

Confirmed Minutes of the Staff Council

Dated December 14, 2016

A meeting of the Staff Council was held on December 14, 2016 at 1030hrs 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. Aarti Malyan	16. Geeta Bhatt	31. Neha Bansal	46. Saroj Kr. Shukla
2. Akanksha Wadehra	17. Geeta Mongia	32. Neha Singh	47. Seema
3. Amandeep Kaur	18. Inderbir Kaur	33. Parveen Kumar	48. Shivani G. Virmani
4. Amit Kumar	19. Jagjit Singh	34. Pawan Dabas	49. Shubhra Barwa
5. Anand Bhardvaja	20. Jayant Sharma	35. Pawan Kumar	50. Shvetambri
6. Anil Barak	21. Jitender Kumar	36. Pradeep Kumar Muwal	51. Shweta Dua
7. Anil Dutt	22. Kapil Roy	37. Prem Lata Meena	52. Shweta Gupta
8. Anil Kr. Bali	23. Kavindra Kumar	38. Purnima Anand	53. Siddharth Sirohi
9. Anil Kumar	24. Krishna Dutt	39. Rakesh	54. Sujata Bhardwaj
10. Anita Sondhi	25. Lalit Kapur	40. Ranjeet S. Thakur	55. Susmita Dey Sadhu
11. Anshika Singh	26. Mahesh Chand	41. Ratyakshi	56. Uma Chaudhary
12. Arti Dua	27. Manjeet Singh	42. Rizwana	57. Vandita Gupta
13. Bhavya Deep	28. Manoj Kumar	43. Roshan Lal	58. Vijay Kumar Nalla
14. Deepak Gupta	29. Meenakshi Garg	44. Sangeeta Srivastava	
15. Eram Shahid Rao	30. N. S. Abbas	45. Sanyam Gupta	

Regrets/ Absentees/On leave etc.

(Dr./Mr./Ms.)

Madhulika Bajpai
Partha S Pal
Vikas Tyagi

Manoj Khanna
Pawas Goswami
Juhi Gupta

Manu Kataria
Ruchi G Marwah
Gurkiran Kaur

Neeru Sharma
Vandana Batra
Suman Bharti

Dr. Avneesh Mittal, Secretary

Dr. Balaram Pani, Chairman
Page 1 of 8

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 September 28, 2016 have been circulated electronically via email dated 30.09.2016. All the concerned members gave their consent to receive the same. Further, he informed the house about the following in his initial remarks:

- (i) The college has submitted all the NAAC documents on 15.11.2016. The visit of the NAAC peer team is expected soon. All the TIC's, Conveners, Incharges, Faculty members are requested to update their files etc.
- (ii) The college has registered itself for the India Rankings 2017, organized by National Institutional Ranking Framework(NIRF) under Ministry of Human Resource and Development. Dr. Avneesh Mittal has been appointed as the Nodal Officer for the scheme. It was announced that the DCS data has been successfully submitted online Dated November 15, 2016.
- (iii) He thanked all colleagues for the support and cooperation extended for the completion of both these works.
- (iv) He congratulated Dr. Manoj Khanna being appointed as the convener for the Admission Committee 2017-18 of the University of Delhi.
- (v) The college has received a GIA (Capital Asset) of Rs 30 Lakhs which was allocated to different departments in the Central Purchase Committee.
- (vi) The college has successfully completed the third edition of Delhi University Innovation Projects comprising 12 projects from the college. He congratulated all the PIs and the students for the team work. Many projects were also invited or selected for the "Research Display" in the convocation of University of Delhi this year. Different projects have won prizes in different categories. BCAS 304 has won the "Most Significant Outcomes", BCAS 305 has won the "Most Promising Innovation", BCAS 307 has won the "Most Significant Societal Impact", BCAS 311 has won the "Most Significant Research Outcomes" awards. BCAS 312 has received the "Certificate of Appreciation". He congratulated all the members concerned.
- (vii) Department of Computer Science has circulated useful Excel utilities to manage the monthly attendance records and internal assessment for the last semester.
- (viii) Dr. Anita Sondhi and Dr. Vijay K Nalla will be the teacher's representative in the College Governing Body for the defined duration.
- (ix) Slot fixed for the block period on every Wednesday has been scrapped for this semester on the recommendations of the Time Table committee.

- (x) Dr. Susmita Sadhu will also be a member in the Internal Complaint Committee of the college.
- (xi) Three new courses are likely to be started in the next academic session. The college will look for the temporary arrangement of the space wherever feasible. He expressed confidence to receive the full cooperation and support from all the colleagues as always.
- (xii) Dr. Upali Sahu who had joined Department of Food Technology in the last semester has left the college for personal reasons.
- (xiii) The college is planning to hold a two or three days National Conference in the month of April 2017. The grant has been sponsored by the UGC.
- (xiv) The library has received a proposal from Best Book Buddies (An OpenLX initiative). The proposal offers free of cost cloud-based Library Maintenance Software (LMS) KOHA, migration of data from LibSys to KOHA, and Life time Maintenance. The proposal has been accepted in principle. Library is planning to start new system just after the winter vacations.
- (xv) The college has successfully completed the semester end examination peacefully. He thanked all team members of Deputy Superintendents and staff for the smooth conduction.
- (xvi) The first meeting of the Internal Quality Assurance Cell (IQAC) was held on 4th November, 2016 in the conference room of the college. The Member Secretary IQAC Dr. Shalini Sehgal presented a power point presentation on the functioning, requirements, goals, composition, benefits and follow up for the IQAC in the College. It was discussed to create web-page of IQAC on the college website and to purchase computer with printer from the seed money received from the UGC. The IQAC cell is working on the feedback mechanism from all the stake holders. It was also proposed to have Students' feedback form and Parents' feedback form. These forms are under preparations. The feedback of the students for the teacher is mandatory from this academic session under suitable guidelines which will be decided and communicated in due course of time. The feedback will be taken in hard copies first as the steps are underway to make it online. Dr. Partha S Pal has been nominated for technical services.

Agenda item 1: NAAC

Dr. Shalini Sehgal, NAAC Convener, briefed the house about the preparations for the NAAC peer team. Following decisions were taken based on the recommendations of the NAAC core committee.

- (i) The subcommittees formed earlier should aim at completing their remaining tasks for eg. the purchase of notice boards, upgrade of staff room and washrooms, iron grill around the electric panels , e-bin etc. by the end of December.
- (ii) A Logistics Committee for looking into hosting of the NAAC team during the visit was formed

Convener: Dr. Jayant Sharma

Member: Dr. Deepak Gupta

Member: Dr. Kapil Roy

Member: Dr. Manjit Singh

- (iii) Relocation of the condemned items near the administrative block entry will be looked by the College Condemnation Committee.
- (iv) The Departments need to maintain the latest information of their alumni and provide the same to alumni committee at the earliest so that they can prepare an Alumni Directory by first week of January 2017 and finalize a list of alumni and their parents to be invited for interaction during NAAC visit.
- (v) The website committee will synchronize the website details as per the SSR submitted to the NAAC and update all activities related to college till December 2016 and maintain a strict vigil on the security of website. The details of Star College Scheme, BPCS should be there on the current website along with the Blogs of the Library and Polymer Science on the Home page. IQAC details will be added as a separate head in the main page Tabs.
- (vi) All the faculty members may submit the scanned copies of respective certificates/ awards/publications to be displayed on the notice board near principal block. Books authored by the college faculty will be also displayed in the library. The departments should submit the achievement of their students for display on website to Convener Website Committee.
- (vii) The committee for laptop distribution will look into the modalities of laptop distribution among students.
- (viii) All the clubs and committees including Canteen, Swacchhta Committee, ECA and Garden committee were requested to be extra active with reports of activities undertaken till December along with pics.
- (ix) The Departmental presentation, maintenance of the Departmental files is the responsibility of the TIC's and individual SSR should be taken care by respective faculty member. The convener NAAC will refloat the basic model ppt for the departments.
- (x) All the TICs, Conveners, In-charges and section heads including S.O Admin, S.O. Accounts and Librarian will be responsible for their respective files.

- (xi) The college power point presentation to be prepared by NAAC convener will be based on College SSR. Any faculty who is interested in adding his/her any new achievement, may submit to the Convener NAAC with proof by 26th December 2016.
- (xii) The Microbiology lab in the Principal Bungalow should also be taken care of during the cleanliness drive by the TIC Microbiology and Swacchata committee.
- (xiii) The house agreed for the mock visit of NAAC Peer Team at the earliest.

Agenda item 2: Review of the Constitution of Bhaskaracharya Students Association

The house unanimously approved the existing constitution with the addition of the following clauses

- 7 xi A candidate whose nominations/candidature has been cancelled for the post he/she is seeking election may claim refund of security deposit from the Office within 15 days of the declaration of the result of election in person by showing his/her College Identity Card and its receipt in original only.
- 7 xii A candidate who has been declared elected for the post s/he contested election may claim refund of security deposited from the Office within a month of the end of the term of the executives in person by showing his/her College Identity Card and its receipt in original only, if the same has not been forfeited because of disciplinary action, if any, during the term of the executive.

Agenda item 3: Annual Day 2016-17

The house discussed the expected time and budget constraints because of NAAC peer team visit. The house agreed to explore the possibility to hold the event in continuation of SRIJAN. It was decided to hold the annual day in the end of February 2017. Various committees were formed for the Annual Day and Prize Distribution function. All the conveners will be member of the core committee formed in the staff council held on August 3, 2016 and mentioned below for ready reference.

Annual Day & Prize Distribution Function Committee

Convener- Vice Principal (Ex-officio)

Member- Bursar (Ex-officio)

Member-Secretary, Staff Council (Ex-officio)

Member-Convener, Proctorial Committee (Ex-officio)

Member-Convener, Sports Committee (Ex-officio)

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

Member-Convener, Website Committee (Ex-officio)

1. Refreshment Committee

Convener- Dr. Vandita Gupta

Member- Dr. Akanksha Wadehra

Member- Dr. Lalit Kapur

Member- Dr. Shubhra Barwa

Member- Dr. Suman Bharti

2. Prize Distribution Committee

Convener- Dr. Shweta Gupta

Co-Convener- Dr. Anil Kumar

Member- Dr. Aarti Malyan

Member- Dr. Anshika Singh

Member- Dr. Jayant Sharma

Member- Dr. Neeru Sharma

Member- Dr. Pawan Dabas

3. Decoration Committee

Convener- Dr. Shwetambari

Member- Dr. Amandeep Kaur

Member- Dr. Gurkiran Kaur

Member- Dr. Jagjit Singh

Member- Dr. Neha Bansal

Member- Dr. Sanyam Gupta

Member- Dr. Shweta Dua

Member- Dr. Sujata Bhardwaj

4. Stage Management Committee

Convener- Dr. Vandana Batra

Member- Dr. Anil Dutt

Member- Dr. Mahesh Chand

Member- Dr. Neha Singh

Member- Dr. Rakesh

Member- Dr. Roshan Lal

5. Invitation and Reception Committee

Convener- Dr. Uma Chaudhry

Member- Dr. Kapil Roy

Member- Dr. Kavinder

Member- Dr. Manoj Kumar

Member- Dr. Pradeep Muwal

6. Distinguished Alumini and Best Student Award Committee

Convener- Dr. Manoj Kumar Khanna (Ex- Officio- Convener Alumini Committee)

Co-convener- Dr. Geeta Bhatt

Member- TIC - Department of Biomedical Sciences

Member- TIC - Department of Computer Science

Member- TIC - Department of Electronics

Member- TIC - Department of Food Technology

Member- TIC - Department of Instrumentation

Member- TIC - Department of Microbiology

Member- TIC - Department of Physics

Member- TIC - Department of Polymer
Science

7. Pandal Committee

Convener- Dr. Pawas Goswami

Member- Dr. Deepak Gupta

Member- Dr. Krishna Dutt

Member- Dr. Manjeet Singh

Member- Dr. Parveen Kumar

Agenda item 4: Digitization and Automation

The house unanimously agreed to have an online mechanism for the internal assessment computation. Also it was discussed to explore the mechanism for feasibility of automated stock verification using QR codes. A committee was formed for the same having the following members:-

Convener	Dr. Partha S. Pal
Member	Dr. Avneesh Mittal
Member	Dr. Sidhharth Sirohi

Agenda item 5: Teaching workload for the Even Semester of the academic year 2016-17

Convener, Academic committee briefed the house about the workload for the even semester of AY 2016-17 (*hereinafter called the workload*). The final teaching workload approved based on the academic committee recommendations is mentioned below in the Table I.

Agenda item 6: Any other item with the permission of the Chairman

- i. Dr. Juhi Gupta will be a member in the Training and Placement Cell.
- ii. Dr. Anshika Singh and Dr. Kavinder will be the members of the Waste Management Committee.
- iii. Dr. Sujata Bharadwaj and Dr. Kapil Roy will be the members in the North East cell.
- iv. Dr. Vijay Nalla and Dr. Amandeep Kaur will be the members in the Canteen Committee.
- v. Departments will be allowed to make the students aware about the GE paper offered before taking their options.

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

Department	Workload	Sanctioned strength	Permanent Faculty	Faculty requirement		
				Adhoc	Guest	Shifted To(-)/ From(+) temporarily for this semester
Biochemistry	16	1	1	-	-	-
Biology	51	3	3	-	-	-
Biomedical Sciences	113	7	2+1L	4	1	-1*
Chemistry	45	5	1+1P	1	1	-2**
Computer Science	160	9	4+1	5	-	-
Electronics	169	8	7+1L	2	1	+1*
English	16	1	-	1	-	-
Food Technology	161	8	5	4	-	+1**
Human Communication	20	1	1	-	1	-
Instrumentation	159	9	1	8	-	-
Mathematics	42	2	1+1L	1	1	-
Microbiology	113	6	4	2	1	-
Physics	132	8	5+2L	3	-	-
Polymer Science	148	8	3	5	1	-
One teacher in Physical Education.						
P- Principal, L- Leave						

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

The minutes are computer generated and need no signature

Dr. Avneesh Mittal, Secretary

Dr. Baram Pani, Chairman

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