# **Confirmed Minutes of the Staff Council 03.08.2016**

A meeting of the Staff Council was held on August 03, 2016 at 1220hrs in the conference room. The meeting was attended by the members listed below along with Dr. Balaram Pani, Chairman Staff council, Dr. Shalini Sehgal, Vice Principal and the Dr. Avneesh Mittal, Secretary Staff council.

Name (Dr./ Mr./ Ms.)	Name (Dr./ Mr./ Ms.)	Name (Dr./ Mr./ Ms.)	Name (Dr./ Mr./ Ms.)
1. Aakanksha Wadhera	17. Gurkiran Kaur	33. Neha Bansal	49. Seema
2. Amit Kumar	18. Inderbir Kaur	34. Neha Singh	50. Shakti Sharma
3. Anand Bhardvaja	19. Jagjit Singh	35. Partha S. Pal	51. Shivani G. Varmani
4. Anil Barak	20. Jayant Sharma	36. Parveen Kumar	52. Shubhra Barwa
5. Anil Dutt	21. Jitender Kumar	37. Pawan Dabas	53. Shvetambri
6. Anil Kr. Bali	22. Juhi Gupta	38. Pawan Kumar	54. Shweta Dua
7. Anil Kumar	23. Kapil Roy	39. Pawas Goswami	55. Shweta Gupta
8. Anita Sondhi	24. Kavindra Kumar	40. Pradeep Kumar Muwal	56. Siddharth Sirohi
9. Anshika Singh	25. Krishna Dutt	41. Prem Lata Meena	57. Sujata Bhardwaj
10. Arti Dua	26. Lalit Kapur	42. Purnima Anand	58. Suman Bharti
11. Arti Malyan	27. Madhulika Bajpai	43. Rakesh	59. Upali Sahu
12. Bhavya Deep	28. Mahesh Chand	44. Rizwana	60. Vandana Batra
13. Deepak Gupta	29. Manjeet Singh	45. Roshan Lal	61. Vandita Gupta
14. Eram Shahid Rao	30. Manoj Khanna	46. Ruchi G. Marwah	
15. Geeta Bhatt	31. Manoj Kumar	47. Sangeeta Srivastava	
16. Geeta Mongia	32. N. S. Abbas	48. Saroj Kr. Shukla	

# 1. **Opening Remarks by the Chairman Staff Council:**

The Chairman welcome all the members in the staff council. He informed the house that the confirmed minutes of the last staff council held on June 23, 2016 have been circulated electronically. All the concerned members gave their consent to

Dr. Avneesh Mittal	Dr. Balaram Pani
Secretary, Staff Council	Chairman, Staff Council

receive the same. Further, he informed the house about the following in his initial remarks:

- The NAAC document has been successfully uploaded on the college website. The same has been intimated to the NAAC Bangaluru office on July 30 2016. The peer team visit is expected in the month of September. He congratulated NAAC convener Dr. Shalini Sehgal and her team for the hard work. He appealed to all the members to join hands and prepare for the visit of the peer team.
- (ii) The college is successfully undergoing the new admission procedure. He congratulated conveners Dr. Amit Kumar, Dr. Purnima Anand and all the members in the departments.
- (iii) The college is undergoing to have an agreement with PayTM to collect online fees from now onwards.
- (iv) Dr. Geeta Bhatt has become the TIC of the Department of Instrumentation w.e.f. 19.07.2016 after her resuming the duties in the college. He thanked Dr. Avneesh Mittal for his support during the period of her leave.
- (v) Dr. Geeta Mongia has also resumed her duties after availing CCL leaves.
- (vi) The college received a letter No. Aca/2016/1126 Dated July 18, 2016 from the University of Delhi regarding approval of our membership for Delhi University Students Union.
- (vii) Dr. Meetu Luthra has proceeded for CCL upto December 2016.
- (viii) Dr. Ragini Jindal has also proceeded for CCL w.e.f. August 3, 2016.
- (ix) Dr. Shivani G. Varmani has been appointed as Teacher in Charge, Department of Biomedical Sciences w.e.f. July 26, 2016.
- (x) Dr. Neeru Sharma has been appointed as Teacher in Charge, Department of Mathematics w.e.f. August 3, 2016.
- (xi) The college is likely to start B.Sc.(H) in Botany, Chemistry and Zoology from the next academic session.
- (xii) The college has written to the University of Delhi as well as DHE for sanctioning of additional faculty to cater five B.Tech. courses and to meet previous shortage.
- (xiii) Dr. Partha Pal has successfully developed a mechanism using *Google Form* by which we have received online application form for the MTS. It will ease out the scrutiny process to a significant extent.
- (xiv) The final teaching workload for the odd semester of AY 2016-17 (*workload*) submitted by the academic committee as mentioned below in the Table I: -

				mester	
ц	p	nt		Faculty	requirement
Workloae	Sanctione strength	Permaner Faculty	Adhoc	Guest	Shifted To(-)/ From(+) temporarily for this semester
16	1	1	-	-	-
49	3	3	-	-	-
105	7	3	3	-	-1*
42	5	1+1P	1	-	-2**
152	9	4+1	5	-	
177	8	7+1L	2	2	+1*
16	1	-	1	- /	-
181	8	5	5	-	+2**
17	1	1		-	-
172	9	1	8	1	-
36	2	1+1L	1	-	-
110	6	4	2	-	-
146	8	4+3L	4	-	-
155	8	3	5	1	-
al Educ	cation.				
					P- Principal, L- Leave
	provide the second state of the second state o	Peological Peological   16 1   49 3   105 7   42 5   152 9   177 8   16 1   181 8   17 1   172 9   36 2   110 6   146 8	Peol Poel Peol Peol   16 1 1   49 3 3   105 7 3   42 5 1+1P   152 9 4+1   177 8 7+1L   16 1 -   181 8 5   17 1 1   172 9 1   36 2 1+1L   110 6 4   146 8 4+3L   155 8 3	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$\overrightarrow{P}$ $P$

Table I: Teaching Workload for the odd semester AY 2016-17

# Agenda item 1: Formation of various clubs

Various clubs and cell were formed with the details mentioned below in Table II.

# Agenda item 2: Students' Union

A committee was formed to frame the constitution of the proposed students' union in the college affiliated to DUSU. The members were

Convener- Dr. Avneesh Mittal Member- Dr. Manoj Khanna Member- Dr. Manu Kataria

Member- Dr. Ranjeet Thakur Member- Dr. Ruchi Marwah

# Agenda item 3: Any other item with the permission of the Chairman

- (i) The house authorized Secretary Staff Council to try and balance the numbers of committees assigned to each faculty member. A revised list of staff council committees is attached as Annexure 'A'.
- (ii) An Annual Report Committee was formed as included in the Annexure 'A'.
- (iii) NAAC convener Dr. Shalini Sehgal informed that few committees were formed for the NAAC and would be notified by her like Printing & Signages, Procurement of Steel bins. She also briefed the house about the following requirements at the time of peer team visit
  - (a) TICs/ Club conveners should prepare a presentation showcasing last four year activities and achievements.
  - (b) All the mandatory files, as per the list already circulated, should be updated by the TICs.
  - (c) Each faculty member is responsible for providing original proofs of their achievements/ activities as mentioned in the uploaded SSR. Each faculty should ensure that they are ready at the time of visit which will be intimated as and when available.
  - (d) An alumni directory should be prepared by the Alumni committee.
  - (e) Preparation should be made for a cultural evening by the ECA committee.
  - (f) All the conveners should take note of the respective committee file/ work is upto the mark specially Garden, Swachhata and Canteen etc.

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

Note: The List below is sorted alphabetically for club/ committees and their respected members for convenience.

The minutes are computer generated and need no signature.

Dr. Balaram Pani Chairman, Staff Council

Club/ Cell	Convener	Members
Astronomy	Dr. Pawan Kumar	Dr. Jagjit Singh
5		Dr. Mahesh Chand
Anti Smoking	Dr. Anil Kumar	Dr. Krishna Dutt
Cell		Dr. Pawan Dabas
Dance	Dr. Neha Singh	Dr. Anshika
	C	Dr. Seema
Debate	Dr. Kapil Roy	Dr. Neha Bansal
	1 2	Dr. Shubra
Dramatics	Dr. Jagjit Singh	Dr. Gurkiran Kaur
	<b>u</b> 0	Dr. Kapil Roy
		1
Eco	Dr. Shvetambri	Dr. Mahesh Chand
		Dr. Upali Sahu
Film	Dr. Rakesh Kumar	Dr. Kavinder
1 11111	Di. Ruivon Rumul	Dr. Manoj Kumar
Fine Arts	Dr. Prem Lata	Dr. Arti Malyan
		Dr. Juhi Gupta
Literary Club	Dr. Arti Malyan	Dr. Shubra
	Di. i in maryan	Dr. Shweta Dua
Music	Dr. Seema	Dr. Juhi Gupta
1410510	Dir Steina	Dr. Shakti Sharma
NCC Cell	Dr. Pawan Dabas	Dr. Anil Dutt
	Diri amuli Dubub	Dr. Parveen Kumar
		Dr. Pradeep Kumar Muwal
Photography	Dr. Gurkiran Kaur	Dr. Kavinder
rnowgraphy	Di Guinitui ixuu	Dr. Manjeet Singh
		Di. Manjeet Bingh
Yoga	Dr. Shewta Dua	Dr. Anil Barak
1 Uga		Dr. Roshan Lal
		Dr. Shakti Sharma
		DI. SHAKU SHAHHA

# Annexure 'A'

### COMPOSITION OF STAFF COUNCIL COMMITTEES for the Academic Year 2016-2017 w.e.f. 03.08.2016

#### 1. Academic Committee

Convener- Dr. Anil K. Bali Member- Convener Time Table Committee (Ex-Officio)

Member- Teacher-in- Charges of all the Departments

#### 2. Admission Committee

Convener-Dr. Amit Kumar Co-convener- Dr. Purnima Anand Teacher-in- Charges of all the courses

#### 3. Alumni Association

Convener- Dr. Manoj K. Khanna Member- Dr. Akansha Wadhera Member- Dr. Anita Sondhi Member- Dr. Neha Singh Member- Dr. Purnima Anand Member- Dr. Rakesh Kumar

#### Member- Dr. Rizwana Member- Dr. Sidhharth Sirohi Member- Dr. Sujata Bhardwaj Member- Dr. Suman Bharti Member- Dr. Vandana Batra

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

Convener- Vice Principal(Ex-officio) Member- Bursar(Ex-officio) Member-Secretary, Staff Council(Exofficio) Member-Convener, Proctorial Committee(Ex-officio) Member-Convener, Sports Committee(Exofficio)

Member-Convener, ECA Committee(Exofficio) Member-Convener, Prize Distribution Committee(Ex-officio) Member-Convener, Website Committee(Exofficio)

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

Convener- Dr. Vikas Tyagi Member- Dr. Amit Kumar

Member- Dr. Sangeeta Srivastava

#### 6. Annual Report Committee

Convener- Dr. Arti Batra Co-Convener- Dr. N. S. Abbas Member- Dr. Neha Bansal Member- Dr. Neha Singh Member- Dr. Pradeep Kumar Muwal

Member- Dr. Shakti Sharma Member- Dr. Suman Bharti Member- Dr. Upali Sahu

#### 7. Anti Ragging Committee

Convener- Dr. Madhulika Bajpai Member- Dr. Anil Barak Member- Dr. Anil Kumar Member- Dr. Geeta Mongia Member- Dr. Manoj Khanna Member- Dr. N. Vijay Kumar

#### 8. Anti-Discriminatory Cell

Convener- Dr. N. S. Abbas Member- Dr. Manoj Khanna Member- Convener SC/ ST cell (Ex- officio) Member- Convener EOC (Ex- officio) Member- Convener Student Advisory and PR committee (Ex- officio) Member- Dr. Pawan Dabas Member- Dr. S. K. Shukla Member- Dr. Suman Bharti Member- Dr. Meenakshi Garg (Convener North East Cell, Ex- Officio)

Member- Convener Anti Ragging committee (Ex- officio) Member- Convener North East cell (Exofficio)

#### 9. Bhaskaracharya Cell

Convener- Dr. Vandana Batra Member- Dr. Juhi Gupta Member- Dr. Kavinder

Member- Dr. Manoj Khanna Member- Dr. Neeru Sharma

#### 10. Building Maintenance Committee

Convener- Dr. Anand Bharadvaja Member- Dr. Ruchi G. Marwah Member- Bursar (Ex officio)

11. Canteen Committee

Convener- Dr. Shivani G. Varmani Co-Convener- Dr. Inderbir Kaur Member- Dr. Anil Kumar Member- Dr. Eram S. Rao Member- Dr. Deepak Gupta Member- Dr. Krishna Dutt Member- Dr. Partha S. Pal

#### 12. Career Counselling cell

Convener- Dr. Inderbir Kaur Member- Dr. Aarti Malyan Member- Dr. Bhavya Deep Member- Dr. Geeta Bhatt Member- Dr. Mahesh Chand Member- Dr. Meenakshi Garg Member- Dr. N. Vijay Kumar Members- Two teacher's representative in Governing Body (Ex-Officio)

Member- Dr. Pawan Kumar Member- Prem Lata Meena Members- Two Student Representatives Members- Two Non-Teaching Representatives

Member- Dr. Jayant Sharma Member- Dr. Shweta Dua Member- Dr. Sidhharth Sirohi Member- Dr. Uma Chaudhry Member- Dr. Vikas Tyagi

#### 13. Central Purchase Committee

Convener- Dr. Avneesh Mittal Member- Bursar, Ex-Officio Member- Convener, AMC Committee Member- Convener, Canteen Committee Member- Convener, ECA Committee Member- Convener, Garden Committee Member- Convener, Library Committee

Member- Convener, Website and Internet Committee Members- Teacher-in -Charge(s) of all the Departments Member- Teacher representative (Physical Education)

#### 14. College Monitoring Committee for Internal Assessment

Convener- Principal Member- Vice Principal (Ex-Officio) Member-Secretary Staff Council Members-Convener, Academic Committee (Ex-officio)

Member- Senior Teacher's representative in the Governing body.

# 15. Committee for Financial assistance to teacher's for attending seminars, conferences etc.

Convener- Bursar (Ex-Officio) Member- Dr. Avneesh Mittal Member- Dr. Lalit Kapur

Member- Dr. Purnima Anand

### 16. Core Committee Student Counselling System

Dr. Shalini Sehgal Dr. Anil K. Bali Dr. Madhulika Bajpai

#### 17. Departmental Moderation Committee for Internal Assessment

Previous Teacher-In-Charge Senior-most Teacher of the Department Present Teacher-In-Charge

# **18. Equal Opportunity Cell**

Convener- Dr. N. Vijay Kumar Member- Dr. Partha S. Pal

Member- Dr. S. K. Shukla

#### **19.** Extra Curricular Activity

Convener- Dr. Geeta Mongia Co-Convener- Dr. Sujata Bhardwaj Member- Dr. Manoj Khanna Member- Dr. Pawas Goswami Member- Dr. Susmita Dey. Sadhu

Member- In-Charges of all the Cultural Clubs (Ex-officio)

#### 20. Faculty representation in Internal Complaint Committee

Convener- Dr. Purnima Anand Member- Dr. Arti Batra

### 21. Gandhian Study Center

Convener- Ms. Shweta Gupta Member- Dr. Geeta Mongia Member- Dr. Rakesh Kumar

#### 22. Garden Committee

Convener- Dr. Eram S. Rao Member- Dr. Aarti Malyan Member- Dr. Anita Sondhi Member- Dr. Juhi Gupta Member- Dr. Roshan Lal Member- Dr. S. K. Shukla

Member- Dr. Pawas Goswami Member- Dr. Shweta Dua Member- Dr. Sujata Bhardwaj

### 23. Gender Sensitizing Committee

Convener- Dr. Purnima Anand Member- Dr. Anita Sondhi Member- Dr. Arti Batra

Member- Dr. Susmita D Sadu

### 24. Library Committee

Convener- Dr. Ranjeet S. Thakur (Librarian-Ex officio)Member- Dr. Anil K. BaliMenMember- Dr. Anita SondhiMenMember- Dr. Bhavya DeepMenMember- Dr. Eram S. RaoMenMember- Dr. Geeta BhattMenMember- Dr. Lalit KapurMenMember- Dr. Madhulika BajpaiMen

### 25. Magazine Committee

Convener- Dr. Sangeeta Srivastava Co-Convener- Dr. Manu Kataria Member- Dr. Arti Batra Member- Dr. Inderbir Kaur Member- Dr. Jayant Sharma Member- Dr. N. Vijay Kumar

#### 26. National Service Scheme

Convener- Dr. Sidhharth Sirohi Co-Convener- Dr. Avneesh Mittal Member- Dr. Amit Kumar Member- Dr. Anshika Member- Dr. Deepak Gupta Member- Dr. Jagjit Singh Member- Dr. Krishna Dutt Member- Dr. Manoj Kumar Member- Dr. Neeru Sharma Member- Dr. Ruchi G. Marwah Member- Dr. Shivani G. Varmani Member- Dr. Shweta Gupta Member- Dr. Sidhharth Sirohi Member- Dr. Vandana Batra

Member- Dr. Neha Bansal Member- Dr. Shubra Member- Dr. Vandita Gupta

Member- Dr. Partha S. Pal Member- Dr. Parveen Kumar Member- Dr. Pawan Kumar Member- Dr. Prem Lata Meena Member- Dr. Shivani G. Varmani

#### 27. North East Cell

Convener- Dr. Meenakshi Garg Member- Dr. Gurkiran Kaur Member- Dr. Inderbir Kaur Member- Dr. Manoj Kumar

#### 28. **Proctorial Committee**

Convener- Dr. Vikas Tyagi Member- Dr. Akansha Wadhera Member- Dr. Amit Kumar Member- Dr. Anil Dutt Member- Dr. Bhavya Deep Member- Dr. Deepak Gupta Member- Dr. Eram S. Rao Member- Dr. Geeta Bhatt Member- Dr. Kapil Roy Member- Dr. Kavinder Member- Dr. Manjeet Singh

#### 29. **Prospectus Committee**

Convener- Dr. Shweta Gupta Member- Dr. Arti Batra Member- Dr. Geeta Bhatt Member- Dr. Meenakshi Garg Member- Dr. Pawas Goswami

Member- Dr. Pradeep Kumar Muwal Member- Dr. Upali Sahu

Member- Dr. N. Vijay Kumar Member- Dr. Pardeep Kumar Muwal Member- Dr. Partha S. Pal Member- Dr. Parveen Kumar Member- Dr. Pawan Dabas Member- Dr. Sidhharth Sirohi Member- Dr. Vandita Gupta Member- Convener, Anti ragging committee (Ex officio)

Member- Dr. Shivani G. Varmani Member- Dr. Sidhharth Sirohi Member- Dr. Vandana Batra

officio)

Grievance Redressal Committee

under the UGC regulations(Ex-

#### **Public Grievances Redressal** 30.

Convener/ Nodal officer- Dr. Sujata Member- Faculty representatives in Bharadwaj Member- Convener, Student advisory & PR Committee(Ex-officio)

#### **Research and Project Assessment Committee** 31.

Convener- Dr. Shalini Sehgal (Vice Principal, Ex-Officio) Member- Dr. Anand Bharadvaja Member- Dr. Uma Chaudhry Member- Dr. Anil K. Bali

#### 32. SC/ST Cell

Convener- Dr. Jitender Kumar, Liaison officer (Ex- officio) Member- Dr. Amit Kumar Non-teaching staff members to be nominated by the Chairman Staff Council Member- Dr. Sidhharth Sirohi Member- Dr. Vikas Tyagi

#### 33. Special Categories Admission Enabling Committee

Convener-Dr. Jitender Kumar Member- Dr. S. K. Shukla Member- Convener EOC cell (Ex- officio)

#### 34. Sports Committee

Convener- Dr. Shalini Sehgal Member- Dr. Amit Kumar Member- Dr. Lalit Kapur Member- Dr. Ranjeet S. Thakur Member- Dr. Sidhharth Sirohi Member- Dr. Anil Dutt Member- Convener North East Cell (Exofficio)

Member- Dr. Jagjit Singh Member- Dr. Jayant Sharma Member- Dr. Manoj Kumar Member- Dr. Roshan Lal Member- Dr. Pawan Dabas

#### 35. Student Advisory and P.R. Committee

Convener- Dr. Ruchi G. Marwah Co-convener- Dr. Uma Chaudhry Member- Dr. Anshika Member- Dr. Geeta Bhatt Member- Dr. Manjeet Singh Member- Dr. Meenakshi Garg Member- Dr. Neha Bansal Member- Dr. Ranjeet S. Thakur Member- Dr. Sangeeta Srivastava

#### **36.** Swacchata Committee

Convener- Dr. Anita Sondhi Member- Dr. Gurkiran Kaur Member- Dr. N. S. Abbas Member- Dr. Rakesh Kumar Member- Dr. S. K. Shukla Member- Dr. Seema

### **37.** Time Table Committee

Convener- Dr. Neeru Sharma Co-convener- Dr. Partha S. Pal Member- Dr. Anil Dutt Member- Dr. Anshika Singh Member- Dr. Neha Singh Member- Dr. Roshan Lal Member- Dr. Shakti Sharma Member- Dr. Shvetambari Member- Dr. Shweta Gupta Member- Dr. Sidhharth Sirohi Member- Dr. Suman Bharti Member- Dr. Upali Sahu Member- Dr. Vandana Batra

Member- Dr. Shubra

Member- Dr. Susmita D. Sadhu(Convener, Waste Management Ex-Officio) Special Invitee- Section officer (Administration), Care taker.

Member- Teachers-in- Charge of all Departments Member- Convener Academic Committee (Ex-Officio)

#### **38.** Training and Placement cell

Convener- Dr. Sidhharth Sirohi Member- Dr. Anil Barak Member- Dr. Bhavya Deep Member- Dr. Geeta Bhatt

Member- Dr. Inderbir Kaur Member- Dr. Jayant Sharma Member- Dr. Kapil Roy Member- Dr. Manjeet Singh Member- Dr. Meenakshi Garg Member- Dr. N. Vijay Kumar

#### **39.** Vivekananda Vichar Manch

Convener- Dr. Ranjeet S. Thakur Member- Dr. Vikas Tyagi Member- Dr. Mahesh Chand Member- Dr. Parveen Kumar Member- Dr. Pawan Kumar

Member- Dr. Shvetambari Member- Dr. Anil Barak Member- Dr. Krishna Dutt

Member- Dr. Uma Chaudhry

Member- Dr. Vikas Tyagi

#### 40. Waste management Committee

Convener- Dr. Susmita D. Sadhu Member- Dr. Akansha Wadhera Member- Dr. Anil Kumar Member- Dr. Deepak Gupta Member- Dr. Jitender Kumar

Member- Dr. Pawas Goswami Member- Dr. Prem Lata Meena Member- Dr. Uma Chaudhary

#### 41. Website and Internet Committee

Convener- Dr. Bhavya Deep Co-convener- Dr. Partha S. Pal Member- Dr. Arti Batra Member- Dr. Jitender Kumar

#### 42. Women Development Cell

Convener- Dr. Vandita Gupta Member- Dr. Akansha Wadhera Member- Dr. Sangeeta Srivastava Member- Dr. Seema Member- Dr. N. S. Abbas Ali Member- Dr. Shivani G. Varmani

Member- Dr. Shvetambari Member- Dr. Sujata Bhardwaj