

Minutes of the Staff Council held on June 23, 2016

An emergent meeting of the Staff Council was held on June 23, 2016 at 1100hrs 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.)
Amit Kumar	Jitender Kumar	Neeru Sharma	Sidhharth Sirohi
Anand Bharadvaja	Lalit Kapur	Purnima Anand	Susmita Dey Sadu
Anil Kr. Bali	Madhulika Bajpai	Ragini Jindal	Uma Chaudhary
Anita Sondhi	Manoj Khanna	Rizwana	Uma Dhawan
Arti Dua	Manu Kataria	Sangeeta Srivastava	Vandana Batra
Bhavya Deep	Meenakshi Garg	Saroj Kr. Shukla	Vijay Kumar Nalla
Eram Shahid Rao	N. S. Abbas	Shweta Gupta	

1. Initial 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 May 17, 2016 have been circulated electronically. All the members gave their consent to receive the same. Further, he informed the house about the following in his initial remarks:

- (i) The college has been granted three B.Sc.(H) courses in Chemistry, Botany and Zoology by the Directorate of Higher Education vide letter no DHE-13(3)/BCAS/Misc./New Cour/2013-14/1534 Dated 08.06.2016. These courses are likely to start as soon as the permission from the University of Delhi is received.
- (ii) Ms. Manu Kataria has resumed her duties w.e.f May 23, 2016 and has been appointed as the Teacher-in-Charge of the Department of Computer Science w.e.f. June 6, 2016.
- (iii) Dr. Ranjeet S. Thakur has been appointed as the Nodal Officer for the e-Granthalya.
- (iv) The library committee has recommended the procurement of the free of cost cloud based software e-granthalya offered by the Govt. of NCT of Delhi. As

Dr. Avneesh Mittal
Secretary, Staff Council

Dr. Balaram Pani
Chairman, Staff Council

per the requirement of the guidelines, a dedicated high speed internet connection is mandatory for the proposal. It was proposed that a connection may be procured from a vendor having optical network in the area for the library with a suitable plan.

- (v) The college has received a sanction of Rs.3,00,000/- from the UGC for establishment of Internal Quality Assurance Cell (IQAC).

Agenda item 1: Teaching workload for the odd semester of the upcoming academic year 2016-17

Convener, Academic committee briefed the house about the workload for the odd semester of AY 2016-17 (*hereinafter called the workload*). There is requirement of teachers above the sanctioned strength because of the upcoming 4th Year of the FYUP courses or the five B.Tech. courses running in the college viz; Electronics, Instrumentation, Food Technology, Computer Science and Polymer Science.

Keeping the student teacher ratio 1:12 as per UGC norms and other recommendations of the academic committee has led to the requirement of 19 teachers beyond the sanctioned strength as per the details mentioned below :-

Department	Workload	Sanctioned strength	Permanent Faculty	Adhoc faculty requirement	
				As per the workload	Above the sanctioned strength
Biochemistry	16	1	1	-	-
Biology	48	3	3	-	-
Biomedical Sciences	137	7	3	5	1
Chemistry	40	5	1+1P	1	-
Computer Science	189	9	4+1	7	2
Electronics	215	8	7+1L	5	4+ 2Guest
English	16	1	-	1	-
Food Technology	233	8	5	8	5
Human Communication	16	1	1	-	-
Instrumentation	194	9	1	11	3
Mathematics	27	2	2	-	-
Microbiology	118	6	4	2	2Guest
Physics	134	8	5+2L	3	-
Polymer Science	194	8	3	9	4
One teacher in Physical Education.					
P- Principal, L- Leave					

The workload to be approved should be as per the above recommendations of the academic committee based on CBCS/ B.Tech. courses. It was emphasized that the need for additional 19 teachers and some guest faculties are mainly due to 4th year of FYUP/B.Tech. courses in Electronics, Instrumentation, Food Technology, Computer Science and Polymer Science. The following decisions were taken unanimously on the workload that

- (a) The requirement of additional faculty members should be urgently pursued with the GB, DU and DHE to have the actual strength required as per UGC norms and to maintain the quality of education.
- (b) On deliberations and discussions, it was decided to explore the possibility to accommodate within the sanctioned strength for this academic year as far as possible. The following suggestions were approved for the temporary arrangements till the required approval for the additional faculty members is received for the upcoming academic year 2016-17.
 - i. Maximum 2 batches will be made for the practical classes uniformly in all the departments.
 - ii. Teachers agreed to take few additional classes above the UGC rules, if required, in the respective Department for this academic year only.
 - iii. GE-3 and GE-1 paper option of the CBCS courses may be reviewed judiciously.
 - iv. Guest faculty may be appointed, if required, only for theory classes.

TIC will recalculate the respective workload based on the above adjustments and submit to the convener academic committee at the earliest.

Agenda item 2: Reporting for status of NAAC SSR submission

Convener NAAC briefed the house that the progress of NAAC is satisfactory. The SSR is almost ready to be uploaded at the earliest.

Various NAAC subcommittees were notified electronically dated 16.6.2016 by the NAAC Convener like Civil work & Building maintenance, Furniture items, IT items, Stationary & Printing and Equipment repairs (Physical, Chemical and Biological), to prepare for the visit of peer team.

Changes in the subcommittees were discussed. The same will be notified by the NAAC convener.

Agenda item 3: Any other matter with the permission from the Chairman.

- (i) A dedicated internet connection for the e-granthalya software in the Library may be procured from a vendor with a suitable plan. We may switch to optical network as and when we find a suitable one.
- (ii) Ms. Manu Kataria will be the co-convener of the Magazine committee.

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