

MEETINGS OF NON-TEACHING STAFF

Meeting of the **Non-Teaching Staff** was held on 10.8.22 in Principal's office at 2:00 pm.

All the Non-Teaching Faculty Members of the College were present:

Agenda of meeting:

1. To discuss the matters related to the orientation of the staff.
2. To discuss the policy related to the students dealing during the admission days.

Minutes:

1. Discussion was done regarding as what can kind of behavior should be adopted by the staff while dealing with the students especially by the window staff.
2. The proper code of conduct and behavior should be maintained by the office staff vis-à-vis teaching staff.

Meeting of the **Non-Teaching Staff** was held on 17.11.22 in Principal's office at 2:00 pm.

All the Non-Teaching Faculty Members of the College were present:

Agenda of meeting:

1. To discuss the felicitations that will be given to the supporting staff
2. To sensitize the bus staff about their behavior towards the students.

Minutes:

1. Discussion was done regarding the felicitations that will be given to the supporting staff of the college for their commitment towards the duty on the occasion of Saraswati Pooja and Amar Jyoti
2. The proper code of conduct and behavior should be maintained by the bus staff members and their proper orientation should be done by the office staff.

Meeting of the **Non-Teaching Staff** was held on 27.02.23 in Principal's office at 2:00 pm.

All the Non-Teaching Faculty Members of the College were present:

Agenda of meeting:

1. To discuss the proper distribution of the notices related to the college updates to the teachers and the students of the college.
2. To orient the staff about prevention of sexual harassment policy of the institution

Minutes:

1. Discussion was done regarding the various facilities which could be made available online were discussed. It was resolved that website should be updated suitably after discussion with web designer for providing features like Issuance of Certificates, Feedback System, Photocopy and Revaluation of Examination of First Year Students, Staff Profile, Student Dashboard, Management Information System of Students and Teachers etc.
2. Principal informed the members about zero tolerance policy of the institution towards sexual harassment. Principal intimated the members about the existence and the composition of the Internal Committee for prevention of sexual harassment in the institution.