



Bhaskaracharya College of Applied Sciences

(University of Delhi)
Sector 2, Phase I, Dwarka
New Delhi- 110 075

Confirmed Minutes of the Staff Council held on April 21, 2017, 1130hrs

A meeting of the Staff Council was held on April 21, 2017 at 1130 hrs in the conference room. The meeting was attended by the members listed below along with Dr. Balaram Pani, Chairman Staff council and Dr. Avneesh Mittal, Secretary Staff council.

Name Dr./Mr./Ms.	Name Dr./Mr./Ms.	Name Dr./Mr./Ms.	Name Dr./Mr./Ms.
1 Aanchal Jain	19 Gurkiran Kaur	37 N. S. Abbas	55 Sanyam Gupta
2 Aarti Malyan	20 Jagjit Singh	38 Neeru Sharma	56 Saroj Kr. Shukla
3 Ajay Kumar	21 Jayant Sharma	39 Neha Bansal	57 Seema
4 Akanksha Wadehra	22 Jitender Kumar	40 Neha Singh	58 Shivani G. Varmani
5 Amandeep Kaur	23 Juhi Gupta	41 Partha S. Pal	59 Shvetambri
6 Amit Kumar	24 Kamini	42 Parveen Kumar	60 Shweta Dua
7 Anand Bharadvaja	25 Kapil Roy	43 Pawan Kumar	61 Shweta Gupta
8 Anil Barak	26 Kavindra Kumar	44 Pawas Goswami	62 Sidhharth Sirohi
9 Anil Dutt	27 Krishna Dutt	45 Pradeep Kumar Muwal	63 Sujata Bhardwaj
10 Anil Kr. Bali	28 Kulsum Jan	46 Prem Lata Meena	64 Suman Bharti
11 Anil Kumar	29 Lalit Kapur	47 Purnima Anand	65 Susmita Dey Sadhu
12 Anita Sondhi	30 Madhulika Bajpai	48 Rakesh	66 Tanya Lava Swer
13 Anshika Singh	31 Mahesh Chand	49 Ranjeet S. Thakur	67 Uma Chaudhry
14 Arti Dua	32 Manjeet Singh	50 Ratyakshi	68 Vandana Batra
15 Bhavya Deep	33 Manoj Khanna	51 Rizwana	69 Vandita Gupta
16 Deepak Gupta	34 Manoj Kumar	52 Roshan Lal	70 Vijay Kumar Nalla
17 Eram Shahid Rao	35 Meenakshi Garg	53 Ruchi G. Marwah	
18 Geeta Bhatt	36 Meetu Luthra	54 Sangeeta Srivastava	

Regrets/ Absentees/ On leave etc.

Dr./ Mr./ Ms.			
Geeta Mongia	Shalini Sehgal	Pawan Dabas	Shubhra Barwa

2017(2)/1 Opening Remarks by the Chairman Staff Council :-

The Chairman welcome all the members. He informed the house that the confirmed minutes of the last staff council held on February 28, 2017 have been sent electronically via email dated March 6, 2017. All the concerned members gave their consent to have received the same. Further, he informed the house about the following:-

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Secretary, Staff Council

Dr. Balaram Pani
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- (i) The college has received approval from the University of Delhi via CB-II/260/New Courses/ BCAS/ 2017-18/138 dated April 12, 2017 to start new courses of B.Sc.(H) Botany, B.Sc.(H) Chemistry and B.Sc.(H) Zoology from the new academic year 2017-18. I congratulate all the faculty and staff for their cooperation.
- (ii) Dr. N.S. Abbas has been appointed as Teacher in Charge of the Department of Botany.
- (iii) Dr. A.K. Bali has been appointed as Teacher in Charge of the Department of Zoology.
- (iv) Teacher in Charges of other departments has been notified via BCAS/17(13)/Appt. of TIC/2017/3930 Dated March 31, 2017.
- (v) Dr. Geeta Mongia has been appointed as the Member Secretary of the IQAC w.e.f. March 4, 2017. The committee will be expanded as per the requirement and will be notified by the Chairman IQAC.
- (vi) Students' Feedback form and Parents' feedback form has been uploaded on the college website as required by IQAC. Students need to submit it for their hall ticket.
- (vii) It was informed that all the Conveners/ Incharges are required to inform the Chairman on monthly basis to update the progress of their respective committee, required for the IQAC update e.g. Swachhta, Garden, Website, Student Counselling, Anti Ragging, NSS, ECA etc.
- (viii) The AQAC google doc has been sent electronically to all. It needs to be updated online on regular basis to be submitted to UGC. The form for this year is still incomplete and required to be filled on urgent basis for its onward submission to UGC on-time.
- (ix) It has been observed that Asset Loan Register is not maintained in some departments till date, so it is once again reminded to all in-charges to maintain the same on urgent basis.
- (x) In reference of the confirmed staff council minutes dated May 17, 2016, it was required to officially handover the charge to the upcoming Teacher in Charge/ Conveners/ Incharge etc. The stock verification of the Departmental Assets will automatically do the needful for lab infrastructure. It is also required to handover all the files, specially maintained for the NAAC.
- (xi) Dr. Shalini Sehgal has resumed her duties in the Department after availing her Child Care Leave. Consequently, the services of Dr. Upali Sahu has been terminated.
- (xii) Dr. Susmita Dey Sadhu and Dr. Jitender Kumar has been appointed as the Co-ordinators for Star College Scheme in Chemical & Physical Sciences.
- (xiii) He once again reminded all to complete the stock verification and budget submission as per the notice Dated March 30, 2017 circulated electronically.
- (xiv) It was observed that leaves were applied online only. He emphasized that the hard copy of the leave and joining also needs to be submitted on time for the official record and help administrative section. Online mail doesn't imply the sanctioning of the leave or resuming of the duties.
- (xv) The convener/ incharge of a committee (staff council or other) are required to maintain their respective register. The new session should start with the list of faculty names, mail id and mobile numbers. They should also record consolidated attendance record of the meeting(s) held in a format similar to attendance register.

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2017(2)/2 Submission of reports of the committees and clubs for 2016-17.

Committee on *Gender Sensitization* and *Waste Management* placed their respective report in the house. Regarding report of the other committees and clubs, the house unanimously agreed to adopt the Annual Day report 2016-17.

2017(2)/3 Consideration of the Best Alumni and Best Student Awards Guidelines.

The co-convenor informed the house that guidelines for the Best Student award is ready. The guidelines for the best Alumni is still under consideration. Both these guidelines will be circulated by the committee to all the members for their suggestions. It was thus decided to defer the item.

2017(2)/4 Academic Calender for the college.

The house unanimously agreed to adopt the college academic calender 2017-18 mentioned below. The activities of the staff council committees shall be planned accordingly with coordination among organizers and considering the Delhi University calender 2017-18.

August 14, 2017	Fresher's party
September 1-5, 2017	Interdepartmental Sports event
October 5-7, 2017	Departmental fest/ Society Programme
December 15-30, 2017	Intercollege Sports Tournament
January 12-23, 2018	Songs of India/ Srijan/ Sports Competition/Departmental fest
February 27, 2018	Annual Day/Farewell

2017(2)/5 NAAC

- I. Chairman Staff council informed the house about the telephonic conversation with the NAAC office Bengaluru asking three suitable time slots of three working days each during August-September 2017. The slots are required for organizing visit of the NAAC Peer Team to our College. The three time slots unanimously agreed are as follows:
 - a) 29- 30- 31 August, 2017
 - b) 20- 21- 22 September, 2017
 - c) 25- 26- 27 September, 2017
- II. Dr. Uma Chaudhry was unanimously elected as the NAAC coordinator. Dr. N.S. Abbas and Dr. Ranjeet S. Thakur will be the co-coordinator. The other members of the Core Committee and all the committees for the NAAC shall remain the same.
- III. The Chairman expressed urgency regarding preparation of Supplementary SSR before the peer team visit. The Chairman sought cooperation of all the colleagues to

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prepare for the visit. It was also decided to provide the data upto April, 2017 for the compilation. All the TICs will submit the needful to the coordinator.

2017(2)/6 Election of the staff council secretary for 2017-18.

Dr. Avneesh Mittal completed his term for 2016-17. Dr. Ruchi Marwah again proposes his name for the session 2017-18 and the name was second by Dr. Purnima Anand. The house unanimously elected Dr. Avneesh Mittal as the Secretary Staff Council for 2017-18. He sincerely thanked the house for the confidence shown.

2017(2)/7 Formation of various staff council committees for the academic session 2017-18.

Conveners and co-conveners of different staff council committees were discussed and finalized. In desire of equal representation of members, the house unanimously authorize the secretary staff council to decide the members of the committees in consultation with the Chairman Staff council and inputs given in the meeting. The list of staff council committees w.e.f. April 21, 2017 for the upcoming session 2017-18 is attached here as **Annexure 'A'** with an attempt for the desired.

2017(2)/8 Branding of selected Staff council committees, Clubs and Societies.

Secretary staff council proposed branding of selected staff council committees on lines similar to our cultural fest *Srijan* and Magazine *Resonance*. Proposal mentioned below was put before the house.

• Astronomy Club	-	Antriksh/ Astrovision/ Astrophilla
• Dance Club	-	Rage
• Debate	-	Confianza
• Dramatics	-	Darpan
• ECO Club	-	Pranahi (Warm Nurturing) प्रनाही
• Film Club	-	Chalchitra चलचित्र
• Fine Arts	-	Aakriti
• Literary	-	Lit-Cultura
• Music Club	-	Moksh
• NSS	-	Sewa/ Kartvya सेवा/ कर्तव्य
• Photography	-	Clickeratti
• Vivekananda Vichar Manch	-	VIMukt (विमुक्त) (Liberated)
• Yoga	-	Aarogyam

The house decided to defer the item to enable further inputs from other members.

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2017(2)/9 Any other matter with the permission of the Chair.

- a) It was unanimously decide that any absentee in any staff council or its committee meeting will not be entitled to give the dissent or any other comment in the minutes of the respective meeting. However, one can only give one's observation regarding the minutes.
- b) Magazine Committee will look after the College News Bulletin भास्कर ज्योति.
- c) It was decided that Student Counselling System committee will allocate 15-20 students per faculty who should be the mentor for the group and act as their local guardian. The mentor should meet at least once in a week and maintain proper records for the meeting.

The meeting ended with a vote of thanks to the Chair.

Note: The list of Staff Council Committees w.e.f. April 21, 2017 for the academic session 2017-18 is attached here as Annexure 'A'. The designation in some of the name is only taken conveniently to sort them alphabetically for their respected members in a committee. The list of committees is also sorted alphabetically. An authorized member at any instant is only one who is on roll at the time concerned.

The minutes are computer generated and need no signature.

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Annexure 'A'

**Composition of Staff Council Committees
for the
Academic Year 2017-2018 w.e.f. 21.04.2017**

1. Academic Committee	
Convener- Dr. Anil K. Bali	
Co-Convener- Dr. Anita Sondhi	
Member- Convener, Time Table	Member- Teacher in Charges of all Departments
2. Admission Committee	
Convener- Dr. Purnima Anand	
Co-Convener- Dr. Jitender Kumar	
Member- Teacher in Charges of all the Courses	
3. Alumni	
Convener- Dr. Vandana Batra	
Co-Convener- Dr. Geeta Bhatt	
Member- Dr. Bhavya Deep	Member- Dr. Neha Singh
Member- Dr. Deepak Gupta	Member- Dr. Purnima Anand
Member- Dr. Jagjit	Member- Dr. Rakesh Kumar
Member- Dr. Manoj Khanna	Member- Dr. Rizwana
Member- Dr. N.S. Abbas	Member- Dr. Suman Bharti
4. Annual Maintenance Committee of Computers and its Peripherals	
Convener- Dr. Meetu Luthra	
Member- Dr. Ajay Kumar	Member- Dr. Sangeeta Srivastava
Member- Dr. Juhi Gupta	Member- Dr. Shweta Gupta
Member- Dr. Ruchi Marwah	Special Invitee- Ms. Ankita Dharam
5. Anti Discriminatory Cell	
Convener- Dr. N.S. Abbas	
Member- Convener, North East Cell (Ex officio)	Member- Convener, SC/ST Cell (Ex officio)
Member- Convener, Proctorial & Anti Ragging Committee (Ex officio)	Member- Convener, Student Advisory & PR Committee (Ex officio)
6. Automation & Digitization Committee	
Convener- Dr. Partha S. Pal	
Member- Dr. Avneesh Mittal	Member- Dr. Ranjeet S. Thakur

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7. Building Maintenance Committee

Convener- Dr. Anand Bharadvaja	
Member- Dr. Eram S. Rao	Members-Two Teacher's representative in
Member- Dr. Ranjeet S. Thakur, Bursar (Ex- Officio)	Governing Body (Ex- Officio)

8. Canteen Committee

Convener- Dr. Shivani G. Varmani	
Member- Dr. Amandeep	Member- Dr. Meetu Luthra
Member- Dr. Anshika	Member- Dr. Pawan Dabas
Member- Dr. Eram S. Rao	Member- Dr. Prem Lata Meena
Member- Dr. Kavinder	Invitees- Two Non-Teaching
Member- Dr. Krishna Dutt	Representatives
Member- Dr. Manoj Kumar	Invitees- Two Student Representative

9. Career Counselling Cell

Convener- Dr. Bhavya Deep	
Member- Dr. Aanchal Jain	Member- Dr. Rizwana
Member- Dr. Amandeep Kaur	Member- Dr. Ruchi G. Marwah
Member- Dr. Kulsum Jan	Member- Dr. Sanyam Gupta
Member- Dr. Mahesh Chand	Member- Dr. Seema
Member- Dr. Manoj Khanna	Member- Dr. Uma Chaudhry
Member- Dr. Neha Singh	

10. Central Purchase Committee

Convener- Dr. Avneesh Mittal	
Member- Bursar, (Ex-Officio)	Member- Convener, Library Committee (Ex- Officio)
Member- Convener, AMC Committee (Ex- Officio)	Member- Convener, Website & Internet Committee (Ex- Officio)
Member- Convener, Canteen Committee (Ex- Officio)	Member- Convener, Sports Committee Committee (Ex- Officio)
Member- Convener, ECA Committee (Ex- Officio)	Member- Teacher-in-Charge(s) (All Departments)
Member- Convener, Garden Committee (Ex- Officio)	Special Invitee(s)- S.O.(Admn.), Mr. Manish Verma

11. College Monitoring Committee for Internal Assessment

Convener- Principal	
Member- Convener, Academic Committee (Ex Officio)	Member- Senior Teacher's Representative in the Governing Body
Member- Secretary Staff Council	

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12. Committee for Student Counselling System

Convener- Dr. Madhulika Bajpai	
Member- Dr. Anil K Bali	Member- Convener, Career Counselling (Ex- Officio)
Member- Dr. Shalini Sehgal	
Member- Convener, Alumni (Ex- Officio)	Member- Convener, Training & Placement Cell (Ex- Officio)

13. Departmental Moderation Committee for Internal Assessment

Convener- Present Teacher-in-Charge	
Member- Previous Teacher-in-Charge	Member- Senior most Teacher of the Department

14. Equal Opportunity Cell

Convener- Dr. N. Vijay Kumar	
Member- Dr. Kapil Roy	Member- Dr. S.K. Shukla
Member- Dr. Mahesh Chand	Member- Dr. Sangeeta Srivastava

15. Extra Curricular Activity

Convener- Dr. Geeta Mongia	
Co-Convener- Dr. Ruchi G. Marwah	
Member- Dr. Eram S. Rao	Member- Incharges of all the Cultural Clubs (Ex-Officio)
Member- Dr. Jitender Kumar	
Member- Dr. Meetu Luthra	

16. Garden Committee

Convener- Dr. Eram S. Rao	
Member- Dr. Aarti Malyan	Member- Dr. Meetu Luthra
Member- Dr. Gurkiran Kaur	Member- Dr. Purnima Anand
Member- Dr. Juhi Gupta	Member- Dr. Susmita Dey Sadhu

17. Gender Sensitization Committee/ Faculty representatives in Internal Complaint Committee

Convener- Dr. Rizwana	
Member- Dr. Arti Batra	Member- Dr. Purnima Anand
Member- Dr. Manoj Khanna	Member- Dr. Susmita Dey Sadhu

18. Library Committee

Convener- Dr. Ranjeet S. Thakur (Librarian, Ex Officio)	
Member- Dr. Anil K. Bali	Member- Dr. Neeru Sharma
Member- Dr. Anita Sondhi	Member- Dr. Pawas Goswami
Member- Dr. Geeta Bhatt	Member- Dr. Shalini Sehgal
Member- Dr. Lalit Kapur	Member- Dr. Shweta Gupta
Member- Dr. Madhulika Bajpai	Member- Dr. Sujata Bhardwaj

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Member- Dr. Susmita D Sadhu
Member- Dr. Uma Chaudhry

Member- Dr. Vandana Batra
Special Invitee- Ms. Geeta Papnei

19. Magazine Committee

Convener- Dr. Sangeeta Srivastava
Co-Convener- Dr. Meenakshi Garg
Member- Dr. Aarti Malyan
Member- Dr. Anil Barak
Member- Dr. Anil Kumar
Member- Dr. Arti Batra

Member- Dr. Meetu Luthra
Member- Dr. Neha Bansal
Member- Dr. Ruchi G. Marwah
Member- Dr. Shweta Dua

20. National Service Scheme

Convener- Dr. Sidhharth Sirohi
Co-Convener- Dr. Avneesh Mittal
Member- Dr. Akansha Wadhwa
Member- Dr. Anil Barak
Member- Dr. Anil Dutt
Member- Dr. Kapil Roy
Member- Dr. Kavinder
Member- Dr. Krishna Dutt

Member- Dr. Manoj Khanna
Member- Dr. Manoj Kumar
Member- Dr. Neha Bansal
Member- Dr. Parveen Kumar
Member- Dr. Pawan Kumar
Member- Dr. Vandana Batra

21. North East Cell

Convener- Dr. Meenakshi Garg
Member- Dr. Kapil Roy
Member- Dr. Roshan Lal
Member- Dr. Shweta Gupta

Member- Dr. Sujata Bhardwaj
Member- Dr. Tanya Lava Swer

22. Proctorial & Anti-Ragging Committee

Convener- Dr. Madhulika Bajpai
Co-Convener- Dr. Amit Kumar
Member- Dr. Anil Kumar
Member- Dr. Deepak Gupta
Member- Dr. Jayant Sharma
Member- Dr. Kapil Roy
Member- Dr. Kavinder
Member- Dr. Manoj Khanna
Member- Dr. Partha S. Pal

Member- Dr. Parveen Kumar
Member- Dr. Pawan Dabas
Member- Dr. Rizwana
Member- Dr. Ruchi G Marwah
Member- Dr. Susmita Dey Sadhu
Member- Convener, North East Cell (Ex-Officio)

23. Prospectus & Annual Report Committee

Convener- Dr. Shweta Gupta
Co-Convener- Dr. Arti Batra
Member- Dr. Ajay Kumar
Member- Dr. Deepak Gupta

Member- Dr. Prem Lata Meena
Member- Dr. Ratyakshi

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Member- Dr. Rizwana
 Member- Dr. Shubhra Barwa
 Member- Dr. Shweta Dua

Member- Dr. Sujata Bhardwaj
 Member- Dr. Suman Bharti

24. Public Grievance Rederessal

Convener/ Nodal Officer- Dr. Sujata Bhardwaj

Member- Faculty representatives in Grievance Redressal Committee under the UGC regulations (Ex-officio)

Special Invitee(s): Ms. Ritu Sareen and One student representative nominated by Chairman Staff Council

Member- Convener, Student Advisory & PR Committee (Ex- Officio)

25. Research & Project Assessment Committee

Convener- Dr. Sidhharth Sirohi

Member- Dr. Meenakshi Garg

Member- Dr. Purnima Anand

Member- Dr. Uma Chaudhry

26. SC/ST Cell

Convener- Dr. Jitender Kumar (Liasion Officer, Ex-Officio)

Member- Dr. Kulsum Jan

Member- Dr. Manjeet Singh

Member- Dr. Neeru Sharma

Member- Dr. Partha S. Pal

Member- Dr. Seema

Nonteaching staff members to be nominated by the Chairman Staff Council

27. Special Categories Admission Enabling Committee

Convener- Dr. Jitender Kumar (Liasion Officer, Ex-Officio)

Member- Convener, EOC Cell (Ex-Officio)

Member- Convener, North East Cell (Ex-Officio)

Member- Dr. S.K. Shukla

28. Sports Committee

Convener- Dr. Shalini Sehgal

Member- Dr. Anil Dutt

Member- Dr. Anshika Singh

Member- Dr. Jagjit Singh

Member- Dr. Lalit Kapur

Member- Dr. Pawan Dabas

Member- Dr. Rakesh Kumar

Member- Dr. Ranjeet S. Thakur

Member- Dr. Roshan Lal

Member- Dr. Sidhharth Sirohi

Member- Dr. Sujata Bhardwaj

29. Student Advisory & PR Committee

Convener- Dr. Pawas Goswami

Member- Dr. Geeta Bhatt

Member- Dr. Manjeet Singh

Member- Dr. Neha Bansal

Member- Dr. Partha S. Pal

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Member- Dr. Ranjeet S. Thakur
 Member- Dr. Sanyam Gupta
 Member- Dr. Shvetambari

Member- Dr. Akansha Wadehra
 Member- Dr. Shweta Gupta

30. Swacchata & Waste Management Committee

Convener- Dr. Susmita Dey Sadhu

Member- Dr. Aanchal Jain
 Member- Dr. Anita Sondhi
 Member- Dr. Arti Batra
 Member- Dr. Gurkiran Kaur
 Member- Dr. Manjit Singh

Member- Dr. Tanya Lava Swer
 Member- Dr. Vandana Batra
 Special Invitees- Section Officer (Admn.),
 Care Taker

31. Time Table Committee

Convener- Dr. Neeru Sharma

Member- Convener Academic Committee
 (Ex-Officio)

Member- Teachers-in- Charge of all
 Departments

32. Training & Placement Cell

Convener- Dr. Sidhharth Sirohi

Member- Dr. Ajay Kumar
 Member- Dr. Jayant Roy
 Member- Dr. Pawas Goswami
 Member- Dr. Pradeep Kumar
 Member- Dr. Prem Lata Meena

Member- Dr. Ratyakshi
 Member- Dr. Shalini Sehgal
 Member- Dr. Shweta Dua
 Member- Dr. Shweta Gupta
 Member- Dr. Uma Chaudhary

33. Website & Internet Committee

Convener- Dr. Partha S. Pal

Member- Dr. Arti Batra
 Member- Dr. Geeta Mongia
 Member- Dr. Jagjit Singh

Member- Dr. Pawan Kumar
 Member- Dr. Shivani Varmani

34. Women Development Cell

Convener- Dr. Vandita Gupta

Member- Dr. Geeta Mongia
 Member- Dr. Neeru Sharma
 Member- Dr. Ruchi G. Marwah

Member- Dr. Seema
 Member- Dr. Shubhra Barwa
 Member- Dr. Shvetambri

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 Secretary, Staff Council

Dr. Balaram Pani
 Chairman, Staff Council

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Dated: 03.05.2017

TO WHOM IT MAY CONCERN

Consequent upon the resuming of duties by Ms. Manu Kataria, it is informed to all concerned that she will be a member in the following staff council committees:-

1. Canteen Committee.
2. Library Committee.
3. Student Advisory & PR Committee.
4. Training & Placement Cell.

Chairman, Staff Council