



Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector- 2, Dwarka, New Delhi – 110 075

Minutes of the Staff Council held on 23rd April 2019

A meeting of the Staff Council was held on Tuesday, 23rd April 2019 at 1100hrs in the conference room. The following members along with Dr. Balaram Pani, Chairman Staff Council and Dr. Uma Dhawan, Secretary Staff Council attended the meeting.

Dr./ Mr./ Ms	Dr./ Mr./ Ms	Dr./ Mr./ Ms	Dr./ Mr./ Ms
1 Aarti Malyan	18 Franky Varah	35 Neha Bansal	52 Sampat S Chauhan
2 Alivia Roy	19 Geeta Mongia	36 Neha Singh	53 Sandeep Kumar
3 Amandeep Kaur	20 Gurkiran Kaur	37 Palleeshree	54 Sangeeta Srivastava
4 Amit Kumar	21 Inderbir Kaur	38 Parveen Kumar	55 Saroj K. Shukla
5 Anand Bhardvaja	22 Jayant Sharma	39 Pawan Dabas	56 Satyawati
6 Anil Barak	23 Jitender Kumar	40 Pawan Kumar	57 Shailja Singh
7 Anil K. Bali	24 Kapil Roy	41 Pawas Goswami	58 Shakti Sharma
8 Anil Kumar	25 Krishna Dutt	42 Prem Lata Meena	59 Shani Kumar
9 Anita Sondhi	26 Lalit Kapoor	43 Purnima Anand	60 Shubhra Barwa
10 Anjali Saxena	27 Madhulika Bajpai	44 Ragini Jindal	61 Shvetambri
11 Anshika Singh	28 Manjeet Singh Barwa	45 Rakesh	62 Shweta Gupta
12 Arti Batra	29 Manoj Kumar	46 Ranjeet S. Thakur	63 Sidhharth Sirohi
13 Asha	30 Manu Kataria	47 Ratyakshi	64 Sujata Bhardwaj
14 Avneesh Mittal	31 Meenakshi Garg	48 Reetuparna Basak	65 Susmita D Sadhu
15 Basant Saini	32 Meetu Luthra	49 Rizwana	66 Swati Gupta
16 Bhavya Deep	33 N.S. Abbas	50 Sakshi Khurana	67 Uma Chaudhry
17 Eram S. Rao	34 Neeru Sharma	51 Salam Sonia Devi	68 Vandana Batra

2019(2)/1 Initial Remarks by the Chairman, Staff Council

The Chairman welcomed all the members. He informed the house that the confirmed minutes of the last staff council meeting held on 1st January 2019 have been circulated via email on 12th January 2019 and are also available on the college website. All the concerned members gave their consent to have received the same. Further, he informed the house about the following in his initial remarks:

1. Teachers-in-charge of the departments for 2019-20 were notified vide BCAS/17(13)/TIC/2018-19/2488 dated 25.03.2019 and subsequent notice BCAS/17(13)/TIC/2018-19/01 dated 1.04.2019.
2. He congratulated all the faculty members on the successful celebration of Annual day and Srijan 2018-19.
3. International women's day was celebrated in the college for the first time by Women Development Cell.
4. The four departments of the college- Computer Science, Physics, Electronics and Instrumentation are added to the DBT Star College scheme for funding.
5. The department of Food Technology in collaboration with FSSAI, MOHFW has taken up an outreach activity to educate school children on the consumption of Safe and Nutritious Food with emphasis on Iron rich foods to combat Iron deficiency Anemia. The target was to reach out to 50,000 school kids in

6 months' time which have been successfully achieved in 6 weeks' time only by the students of Food Technology of our college. This is a unique initiative in Delhi-NCR as well as University of Delhi.

6. Rozgar Mela was organized by National Skill Development Corporation (NSDC) under the aegis of Ministry of Skill Development and Entrepreneurship in collaboration with the Training and Placement Cell of the college on 3rd March 2019 on the college campus. Nearly 70 Companies including Amazon, Tech Mahindra, Bajaj Capital Finance, Aegis, Elcamino Software, NIIT visited the college to conduct interviews and offer jobs to candidates. The event saw a footfall of 3000+ candidates with a total of more than 1000 selections from a total of ~ 2200 registrations.

7. He congratulated Dr. Madhulika Bajpai for being awarded with the Best Teacher Award by Directorate of Higher Education (2018-19).

8. He informed that the Open Gym and the multipurpose playground are getting installed in the college premises.

9. The semester end examinations are starting from 26th April 2019 in the college. He has shown full faith in getting the cooperation from all the teachers as always.

10. He informed the house about the celebration of 25th Anniversary of the college.

11. He informed the composition of new IQAC of the college, circulated earlier vide notice dated 28th March 2019. It is notified that Dr. Vandana Batra will be the member of new IQAC.

2019(2)/2 Academic Calendar of the College for 2019-20

The house unanimously agreed to adopt the following academic calendar (2019-20) for the college.

Date	Activity
20 th July 2019	Orientation Day
14 th August 2019	Fresher's Party
2 nd - 6 th September 2019	Interdepartmental Sports Activity
21 st - 26 th October 2019	Departmental Fest/ Society Programme
6 th - 11 th January 2020	Intercollege Sports Tournament
23 rd January 2020	Sports Day
3 rd - 8 th February 2020	Srijan/ Departmental Fest
March 2020	Annual Day
3 rd April 2020	Farewell

2019(2)/3 Submission of reports of the committees and clubs for 2018-19

Website & Internet Committee, Student Advisory & PR Committee and Eco club submitted their reports for 2018-19. Dr. Avneesh Mittal, Convener, CPC requested the previous in-charges to handover the email id and password for GeM login to the respective new in-charges wherever applicable. It was unanimously agreed by the house to adopt the reports of the other committees and clubs from the Annual report 2018-19.

2019(2)/4 Students Mentorship

Dr. Anand Bharadvaja, Convener, Committee for Student Counselling System and Mentorship discussed the following:

1. Students must be informed about their respective mentor.
2. The students' mentorship reports have to be submitted for four quarters in an academic year and requested the faculty members to meet the deadlines.
3. Reports to be submitted as per the UGC guidelines already circulated and issues not covered in these guidelines will not be considered.
4. Mentors must submit the closure/ action taken report.

5. It was directed that teachers proceeding on long leave or ad-hoc faculty members leaving the college must submit their report on time and also submit the original minutes of the meetings in the office.
6. TICs must ensure the timely reallocation of mentors to the students, in case the assigned teacher is not there for a long period.
7. It was decided to reopen the portal till 30th April 2019 so that the mentors who have not submitted the reports as yet may submit their reports.

2019(2)/5 Election of Staff Council Secretary for the Academic year 2019-20

Dr. Uma Dhawan was unanimously elected as Secretary, Staff Council for the second year.

2019(2)/6 Formation of various staff council committees for the academic session 2019-20

Conveners and co-conveners of different staff council committees were discussed and finalized. The members of the committees were decided in consultation with the Chairman Staff council and inputs provided by the faculty members. The list of staff council committees w.e.f. 23rd April 2019 for the session 2019-20 is attached here as Annexure 'A'.

2019(2)/7 Any other matter

1. Deputy Superintendents of the examinations (2018-19) presented the recommendations/ instructions as attached in Annexure 'B'. The house agreed to all except point number 1.
2. Dr. N. S. Abbas, Coordinator Star College Scheme (for additional courses) expressed his gratitude to the faculty members for their support that led to addition of four new departments under DBT Star College Scheme.
3. Dr. Uma Chaudhry, NAAC Coordinator presented the recommendations of the NAAC committee as attached in Annexure 'C'.

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

The minutes are computer generated and need no signature.

Composition of Staff Council Committees

1. Academic Committee

Convener- Dr. Anita Sondhi

Co-Convener- Dr. Meetu Luthra

Members-

Convener, Automation & Digitization
Committee (Ex- Officio)
Teacher in Charges of all Departments

Convener, Time Table Committee (Ex- Officio)

2. Admission Committee

Convener- Dr. Jitender Kumar

Co-Convener- Dr. Ranjeet S. Thakur

Members-

Teacher in Charges of all the Courses

3. Alumni Committee

Convener- Dr. Vandana Batra

Co-Convener- Dr. Inderbir Kaur

Members-

Dr. Meenakshi Garg

Dr. Sangeeta Srivastava

4. Annual Day & Prize Distribution Function Committee

Convener- Bursar (Ex- Officio)

Members-

Secretary, Staff Council (Ex- officio)
Convener, Proctorial Committee (Ex- officio)
Convener, Sports Committee (Ex- officio)

Convener, ECA Committee (Ex- officio)
Convener, Website Committee (Ex- officio)
Conveners of all the subcommittees formed

5. Annual Maintenance Committee of Computers and its Peripherals

Convener- Dr. Meetu Luthra

Members-

Dr. Amit Kumar
Ms. Arti Batra

Dr. Pawas Goswami
Special Invitee- Ms. Ankita

6. Anti Discriminatory Cell

Convener- Dr. Sujata Bhardwaj

Members-

Convener, North East Cell (Ex officio)
Convener, Proctorial & Anti Ragging
Committee (Ex officio)

Convener, SC/ST Cell (Ex officio)
Convener, Student Advisory & PR Committee
(Ex officio)

7. Automation & Digitization Committee

Convener- Dr. Avneesh Mittal

Members-

Dr. Neeru Sharma
Dr. Ranjeet S. Thakur

Dr. Sidhharth Sirohi
Dr. Uma Chaudhry

8. Building Maintenance Committee

Convener- Dr. N.S. Abbas

Members-

Bursar (Ex- Officio)

Two Teacher's representatives in Governing
Body (Ex- Officio)

9. Canteen Committee

Convener- Dr. Eram S. Rao

Members-

Dr. Meenakshi Garg

Dr. Neeru Sharma

Dr. Uma Chaudhry

Invitees- Two Non-Teaching Representatives

Invitees- Two Student Representatives

10. Career Counselling Cell

Convener- Ms. Shweta Gupta

Members-

Dr. N. Vijay Kumar

Dr. Sandeep Kumar

Dr. Sujata Bhardwaj

11. Central Purchase Committee

Convener- Dr. Avneesh Mittal

Members-

Bursar, (Ex- Officio)

Convener, AMC Committee (Ex- Officio)

Convener, Canteen Committee (Ex- Officio)

Convener, ECA Committee (Ex- Officio)

Convener, Garden Committee (Ex- Officio)

Convener, Library Committee (Ex- Officio)

Co-Convener- Dr. Jitender Kumar

Convener, Website & Internet Committee (Ex- Officio)

Convener, Sports Committee (Ex- Officio)

Teacher- in-Charge(s) (All Departments)

Special Invitee(s)- S.O. (Admn.) and

Mr. Manish Verma

12. College Monitoring Committee for Internal Assessment

Convener- Principal

Members-

Bursar (Ex- Officio)

Secretary, Staff Council (Ex- officio)

Convener, Academic Committee (Ex-officio)

Senior Teacher's Representative in the
Governing Body

13. Committee for Student Counselling System and Mentorship

Convener- Dr. Anand Bharadvaja

Members-

Dr. Avneesh Mittal

Dr. Manu Kataria

Convener, Alumni (Ex- Officio)

Convener, Career Counselling (Ex- Officio)

Convener, Training & Placement Cell (Ex-
Officio)

14. Departmental Moderation Committee for Internal Assessment

Convener- Present Teacher- in-Charge

Members-

Previous Teacher- in-Charge

Senior most Teacher of the Department

15. Equal Opportunity Cell

Convener- Dr. N. Vijay Kumar

Members-

Dr. Anand Bharadvaja

Dr. Manu Kataria

16. Extra-Curricular Activity

Convener- Dr. Ramesh Kumar

Members-

Dr. N. Vijay Kumar

In charges of all the Cultural Clubs (Ex- Officio)

17. Gandhian Study Center**Convener-** Dr. Shivani G. Varmani**Members-**

Ms. Shweta Gupta

18. Garden Committee**Convener-** Dr. Meenakshi Garg**Members-**

Dr. Eram S. Rao

Dr. Sujata Bhardwaj

19. Gender Sensitization Committee/ Faculty representatives in Internal Complaint Committee**Convener-** Dr. Rizwana**Members-**

Ms. Arti Batra

Dr. Uma Dhawan

Dr. Susmita Dey Sadhu

20. Library Committee**Convener-** Dr. Ranjeet S. Thakur (Librarian, Ex Officio)**Members-**

Dr. Anil K. Bali

Dr. Rizwana

Dr. Anita Sondhi

Dr. Ruchi G. Marwah

Ms. Arti Batra

Dr. S.K. Shukla

Dr. Lalit Kapur

Dr. Shivani G. Varmani

Dr. Madhulika Bajpai

Ms. Shweta Gupta

Dr. Ragini Jindal

Dr. Sujata Bhardwaj

Dr. Ramesh Kumar

Special Invitee- Ms. Geeta Papnei

21. Magazine and e-Newsletter Committee**Convener-** Dr. Amit Kumar**Co-Convener-** Dr. Purnima Anand**Members-**

Dr. Inderbir Kaur

Dr. Meetu Luthra

Dr. Manu Kataria

Dr. Neeru Sharma

22. NAAC**Coordinator-** Dr. Uma Chaudhry**Members-**

Dr. Avneesh Mittal

Dr. Sidharth Sirohi

Dr. Jitender Kumar

Coordinator, IQAC (Ex- Officio)

Dr. N. S. Abbas

Convener, Website & Internet Committee (Ex-

Dr. Ranjeet S. Thakur

Officio)

23. National Service Scheme**Convener-** Dr. Neeru Sharma**Co-Convener-** Dr. Inderbir Kaur**Members-**

Dr. Sidharth Sirohi

Dr. Uma Dhawan

24. North East Cell**Convener-** Dr. Saroj K. Shukla**Members-**

Dr. N. Vijay Kumar

25. Proctorial & Anti- Ragging Committee**Convener-** Dr. Bhavya Deep**Members-**

Dr. Pawas Goswami
Dr. Sandeep Kumar
Dr. Shivani G. Varmani

Co-Convener- to be decided later

Dr. Susmita Dey Sadhu
Ms. Shweta Gupta
Convener, North East Cell (Ex- Officio)

26. Prospectus & Annual Report Committee**Convener (Prospectus)-** Dr. Inderbir Kaur**Convener (Annual Report)-** To be decided later**Members-**

Dr. Rizwana
Dr. Meetu Luthra

Dr. Sujata Bhardwaj

27. Public Grievance Redressal**Convener/ Nodal Officer-** Dr. Anil K. Bali**Members-**

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

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

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

28. Research & Project Assessment Committee**Convener-** Dr. Uma Dhawan**Members-**

Dr. Meenakshi Garg
Dr. N. S. Abbas

Dr. Sidhharth Sirohi
Dr. Susmita Dey Sadhu

29. SC/ST Cell**Convener-** Liaison Officer, Ex- Officio**Members-**

Nonteaching staff Members to be nominated
by the Chairman Staff Council

30. Special Categories Admission Enabling Committee**Convener-** Liaison Officer, Ex- Officio**Members-**

Convener, Equal Opportunity Cell (Ex- Officio)

Convener, North East Cell (Ex- Officio)

31. Sports Committee**Convener-** Dr. Sidhharth Sirohi**Members-**

Dr. Anand Bharadvaja
Dr. Neeru Sharma

Co-Convener- Dr. Ranjeet S. Thakur

Dr. Sujata Bhardwaj

32. Student Advisory & PR Committee**Convener-** Dr. Sangeeta Srivastava**Members-**

Dr. Meenakshi Garg

Co-Convener- Dr. Ragini Jindal

Dr. Ramesh Kumar

Dr. Ranjeet S. Thakur
Dr. Ruchi G. Marwah

Dr. S. K. Shukla

33. Swacchata & Waste Management Committee

Convener- Dr. Anand Bharadvaja

Members-

Dr. Eram S. Rao
Dr. Meetu Luthra
Dr. Pawas Goswami

Special Invitee- Section Officer (Admn.)
Special Invitee- Care Taker

34. Time Table Committee

Convener- Dr. Sandeep Kumar

Members-

Convener Academic Committee (Ex- Officio)

Co-Convener- Ms. Arti Batra

Teachers- in- Charge of all Departments

35. Training & Placement Cell

Convener- Dr. Susmita Dey Sadhu

Members-

Dr. Amit Kumar

Co-Convener- Dr. Pawas Goswami

Dr. Rizwana

36. Vivekananda Vichar Manch and Literary Committee

Convener- Dr. Manu Kataria

Members-

Dr. Avneesh Mittal

Dr. Ranjeet S. Thakur

37. Website & Internet Committee

Convener- Dr. Ragini Jindal

Members-

Dr. Amit Kumar
Dr. Anand Bharadvaja

Dr. Sangeeta Srivastava

38. Women Development Cell

Convener- Dr. Geeta Mongia

Members-

Dr. Ruchi G. Marwah

Staff Council Meeting held on 23.4.19

To be submitted to Secretary, staff Council in the Staff Council meeting held on 23.4.2019, at AV room of the college.

All Deputy Superintendents uniformly agrees for the following points to be placed in staff Council meeting.

1. After uploading the result of practical examination of the respective faculty, it is further requested to fill the forms available in office to identify the number of students failed in the respective exam. This will help the office to identify the students for re-appear.
2. All those faculty members not available to perform the duty are requested to inform examination branch at email id created for exam purpose (DS...@); It will be appreciated if the faculty member mentions the leave (type of) and the duration of the same. This will help us to prepare duty chart.
3. It is once again requested that no official meeting should be held during time.
4. All faculty members are requested to inform DS/office (exam branch) if any exchange of duty.
5. Faculty members involved in any other (paid/unpaid) duty are requested to perform exam duties allotted to her/him. (including ~~bus~~ ^{including}) (except D.S. of SOL exams)
6. No faculty member is relieved for more than 15 min. during exam.
7. Any examination related information must be informed to DS for necessary action.

DS. :

Dr. Geeta Mongia

Dr. Manu Kataria

Dr. Ramesh

Dr. N. Vijaya.

Recommendations of NAAC Committee

Recommendations of the NAAC committee, in consultation with the IQAC, in some of the area in which the college should work for better score in second cycle of the NAAC

1. Financial data for the financial year and all other data on the calendar year basis.
2. Faculties may submit proposals for value-added courses imparting transferable and life skills, usage of ICT tools including of e-Learning resources
3. Encourage students undertaking field projects or internships
4. Analysis of the feedback from Students and parents, parents meeting during semester
5. URL for each proof is required
6. Mentors to address academic and stress related issues
7. Creation of Incubation centre
8. Code of Ethics to check malpractices and plagiarism in Research
9. Committees to plan Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development
10. MoUs with institutions of national, international importance, other universities, industries, corporate houses etc
11. Recommended Books should include e-shodhsindhu
12. Library may have shodhganga membership
13. Alumni record for PG/MPhil/PhD admission and clearing NET/SLET/GATE/CAT/GRE etc.
14. Organizing professional development /administrative training programs for teaching and non teaching staff
15. Participation in NIRF
16. Gender equity promotion Programmes to be organized
17. Promote Green Practices like use of Bicycles through agencies
18. Organizing national festivals and birth / death anniversaries of the great Indian personalities
19. Core values of the Institution should be available on the website
20. Group II members will be coordinating with the core committee members to compile the required data. All concerned should cooperate with both the team.

2019
23/04/2019

23/04/19

Uma chand kary
23/4/19

23/4/19

23/04/2019

23/4/21