

Minutes of the meeting

Teaching Staff Meeting with the Principal was arranged in Principal's office on 28th January, 2019 at 2:00 p.m.

Following points were discussed:

- a) Principal said faculties are not maintaining proper daily dairy of their work and they should introspect themselves. Principal said she has also given remark on daily dairy and faculties need to follow the same. Also all the records of leaves taken and workshop seminar participation to be maintain in the dairy itself.
- b) Principal asked Mrs. Pooja about Halari Kranti report which she has to submit earlier but yet it is not submitted. Mrs. Pooja said the report was prepared but when she forwarded same to the management the date is already gone. Principal instructed to Mrs. Pooja from today onwards she will prepare monthly report of college progress by highlighting the important achievements and will forward to principal before 25th of every month.
- c) Principal asked faculties to update about the work allocated & pending:
 - i) Princial asked to Mr. Aswad – The list of funding agencies not explored properly and also funds for research projects and Alumni Association not yet registered. Mr. Aswad said he is working on the same but due to fees not received from Alumni's it is getting dealy. Principal said it is pending from last 5-6 months and therefore he has to contribute from his own salary and get complete within one week. Principal also said due to his casual behaviour in culture committee attendance is getting affected and students are not turning towards class.
 - ii) Principal said to Mr. Yogesh NSS unit in not functioning properly and he need to frame certain strategies and proper action to be taken for proper functioning. Because of his casualness in work NSS student's attendance was very less on 26th January and from next time onwards all volunteers should be present. Principal also said because of his leaves during December work of AQAR affected and therefore his LWP will be marked though he had submitted medical certificate. Mr. Yogesh said he was suffering from allergy due to medicine taken for led swelling and it is not producible. Principal also asked to Mr. Yogesh about discipline and measures taken for improving attendance. Mr. Yogesh said as per instruction given by you we ask students to stand out those who are

reporting after 7:15 and also check their I – Cards regularly. Principal said next time onwards asked make students stand inside the class for all lectures and if same students are repeated give a call to their parents. And those students actively involved in participation and preparation note more than 20% relaxation will be given to them.

iii) Principal Asked to Mrs. Pooja what measures she has taken for attendance improvement as attendance is getting low day by day. Mrs. Pooja said she has circulated defaulter list for the month of December and signatures of students also taken and parents meetings is scheduled in the month of February. Principal said every class teacher will be responsible for their class attendance will ensure maximum attendance.

Principal said students of NSS, DLLE & Student council will sit regularly in the class otherwise their name should be removed from such committee as they are the role models for others. Principal also asked Mrs. pooja to prepare separate attendance sheet of Student council of last two months.

Principal asked to Mrs. Pooja why yet magazine copy not received. Mrs. Pooja said due to payment it is yet not done. Principal said she has to convince management and also explain how it is necessary from LIC and other academics point of view as it is already delayed and we have also applied for new courses. And also she has to start collection of data for next year's magazine.

iv) Principal asked to Mrs. Fauzia about MSSDS work. Mr fauzia said she has submitted all the details of students on MSSDS and other portal which is currently showing approved & successfully TBN numbers of 23 students showing. Principal instructed to Mrs.Fauzia from onwards she will guide to Ms Priya for all this portal work so she will be train to handle all this work.

Principal also said to Mrs. Fauzia, Mrs. Pooja & Mr. Yogesh once again go through the data submitted to India Today Ranking and their follo-up and forward same to the principal.

Principal also asked to Mr. Fauzia about proposal of women status and WDC activities. Mrs. Fauzia said she is working on womem proposal and draft of same is forwarded on principal's mail and she had planned activities to be conducted in WDC will confirm the schedule and detail about the speaker invited for guest lectures and other activities.

v) Mrs. Ranjeeta updated about the YCMOU exam & IDOL centre for which lecture is

going to start from next Saturday & Sunday. She also informed about faculty require to teach English subject in YCMOU which is incorporated in this semester having specialisation M.A. in English.

Ranjeeta also updated about the examination result printing which is pending and Mr. Vijay will go tomorrow for the same.

Principal asked Mrs. Ranjeeta what about remuneration of YCMOU exam which conducted. Mrs. Ranjeeta said all the documents and bills forwarded to the concern centre and follow-up taken they will be releasing at the end of this month. And also documents prepare for the payment of internal paper assessment of SY & FY which was said in earlier meeting.

d) Mrs. Ranjeeta updated about the tentative dates of upcoming events and faculty incharge for the same which are :

on 9th February – Convocation (Mrs.Ranjeeta & Mrs. Pooja)

on 15th & 16th February – Annual Sports (Mr.Aswad, Mrs Fauzia & Mr. Sanjay)

from 18th to 22nd February-Industrial Visit (Mrs Ranjeeta)

on 2nd March Annual Day (Mr.Yogesh & Mrs. Ranjeeta)

on 8 or 9th March National Conference (Mr.Aswad, Mrs.Pooja & Mr. Salwe)

Principal said it is the responsibility of each faculty to work on the task given to them.

e) Mr. Yogesh said Salary of December month is yet not received and every month salary getting delay. He also spoke with Mr.Chandrakant Bhai, Chairman but he said they are working on the same but due to financial crunch it is happening and very soon they will be resolving this issue. Principal said she will discuss the same in CDC & GC meeting.

f) Mr. Yogesh said as a compliance of AQAR faculties' participation for workshops and conference is not up to the mark. Principal said whenever she found any updates she has forwarded the circulars and broacher's and ask faculties to participate apart from these they themselves to find from the other sources and participate in the same as it is necessary for upgrading the knowledge & networking. Principal also said for orientation and short term programme faculties need to register during the vacation as we have less number of faculties so the work will not affect.

g) Principal instructed all the faculties that they have to give update about their regular work

assigned on what's app group otherwise necessary steps will be taken.

- h) Principal asked Mr. Yogesh to explore some CSR fund for river cleaning project. & also enquire about the remaining grant of NSS. Mr. Yogesh said he will visit to university for the same & will explore with corporate.
- i) Principal asked all the faculties need to spend daily two hours for research work and do produce quality research paper which should be based on primary data & without her permission it should be forwarded to any conference or seminars.
- j) Principal provided Mrs.Savita's number to Mrs Fauzia who is working under micro finance and women empowerment and asked to communicate with her and work for certain training and placement for our students.

The meeting was ended at 7.15 p.m.

Mr. Yogesh Pawar

Staff Council

Dr.(Smt.) Snehal S. Donde

Principal