

Teaching Load
Exam
Sports
Anti Ragging
Programs Lab Incharge

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Department of Computer Science & Engineering and Information Technology
BPS Mahila Vishwavidyalaya Khanpur Kalan Sonapat
(A State University Established under the Legislative Act No. 31/2005)

Ref. No BPSMV/CSE/IT/16/

Dated

Minute by minute proceedings of staff council meeting held on 13/10/2016 at 3:30 P.M. in the office of Chairperson.

A staff council meeting of the Department of CSE & IT was held on 13/10/2016 at 3:30 P.M. in the office of Chairperson.

The following members attended the meeting

1. Prof. Ajit Singh, Dean & Chairperson
2. Mrs. Sonal Beniwal, Assistant Professor
3. Mr. Vinod Saroha, Assistant Professor
4. Mrs. Manju Siwach, Assistant Professor
5. Mrs. Sunita Rani, Assistant Professor

The main agenda of the meeting was the reconstitution of the various departmental committees. The following points were discussed in detail and resolved.

1. Most of the committees consist of three members (one convener and two members). Namely Scholarship Committee, AICTE Committee, Admission Committee, NAAC Committee, Tour Committee, Teaching-load Verification committee.

Also there are some one member committees; where the individual member is handed the responsibility of that committee. They may be specified as: Departmental Training and Placement Officer, Cultural Coordinator, Sports In charge, Time Table In charge, Practical Exam Coordinator, Lab Incharge, Projector Incharge, Laptop Incharge, Programme Coordinator, NSS Program Officer etc.

2. The time duration framed for individual committees is of two years which shall follow the policy of rotation on basis of seniority.

Note: If any teacher has completed one year than he/she shall complete one more year to complete his/her tenure.

3. There shall be policy of rotation followed in three member committee. The senior most shall be the convener of the committee who shall be made for one year period, after which the convenership will move to the next teacher on basis of seniority.

Note: No member shall become convener again for second term unless each member has shared this responsibility atleast once.

4. The duties assigned are as follows:

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S. Singh
Manju Siwach

Manju Siwach
13/10/2016

- Time table Incharge: Mrs. Manju till 30th June 2017 with completion of two years tenure thereafter followed by Mrs. Sunita from 1st July 2017 onwards.
- Scholarship Committee: Mr. Vinod Saroha relieved from convenership. Mrs. Manju is next convener for one year.

- Cultural Coordinator: Mrs. Sunita for two years.
 - In NAAC Committee; Mrs. Manju shall be included for next assignment if ever comes.
 - Practical Exam Coordinator: Mr. Vikas Malik for two years starting from July 2016 session.
 - Training and Placement Officer: Mr. Vinod Saroha for two years tenure.
 - ✓ Sports In charge: Mrs. Sonal for two years tenure.
- Following are the fixed assignments:
- Software Engg. Lab Incharge and Computer Network Lab Incharge (To be established) Mr. Vinod Kr. Saroha
 - Operating System Lab Incharge and Projector Incharge: Mrs. Sunita
 - ✓ Programming Language Lab Incharge and Laptop Incharge: Mrs. Sonal Beniwal
 - Mechanical Lab Incharge: Mrs. Manju Siwach
 - DBMS Lab Incharge: Mr. Vikas Malik

5. Other Departmental committees may be specified as:

One Teaching-load Verification committee having Mrs. Sonal as its Convener and Mrs. Sunita and Mrs. Manju as its members; constituted to verify the teaching load of contractual Teaching Assistants of the department; One Examination Committee with Mrs. Sonal as Convener and Mrs. Manju, Mrs. Seema as its members; One Anti-Ragging committee with Mr. Vikas as Convener and Mrs. Sonal, Mr. Vinod as its members; One Anti Sexual Harassment committee with Mr. Vinod as its convener and Mrs. Manju, Mrs. Sunita as its members.

6. The AICTE Committee has been constituted at the centralized level to represent FET (Faculty of Engineering and Technology) having Mr. Vikas Malik as its Convener.
7. Regarding the NSS departmental unit, the same is under consideration and orders of Vice Chancellor are awaited in this respect.
8. The Admission Committee for department may be bifurcated into three sub-committees for streamlining the admission process from June 2017 onwards. That is, One for B Tech Admission with Mr. Vikas Malik, Mrs. Manju Siwach and Mr. Jasmer Kundu as its members; other for M Tech Admissions with Mrs. Sonal, Mrs. Sunita and Mrs. Seema as its members and third for PhD Admissions with Mr. Vikas Malik, Mr. Vinod Saroha and Mrs. Seema as its members respectively.
9. The consideration of timeframe for all departmental committees have been fixed relative to the restructuring of SES (School of Engineering, and Sciences) into UTDs (University Teaching Departments); CSE and IT department being the one. Hence the tenure for any member or convener from the date of restructuring shall be considered.
10. The constitution of Tour Committee could not be executed and hence was deferred to next meeting of Staff Council; till than status-quo be maintained.

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