



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

**Minutes of the Staff Council held on 24<sup>th</sup> July 2018**

A meeting of the Staff Council was held on Tuesday, 24<sup>th</sup> July 2018 at 1300hrs in the AV 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 Alivia Roy      | 17 Gurkiran Kaur       | 33 Neha Bansal         | 49 Sanyam Gupta       |
| 2 Amandeep Kaur   | 18 Jayant Sharma       | 34 Neha Singh          | 50 Saroj K. Shukla    |
| 3 Amit Kumar      | 19 Jitender Kumar      | 35 Nitin Chauhan       | 51 Seema              |
| 4 Anand Bhardvaja | 20 Kapil Roy           | 36 Parveen Kumar       | 52 Shalini Sehgal     |
| 5 Anil Barak      | 21 Kavindra Kumar      | 37 Pawan Dabas         | 53 Shivani G. Varmani |
| 6 Anil K. Bali    | 22 Krishna Dutt        | 38 Pawan Kumar         | 54 Shubhra Barwa      |
| 7 Anil Kumar      | 23 Lalit Kapur         | 39 Pradeep Kumar Muwal | 55 Shvetambri         |
| 8 Anita Sondhi    | 24 Madhulika Bajpai    | 40 Radhe Shyam         | 56 Shweta Dua         |
| 9 Anshika Singh   | 25 Mahesh Chand        | 41 Ragini Jindal       | 57 Sidhharth Sirohi   |
| 10 Arti Dua       | 26 Manjeet Singh Barwa | 42 Rakesh              | 58 Suman Bharti       |
| 11 Avneesh Mittal | 27 Manoj Kumar         | 43 Ramesh Kumar        | 59 Susmita D Sadhu    |
| 12 Basant Saini   | 28 Manu Kataria        | 44 Ranjeet S. Thakur   | 60 Tanya Lava Swer    |
| 13 Eram S. Rao    | 29 Meenakshi Garg      | 45 Ratyakshi           | 61 Umesh Kumar        |
| 14 Franky Varah   | 30 Meetu Luthra        | 46 Rizwana             | 62 Vandana Batra      |
| 15 Geeta Bhatt    | 31 N.S. Abbas          | 47 Roshan Lal          | 63 Vandita Gupta      |
| 16 Geeta Mongia   | 32 Neeru Sharma        | 48 Sangeeta Srivastava | 64 Vijay Kr Nalla     |

**2018(3)/1 Initial Remarks by the Chairman Staff Council**

The Chairman welcomed all the members in the new academic session 2018-19. He informed the house that the confirmed minutes of the last staff council held on 20<sup>th</sup> April 2018 have been circulated via email on 16<sup>th</sup> May 2018. As an issue was raised by one of the members, these minutes were discussed again and finally confirmed after suggested changes were introduced. The revised confirmed minutes are uploaded on the college website.

He also informed the following in his remarks:

1. Dr. Ragini Jindal is the Teacher-in-charge of the Department of Mathematics w.e.f. 1<sup>st</sup> July 2018 as per the office order BCAS/17(13)/2018/765.
2. Dr. Ramesh Kumar is the Liaison Officer of the college w.e.f. 12<sup>th</sup> July 2018 as per the office order BCAS/11(3)/OO/2018/805.
3. Further, he informed the house about the various achievements of the teachers, students and alumni of the college.

### **2018(3)/2 Reporting of Academic workload for the odd semester 2018-19**

Dr. Anita Sondhi, Convener, Academic committee presented the teaching workload for the odd semester as attached. Dr. Vandita Gupta, TIC, Department of Food Technology clarified that instead of three only two ad hoc teachers are appointed in the department owing to the decrease in the department workload as no student opted for their GE3.

### **2018(3)/3 Expansion of Staff Council committees and formation of various clubs for 2018-19**

Conveners of various clubs were finalized. The house authorized Secretary Staff Council to restructure/ expand various committees and clubs with an effort to balance the number of committees/ clubs assigned to each faculty member. The ad hoc faculty members who have joined the college after the date of meeting till 31<sup>st</sup> August 2018 are also included as members in different committees/ clubs. The list of staff council committees and clubs attached here as Annexure 'A' were decided in consultation with the Chairman Staff council and inputs given by conveners of different committees.

As Dr. Partha Pal has proceeded on long leave, he is replaced in various committees as follows:

- i. Dr. Avneesh Mittal as Convener, Automation & Digitization Committee.
- ii. Dr. Ragini Jindal as Convener, Website & Internet Committee.
- iii. Dr. Ramesh Kumar as member in Library Committee and Student Advisory & PR Committee.

Dr. Ramesh Kumar is also appointed as the Co-convener, ECA committee.

Dr. Meenakshi Garg will be a member in the Canteen Committee instead of ECA committee.

### **2018(3)/4 Any other matter**

- i. Dr. Jitender Kumar, Convener, Admission Committee presented the status of the admission of the students in the college as on date.
- ii. It was suggested by the Principal to formulate a way to decide the minimum and maximum number of students that can enroll for a given GE paper. It was decided that the academic committee will discuss the same and submit the guidelines.
- iii. The house was informed about an email dated Monday, July 23, 2018 received from DSW to make a permanent committee, entitled **College Committee for Prevention of Defacement of Property (CCPDP)**, that should comprise of (i) a senior faculty member nominated by the Principal of the College and (ii) a nominee of the SHO of the local Police Station. Dr. N. S. Abbas is nominated for the same based on seniority.

**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, Time Table Committee

Teacher in Charges of all Departments

### 2. Admission Committee

**Convener-** Dr. Jitender Kumar

**Co-Convener-** Dr. Sangeeta Srivastava

**Members-**

Teacher in Charges of all the Courses

### 3. Alumni Committee

**Convener-** Dr. Vandana Batra

**Co-Convener-** Dr. Geeta Bhatt

**Members-**

Dr. Basant Saini

Dr. Pradeep Kumar

Dr. Bhavya Deep

Dr. Radhe Shyam

Dr. Inderbir Kaur

Dr. Ratyakshi

Dr. Meenakshi Garg

Dr. Shubra Barwa

### 4. Annual Day & Prize Distribution Function Committee

**Convener-** Bursar (Ex- Officio)

**Members-**

Secretary, Staff Council (Ex- officio)

Convener, ECA Committee (Ex- officio)

Convener, Proctorial Committee (Ex- officio)

Convener, Website Committee (Ex- officio)

Convener, Sports Committee (Ex- officio)

Conveners of all the subcommittees formed

### 5. Annual Maintenance Committee of Computers and its Peripherals

**Convener-** Dr. Meetu Luthra

**Members-**

Dr. Arti Batra

Dr. Ruchi Marwah

Dr. Inderbir Kaur

Dr. Shweta Gupta

Dr. Kavinder

Special Invitee- Mr. Rajkumar

Dr. Parveen Kumar

### 6. Anti-Discriminatory Cell

**Convener-** Dr. N.S. Abbas

**Members-**

Convener, North East Cell (Ex officio)

Convener, SC/ST Cell (Ex officio)

Convener, Proctorial & Anti Ragging Committee (Ex officio)

Convener, Student Advisory & PR Committee (Ex officio)

## **7. Automation & Digitization Committee**

**Convener-** Dr. Avneesh Mittal

### **Members-**

Dr. Aarti Malyan  
Dr. Radhe Shyam  
Dr. Ranjeet S. Thakur  
Dr. Ratyakshi

Dr. Sanyam Gupta  
Dr. Shalini Sehgal  
Dr. Sidharth Sirohi  
Dr. Uma Chaudhry

## **8. Building Maintenance Committee**

**Convener-** Dr. N.S. Abbas

### **Members-**

Dr. Eram S. Rao  
Bursar (Ex- Officio)

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

## **9. Canteen Committee**

**Convener-** Dr. Eram S. Rao

### **Members-**

Dr. Manoj Kumar  
Dr. Meetu Luthra  
Dr. Meenakshi Garg  
Dr. Neeru Sharma  
Dr. Neha Bansal  
Dr. Prem Lata Meena

Dr. Roshan Lal  
Dr. Uma Chaudhry  
Invitees- Two Non-Teaching  
Representatives  
Invitees- Two Student Representatives

## **10. Career Counselling Cell**

**Convener-** Dr. Bhavya Deep

### **Members-**

Dr. Anjali Saxena  
Dr. Jayant Sharma  
Dr. Manoj Kumar  
Dr. Pradeep Kumar  
Dr. Ravi Gupta  
Dr. Rizwana

Dr. Ruchi G. Marwah  
Dr. Sampat Singh Chauhan  
Dr. Shvetambari  
Dr. Shweta Gupta  
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)

Convener, Website & Internet Committee  
(Ex- Officio)  
Convener, Sports Committee 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)

Senior Teacher's Representative in the  
Governing Body

Secretary, Staff Council (Ex- officio)

Convener, Academic Committee (Ex-  
officio)

## **13. Committee for Student Counselling System and Mentorship**

**Convener-** Dr. Anil K Bali

**Members-**

Dr. Avneesh Mittal

Convener, Career Counselling (Ex- Officio)

Dr. Manu Kataria

Convener, Training & Placement Cell (Ex-  
Officio)

Convener, Alumni (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. Mahesh Chand

Dr. Kapil Roy

Dr. Sangeeta Srivastava

## **16. Extra-Curricular Activity**

**Convener-** Dr. Ruchi G. Marwah

**Co-Convener-** Dr. Ramesh Kumar

**Members-**

Dr. Eram S. Rao

Dr. Pradeep Kumar

Dr. Jitender Kumar

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

Dr. Pawan Kumar

## **17. Gandhian Study Center**

**Convener-** Dr. Inderbir Kaur

**Members-**

Dr. Alivia Roy

Dr. Rizwana

Dr. Jayant Sharma

Dr. Shweta Dua

## **18. Garden Committee**

**Convener-** Dr. Meenakshi Garg

**Members-**

Dr. Ankita Bidalia

Dr. Neha Singh

Dr. Eram S. Rao

Dr. Sujata Bhardwaj

Dr. Franky Varah

Dr. Susmita D Sadhu

Dr. Gurkiran Kaur

## **19. Gender Sensitization Committee/ Faculty representatives in Internal Complaint Committee**

**Convener-** Dr. Rizwana

### **Members-**

Dr. Arti Batra

Dr. Nitin Chauhan

Dr. Sanyam Gupta

Dr. Susmita D Sadhu

Dr. Tanya Lava Swer

Dr. Swati Gupta

Dr. Uma Dhawan

## **20. Library Committee**

**Convener-** Dr. Ranjeet S. Thakur (Librarian, Ex Officio)

### **Members-**

Dr. Arti Batra

Dr. Anil K. Bali

Dr. Anita Sondhi

Dr. Geeta Bhatt

Dr. Geeta Mongia

Dr. Lalit Kapur

Dr. Madhulika Bajpai

Dr. Ramesh Kumar

Dr. Neeru Sharma

Dr. Pawas Goswami

Dr. Shalini Sehgal

Dr. Shivani G. Varmani

Dr. Sujata Bhardwaj

Dr. Susmita D Sadhu

Special Invitee- Ms. Geeta Papnei

## **21. Magazine and e-Newsletter Committee**

**Convener-** Dr. Shivani G. Varmani

### **Members-**

Dr. Alivia Roy

Dr. Anshika Singh

Dr. Kavinder

Dr. Manu Kataria

Dr. Meetu Luthra

Dr. Ragini Jindal

Dr. Ratyakshi

Dr. Ruchi G. Marwah

Dr. Uma Chaudhry

## **22. NAAC**

**Coordinator-** Dr. Uma Chaudhry

### **Members-**

Dr. Avneesh Mittal

Dr. Jitender Kumar

Dr. N. S. Abbas

**Co-Coordinator-** Dr. Madhulika Bajpai

Dr. Ranjeet S. Thakur

Dr. Sidharth Sirohi

## **23. National Service Scheme**

**Convener-** Dr. Shweta Gupta

### **Members-**

Dr. Aarti Malyan

Dr. Anil Kumar

Dr. Kapil Roy

Dr. Kavinder

Dr. Neha Bansal

**Co-Convener-** Dr. Inderbir Kaur

Dr. Pawan Kumar

Dr. Sidharth Sirohi

Dr. Uma Dhawan

Dr. Umesh Kumar

#### **24. North East Cell**

**Convener-** Dr. Saroj K. Shukla

**Members-**

Dr. Franky Varah  
Dr. Roshan Lal  
Dr. Shweta Gupta

Dr. Sujata Bhardwaj  
Dr. Tanya Lava Swer

#### **25. Proctorial & Anti- Ragging Committee**

**Convener-** Dr. Amit Kumar

**Members-**

Dr. Anand Bharadvaja  
Dr. Anil Kumar  
Dr. Ankita Bidalia  
Dr. Jayant Sharma  
Dr. Krishna Dutt  
Dr. Manjeet Singh Barwa  
Dr. Parveen Kumar  
Dr. Pawan Dabas

**Co-Convener-** Dr. Arti Batra

Dr. Pawas Goswami  
Dr. Rakesh Kumar  
Dr. Reetu Parna Basak  
Dr. Rizwana  
Dr. Susmita D Sadhu  
Dr. Uma Chaudhry  
Convener, North East Cell (Ex- Officio)

#### **26. Prospectus & Annual Report Committee**

**Convener (Prospectus)-** Dr. Inderbir Kaur

**Convener (Annual Report)-** Dr. Madhulika Bajpai

**Members-**

Dr. Arpita Vats  
Dr. Mahesh Chand  
Dr. Reetu Parna Basak  
Dr. Rizwana  
Dr. Sanyam Gupta  
Dr. Seema

Dr. Shailja Singh  
Dr. Shubra Barwa  
Dr. Shweta Gupta  
Dr. Shweta Dua  
Dr. Sujata Bhardwaj  
Dr. Umesh Kumar

#### **27. Public Grievance Redressal**

**Convener/ Nodal Officer-** Dr. Sujata Bhardwaj

**Members-**

Faculty representatives in Grievance Redressal Committee under the UGC regulations (Ex- officio)  
Convener, Student Advisory & PR Committee (Ex- Officio)

**Co-Convener-** Dr. Geeta Bhatt

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

#### **28. Research & Project Assessment Committee**

**Convener-** Dr. Sidharth Sirohi

**Members-**

Dr. Meenakshi Garg  
Dr. N. S. Abbas

Dr. Susmita D Sadhu  
Dr. Uma Dhawan

### **29. SC/ST Cell**

**Convener-** Liaison Officer, Ex- Officio

**Members-**

Dr. Manjeet Singh Barwa

Dr. Seema

Dr. Tanya Lava Swer

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. Sidharth Sirohi

**Members-**

Dr. Anand Bharadvaja

Dr. Anil Barak

Dr. Basant Saini

Dr. Inderbir Kaur

**Co-Convener-** Dr. Ranjeet S. Thakur

Dr. Neeru Sharma

Dr. Pawan Dabas

Dr. Roshan Lal

Dr. Sujata Bhardwaj

### **32. Student Advisory & PR Committee**

**Convener-** Dr. Pawas Goswami

**Members-**

Dr. Anjali Saxena

Dr. Anil Barak

Dr. Geeta Bhatt

Dr. Manu Kataria

Dr. Neha Bansal

Dr. Ramesh Kumar

**Co-Convener-** Dr. Neeru Sharma

Dr. Ranjeet S. Thakur

Dr. Rajwant Kaur

Dr. Roshan Lal

Dr. Shailja Singh

Dr. Shubra Barwa

Dr. Shweta Gupta

### **33. Swacchata & Waste Management Committee**

**Convener-** Dr. Susmita Dey Sadhu

**Members-**

Dr. Amandeep Kaur

Dr. Arti Batra

Dr. Inderbir Kaur

Dr. Neha Singh

Dr. Nitin Chauhan

Dr. Pallishree

Dr. Radhe Shyam

Dr. Roshan Lal

Dr. Sampat Singh Chauhan

Dr. Sonia

Dr. Uma Dhawan

Special Invitee- Section Officer (Admn.)

Special Invitee- Care Taker

### **34. Time Table Committee**

**Convener-** Dr. Avneesh Mittal

**Members-**

Convener Academic Committee (Ex-  
Officio)

Teachers- in- Charge of all Departments



### **35. Training & Placement Cell**

**Convener-** Dr. Shalini Sehgal

**Members-**

Dr. Amandeep Kaur

Dr. Asha

Dr. Manjeet Singh Barwa

Dr. Neha Singh

Dr. Pallishree

Dr. Pawas Goswami

Dr. Prem Lata Meena

Dr. Ravi Gupta

Dr. Shweta Gupta

Dr. Sonia

Dr. Suman Bharti

### **36. Vivekananda Vichar Manch and Literary Committee**

**Convener-** Dr. Manu Kataria

**Members-**

Dr. Anil Kumar

Dr. Anil Barak

Dr. Anshika Singh

Dr. Krishna Dutt

Dr. Shvetambari

Dr. Ranjeet S. Thakur

### **37. Website & Internet Committee**

**Convener-** Dr. Ragini Jindal

**Members-**

Dr. Bhavya Deep

Dr. Geeta Mongia

Dr. Gurkiran Kaur

Dr. Jayant Sharma

### **38. Women Development Cell**

**Convener-** Dr. Geeta Mongia

**Members-**

Dr. Neeru Sharma

Dr. Prem Lata Meena

Dr. Rakesh Kumar

Dr. Ruchi G. Marwah

Dr. Swati Gupta

### List of Clubs/ Cells

| <b>Club/ Cell</b>    | <b>Convener</b>     | <b>Members</b>                                |
|----------------------|---------------------|---|
| Astronomy            | Dr. Mahesh Chand    | Dr. Gurkiran Kaur<br>Dr. Sampat Singh Chauhan |
| Anti-Tobacco Cell    | Dr. Krishna Dutt    | Dr. Anil Barak<br>Dr. Parveen Kumar           |
| Bhaskaracharya Cell  | Dr. Sanyam Gupta    | Dr. Amandeep Kaur<br>Dr. Seema                |
| Dance                | Dr. Alivia Roy      | Dr. Aarti Malyan<br>Dr. Arpita Vats           |
| Debate               | Dr. Neha Bansal     | Dr. Anjali Saxena<br>Dr. Manoj Kumar          |
| Dramatics            | Dr. Rakesh          | Dr. Neha Singh<br>Dr. Ratyakshi               |
| Eco                  | Dr. Shvetambari     | Dr. Franky Varah<br>Dr. Rajwant Kaur          |
| Film                 | Dr. Basant Saini    | Dr. Kavindra<br>Dr. Shailja Singh             |
| Modern and Fine Arts | Dr. Tanya Lava Swer | Dr. Asha<br>Dr. Prem Lata Meena               |
| Literary             | Dr. Suman Bharti    | Dr. Nitin Chauhan<br>Dr. Shweta Dua           |
| Music                | Dr. Anshika         | Dr. Shubhra Barwa<br>Dr. Suman Bharti         |
| NCC                  | Dr. Pawan Dabas     | Dr. Pradeep Kumar<br>Dr. Radhe Shyam          |
| Photography          | Dr. Umesh Kumar     | Dr. Anil Kumar<br>Dr. Ravi Gupta              |
| Yoga                 | Dr. Kapil Roy       | Dr. Pawan Kumar<br>Dr. Swati Gupta            |

**Academic Workload Odd Semester  
(July 2018 Session)**

| Sr. No. | Department            | Workload | Sanctioned Teachers | Permanent Teachers | Ad-hoc Teacher Required | Guest Teacher Required | Remarks                          |
|---------|-----------------------|----------|---------------------|--------------------|-------------------------|------------------------|----------------------------------|
| 1       | Biochemistry          | 16       | 4                   | 1                  | Nil                     | Nil                    |                                  |
| 2       | Botany                | 78       | 5                   | 2                  | 3                       | Nil                    |                                  |
| 3       | Biomedical Sciences   | 118      | 7                   | 3                  | 4                       | + One <sup>AB</sup>    |                                  |
| 4       | Chemistry             | 88       | 5                   | 2                  | 4                       | One                    | 1 Permanent Faculty is PRINCIPAL |
| 5       | Computer Science      | 159      | 9                   | 5                  | 5                       | One                    | 1 Permanent Faculty on leave     |
| 6       | Electronics           | 134      | 8                   | 8                  | 2                       | One                    | 2 Permanent faculty on leave     |
| 7       | Instrumentation       | 166      | 9                   | 1                  | 8                       | Nil                    |                                  |
| 8       | Food Technology       | 126      | 8                   | 5                  | 3                       | Nil                    |                                  |
| 9       | Human Communication   | 12       | 1                   | 1                  | Nil                     | Nil                    |                                  |
| 10      | Polymer Science       | 134      | 8                   | 3                  | 5                       | Nil                    |                                  |
| 11      | Microbiology          | 126      | 6                   | 4                  | 3                       | One <sup>AB</sup>      |                                  |
| 12      | Physics               | 130      | 8                   | 7                  | 4                       | Nil                    | 3 Permanent Teacher on leave     |
| 13      | Mathematics           | 33       | 2                   | 2                  | 1                       | 1                      |                                  |
| 14      | Zoology               | 84       | 5                   | 1                  | 4                       | Nil                    |                                  |
| 15      | English               | 20       | -                   | Nil                | 1                       | Nil                    |                                  |
| 16      | Environmental Studies | 24       | -                   | Nil                | 1                       | Nil                    |                                  |
| 17      | Physical Education    | 12       | -                   | Nil                | 1                       | Nil                    |                                  |

Botany, Biomedical Sciences, Chemistry, Computer Science, Electronics and Food-Technology will offer EVS in Semester-1

Instrumentation, Microbiology, Physics, Polymer Science and Zoology will offer English In Semester-1

Anand

Manduj

K. S. Rao  
21.6.18.

EMIT  
21.6.2018

Rajpal  
21.6.2018

Shivam  
Vaswani

Rishi  
21/6/18

Shakti  
21/6/18

Asan  
21/6/2018