



**Bhaskaracharya College of Applied Sciences**  
(University of Delhi)  
Sector- 2, Dwarka, New Delhi – 110 075

**Minutes of the Staff Council held on 20<sup>th</sup> April 2018**

A meeting of the Staff Council was held on Friday, 20<sup>th</sup> April 2018 at 1400hrs in the AV room. The following members along with Dr. Balaram Pani, Chairman Staff Council and Dr. Uma Dhawan, Secretary Staff Council attended the meeting.

Dr./ Mr./ Ms.	Dr./ Mr./ Ms.	Dr./ Mr./ Ms.	Dr./ Mr./ Ms.
1 Amit Kumar	17 Geeta Mongia	33 Nitin Chauhan	49 Seema
2 Alivia Roy	18 Gurkiran Kaur	34 Partha S. Pal	50 Shalini Sehgal
3 Amandeep Kaur	19 Jagjit Singh	35 Parveen Kumar	51 Shivani G. Varmani
4 Anand Bharadvaja	20 Jitender Kumar	36 Pawan Dabas	52 Shubhra Barwa
5 Anil Barak	21 Juhi Gupta	37 Pawan Kumar	53 Shvetambri
6 Anil K. Bali	22 Kapil Roy	38 Pradeep K. Muwal	54 Shweta Dua
7 Anil Kumar	23 Kavindra Kumar	39 Radhey Shyam	55 Shweta Gupta
8 Anita Sondhi	24 Krishna Dutt	40 Rakesh	56 Sidhharth Sirohi
9 Anshika Singh	25 Lalit Kapoor	41 Ranjeet S. Thakur	57 Suman Bharti
10 Arti Batra	26 Madhulika Bajpai	42 Ratyakshi	58 Tanya Lava Swer
11 Avneesh Mittal	27 Mahesh Chand	43 Rizwana	59 Uma Chaudhry
12 Basant Saini	28 Manjeet S. Barwa	44 Roshan Lal	60 Umesh Kumar
13 Bhavya Deep	29 Manu Kataria	45 Ruchi G. Marwah	61 Vandana Batra
14 Eram S. Rao	30 Meetu Luthra	46 Sangeeta Srivastava	62 Vandita Gupta
15 Franky Varah	31 Neha Bansal	47 Sanyam Gupta	
16 Geeta Bhatt	32 Neha Singh	48 Saroj K. Shukla	

**2018(2)/1 Initial Remarks by the Chairman Staff Council**

The Chairman welcomed all the members. He informed the house that the confirmed minutes of the last staff council held on February 28, 2018 have been circulated via email on March 09, 2018. All the concerned members gave their consent to have received the same. Further, he informed the house about the following in his initial remarks:

- i. Teachers-in-charge of the departments for 2018-19 were notified via BCAS/17(13)/Aptt of TIC/2018/2309 dated 26.03.2018 and subsequent notice dated 12.04.2018.
- ii. Student's feedback and Parent's feedback forms are uploaded on the College website as required by IQAC. It is mandatory for the students to submit the feedback for their hall ticket.
- iii. The Conveners/ In-charges of the staff council committees have to update the Chairman about the progress of their respective committees on monthly basis as required by IQAC.

- iv. The AQAC Google form is emailed to all that needs to be updated online time to time for submission to UGC. The form for this year is still incomplete and needs to be filled on urgent basis for its timely submission to UGC.
- v. The annual stock verification of the Department/ Project/ Club/ Society/ Star College/ etc. needs to be completed latest by April 23, 2018 as per the notice already issued on March 27, 2018. This will automatically transfer the charge wherever required. It is also required to handover all the files especially those maintained for NAAC.
- vi. The Budget proposal for 2018-19 is to be submitted online latest by April 27, 2018 as per the notice issued on March 27, 2018.
- vii. It is observed that leaves are applied online only. He emphasized that the hard copy of the leave and joining also needs to be submitted on time for the official record. Online mail doesn't imply the sanctioning of the leave. Also, earned leaves can only be availed after these have been credited and not in advance.
- viii. He congratulated Dr. Avneesh Mittal for being awarded with the Best Teacher's Award by Directorate of Higher Education (2016-17).
- ix. The college has received a non-recurring grant of Rs. 15 lakhs per department for Biomedical Science, Biochemistry and Microbiology and recurring grant of Rs. 18.64 lakhs under Star College Scheme, DBT.
- x. Dr. Uma Chaudhry will be the coordinator for Star College Scheme as per the notification of DBT dated 22.03.2018.
- xi. Mr. Bhavya Deep and Dr. Purnima Anand will be the Teachers' Representative in the Governing Body of the College.
- xii. The Rate Contract for recurring items viz. Chemicals, Plasticware, Glassware and Biological Kits is extended for one year i.e. FY 2018-19.
- xiii. The proposals to start the new courses of B.Sc. (H) in Biochemistry, Mathematics, and Operational Research, and B.A. (H) Psychology likely have been moved a step further for consideration in the Standing Committee of the Academic Council.
- xiv. The examinations are starting from April 23, 2018 in the college. He has shown full faith in getting the full cooperation from all the teachers as always.
- xv. The college is planning to procure items from GeM in the coming FY 2018-19 as it is mandatory.
- xvi. The mobile attendance is functioning smoothly for almost one year. It is now emphasized to mark the attendance on mobile application in the coming academic year 2018-19. Dr. Partha S. Pal has presented this online attendance application at the University and the same has received appreciation by the Vice Chancellor.
- xvii. The college is planning to pay salary for the month of April 2018 as per the revised 7<sup>th</sup> pay commission. Also, the dues will be released at the earliest possible.
- xviii. He also mentioned that the individual proposal made in the staff council is not a binding on the college unless it is accepted and implemented. The need of the institute should be given priority over wishes of an individual.

## **2018(2)/2 Submission of reports of the committees and clubs for 2017-18**

Research & Project Assessment Committee, Swachhta & Waste Management Committee, Vivekanand Vichar Manch, Eco club and NSS cell submitted their reports for 2017-18. It was unanimously agreed by the house to adopt the reports of the other committees and clubs from the Annual report 2017-18.

### **2018(2)/3 Academic Calendar of the College for 2018-19**

The house unanimously agreed to adopt the following academic calendar (2018-19) for the college.

<b>Date</b>	<b>Activity</b>
August 14, 2018	Fresher's Party
September 1-5, 2018	Interdepartmental Sports Activity
October 5-9, 2018	Departmental Fest/ Society Programme
December 20-30, 2018	Intercollege Sports Tournament
January 12-23, 2019	Songs of India/ Srijan/ Sports Competition/ Departmental Fest
February 27, 2019	Annual Day/ Farewell

### **2018(2)/4 IQAC**

IQAC recommendations as presented by Dr. Geeta Mongia, Member Secretary, IQAC is attached.

### **2018(2)/5 Reporting of NAAC Review Committee Report**

The NAAC Review Committee Report as presented in the house by the NAAC coordinator, Dr. Uma Chaudhry is attached.

### **2018(2)/6 Election of Staff Council Secretary for the Academic year 2018-19**

Dr. Uma Dhawan proposed herself for the post of Secretary, Staff Council. Dr. Shalini Sehgal and Dr. Vandita Gupta seconded the same. The house unanimously elected her as Secretary, Staff Council for the academic year 2018-19. However, Dr. Avneesh Mittal was requested to continue the proceedings for this meeting.

### **2018(2)/7 Formation of various staff council committees for the academic session 2018-19**

Conveners and co-conveners of different staff council committees were discussed and finalized. The members of the committees were decided in consultation with the Chairman Staff council and inputs given in the meeting. The list of staff council committees w.e.f. April 20, 2018 for the session 2018-19 is attached here as Annexure 'A'.

### **2018(2)/8 Any other matter**

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

The minutes are computer generated and need no signature.

## Composition of Staff Council Committees

### 1. Academic Committee

**Convener-** Dr. Anita Sondhi

**Co-Convener-** Dr. Meetu Luthra

**Members-**

Convener, Time Table Committee

Teacher in Charges of all Departments

### 2. Admission Committee

**Convener-** Dr. Jitender Kumar

**Co-Convener-** Dr. Sangeeta Srivastava

**Members-**

Teacher in Charges of all the Courses

### 3. Alumni Committee

**Convener-** Dr. Vandana Batra

**Co-Convener-** Dr. Geeta Bhatt

**Members-**

Dr. Bhavya Deep

Dr. Meenakshi Garg

Dr. Inderbir Kaur

### 4. Annual Day & Prize Distribution Function Committee

**Convener-** Bursar (Ex- Officio)

**Members-**

Secretary, Staff Council (Ex- officio)

Convener, ECA Committee (Ex- officio)

Convener, Proctorial Committee (Ex- officio)

Convener, Website Committee (Ex- officio)

Convener, Sports Committee (Ex- officio)

Conveners of all the subcommittees formed

### 5. Annual Maintenance Committee of Computers and its Peripherals

**Convener-** Dr. Meetu Luthra

**Members-**

Ms. Arti Batra

Ms. Shweta Gupta

Dr. Inderbir Kaur

Special Invitee- Mr. Rajkumar

Dr. Ruchi Marwah

### 6. Anti Discriminatory Cell

**Convener-** Dr. N.S. Abbas

**Members-**

Convener, North East Cell (Ex officio)

Convener, SC/ST Cell (Ex officio)

Convener, Proctorial & Anti Ragging Committee (Ex officio)

Convener, Student Advisory & PR Committee (Ex officio)

### 7. Automation & Digitization Committee

**Convener-** Dr. Partha S. Pal

**Co-Convener-** Dr. Avneesh Mittal

**Members-**

Dr. Ranjeet S. Thakur

Dr. Sidhharth Sirohi

Dr. Shalini Sehgal

Dr. Uma Chaudhry

## **8. Building Maintenance Committee**

**Convener-** Dr. N.S. Abbas

**Members-**

Dr. Eram S. Rao  
Bursar (Ex- Officio)

Two Teacher's representatives in  
Governing Body (Ex- Officio)

## **9. Canteen Committee**

**Convener-** Dr. Eram S. Rao

**Members-**

Dr. Meetu Luthra  
Dr. Neeru Sharma  
Dr. Uma Chaudhry

Invitees- Two Non-Teaching  
Representatives  
Invitees- Two Student Representatives

## **10. Career Counselling Cell**

**Convener-** Dr. Bhavya Deep

**Members-**

Dr. Rizwana  
Dr. Ruchi G. Marwah

Ms. Shweta Gupta  
Dr. Sujata Bhardwaj

## **11. Central Purchase Committee**

**Convener-** Dr. Avneesh Mittal

**Members-**

Bursar, (Ex- Officio)  
Convener, AMC Committee (Ex- Officio)  
Convener, Canteen Committee (Ex-  
Officio)  
Convener, ECA Committee (Ex- Officio)  
Convener, Garden Committee (Ex- Officio)  
Convener, Library Committee (Ex- Officio)

Convener, Website & Internet Committee  
(Ex- Officio)  
Convener, Sports Committee Committee  
(Ex- Officio)  
Teacher- in-Charge(s) (All Departments)  
Special Invitee(s)- S.O. (Admn.) and  
Mr. Manish Verma

## **12. College Monitoring Committee for Internal Assessment**

**Convener-** Principal

**Members-**

Bursar (Ex- Officio)  
Secretary, Staff Council (Ex- officio)  
Convener, Academic Committee (Ex-  
officio)

Senior Teacher's Representative in the  
Governing Body

## **13. Committee for Student Counselling System and Mentorship**

**Convener-** Dr. Anil K Bali

**Members-**

Dr. Avneesh Mittal  
Ms. Manu Kataria  
Convener, Alumni (Ex- Officio)

Convener, Career Counselling (Ex- Officio)  
Convener, Training & Placement Cell (Ex-  
Officio)

#### **14. Departmental Moderation Committee for Internal Assessment**

**Convener-** Present Teacher- in-Charge

**Members-**

Previous Teacher- in-Charge

Senior most Teacher of the Department

#### **15. Equal Opportunity Cell**

**Convener-** Dr. N. Vijay Kumar

**Members-**

Dr. Anand Bharadvaja

Dr. Sangeeta Srivastava

#### **16. Extra Curricular Activity**

**Convener-** Dr. Ruchi G. Marwah

**Members-**

Dr. Eram S. Rao

Dr. Jitender Kumar

Dr. Meenakshi Garg

In charges of all the Cultural Clubs (Ex-Officio)

#### **17. Gandhian Study Center**

**Convener-** Dr. Inderbir Kaur

**Members-**

Dr. Rizwana

#### **18. Garden Committee**

**Convener-** Dr. Meenakshi Garg

**Members-**

Dr. Eram S. Rao

Dr. Sujata Bhardwaj

Dr. Susmita D Sadhu

#### **19. Gender Sensitization Committee/ Faculty representatives in Internal Complaint Committee**

**Convener-** Dr. Rizwana

**Members-**

Ms. Arti Batra

Dr. Susmita D Sadhu

Dr. Uma Dhawan

#### **20. Library Committee**

**Convener-** Dr. Ranjeet S. Thakur (Librarian, Ex Officio)

**Members-**

Ms. Arti Batra

Dr. Anil K. Bali

Dr. Anita Sondhi

Dr. Geeta Bhatt

Dr. Geeta Mongia

Dr. Lalit Kapur

Dr. Madhulika Bajpai

Dr. Partha S. Pal

Dr. Neeru Sharma

Dr. Pawas Goswami

Dr. Shalini Sehgal

Dr. Shivani G. Varmani

Dr. Sujata Bhardwaj

Dr. Susmita D Sadhu

Special Invitee- Ms. Geeta Papnei

## **21. Magazine and e-Newsletter Committee**

**Convener-** Dr. Shivani G. Varmani

**Members-**

Ms. Manu Kataria

Dr. Meetu Luthra

Dr. Ruchi G. Marwah

## **22. NAAC**

**Coordinator-** Dr. Uma Chaudhry

**Members-**

Dr. Avneesh Mittal

Dr. Jitender Kumar

Dr. N. S. Abbas

**Co-Coordinator-** Dr. Madhulika Bajpai

Dr. Ranjeet S. Thakur

Dr. Sidharth Sirohi

## **23. National Service Scheme**

**Convener-** Ms. Shweta Gupta

**Members-**

Dr. Sidharth Sirohi

**Co-Convener-** Dr. Inderbir Kaur

Dr. Uma Dhawan

## **24. North East Cell**

**Convener-** Dr. Saroj K. Shukla

**Members-**

Ms. Shweta Gupta

Dr. Sujata Bhardwaj

## **25. Proctorial & Anti- Ragging Committee**

**Convener-** Dr. Amit Kumar

**Members-**

Dr. Anand Bharadvaja

Dr. Pawas Goswami

Dr. Rizwana

**Co-Convener-** Ms. Arti Batra

Dr. Susmita D Sadhu

Dr. Uma Chaudhry

Convener, North East Cell (Ex- Officio)

## **26. Prospectus & Annual Report Committee**

**Convener (Prospectus)-** Dr. Inderbir Kaur

**Convener (Annual Report)-** Dr. Madhulika Bajpai

**Members-**

Dr. Rizwana

Ms. Shweta Gupta

Dr. Sujata Bhardwaj

## **27. Public Grievance Redressal**

**Convener/ Nodal Officer-** Dr. Sujata Bhardwaj

**Members-**

Faculty representatives in Grievance Redressal Committee under the UGC regulations (Ex- officio)

Convener, Student Advisory & PR Committee (Ex- Officio)

**Co-Convener-** Dr. Geeta Bhatt

Special Invitee(s): Ms. Ritu Sareen and One student representative nominated by Chairman, Staff Council

### **28. Research & Project Assessment Committee**

**Convener-** Dr. Sidharth Sirohi

**Members-**

Dr. Meenakshi Garg

Dr. N. S. Abbas

Dr. Susmita D Sadhu

Dr. Uma Dhawan

### **29. SC/ST Cell**

**Convener-** Liaison Officer, Ex- Officio

**Members-**

Dr. Partha S. Pal

Nonteaching staff Members to be  
nominated by the Chairman Staff Council

### **30. Special Categories Admission Enabling Committee**

**Convener-** Liaison Officer, Ex- Officio

**Members-**

Convener, Equal Opportunity Cell (Ex-  
Officio)

Convener, North East Cell (Ex- Officio)

### **31. Sports Committee**

**Convener-** Dr. Sidharth Sirohi

**Members-**

Dr. Anand Bharadvaja

Dr. Inderbir Kaur

**Co-Convener-** Dr. Ranjeet S. Thakur

Dr. Neeru Sharma

Dr. Sujata Bhardwaj

### **32. Student Advisory & PR Committee**

**Convener-** Dr. Pawas Goswami

**Members-**

Dr. Geeta Bhatt

Ms. Manu Kataria

**Co-Convener-** Dr. Neeru Sharma

Dr. Partha S. Pal

Dr. Ranjeet S. Thakur

Ms. Shweta Gupta

### **33. Swacchata & Waste Management Committee**

**Convener-** Dr. Susmita Dey Sadhu

**Members-**

Ms. Arti Batra

Dr. Inderbir Kaur

Dr. Uma Dhawan

Special Invitee- Section Officer (Admn.)

Special Invitee- Care Taker

### **34. Time Table Committee**

**Convener-** Dr. Avneesh Mittal

**Members-**

Convener Academic Committee (Ex-  
Officio)

Teachers- in- Charge of all Departments

### **35. Training & Placement Cell**

**Convener-** Dr. Shalini Sehgal

**Members-**

Dr. Pawas Goswami

Ms. Shweta Gupta



**36. Vivekananda Vichar Manch and Literary Committee**

**Convener-** Ms. Manu Kataria

**Members-**

Dr. Ranjeet S. Thakur

**37. Website & Internet Committee**

**Convener-** Dr. Partha S. Pal

**Members-**

Dr. Bhavya Deep

Dr. Geeta Mongia

**38. Women Development Cell**

**Convener-** Dr. Geeta Mongia

**Members-**

Dr. Neeru Sharma

Dr. Ruchi G. Marwah

### Recommendations of IQAC

1. Google page link is open and all faculty members are requested to fill their respective information at the earliest.
2. IQAC recommends that the information being filled in Google page must be mentioned in the Annual Report/ Star College Report. As a faculty has already submitted the document for annual report, etc. the faculty need not do it again for IQAC. The document collected by one of the committee of the college can be used by IQAC as it becomes the college asset. The exercise to recollect the document will be reduced a lot and a double check on the fact presented is always healthy. Confirmed minutes of the staff council meeting held in July 2017 should be referred for further reference.
3. For student's feedback form, it has been recommended to remove the option 'NO', so that students must fill the form to get unique code.
4. The committee informed the house that uniformity for sample size would be considered for the analysis of student feedback.
5. IQAC once again asked the house for procedure to be adopted for ATR with regard to student feedback received.
6. Student mentoring committee will submit signed hard copy for the ATR to IQAC.
7. All SOPs prepared during NAAC will be made available to all faculty members at IQAC link at college website for reference.
8. SOP for any kind of leave will soon be prepared and will be made available to the faculty members for next academic session.
9. AQAR for academic year 2017-18 will be prepared soon and will also be made available at IQAC link.

  
16/5/18:  
member Secretary, IQAC.


### NAAC Review Committee Report

A meeting of the NAAC core committee was held on January 5 2018 to review the NAAC report about the college for her First assessment cycle. Members were informed about the criterion wise CGPA as follows:

Criteria	Weightage ( $W_i$ )	CrWP <sub>i</sub>	CrWP <sub>i</sub> / $W_i$
I. Curriculum Aspects	100	280	2.80
II. Teaching- Learning and Evaluation	350	1130	3.23
III. Research, Consultancy and Extension	150	410	2.73
IV. Infrastructure and Learning Resources	100	300	3.00
V. Student Support and Progression	100	320	3.20
VI. Governance, Leadership & Management	100	270	2.70
VII. Innovation and Best Practices	100	330	3.30
Total	1000	3040	(3.04) Grade: A

In order to plan well in advance for the assessment of second cycle, following unanimous recommendations were decided in the meeting.

1. Each department should plan for their academic calendar for holding internal assessment, academic activities and other activities well in advance and submit to the Principal and IQAC before the start of the new academic calendar.
2. Student advisory committee may be requested to explore the scheme for students belonging to other states, in terms of scholarships and other career enhancement areas.
3. Demographic profile of the college ( student belonging to which state, family income etc.) should be done on a regular basis. Administration section should lead into this with intimation to TICs.
4. Student's progression dates viz; Alumni and First destination outcome to be available with Departments and duly submitted to Admin section for documentation each year in the month of August. It should be included in the form for clearance/Provisional etc.
5. There is a need for dedicated medical room.
6. If open source is not available College should only have authorized licensed software.
7. The college need to have collaboration with Industries, higher academic and research units. The college should have more MoUs with different organizations. Social NGOs and Senior citizens home may be approached for mutual functioning.

The block contains four handwritten signatures in blue ink. The first signature is on the left, followed by a signature that appears to be 'Lachandhaya'. In the center, there is a date '5/01/2018' written below a stylized signature. To the right of the date is another signature that appears to be 'M. Jayaraj'.

8. All the staff council committees should follow the norms of meetings ( at least 3-4 in a year). Timely intimation of meetings with proper Agenda should be circulated before the meeting. Also, the minutes of the meeting should be recorded and confirmed and action taken report should be recorded in the minutes.
9. Student mentoring committee meetings to be made mandatory. Faculty of each department may be deputed to ensure such meetings and being carried out. Proper records to be maintained for such meetings.
10. New development to be published timely with all the recent happenings of the college via Bhasker Jyoti.
11. Committee to be constituted to taken care of digital lockers (repository) and collection of all proofs (Department wise), and Department wise blog should be encouraged.
12. Website committee to ensure regular updates and displays number of hits on the college website.

Sudh

hachandkey

5/11/2018

05/10/2018

Maptal