

**RACHARYA COLLEGE OF APPLIED  
SCIENCES**  
(UNIVERSITY OF DELHI)  
SECTOR 2, PHASE 1, DWARKA, NEW DELHI 110 075

April 09, 2009

**Minutes of the Staff Council Meeting**

A meeting of the staff council was held on 2nd April 2009 at 1100hrs. in the Conference Room. Along with the chairman following members were present in the meeting:

Dr. Anita Sondhi    Dr. N. S. Abbas    Dr. Anil K. Bali    Dr. Sujata    Bharadwaj  
Dr. Uma Dhawan    Dr. Shivani Varmani    Dr. Lalit Kapur    Dr. Parvinder kaur  
(Micro) Dr. Balaram Pani    Ms. Manu Kataria    Mr. Bhavya Deep    Dr. Renu  
Baweja    Ms. Amita Mishra    Ms. Abha Vasal    Dr. Geeta Mongia    Mr.  
Aneesh Mittal    Ms. Rizwana    Dr. Manoj Khanna    Dr. Eram    S. Ra  
Mr. Bhavya Deep    Dr. Meenakshi Garg    Ms. Madhulika    Dr. Geeta Bhatt  
Dr. Partha pal    Ms. Neeru Sharma    Dr. Anand Bharadavaja    Dr. Uma Dhawan  
Dr. Vandana Batra    Sh. Siddhart Sirohi    Dr. Susmita Dey    Dr. S K Shukla  
**Dr. Ranjeet S. Thakur**    Dr. Purnima Anand    Dr. Shalini Sehgal    Dr. Parvinder  
kaur (BMS)    Mr. Vikas Tyagi    Dr. Inderbir Kaur    Dr. Vandita Gupta  
Dr. Ruchi Marwah    Ms. Bikramjeet Kaur    Mr. Hari Kishan Bhardwaj  
Mr. Satendra Singh    Dr. Ramesh Kataria

The meeting started with a welcome note from the Chairman. Following are the minutes of the meeting.

**Item No. 1:** Minutes of Meetings held on 23 December 2008, 4 February 2009 and 6 March 2009 were confirmed. However in the minutes of the meeting held on 23 December 2008, Item no. 3 is to be modified and to be read as "The house suggested reinitiating the process of starting new courses including Psychology (H)."

**Item No. 2:** Reading of Annual Reports of the Committees, Clubs, Associations, and Societies etc. was deferred for next staff council meeting.

**Item No. 3:** Dr. Geeta Mongia was unanimously elected as Staff Council Secretary and various Staff Council Committees were formed (List enclosed)

**Item No. 4:** Conveners for various Clubs, Associations, Societies etc. were also decided (List enclosed)

**Item No. 5:** 1. All main departments were asked to moderate the internal assessment of their courses of all the papers including the one taught by other departments and submit the same latest by April 13, 2009.

2. Academic load of all the departments is to be submitted to the principal with a copy to Convener Academic Committee, taking into account 36% OBC quota, latest by April 13, 2009

3. All the departments were informed to submit any addition/deletion in the prospectus to the Convener Prospectus Committee latest by April 13, 2009.

4. Annual budget for the next academic year is to be submitted by April 20, 2009 by all the departments.

5. All the departments were asked to submit the status of equipments received from Delhi University latest by April 20, 2009.

6. Number of question papers to be set for the practical examinations is to be enquired from the university.

7. A committee along with the principal was formed for infrastructure requirement for the college in view of the increased intake due to OBC reservation .Committee consisted of following members :

- Staff Council Secretary
- Bursar
- Convener Building Maintainance
- Dr. Aanad Bhardwaja

The meeting ended with a vote of thanks.

  
Secretary, Staff council

## List of Various Staff Council Committees, Clubs and Societies 2009-10

### 1 Academic Committee

Dr. A.K.Bali Convener  
Teacher-Incharge or their Representative  
Convener Time Table Committee Ex-Offico

### 2 Admission Committee

Dr. Anita Sondhi Convener  
Teacher-Incharge of main Departments & a member from same department  
Single person deptment can opt for person from Allied Department

### 3 Annual Day Committee

Burser Ex-officio Convener  
Convener Discipline Committee  
Convener Sports Committee  
Convener ECA Committee  
Incharge NSS  
Incharge NCC  
Secretary Staff Council

### 4 Building Repair & Maintainance Committee

Dr. S.K.Shukla Convener  
Burser Ex-officio  
Secretary Staff Council  
Dr. Anand Bhardwaja

### 5 Canteen Committee

Dr. Lalit Kapoor Convener  
Dr. Vandita Gupta  
Dr. Ramesh Kataria  
Ms. Abha Vasal  
Mr. Vikas Tyagi

### 6 College monitoring Committee for Internal Assessment

Principal Convener  
Burser Ex-officio  
Secretary Staff Council  
President Staff Association  
Senior Teacher's Representative in the Governing Body

### 7 Departmental Moderation Committee for Internal Assessment

Previous Teacher-In-Charge  
Present Teacher-In-Charge  
IncomingTeacher-In-Charge

- 8 **Discipline Committee**  
 Dr. Manoj Kr. Khanna Convener  
 Convener Gender Sensetizing Committee Ex-Offico  
 Incharge NSS Ex-Offico  
 Incharge NCC Ex-Offico  
 Dr. Lalit Kapoor  
 Dr. A.K.Bali  
 Dr. S.K.Shukla  
 Ms. Rizwana  
 Ms. Amita Mishra
- 9 **ECA Committee**  
 Dr. Sushmita & Dr. Shivani Convener  
 Ms. Bikramjeet Kaur  
 Ms. Ruchi  
 Ms. Parvinder Kaur ( Microbiology Deptt)  
 Mr. Satinder Singh
- 10 **Garden Committee**  
 Eram S.Rao Convener  
 Convener Building Repair & Maintaince Committee  
 Dr. N.S.Abbas  
 Ms. Rizwana
- 11 **Gender Sensitizing Committee**  
 Dr. Geeta Bhatt Convener  
 Dr. Shalini Sehgal
- 12 **Library Committee**  
 Librarian Convener  
 Teacher-In-Charge or their Representative
- 13 **Magazine Committee**  
 Ms. Manu Kataria Convener  
 Dr. Vandita Gupta  
 Ms. Abha Vasal  
 Mr. Hari Kishan
- 14 **Placement Cell cum Brochure**  
 Dr. vandana Batra Convener  
 Teacher-In-Charge or their Representative  
 (of main Departments)
- 15 **PR Committee**  
 Dr. Meenakshi garg Convener  
 Dr. S.K.Shukla  
 Ms. Renu Baweja



- 16 **Prospectus Committee**  
 Mr. Avneesh Mittal Convener  
 Teacher-In-Charge or their Representative  
 Convener ECA  
 Convener Sports  
 Incharge NSS
- 17 **Purchase Committee**  
 Dr. Balram Pani Convener  
 Burser Ex-officio  
 Teacher-In-Charge of all departments  
 Convener of Concerned Committee
- 18 **Sports Committee**  
 Dr. Eram S. Rao Convener  
 Dr. Manoj Kr. Khanna  
 Incharge NSS  
 Incharge NCC  
 Ms. Bikramjeet Kaur  
 Mr. Partho pal
- 19 **Students Advisory Committee**  
 Ms. Amita Mishra Convener  
 Dr. N.S.Abbas  
 Dr. Sujata Bhardwaj  
 Dr. Sangeeta Srivastva
- 20 **Time Table Committee**  
 Mr. Avneesh Mittal Convener  
 Teacher-In-Charge of all departments  
 Convener Academic Committee Ex-officio
- 21 **Website & Internet Committee**  
 Mr. Bhavya Deep Convener  
 Ms. Manu Kataria  
 Dr. Sangeeta Srivastva  
 Ms. Amita Mishra  
 Ms. Abha Vasal
- 22 **Gandhian Study Center**  
 Ms. Madhulika Convener  
 Dr. Vandita Gupta  
 Dr. Sujata Bhardwaj

23 Women Development Cell  
Dr. Shalini Sehgal Convener  
Convener Gender Sensetizing Committee Ex-Offico  
Dr. Shivani vermani  
Dr. Poornima

24 Alumni Association  
Dr. N.S.Abbas Convener  
Ms. Rizwana  
Ms. Parvinder Kaur ( BMS Deptt)

25 Incharge NCC  
Dr. Balram Pani

26 Incharge NSS  
Dr. Ranjeet Thakur

27 Clubs  
Astronomy Mr. Vikas Taygi  
Dance Dr. Renu Baweja  
Debate Dr. Hari Kishan  
Dramatics and Fine Arts Dr. Poornima  
Eco Dr. Shivani Vermani  
Film Dr. Parthasarthy  
Mountaineering&Tracking Dr. Geeta Bhatt  
Music Ms. Bikramjeet  
Photography Ms. Neeru Sharma  
Yoga Ms. Neeru Sharma

28 Society  
Electronics Dr. Inderbir Kaur  
Instrumentation Dr. Geeta Bhatt  
Polymer Sc. Dr. Sushmita  
BMS Dr. Uma Dhawan  
Microbiology Dr. Poornima  
Computer Sc. Mr. Bhvya Deep

  
Secretary Staff Council