department and society was asked to create an academic calendar while keeping in mind how the events will affect community awareness. Calendars for the department and society must be submitted by July 13th, 2022.
- The faculty was advised by the Principal about attending the NAAC sponsored webinar on July 11. MS-Teams would serve as the meeting's platform.
- The Principal mentioned about installation of a biometric machine and giving Mr. Bittu a thumbprint. The Principal shall determine the punch-in and punch-out times. The majority of the teachers asked the Principal for flexibility with regard to the college working hours.

Dr. Shramja Munjal handed over the charge of staff council secretary to Dr. Shweta Thakur.

The meeting ended with a thanks and tea party hosted by Dr. Shramja Munjal.





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Staff Council Meeting (18/8/2022)

A staff council meeting was held on 18/8/2022 in the staff room.

- Election-related decisions were made in a certain manner. The list of shortlisted candidates will be displayed on the notice board on August 22, 2022. On August 23, the shortlisted candidates will introduce themselves in the morning assembly, begin canvassing, and remove all the banners by 4:00 p.m. Elections will be held on August 24, 2022. The teachers were informed by Mr. Mohit to choose the class representative by August 24. It was further explained that if there are more than 80 students enrolled, two class representatives will be chosen.
- It was discussed the eligibility requirements for standing for various positions: The children should have a 75% attendance record, be well-behaved, and actively participate in a variety of activities.
- Additionally, it was decided that a society fair would be held on August 20, 2022 (10.30–11.30 a.m.), during which second- and third-year students could register for a minimum of two societies.
- It was urged that COVID protocol to be observed within the college premises.
- Regarding the development of new clubs, such as Music and Theatre, MUN, Book Club, Photography, Dance, and Poetry, the convener will nominate candidates for the positions of Secretary and President from the second and third years, respectively.
- It was also considered if NCC cadets may stand for various positions considering they are already involved in NCC activities throughout the year.
- The recently recruited teachers introduced themselves to the staff
- Building Bridges- An Initiative for Learning and Understanding People was explained to the faculty. To familiarise all the teachers with this programme that the Congregation of Jesus and Mary, Rome, had started in all the schools and colleges, Ms. Anuja Sharma will provide the link.
- The faculty was asked to attend Dr. Michael S. David's Awareness Talk, Making a Difference as a Teacher, on August 18, 2022.



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Staff Council Meeting (5/12/2022)

An online staff council meeting was held on 5/12/2022 in the computer room.

- The principal informed the teachers to collect the answer sheets from Mr. Robin for Mid-term examination. It was further informed that the classes to go on as per the time-table before and after the test is conducted.
- The Principal informed that the AQAR for 2021-22 to be compiled before December 31, 2022. Dr. Anupama to make a schedule criteria-wise where the criteria members would discuss the information collected for AQAR with the Principal.
- Additionally, it was discussed that emphasis is to be laid on writing of SSR.
- The principal asked the departments to hold a meeting fortnightly where agenda has to be highlighted and the notice for the meeting to be circulated well in advance. It was decided that monthly activities are to be planned during the meetings. The minutes of the meeting are to be signed by the faculty members, principal and uploaded on the website. Thereafter the action report of the activities conducted are also to be uploaded on the website. Geotag pictures to be clicked of the departmental meetings.
- The principal asked the faculty members to prepare E-content for teaching-learning process. LCD projectors to be purchased for classrooms under RUSA. Each faculty member to prepare one E-content every month and they were also informed to take help of SWAYAM for preparing E-content
- It was also informed that activities upto May 31, 2023 to be incorporated for NAAC accreditation process.
- The principal congratulated Dr. Maheshwar and his team for organising Science Conference. It was further informed that Department of Economics and Commerce and

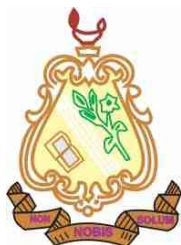


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Management, Department of English and Department of Geography to organise the conference before March 31, 2023.

- The principal asked the departments to hold hybrid mode webinars.
- The faculty members were asked to publish two research papers in UGC-CARE List.
- It was informed that Geotag pictures to be clicked as evidence for any event organised.
- The principal informed the faculty members that the report of the activity with newspaper clippings duly signed by the Principal, to be uploaded second day after the event.
- Further it was informed that financial assistance provided to the students for refreshments, seed money given to students under Skilllabs are to be reported and documented.
- The Principal asked the faculty members to have proper documentation of students' achievements academically. Govt. Scholarships, Internships, Job employment availed by students' to be documented by the departments.
- Mr. Nishant, Dr. Geetanjali, Mr. Mohit explained the implementation and updated work of Recycle Unit, Language Laboratory and Skilllabs respectively.
- All the teachers were asked to check their concerned departments/societies/clubs regarding website updating.
- The Principal advised to take value education classes, all Criteria members to update themselves with their respective criteria.
- It was further informed that a zero period will be created if any activity is to be conducted. It is compulsory for all faculty members to attend the activity.
- The principal congratulated Dr. Ashwini and Mr. Bihari for organising an Inter-College Basketball Tournament.
- Further it was informed that ACR'S to be submitted in the office and salary sheets are to be signed from time to time.





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Staff Council Meeting (31/12/2022)

A staff council meeting was held on December 31, 2022 in the staff room.

- Dr. Anupama Tandon, the IQAC Coordinator, praised the faculty members for submitting the AQAR 2021–22 well within time.
- The information that Dr. Pankaj and his team submitted AISHE data was also emphasised. The team was commended by the IQAC Coordinator for submitting the data in just one week.
- IQAC Co-ordinator stated that the college to submit the SSR by end of March, 2023 and IQA submission by May 31, 2023.
- IQAC Co-ordinator asked all the criteria members to collect the data for SSR from 2017-18 onwards.
- The faculty members were asked to fill in the CCA in campus whiz, departmental presentations to be prepared for NAAC.
- Furthermore, it was stated that 500 words for SSR to be submitted to the IQAC Co-ordinator at the earliest.

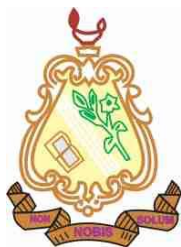


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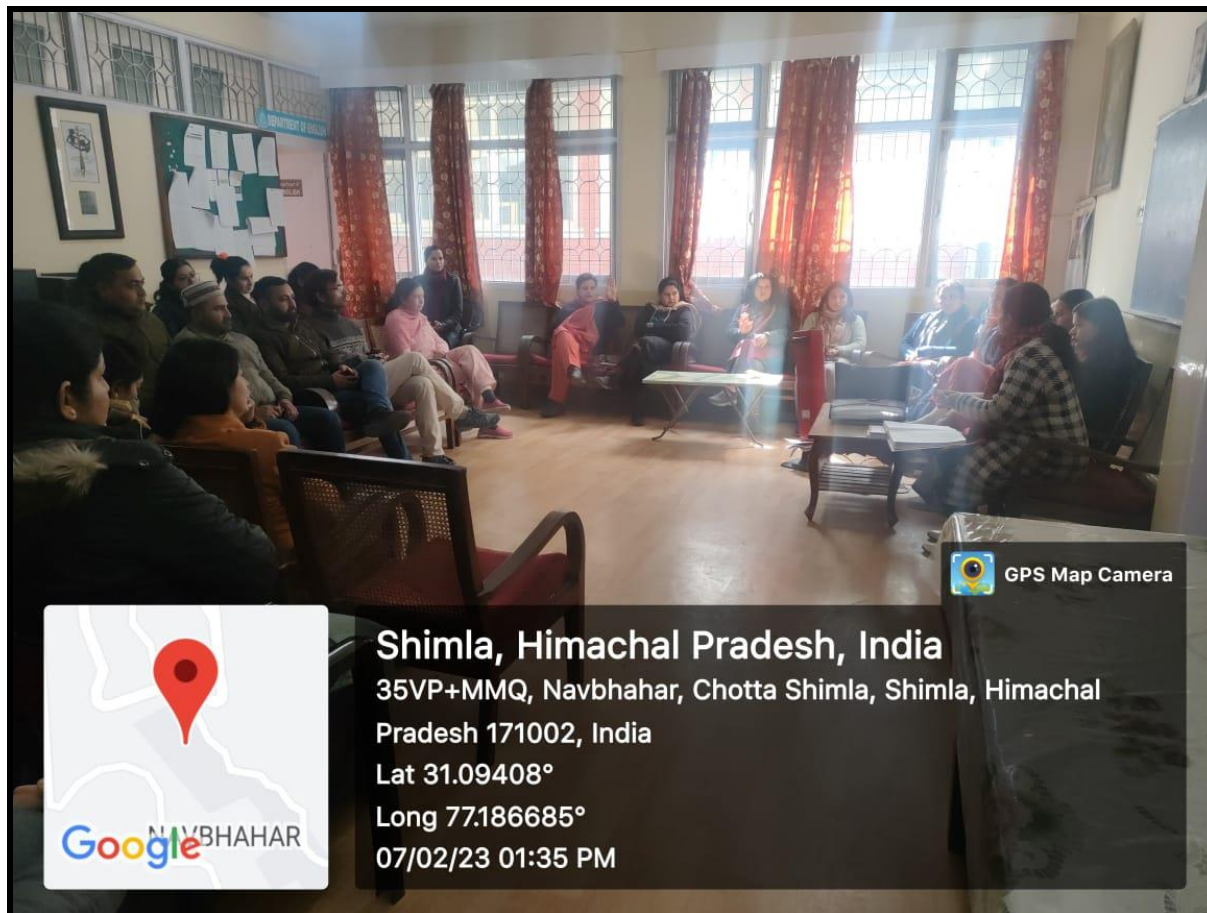
Staff Council Meeting (7/2/2023)

A staff council meeting was held on February 7, 2023 in the staff room.

- The dates for the academic calendar were finalised for the month of February and March, 2023 .
- Felicitation of cadets RDC – 14th February 2023
- Lecture on Career Guidance (Placement Cell): 17th February 2023
- Serendipity- 24th-25th February 2022
- SkillLab Workshop, Convocation and Placement Drive- 14th February 2023 onwards
- National Science Day: 28th February, 2023- 1 March, 2023
- International Conference Economics: 3rd March, 2023- 4th March, 2023
- International Women's Day: 9th March, 2023
- NCC Raising Day: 10th March, 2023
- PTM: 11th March, 2023
- Annual Day and office laying down: 14th March, 2023
- Grad's Nite: 16th March , 2023



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Staff Council Meeting (17/3/2023)

A staff council meeting was held on March 17, 2023 in the staff room.

For the retirement party every faculty member must pay the contribution amount irrespective of they are attending the party or not. Tip for waiters is to be given for the event conducted.

Staff Council Meeting (13/3/2023)

A staff council meeting was held on March 13, 2023 in the staff room at 1.25 p.m.

The venue for the retirement party of Dr. Shramja Munjal was finalised. Keeping the previous minutes into account on September 20, 2019 where it was mentioned that all the parties to be arranged outside and majority of teachers also gave approval on March 13, 2023 that the party should be arranged in the hotel. Various options of hotels were given by the faculty members.



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Staff Council Meeting (04/04/2023)

A staff council meeting was held on April 04, 2023 in the staff room.

It was decided unanimously by the faculty members that a Farewell party will be given to Mr. Ashish. Also, it was suggested having the celebration at Hotel Orchid after 1 PM. The examination committee must be consulted before the date can be finalised, for the party. The same list that was used for Dr. Shramja Munjal's retirement party can be used for this farewell party's transportation.





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Staff Council Meeting (21/4/2023)

A staff council meeting was held on 21/4/2023 in the staff room.

The Principal suggested that retirement parties to be organised on a Holiday.

It was informed by the Principal that on May 10, 2023 an Orientation Programme for the staff will be organised which is to be attended by the faculty members. It was directed that the teachers on examination duties to take their duties responsibly.

The principal informed the faculty members about the skill-based courses that are to be started from next session for which a industry connect meet is scheduled for the next week which will be attended by the HOD's.

Further, Dr Anupama Tandon informed everyone to update their value education registers and report from 2017 onwards. The staff members were informed to keep the mentor cards of their students from 2021 onwards. Dr. Anupama asked HOD's of all the departments, incharges of societies/clubs to furnish the following information and upload them on the website in PDF format.:

- Minutes of the meetings from 2017-23.
- Departmental Calendar from 2017-23
- Workload from 2017-23
- Time-Table from 2017-23
- Student Progression and achievements as one document from 2017-23
- Attendance Sheets for the extension activities to be signed by the students.

Dr Anupama Tandon directed the faculty members to complete the following assignments:

- Usage of INFLIBNET by May 31, 2023.
- CCA, Attendance on campus whiz to be filled for all the previous years.
- Report of Fresher's Welcome, Grad's Nite, Inaugural Mass, Investiture Ceremony, Annual Day and Office Laying down to be compiled.
- PTA poster to be made by Dr. Gitanjali.
- Feedback to be taken from stakeholders and employees
- Fire Audit to be done.

Regarding farewell/retirement parties' various new decisions were taken by the staff council.



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- A teacher who has served for less than a year no party will be given.
- A teacher who has served for 8 or less than 8 years Tea party will be given in the staff room.
- A teacher who has served for more than 8 years will be given a lunch in the common room.
- A teacher who will be retiring from the college, lunch shall be organised in the Hotel.
- All teachers will be paying the contribution amount irrespective of their availability for the event. The teachers who are on college duty and are not be able to attend the event, will be exempted from the contribution amount.
- D.LED teachers will not pay the contribution amount towards staff council except Dr. Neeta Khanna.

