



GOVERNMENT COLLEGE, SIROHI (RAJASTHAN)

NAAC "A" Grade Accredited College

(Affiliated to M. L. Sukhadia University, Udaipur, Rajasthan)

E-mail : collegesirohi@gmail.com; Office & Fax no. 02972-221684

Action Taken Report

on

Staff Council minute-decisions in last 05 years (2015-2020)

2015-16

Sr.No.	Decisions in Staff Council meeting	Action taken
1.	Each Departmental-In-Charge was instructed to prepare timetable and to have a record of class in proper students' attendance registers.	The same was done and completed.
2.	The Admission-In-Charges were instructed to make the list of admitted students available to all the faculty members.	The same was done and completed.
3.	The formation of different committees for year-long activities were taken.	The list of committees was published and done.
4.	The faculty members were asked to ensure their stay hours in the department and staffroom.	The same was done with proper monitoring by senior faculty members.
5.	The attendance management system needs to be changed for faculty members and employees.	The new system of attendance of faculty members & employees were introduced with the introduction of fingerprint based biometric attendance in addition to old system of putting signature on respective Attendance Register.
6.	The students' attendance register is required to be put up every month for signature by the Departmental-In-Charges and Principal, both.	The same was taken up in practice and completed.
7.	It'd be the personal duty of individual faculty member to go through the circular page on the website of college education and be aware of the given job on time.	The same was accepted in practice.
8.	Those interested in applying for TRF/PDF were asked to submit their application in proper format.	The same was complied.
9.	Need to increase use of IT tools in all kinds of work in the college.	The use of IT applications was increased and accepted.
10.	Need to focus more on activities related with cleanliness, blood donation, plantation under Institutional Social Responsibilities (ISR)	The same was done and completed.
11.	The recommendations of Lyngdoh Committee are to be strictly followed in students' union elections.	The same was done and completed.
12.	University exams are to be conducted with new rules like new admit cards, OMR etc.	The same was done and completed.



2020-21

Principal

Government College, Sirohi (Rajasthan)
& ex-officio Chairperson, Staff Council



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Staff Council minute-decisions in last 05 years (2015-2020)

2016-17

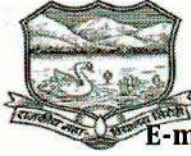
Sr. No	Decisions in Staff Council meeting	Action taken
1.	The schedule of students' union election was informed to work accordingly.	The same was followed and completed.
2.	Voting procedure and counting methods were explained in detail.	The same was followed accordingly.
3.	The controversy in counting method regarding thick black lines on ballot paper would not be accepted.	An authentic information guidebook from election office was brought and kept in staff file for ready reference. The same was, also, displayed on noticeboard for students.
4.	Various committees to conduct University exams were formed and the responsibilities of committee members were apprised.	The same was done by respective committee members.
5.	The instructions regarding various responsibilities of invigilators and supervisors in examinations as received from Commissionerate of College Education, Rajasthan, Jaipur was informed in detail. The role of Flying Squad would be done by senior faculty members.	The same was done and completed accordingly.



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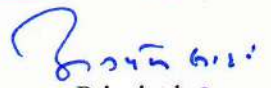
on

Staff Council minute-decisions in last 05 years (2015-2020)

2017-18

Sr.No.	Decisions in Staff Council meeting	Action taken
1.	The instructions regarding students' union election to be held on 28-08-2017 were given in detail.	The same was followed and completed.
2.	Specific instructions regarding nomination, voting and counting procedure in students' union election were provided and were stressed to be followed for peaceful and fair election.	The same was done and completed.
3.	It was decided to double check the information given by students in examination form as there was a worry shown on decreasing number of students in Sanskrit subject.	The same was done accordingly.
4.	It was decided to communicate in negative to concerned authority in connection with giving away of a part of land belonging to the College.	The same was done accordingly.
5.	The prior sanction of Principal is must for every transaction and the GST registration of vendors is to be ensured before.	The same was done and followed.
6.	The college employees need be well versed in IT application like working with SSO id to prepare online T.A. bills, sending request for loan from GPF & SI etc.	The same was done and accepted in practice accordingly.
7.	The faculty members are to work to increase the API score for CAS.	The same was done and communicated.
8.	There is a need to send subscription of standard journals and magazines in the library.	The same was done accordingly.
9.	It was decided to take up the issue of helmet wearing under Institutional Social Responsibility (ISR).	The same was done.
10.	The instruction to update e- mail id and complete Teacher Profile on HTE portal is to be done with SSO id before 22-01-2018.	The same was done and completed.
11.	The faculty members are to submit Immovable Property Return (IPR) on RajKaj portal of Government of Rajasthan with SSO id.	The same was done and completed.
12.	The Head of Departments were asked to contact the examiners on panel for practical exams and work to get the labs ready for the same.	The same was done and completed.
13.	Information about the date, time and batch of practical exams must be displayed on noticeboard.	The same was done and completed.
14.	The examination related committees are to complete their task before 15-02-2018.	The same was done and completed.
15.	Need to get high speed internet connectivity.	The same was done and completed with getting of lease line connection.
16.	Minor repairing works in exam halls and CCTV cameras to be done before 15-02-2018.	The same was done and completed.
17.	All faculty members were told to go through the notification of Government of Rajasthan for CAS.	The same was done.




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2018-19

Sr.No.	Decisions in Staff Council meeting	Action taken
1.	Instructions as received in video conferencing with Higher Education Minister, Secretary (Higher Education), and Commissioner, College Education were passed on to all the faculty members.	The same was done.
2.	Various schemes to provide financial assistance to students through scholarships are to be implemented to benefit all eligible candidates.	The same was done and completed.
3.	The information regarding AISHE is to be filled and sent.	The same was done and completed.
4.	The CPF of RUSA is to be sent for approval.	The same was done and completed.
5.	The students are to be encouraged to download and make use of 'DISHARI' app as much as possible.	The same was done.
6.	There is a need to publicize the activities of Youth Development Centre (YDC).	The same was done.
7.	The complaints received on SAMPARK portal of Government of Rajasthan need be addressed on urgent basis.	The same was done and completed.
8.	Applications for guest teaching faculty are to be invited under Pay-Minus-Pension scheme of Government of Rajasthan.	The same was done and completed.
9.	The eligible female employees can apply for Child Care Leave (CCL).	The applications were received and forwarded for approval to the Commissionerate of College Education, Jaipur.
10.	Instructions to conduct students' union election on 10-09-2018 and counting on 11-09-2018 were given to ensure free and fair election.	The same was done and completed.
11.	Free coaching for competitive examinations is to be done under "Pratiyogita Dakshta" scheme.	The same was done and completed.
12.	Free distribution of General Knowledge Book to all the students be done.	The same was done and completed.
13.	The college need prepare 100 days' work plan to make a fruitful impact.	The same was done and completed.
14.	Each student must be charged Rs. 50/- for registration purpose in Alumni Association.	The same was sent for approval to the authority.
15.	Certain special arrangements regarding University examinations need be done.	The same was done.
16.	There is a need to examine Control Register of University examinations regularly.	The same was done.
17.	The invigilators and examinees are to keep their mobile phones switched off in the exam hall.	The same was done.
18.	A separate committee to address the issues of electricity, drinking water, and CCTV is formed.	The same was done accordingly.



Principals

Principal

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राजकीय महाविद्यालय, सिरौही



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Staff Council minute-decisions in last 05 years (2015-2020)

2019-20

Sr.No.	Decisions in Staff Council meeting	Action taken
1.	Need is felt to record attendance on fingerprint based biometric system on two times a day, that is, on arrival and exiting the college.	The same was done accordingly.
2.	Monthly Test is to be organized in each paper/course.	The same was done and completed accordingly.
3.	Teaching Plan is to be strictly followed.	The same was done and completed accordingly.
4.	Free coaching for competitive exams is to begin from 15-07-2019.	The same was done.
5.	All the admitted students in 1 st year are to be allotted in various groups to instill a sense of competition.	The same was done and completed accordingly.
6.	The State-level examination of General Knowledge is scheduled to be held on 13-07-2019.	The same was done and completed accordingly.
7.	The academic calendar issued from Commissionerate, College Education, Jaipur is to be followed at the college.	The same was done and completed accordingly.
8.	Various instructions regarding students' union election were given to ensure peaceful and fair election.	The same was done and completed accordingly.
9.	No mobile phone is allowed in exam hall.	The same was done accordingly.
10.	Frisking of students is to be done before entry into exam halls.	The same was done accordingly.
11.	The supervisors are to write legibly the number of present/absent examinees, paper code, room number and total number of examinees in the room on back of counterfoils.	The same was done and followed accordingly.
12.	In the entire period of University examinations, the duty allotment committee's recommendation would be a must requirement to apply for any leave-taking.	The same was done and followed accordingly.



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