

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

April 20, 2009

**Minutes of the Staff Council Meeting held on 17th April
2009**

A meeting of the staff council was held on 17th April 2009 at 12.30pm. in the Conference Room. Along with the chairman following members were present in the meeting:

Dr. Anita Sondhi	Dr. Anil K. Bali	Dr. Balarani Pami
Dr. Lalit Kapur	Dr. Manoj Khanna	Dr. Inderbir Kaur
Mr. Avneesh Mittal	Mr. Bhavya Deep	Ms. Anita Mishra
Ms. Abha Vasal	Ms. Manu Kataria	Dr. Vandita Gupta
Dr. Fram S. Rao	Dr. Shalini Sehgal	Dr. Meenakshi Garg
Ms. Madhulika	Dr. Geeta Bhatt	Dr. Anand Bharadavaia
Dr. Vandana Batra	Dr. Partha pal	Mr. Vikas Tyagi
Dr. Shivani Varmani	Dr. Reetu Baweja	Dr. Parvinderkaur (BMS)
Dr. S K Shukla	Dr. Susmita Dey	Sh. Siddharth Sirohi
Dr. Purnima Anand	Dr. Ruchi Marwah	Dr. Parvinder kaur (Micro)
Ms. Bikramjeet Kaur	Mr Hari Kishan Bhardwaj	Mr. Satendra Singh
Dr. Ramesh Kataria	Dr. Geeta Mongra	

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 02nd April 19, 2009 were confirmed.

Item No. 2: Annual Reports of Committees/ Clubs and Societies etc.

Annual reports of the following staff council committees and clubs etc. were placed before the house

Magazine Committee
Prospectus Committee
ECA

Ms. Manu Kataria
Dr. Anita Sondhi
Dr. Shivani Varmani

BMS Society	Dr. Shivani Varmani
Music Society	Dr. Sushmita Dey
Microbiology Society	Dr. Purnima Anand
Dramatics and Fine Arts Clubs	Dr. Purnima Anand
Computer Science Society	Mr. Bhavya Deep
Web Site committee	Mr. Bhavya Deep
Film Club	Dr. Parthasarathy Pal
Seminar Committee	Mr. Sidharth Sirohi
Placement Cell	Dr. Vandana Batra
Equipments received from the University	Dr. Anil K Bali, Mr. Avneesh Mittal
Academic Committee	Dr. Anil K Bali
Purchase Committee	Dr. Balram Pan
N.C.C.	Dr. Balram Pan
Women Development Cell	Dr. Shalini Sehgal
Short term course on food safety	Dr. Shalini Sehgal
Electro-society	Dr. Geeta Mongia
Admission Committee	Dr. Manoj Khanna
Time Table Committee	Mr. Avneesh Mittal
Polymer Sc. Society	Dr. S.K. Shukla
N.S.S.	Dr. S.K. Shukla
Instrumentation Society	Dr. Geeta Bhatt
Sports Committee	Dr. Geeta Bhatt
Mountaineering & Trekking Club	Dr. Geeta Bhatt
Students Advisory Committee	Dr. Eram S Rao
Medical Nutrition Therapy (Short term Course)	Dr. Meenakshi Gerg

Relevant suggestions were made by members for further improvements in the functioning of various committees / societies/clubs. Following are the suggestions:

1. It was suggested that admissions for coming session may be done in the conference room. The principal suggested to look into the feasibility of the suggestion. It was also suggested by one of the members that to look into the cutoff percentage for admissions so that number of students in each course can be increased.
2. **It was recommended that the admissions under OBC category should be done through a centralized process in the university like in the case of SC/ST/PH. This recommendation may be sent to the Vice Chancellor of Delhi University.**
3. On the recommendation of the convener student advisory committee it was decided that the fresher and farewell party should be left to the individual departments. Two or more departments may join with each other for the parties. Funding for these parties will be done by contribution of the students or by the respective societies.

[Handwritten signature]

4. The academic committee recommended that the work load and the number of batches should be once again reviewed keeping in mind the student strength after 16th August 09. This was approved by the house.

5. It was also requested by Dr. Bali to all teacher-in-charge that they should ensure the equipments received from university is installed and working properly.

6. It was suggested by convener ECA to collect some amount for ECA at the time of admission only. Also a request for ECA room was also placed in the house.

7. It was suggested by one member of the house to have lecture theaters with LCD projector. It was suggested by the chair that the conference room may be used for the time being (if it is required) but with the condition that students do not damage the room in any way.

8. Convener prospectus committee suggested that the sale of prospectus can be started before the university dates. This will increase the response of the parents and students.

9. WDC convener also suggested to charge some fees in the prospectus so that money can be taken at the time of admission only.

10. It was suggested by the chair to start the process of publishing the magazine at the earliest so that the magazine should be ready by December.

11. The convener Web site and Internet committee was asked to update the college Website, and also to co-ordinate with university to update College related information in the university website.

Item No. 3: Any other matter

It was decided in the house that there will be no online cancellation of admission and the fees will be refunded only after formal cancellation from the college. This information must be printed in the prospectus.

It was approved by the house that if any teacher wants to upload any information on the web site, the same can be done with the help of Mr. Bhavya Deep.

A committee was formed to look into the requirement for making of lounge in the library. Committee comprises of following members:

Secretary Staff Council

Bursar

President Staff Association

Dr. Lalit Kapoor

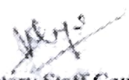
This was decided in the meeting that Dr. Bali will continue to act as convener for equipment received from the university and all Teacher-in-charges will be the members of the committee.

For the single person department i.e. Department of Instrumentation, the admission will be done with the help of other departments i.e. Mathematics, Human Communication, Biology and Chemistry as per following details:

Ist list of admission - Department of H.C.
IInd list of admission - Department of Biology
IIIRD list of admission - Department of Chemistry
IVth list of admission - Department of Mathematics

It was decided by all the members that instead of providing a hard copy of the minutes of staff council meeting to all the members, it can be given through e-mail. Further the minutes can be uploaded at the website of the college for reference. Also a notice board will be dedicated for staff council information. The minutes/notice/any other matter regarding staff council will be displayed on it.

It was also decided by all the members that the expenses (towards refreshment) will be made through Staff Association Fund. A sum of Rs. 54/- which was handed over by previous staff Council secretary will be used for refreshment in next staff council meeting.


Secretary Staff Council

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

1 Academic Committee

Dr. A.K. Ball Convener
Teacher-In-Charge or their Representative
Convener Time Table Committee Ex-Officio

2 Admission Committee

Dr. Anil Sainthi Convener
Teacher-In-Charge of main Departments & a member from same department
Single person department can opt for person from Allied Department

3 Annual Day Committee

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

4 Building Repair & Maintenance Committee

Dr. S.K. Shukla Convener
Bursar Ex-officio
Secretary Staff Council
Dr. Anand Bhardwaj

5 Canteen Committee

Dr. Lata Kapoor Convener
Dr. Vandita Gupta
Dr. Ramesh Kataria
Ms. Abha Vatsal
Mr. Vikas Tyagi

6 College monitoring Committee for Internal Assessment

Principal Convener
Bursar Ex-officio
Secretary Staff Council
Dr. Manoj Khanna
Senior Teacher's Representative in the Governing Body

7 Departmental Moderation Committee for Internal Assessment

Previous Teacher-In-Charge
Present Teacher-In-Charge
Incoming Teacher-In-Charge

8 **Discipline Committee**

Dr. Manoj K. Khanna Convener
Convener Gender Sensitizing Committee Ex-Office
In-charge NSS Ex-Office
In-charge NCC Ex-Office
Dr. Lalit Kapoor
Dr. A.K. Bala
Dr. S.K. Shukla
Ms. Rizwana
Ms. Anita Mishra
Dr. Ramesh Kataria

9 **RCA Committee**

Dr. Shivanj Verma Convener
Ms. Bikramjeet Kaur
Dr. Ruchi Gahlot
Dr. Parvinder Kaur (Microbiology Deptt)
Dr. Parvinder Kaur (BMS Deptt)
Ms. Renu Baweja
Mr. Sandeep Singh

10 **Garden Committee**

Dr. Eshan S. Rao Convener
Convener Building Repair & Maintenance Committee
Dr. N.S. Arhas
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 Bhatn Convener
Teacher-In-Charge or their Representative
(of main Departments)

15 **PR Committee**

Dr. Meenakshi garg Convener
Dr. Bikramjeet
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
Bursar Ex-officio
Teacher-In-Charge of all departments
Convener of Concerned Committee

18 **Sports Committee**

Dr. Eram S. Rao Convener
Dr. Manoj K. Khanna
Incharge NSS
Incharge NCC
Ms. Bikramjeet Kaur
Mr. Partho gal

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
Mr. Vikas Tyagi
Dr. Sujata Bhardwaj

- 23 **Women Development Cell**
 Dr. Shalini Sehgal Convener
 Convener Gender Sensitizing Committee Ex-Office
 Dr. Shivani Verma
 Dr. Poojitima
- 24 **Alumni Association**
 Dr. N.S. Abbas Convener
 Ms. Rizwana
 Dr. Parvinder Kaur (BMS Dept)
- 25 **Incharge NCC**
 Dr. Balram Puri
- 26 **Incharge NSS**
 Dr. Ranjeet Thakur
- 27 **Clubs**
- | | |
|---------------------------|-------------------|
| Astronomy | Mr. Vikas Taygi |
| Dance | Dr. Renu Baweja |
| Debate | Dr. Hari Kishor |
| Dramatics and Fine Arts | Dr. Poojitima |
| Geo | Dr. Shivani Verma |
| Film | Dr. Parthasarthy |
| Mountaineering & Trekking | Dr. Gouta Bhatt |
| Music | Ms. Bokranjeet |
| Photography | Ms. Neeru Sharma |
| Yoga | Ms. Neeru Sharma |
- 28 **Society**
- | | |
|-----------------|---------------------|
| Electronics | Dr. Inderbir Kaur |
| Instrumentation | Dr. Geeta Bhatt |
| Polymer Sc. | Dr. Susmita |
| BMS | Dr. Uma Dhawan |
| Microbiology | Dr. Poojitima |
| Computer Sc. | Mr. Bhavya Deep |
| Food Technology | Dr. Shalini Sehgal |
| Physics | Dr. Anand Bhardwaja |