

Department of Social Work

Minutes of Meeting of Staff Council

A meeting of the Staff council was held on 21/07/2018 in office of the Chairperson, Department of Social Work. The following members were present:

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| 1. Dr. Manju Panwar | In charge |
| 2. Mrs. Deepali Mathur | Member |
| 3. Mr. Gian Chand | Member |

Proceedings

Chairperson welcomed faculty members and discussed the minutes of the previous meeting. After that following agenda items were deliberated upon.

1. Implementation of MOOCs courses

It was discussed in the previous staff meeting held on 04/07/2018 that Department of Social Work will not implement MOOCs as there is a lack of clarity like syllabus, scheme of Examination, and credits etc. But after detailed discussion on this point, it was resolved that Department will implement MOOCs courses for current Academic Session 2018-19. It was decided that 'Social Welfare Administration' paper will be taken as MOOCs paper. Mr. Gian Chand will be the MOOC Coordinator. One session of MOOC will be kept in the orientation programme.

2. Admission of Students

Mrs. Varsha will prepare a list of those students who have not applied online and submit the same to the chair. In order to increase the number of students for admission, efforts will be made by teachers to motivate students who have already taken admission in social work.

3. Letter to electricity

A letter need to be sent and proper follow up to be done for ensuring that tube light and fans should be in workable condition.

4. Journals and newsletter

Mrs. Deepali Mathur will prepare and submit draft of newsletter 'PAHAL' on 10th August 2018.

5. Purchase of book journals

An amount of Rs. 100000/- is allocated for the year 2018-19 for purchasing books and Journals. The following committee has been constituted to purchase the same:

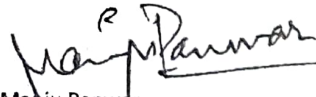
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| 1. Mrs. Deepali Mathur, Assitt. Prof. (MSW) | Convener |
| 2. Finance Officer (nominee) | Member |
| 3. Centre Library nominee | Member |

6. Following committees/In charge were given responsibility for the academic session 2018-19

S.No	Responsibility/Committee constituted	Name of Teacher and committee
1	Training Placement officer	Mrs. Deepali Mathur
2	Study Tour/Field exposure	Mr. Gian Chand
3	Admission committee	Mrs. Deepali Mathur Mr. Gian Chand

4	Scholarship committee	Mr. Sohan Lal Dr. Manju Panwar Mrs. Deepali Mathur Mr. Gian Chand Mr. Sohan Lal Mrs. Lucy
5	Mid-term examination incharge	Mr. Gian Chand
6	Anti-ragging committee	Dr. Manju Panwar Mrs. Deepali Mathur Mr. Gian Chand Mr. Lucy Mr. Sohan Lal
7	Cultural activities committee	Mrs. Deepali Mathur Mrs. Lucy Four Students from both semesters
8	Time Table in charge	Mr. Gian Chand
9	Student grievance committee	Dr. Manju Panwar Mrs. Deepali Mathur Mr. Gian Chand Mr. Lucy Mr. Sohan Lal
10	Computer Lab In- charge	Mrs. Deepali Mathur
12	MOOCs courses IN Charge	Mr. Gian Chand
13	CBCS courses IN Charge	Mr. Gian Chand
14	Cleanness committee	Dr. Manju Panwar Mrs. Deepali Mathur Mr. Gian Chand Mr. Lucy Mr. Sohan Lal
15	Sports committee	Dr. Manju Panwar Mrs. Deepali Mathur Mr. Gian Chand Mr. Lucy Mr. Sohan Lal

Meeting ended with a vote of Thanks.


Dr. Manju Panwar
Department of Social Work

Copy to: P.A. to Hon'ble Vice-Chancellor(for kind information to the Hon'ble Vice Chancellor)

1. P.A. to worthy Registrar(for kind information to the Worthy Registrar)
2. Faculty of the Department
3. Office record

