


Phy/24/32

29/02/24

	Department of Physics Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonepat), Haryana-131305 Office No. 01263-283045, www.bpswomenuniversity.ac.in
---	---

Ref. No. BPSMV/PHY/24/298

Date:-29/02/2024

Minutes of Staff council meeting held on 29/02/2024.

A meeting of the staff council, Department of Physics was held on 26/02/2024 at 01:00 pm in the office of Chairperson, Department of Physics.

The following faculty members were present.

1. Dr. Asha 2. Ms. Ritu 3. Ms. Neetu

First of all, Chairperson welcomed all the faculty members and discussed the academic activities for academic session 2024-25.

At the outset of the meeting unanimously it was decided that Dr. Asha, Associate Prof. (Chairperson) will act as Staff Secretary for the staff council of the Department of Physics w.e.f. 29/02/2024

1. Item No. 1: Constitution of Departmental Committees.

After long discussion in the staff council following departmental committees were constituted for Department of Physics

Sr. No	Responsibility/Activity	Members
1	Course Coordinators	1. Dr. Asha , Assistant Professor (Incharge) 2. Ms. Neetu, Assistant Professor (T) 3. Ms. Ritu , Assistant Professor (T)
2	Training & Placement officer(TPO) & Assistant (TPO)	1. Dr. Asha, Assistant Professor (Incharge) 2. Ms. Ritu , Assistant Professor (T) ritujakhar42@gmail.com 9416328353 3. Ms. Neetu, Assistant Professor (T)
3	Study/Industrial Tour Committee	1. Dr. Asha , Assistant Professor (Incharge) 2. Ms. Neetu , Assistant Professor (T) 3. Ms. Ritu , Assistant Professor (T)
4	Admission Committee	1. Dr. Asha , Assistant Professor (Incharge) 2. Ms. Neetu , Assistant Professor (T) 3. Ms. Ritu , Assistant Professor (T)
5	Scholarship Committee	1. Dr. Asha , Assistant Professor (Incharge) 2. Ms. Ritu , Assistant Professor (T) 3. Ms. Neetu, Assistant Professor (T)
6	Mid-term Examination Committee	1. Dr. Asha , Assistant Professor (Incharge) 2. Ms. Ritu , Assistant Professor (T) 3. Ms. Neetu, Assistant Professor (T)
7	Anti Ragging Committee	1. Dr. Asha , Assistant Professor (Incharge) 2. Ms. Neetu , Assistant Professor (T) 3. Ms. Ritu , Assistant Professor (T)
8	Cleanliness Committee	1. Dr. Asha , Assistant Professor (Incharge) 2. Ms. Neetu , Assistant Professor (T) 3. Ms. Ritu , Assistant Professor (T)
9	Sports Committee	1. Dr. Asha , Assistant Professor (Incharge) 2. Ms. Ritu , Assistant Professor (T) 3. Ms. Neetu, Assistant Professor (T)

10	Cultural Activities Committee	1. Dr. Asha , Assistant Professor (Incharge) 2. Ms. Neetu , Assistant Professor (T) 3. Ms. Ritu , Assistant Professor (T)
11	Time Table Committee	1. Dr. Asha , Assistant Professor (Incharge) 2. Ms. Neetu , Assistant Professor (T) 3. Ms. Ritu , Assistant Professor (T)
12	Students grievances Committee	1. Dr. Asha 2. Ms. Neetu 3. Ms. Ritu
13	Departmental Purchase committee	1. Dr. Asha 2. Ms. Neetu 3. Ms. Ritu
14	Seminar/Workshop/Conference	1. Dr. Asha 2. Ms. Neetu 3. Ms. Ritu
15	Internal Complaint Committee/Departmental Complaint Committee	1. Dr. Asha 2. Ms. Neetu 3. Ms. Ritu
16	Anti Sexual Harassment Committee	1. Dr. Asha 2. Ms. Ritu 3. Ms. Neetu
17	Lab Incharge	1. Dr. Asha: Physics Lab (Assistant, Lab Incharge) 2 Ms. Neetu: (Physics Electronic Lab) 3. Ms. Ritu: (Physics General Lab)
18	Alumini Meet	1. Dr. Asha 2. Ms. Neetu 3. Ms. Ritu
19	Students Welfare Coordinator (SWC) & Assistant (SWC)	1. Dr. Asha, Assistant Professor (SWC) 2 Neetu, 9034452108 Assistant Professor (T), ASWC 3. Ms. Ritu, Assistant Professor (T), ASWC

Item No.02: Distribution of Workload and Preparation of Time-Table.

The load was distributed to existing faculty & time table was framed for odd semesters.

Ash
29/2/24

Incharge, Physics

1. Dean Academic Affair for information.
2. PS to VC for kind information of Hon'ble Vice-Chancellor.
3. PA to Registrar for kind information of Worthy Registrar.