

Minutes of the Staff Council held on May 17, 2016

A meeting of the Staff Council was held on May 17, 2016 at 12:15hrs in the conference room. The meeting was attended by the members as per the list attached as Annexure 'A' along with the Chairman and the secretary Staff council.

1. Initial Remarks by the Chairman Staff Council:

The Chairman welcome all the members and informed the house about the following in his initial remarks:

- (i) The Chairman, college Governing body has approved the following recommendations of its Finance committee that
 - a) The fee structure should be revised. The proposed fee structure is recommended for both the existing and newly sanctioned B.Sc.(H) courses w.e.f. academic session 2016-17 where it is mentioned that the effective change of Rs. 5815.00 has come out of which Rs. 3500.00 is on account of refundable Security deposit. Therefore, net change recommended is Rs.2315.00. Club fee of Rs.200/- in the fee structure is proposed for two clubs opted by the student @Rs.100/- per student per year.
 - b) The college incurs expenses in different activities of ECA/ Club/ Society/ Sports /NSS etc. from the students' fund. The expenses should bear a maximum limit of 80% of the respective income, including sponsorship if any, in the respective financial year. The other 20% may be utilized in administrative expenses or other student development proposals having zero or less resources.
 - c) The books should be purchased for the library without delay in the interest of the students. Procurement should be done by adopting the previous procedure whereby books were being purchased at a flat rate of discount, decided by the library committee (@15% discount previously) from the vendors who were willing to follow our terms and conditions of the college. Any publications from the Government and University press are exempted from such discounts.
 - d) The GIA Capital Asset (Plan) worth Rs.95Lakhs, received for the FY 2015-16, to be revalidated from DHE for FY 2016-17 in the bifurcated heads of Capital Asset (50L) + Furniture (20L) + IT (25L).
- (ii) The AGCR Audit of the College for the period of 2009-2015 has been completed.
- (iii) The college has procured a college management software for the administrative and accounts section from the budget sanctioned by the governing body from the student's fund. Three servers are also in the pipe line for its optimum functioning including one for the library. Using one of its feature, the accounts section has started to send the individual salary slips through respective email w.e.f. April 2016. Some of the furniture items has been procured from this grant also. He thanked the governing body for the kind consideration.
- (iv) Dr. Ranjeet S. Thakur was made a member of the committee for the Financial Assistance to the teachers in the absence of Dr. Purnima Anand at that time.

Dr. Avneesh Mittal
Secretary, Staff Council

Dr. Balaram Pani
Chairman, Staff Council

- (v) Dr. Sidhharth Sirohi was made convener of the Central Purchase committee w.e.f. March 21, 2016 on an emergency basis via notice #2909.
- (vi) The college has refused the proposal of the non-collegiate center for women candidates in its premises.
- (vii) Services of the all the non teaching employees working on the adhoc basis has been terminated as per the direction of the University of Delhi. Process for recruiting staff members on contractual basis has been initiated.
- (viii) The college has started to maintain an "Asset Loan Register" in all the departments/ sections for temporary loan of a Non Recurring item by a permanent staff member as per notice #304 dated 22.4.2016. All are required to kindly co-operate in maintaining the same.
- (ix) Dr. Anita Sondhi has become the TIC of the Department of Biochemistry after her resuming the duties in the college. He thanked Dr. Anil Bali for his support during the period of her leave.
- (x) In view of different letters received from the University of Delhi, the following arrangements have been made on emergency basis
 - a) A core committee for the student counselling system in the college has been formed. Dr. Shalini Sehgal, Dr. Anil K. Bali and Dr. Madhulika Bajpai are the members of this core committee.
 - b) Internal Complaint Committee of the college has been constituted with Dr. Purnima Anand and Dr. Uma Dhawan as its faculty representatives.
 - c) Dr. Sujata Bhardwaj has been nominated as the nodal officer for addressing Public Grievances.
 - d) Dr. N.S. Abbas, Dr. Lalit Kapur and Dr. Anand Bhardvaja are the faculty representatives of the Grievance Redressal Committee under the UGC regulations.
 - e) Dr. N. S. Abbas has been appointed as the Anti Discriminatory Officer of the college.
 - f) Dr. Jitender Kumar has been appointed as the convener of the SC/ST Cell for the settling the complaints/ grievances of aggrieved SC/ST employees or the students. Dr. Sidhharth Sirohi, Dr. Vikas Tyagi and Dr. Amit Kumar are its faculty representatives.
- (xi) Dr. Avneesh Mittal will remain the Bursar of the college upto June 30, 2016. Dr. Ranjeet S. Thakur will take over from him w.e.f. July 1, 2016.
- (xii) The college is under process to sign a MoU with M/s SMS Water Grace BMW Pvt Ltd., the only Delhi Govt. authorized vendor in this region, for the monthly disposal of Biological and Biomedical waste generated in the college departments on the recommendation of the governing body.
- (xiii) Some of the departments/ PIs/ Incharges who have not submitted the stock verification certificates or the list of procurement, in accordance to notice dated 22.03.2016 till date, are required to do the same at the earliest.
- (xiv) All are requested to comply various notices issued from time to time.
- (xv) He congratulated PIs of DU innovation project BCAS 305 and BCAS 308 for selection of their work during the 94th Foundation day of the University of Delhi.
- (xvi) DHE has agreed in principle the proposal of new courses in Psychology and Economics.

Agenda item 1: Election of Staff Council Secretary for the Academic year 2016-17

Vice Principal and Secretary Staff Council secretary Dr. Shalini Sehgal proposed the name of Dr. Avneesh Mittal for the aforesaid. It was seconded by Dr. Ranjeet S. Thakur. The house unanimously elected Dr. Avneesh Mittal as Staff Council secretary for the academic year 2016-17. However, Dr. Shalini Sehgal was requested to continue the proceedings for this meeting.

Chairman Staff Council proposed Dr. Shalini Sehgal to continue as convener for NAAC and same was unanimously accepted by the house.

Agenda item 2: Reporting for status of NAAC SSR submission

Convener NAAC briefed the house that the progress of NAAC is satisfactory. The Core Committee work is almost ready to go to the editorial team. Efforts are being made to put documents in administrative block in order. The Bursar was requested to look after the modalities of the NAAC fee submission. TIC were also requested to initiate the repair proposals. The following suggestions of the NAAC convener was adopted for the regular functioning of the college.

- An official handing over of charge by TIC's and Conveners of Committees/ Cells/ Clubs should take place so that all the documents are in place and easily traceable.
- Feedback of all the events held in the college will be taken.

Agenda item 3: Formation of various Staff Council Committees for Academic year 2016-17

List of various Staff Council committees are attached here as Annexure 'I'. These committees will also work in tandem with other NAAC committees to prepare for the visit of peer team. The house agreed on the proposal of the chairman that the term of the Staff Council committees will be for the upcoming academic year with effect from their formation rather than the financial year as previously.

Agenda item 4: Any other matter with the permission from the Chairman.

- (i) The house agreed to give GE paper for the first year students in the prospectus itself. The option will be taken from the students at the time of admission.
- (ii) House unanimously agreed the proposal to start B.A.(H) Psychology and B.A.(H) Economics. Chairman is authorized to pursue as per norms.
- (iii) Students Advisory and PR committee will look for the Grievances during admissions in academic year 2016-17.
- (iv) The house unanimously agreed and approved the following suggestion of the Chairman Staff Council with immediate effect.
 - Permanent faculty members should attend their respective committee meeting. They should avoid nominating others as far as possible. The ex-officio members may nominate regular faculty members in case of emergency.
 - The criterion for the award of Best Alumini may be prepared well in advance and displayed on the college website to attract the concerned.

- The internal assessment should be well displayed via notice board, email id or college website. If student(s) is(are) not turning up to sign the same, s/he should be given a chance to raise their queries, if any, in a time bound manner, otherwise the assessment will be taken as final.
- The clubs/ societies should organize academic activities and avoid cultural events like games, music shows/ DJs etc.
- The fund of the clubs/ societies etc. should be used only to facilitate the guests of the college. The practice of internal staff felicitation from the college fund should be discontinued. The Principal and the Vice Principal may be offered potted plants to maintain the stage decorum.
- A copy of the approval from the principal to organize any event by Department/ Club/ Committee/ Project PIs/ Society/ etc. should be provided to the office, prior to the event, for maintaining a file regarding the same.

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

Note: The Annexure 'I' below is sorted alphabetically for committees and their respected members for convenience.

The minutes are computer generated and need no signature.

Annexure 'I'

**COMPOSITION OF STAFF COUNCIL COMMITTEES
for the
Academic Year 2016-2017 w.e.f. 17.05.2016**

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. Anita Sondhi
Member- Dr. Purnima Anand
Member- Dr. Ragini Jindal
Member- Dr. Sidhharth Sirohi
Member- Dr. Sujata Bhardwaj
Member- Dr. Vandana Batra

4. 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)

5. Annual Maintenance Committee of Computers and its Peripherals

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

6. Anti Ragging Committee

Convener- Dr. Madhulika Bajpai
Member- Dr. Manoj Khanna
Member- Dr. Meetu Luthra
Member- Dr. N. Vijay Kumar
Member- Dr. S. K. Shukla

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

8. Bhaskaracharya Cell

Convener- Dr. Vandana Batra
Member- Dr. Manoj Khanna
Member- Dr. Neeru Sharma

9. Building Maintenance Committee

Convener- Dr. Anand Bharadvaja
Member- Dr. Ruchi G. Marwah
Member- Bursar (Ex officio)
Members- Two teacher's representative in Governing Body (Ex-Officio)

10. Canteen Committee

Convener- Dr. Shivani Varmani
Member- Dr. Eram S. Rao
Member- Dr. Inderbir Kaur
Member- Dr. Lalit Kapur
Member- Dr. Partha S. Pal
Members- Two Student Representatives
Members- Two Non-Teaching Representatives

11. Career Counselling cell

Convener- Dr. Inderbir Kaur
Member- Dr. Bhavya Deep
Member- Dr. Meenakshi Garg
Member- Dr. N. Vijay Kumar
Member- Dr. Sidharth Sirohi
Member- Dr. Uma Chaudhry
Member- Dr. Vikas Tyagi
Member- Dr. Avneesh Mittal (TIC, Department of Instrumentation)

12. 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)

13. 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.

14. Committee for Financial assistance to teacher’s for attending seminars, conferences etc.

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

15. Core Committee Student Counselling System

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

16. Departmental Moderation Committee for Internal Assessment

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

17. Equal Opportunity Cell

Convener- Dr. N. Vijay Kumar
Member- Dr. Ruchi G. Marwah
Member- Dr. S. K. Shukla

18. Extra Curricular Activity

Convener- Dr. Sujata Bhardwaj
Member- Dr. Meetu Luthra
Member- Dr. Pawas Goswami
Member- Dr. Susmita Dey. Sadhu
Member- In-Charges of all the Clubs(Ex-officio)

19. Faculty representation in Internal Complaint Committee

Convener- Dr. Purnima Anand
Member- Dr. Uma Dhawan

20. Gandhian Study Center

Convener- Ms. Shweta Gupta

Member- Dr. Meetu Luthra
Member- Dr. Ranjeet S. Thakur

21. Garden Committee

Convener- Dr. Eram S. Rao
Member- Dr. Anita Sondhi
Member- Dr. Pawas Goswami
Member- Dr. Sujata Bhardwaj

22. Gender Sensitizing Committee

Convener- Dr. Purnima Anand
Member- Dr. Arti Batra
Member- Dr. Uma Dhawan
Member- Dr. Susmita D Sadu

23. Library Committee

Convener- Dr. Ranjeet S. Thakur (Librarian-Ex officio)
Member- Dr. Anil K. Bali
Member- Dr. Anita Sondhi
Member- Dr. Bhavya Deep
Member- Dr. Eram S. Rao
Member- Dr. Lalit Kapur
Member- Dr. Madhulika Bajpai
Member- Dr. Neeru Sharma
Member- Dr. Ruchi G. Marwah
Member- Dr. Shivani Varmani
Member- Dr. Shweta Gupta
Member- Dr. Sidhharth Sirohi
Member- Dr. Vandana Batra
Member- Dr. Avneesh Mittal (TIC Department of Instrumentation)

24. Literary Club

Convener- Dr. Arti Batra
Member- Dr. Shweta Gupta

25. Magazine Committee

Convener- Dr. Sangeeta Srivastava
Member- Dr. Arti Batra
Member- Dr. Inderbir Kaur
Member- Dr. N. Vijay Kumar
Member- Dr. Vandita Gupta

26. National Service Scheme

Convener- Dr. Sidhharth Sirohi
Co-Convener- Dr. Avneesh Mittal
Member- Dr. Amit Kumar

Member- Dr. Partha S. Pal
Member- Dr. Shivani G. Varmani

27. North East Cell

Convener- Dr. Meenakshi Garg
Member- Dr. Inderbir Kaur

28. Proctorial Committee

Convener- Dr. Vikas Tyagi
Member- Dr. Amit Kumar
Member- Dr. Bhavya Deep
Member- Dr. Eram S. Rao
Member- Dr. N. Vijay Kumar
Member- Dr. Partha S. Pal
Member- Dr. Ragini Jindal
Member- Dr. Sidhharth Sirohi
Member- Dr. Uma Chaudhry
Member- Dr. Avneesh Mittal (TIC Department of Instrumentation)
Member- Teacher Representative (Physical Education)
Member- Convener, Anti ragging committee(Ex officio)

29. Prospectus Committee

Convener- Dr. Shweta Gupta
Member- Dr. Arti Batra
Member- Dr. Meenakshi Garg
Member- Dr. Pawas Goswami
Member- Dr. Shivani Varmani
Member- Dr. Sidhharth Sirohi
Member- Dr. Vandana Batra
Member- Dr. Avneesh Mittal (TIC, Department of Instrumentation)

30. Public Grievances Redressal

Convener/ Nodal officer- Dr. Sujata Bharadwaj
Member- Convener, Student advisory & PR Committee(Ex-officio)
Member- Faculty representatives in Grievance Redressal Committee under the UGC regulations(Ex-officio)

31. Research and Project Assessment Committee

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

32. SC/ST Cell

Convener- Dr. Jitender Kumar, Liaison officer (Ex- officio)
Member- Dr. Amit Kumar

Member- Dr. Sidhharth Sirohi
Member- Dr. Vikas Tyagi
Nonteaching staff members to be nominated by the Chairman Staff Council

33. Special Categories Admission Enabling Committee

Convener-Dr. Jitender Kumar
Member- Dr. S. K. Shukla
Member- Convener EOC cell (Ex- officio)
Member- Convener North East 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- Teacher Representative (Physical Education)

35. Student Advisory and P.R. Committee

Convener- Dr. Ruchi G. Marwah
Co-convener- Dr. Uma Chaudhry
Member- Dr. Meenakshi Garg
Member- Dr. Ranjeet S. Thakur
Member- Dr. Sangeeta Srivastava
Member- Dr. Shweta Gupta
Member- Dr. Sidhharth Sirohi
Member- Dr. Vandana Batra
Member- Dr. Avneesh Mittal (TIC, Department of Instrumentation)

36. Swacchata Committee

Convener- Dr. Anita Sondhi
Member- Dr. N. S. Abbas
Member- Dr. S. K. Shukla
Member- Dr. Susmita D. Sadhu(Convener, Waste Management Ex-Officio)
Special Invitee- Section officer (Administration), Care taker.

37. Time Table Committee

Convener- Dr. Neeru Sharma
Co-convener- Dr. Partha S. Pal
Member- Teachers-in- Charge of all Departments
Member- Convener Academic Committee (Ex-Officio)

38. Training and Placement cell

Convener- Dr. Sidhharth Sirohi
Member- Dr. Bhavya Deep
Member- Dr. Inderbir Kaur

Member- Dr. Meenakshi Garg
Member- Dr. N. Vijay Kumar
Member- Dr. Uma Chaudhry
Member- Dr. Vikas Tyagi
Member- Dr. Avneesh Mittal (TIC, Department of Instrumentation)

39. Vivekananda Vichar Manch

Convener- Dr. Ranjeet S. Thakur
Member- Dr. Vikas Tyagi

40. Waste management Committee

Convener- Dr. Susmita D. Sadhu
Member- Dr. Jitender Kumar
Member- Dr. Pawas Goswami
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
Member- Dr. N. S. Abbas Ali
Member- Dr. Shivani S. Varmani

42. Women Development Cell

Convener- Dr. Vandita Gupta
Member- Dr. Meetu Luthra
Member- Dr. Sujata Bhardwaj
Member- Dr. Sangeeta Srivastava

Staff Council
(17.5.16)

A meeting of the Staff Council was held in the conference room on 17.5.16 at 12.15 pm along with the Chairman and Secretary, Staff Council. The following members attended the same

1.	Dr. Kian Das	Kian Das
2.	Dr. Uma Dhawan	Uma Dhawan
3.	Dr. Sumita Day Soodh	S. Soodh
4.	Dr. Meenakshi Garg	Meenakshi Garg
5.	Dr. Prem Lata Meena	Prem Lata Meena
6.	Dr. Vandana Bala	Vandana Bala
7.	Dr. Meelu Luthra	Meelu Luthra
8.	Dr. Lini Choudhary	Lini Choudhary
9.	Dr. Ruchi Marwah	Ruchi Marwah
10.	Dr. Purnima Arand	Purnima Arand
11.	Dr. Neha Bansal	Neha Bansal
12.	Dr. Neha Singh	Neha Singh
13.	Dr. Jagjit Singh	Jagjit Singh
14.	Dr. Sonia D. Dhanwan	Sonia D. Dhanwan
15.	Ms. Shweta Dua	Shweta Dua
16.	Dr. Dipti Sharma	Dipti Sharma
17.	Rakesh	Rakesh
18.	Anil Dutt	Anil Dutt
19.	Manoj Kumar (Instr.)	Manoj Kumar
20.	Pawan Kumar	Pawan Kumar
21.	Dr. Anil Kumar (Inst.)	Anil Kumar

Dr. Anil K. Gaur	Dr. Shashi Singh
Sakshi Sharma	Dr. Rishi Singh
Anita Singh	Dr. Rishi Singh
Harish Singh	Dr. Rishi Singh
VAAS TIAGI	Dr. Rishi Singh
Dr. Jitender Kumar	Dr. Rishi Singh
Dr. Siddharth Bishw	Dr. Rishi Singh
Dr. Rameet S. Thakur	Dr. Rishi Singh
Dr. Amanish Mittal	Dr. Rishi Singh
Dr. A.K. Bah	Dr. Rishi Singh
Dr. Lalit Kapur	Dr. Rishi Singh
Shivani G. Varmam	Dr. Rishi Singh
Amandeep Kaur	Dr. Rishi Singh
Aarti Mahajan	Dr. Rishi Singh
Ms. Partha S. Pal	Dr. Rishi Singh
Jayant Sharma	Dr. Rishi Singh
Dr. Kapil Roy	Dr. Rishi Singh
Dr. Deepali Gupta	Dr. Rishi Singh
PARVEEN KUMAR	Dr. Rishi Singh
Dr. Parman Kumar	Dr. Rishi Singh
Dr. Vandita Gupta	Dr. Rishi Singh
Dr. Anil Bhatnagar	Dr. Rishi Singh
Dr. Sanjeeta Saravastava	Dr. Rishi Singh
Dr. Sujata Bhardwaj	Dr. Rishi Singh
Ms. Suman Bhatti	Dr. Rishi Singh
Dr. Sakshi Khurana	Dr. Rishi Singh
Dr. S. K. Suresh	Dr. Rishi Singh
Dr. Bhavya Dey	Dr. Rishi Singh
Ashli Dua	Dr. Rishi Singh
Shweta Gupta	Dr. Rishi Singh
Dr. Neeru Sharma	Dr. Rishi Singh
Dr. Indu Kaur	Dr. Rishi Singh

