



भास्कराचार्य कॉलेज ऑफ अप्लाइड साइंसेस
(दिल्ली विश्वविद्यालय)
BHASKARACHARYA COLLEGE OF APPLIED SCIENCES
(UNIVERSITY OF DELHI)



Accredited by NAAC with Grade 'A'

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Confirmed Minutes of the Staff Council 05.01.2021

A meeting of the Staff Council was held on January 05, 2021 at 11:30hrs in the AV room. The meeting was attended by the members listed below along with Dr. Balaram Pani, Principal & Chairman Staff council, Dr. Eram S. Rao, Vice Principal and the Dr. Anil K Bali, Secretary Staff council.

Name (Dr./ Mr./ Ms.)	Name (Dr./ Mr./ Ms.)	Name (Dr./ Mr./ Ms.)	Name (Dr./ Mr./ Ms.)
1. Aarti Malyan	21. Harendra Kumar	41. Palleeshree	61. Satyam Ravi Dwivedi
2. Alivia Roy	22. Inderbir Kaur	42. Parveen Kumar	62. Satyawati
3. Amandeep Kaur	23. J. Dinakaran	43. Pawan Kumar	63. Seema
4. Amit Kumar	24. Jayant Sharma	44. Pawas Goswami	64. Shailja Singh
5. Amit Kumar Singh	25. Jitender Kumar	45. Prem Lata Meena	65. Shani Kumar
6. Anand Bharadvaja	26. Julie Thakur	46. Purnima Anand	66. Shikha Srivastava
7. Anil Barak	27. Kapil Roy	47. Ragini Jindal	67. Shivani G. Varmani
8. Anil Kumar	28. Kavindra Kumar	48. Rakesh	68. Shubhra Barwa
9. Anita Sondhi	29. Krishna Dutt	49. Ramesh Kumar	69. Shweta Dua
10. Anjali Saxena	30. Lalit Kapur	50. Ratyakshi	70. Shweta Gupta
11. Asha	31. Laljee Ram Meena	51. Reetuparna Basak	71. Sidharth Sirohi
12. Avneesh Mittal	32. Madhulika Bajpai	52. Rizwana	72. Sujata Bhardwaj
13. Bhavya Deep	33. Manjeet Singh Barwa	53. Roshan Lal	73. Swati Gupta
14. Bholey Singh	34. Manoj Kumar	54. Ruchi G. Marwah	74. Uma Chaudhry
15. C. Lalmuanpuia	35. Manu Kataria	55. Sakshi Khurana	75. Uma Dhawan
16. Franky Varah	36. Meenakshi Garg	56. Salam Sonia Devi	76. Umesh Kumar
17. Geeta Mongia	37. Meetu Sethi (Online)	57. Sampat Singh Chauhan	77. Vandana Batra
18. Gunjan Sirohi	38. N. S. Abbas	58. Sandeep Kumar	78. Vijay Kr. Nalla
19. Gurkiran Kaur	39. Neeru Bhagat	59. Sangeeta Srivastava	79. Vijay Kumar
20. Gurumayum Suraj Sharma	40. Neha Singh	60. Saroj Kr. Shukla	
Absentees (Dr./Mr./Ms.)			
Neeru Sharma	Pawan Dabas	Shalini Sehgal	Shvetambari
Vandita Gupta			

Dr. Anil K. Bali
Secretary, Staff Council

Prof. Balaram Pani
Chairman, Staff Council

2021(1)/1. Opening 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 August 10, 2020 have been circulated electronically via email dated August 21, 2020. All the concerned members gave their consent to have received the same and are now available on the college website. Further, he informed the house about the following in his initial remarks:

- (i) Dr. Eram Shahid Rao, Associate Professor, Department of Food Technology has joined her duties of Vice Principal of the college, w.e.f. 22nd September 2020.
- (ii) Shri Ramesh Kumar, Assistant Professor, Department of Physics, BCAS (under the category of less than 10 years of service) as Teachers' Representative in the Governing Body of college, for a period of one year, with effect from 19th July 2020.
- (iii) Dr. Sujata Bhardwaj, Associate Professor, Department of Botany has been appointed as Public Information Officer (PIO) with effect from 1st November 2020 for a period of one year
- (iv) Shri Sandeep Panwar was unanimously appointed as Treasurer of the Governing Body.
- (v) The college has successfully conducted the Semester III and Semester V classes on the Microsoft Teams platform. Also OBE were conducted smoothly for these students.
- (vi) The college has already admitted 451 students so far and the classes have also started for the new admitted students as per the academic calendar of the University of Delhi. 3 foreign students were also enrolled this year. (2 in Microbiology and 1 in Biomedical Sciences). Five students were admitted in Sports category and 10 students are enrolled in the CW category so far. In addition to 451 students admitted, 323 students have withdrawn the admissions. Also nearly 2000 applications were rejected. 74 applications were withdrawn and 154 applications were approved but they did not deposit the fee. He appreciated convener for coordinating the admission process in this pandemic.
- (vii) The college has conducted number of Online Workshops/ Webinars (more than 60) for various academic topics and current issues like National Education Policy to keep the enthusiasm and emotional quotient of staff and students at a high level.
- (viii) The college celebrated its 23rd Annual Day and Prize Distribution function in an online mode on September 8 2020. Prof Jagadesh Kumar Hon'ble VC JNU was the Chief Guest. Prof Avinash Chandra Pandey, Director IUAC and Prof Nagesh Thakur, Member UGC, were the Guests of Honor. Chairperson GB presided over the event.
- (ix) The University has initiated the promotion process after a long time and Bhaskaracharya College of Applied Sciences was the first college of the University to start the promotion under CAS 2010/2018. All eligible Six teachers have been promoted from Stage I to Stage II i.e. pre revised AGP 6000 to 7000 of 6CPC. Thirteen teachers were promoted from Stage II to Stage III i.e. pre revised AGP 7000 to 8000 of 6CPC. Five teachers were promoted from Stage III to Associate Professor i.e. pre

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- revised AGP 8000 to 9000 of 6CPC. Three more cases of promotion from stage II to stage III are to be conducted today afternoon and two within this week. Also the due promotion of some faculty members to Associate professor will be carried out at the earliest. He once again congratulated all colleagues and expect an extended cooperation from them in the smooth functioning of the college. He also thanked Governing Body for the support.
- (x) The screening of applications for the post of Assistant Professor(s) on regular basis in the College has been completed for most of the Departments. Other departments were also requested to complete the process at the earliest.
- (xi) Ms. Ira Sharma, Senior Assistant has been promoted to the post of Section Officer (Administration), on regular basis, in the college w.e.f. 25th August 2020.
- (xii) Dr. Partha Sarthy Pal, Assistant Professor, Department of Physics, has been granted another extension of six months study leave from 5th January 2021 to 4th July 2021 or till he joins back his duties.
- (xiii) Study leave for Ms. Arti Dua has been extended, w.e.f. 6th September 2020, for further period of one year or till the submission of her Ph.D. thesis, whichever is earlier.
- (xiv) Governing Body ratified the extension of deputation period of Dr. Manoj Kumar Tiwari, Assistant Professor, Department of Electronics for another period of one year w.e.f. 16/11/2020 to 15/11/2021 (6th year), on the post of Assistant Director, AICTE.
- (xv) Dr. Ramesh Kumar and Dr. Sandeep Kumar from the Department of Physics have been awarded with PhD degree. He congratulated them once again.
- (xvi) Smt Rinki Tyagi wife of Late Shri Vikas Tyagi, Ex-Assistant Professor, Department of Physics has been appointed against Group C post, as per norms, on daily wages w.e.f. 12/08/2020. The Governing Body has already noted and ratified her appointment initially on compassionate ground.
- (xvii) The college has released all the arrear of the 7th CPC to its employees.
- (xviii) The college was acknowledged and the Principal, Convener and the students of Gandhian Study Circle were facilitated by Gandhi Bhawan University of Delhi on the closing ceremony of Gandhi-150 on 2nd October 2020 for its outstanding performance for propagating the Gandhian value among the students.
- (xix) Dr. Satyawati conducted English skill enhancement classes for all the non teaching staff including Library, MTS and laboratory staff members between Aug-Nov 2021.
- (xx) For learning/ enhancing the skill and awareness of the digital literacy amongst the non-teaching staff members of the college, few computer classes were organized by the Digitization and Automation Committee on Basic Information of the Computer Hardware, Software and MS Office utilities in this 7 days workshop.

2021(1)/2. Academic Workload and Faculty Distribution of Workload

Convener, Academic committee briefed the house about the workload for the even semester of AY 2020-21 (hereinafter called the workload). The final teaching workload

Approved by the academic committee as mentioned below in the Table I, subject to change due to number of students opting GE2 w.e.f. April 1, 2021:

Table I: Teaching Workload for the even semester AY 2020-21

Department	Sanctio ned	Worklo ad	Perman ent Faculty	Faculty requirement	
				Adhoc	Shifted To(+)/ From(-) temporarily for this semester
Biochemistry	1	14	1	-	-
Biomedical Sciences	7	114	3	4	-
Botany	8	134	2	5	-1
Chemistry	8	134	2	6	-
Computer Science	8	130	3+1L	5	-
Electronics	8	132	6+2L	2	-
Food Technology	8	134	5	3	-
Human Communication	1	13	1	-	-
Instrumentation	8	126	1L	8	-
Mathematics	2	36	2	-	-
Microbiology	6	124	4	2+1*	+1
Physics	8	132	5+1L	3	-
Physical Education	1	16	-	1	-
Polymer Science	8	134	3	5	-
Zoology	8	138	1	7	-
English	-	24	-	1	-
Environmental Studies	-	20	-	1	-

P-Principal, L-Leave

***Additional faculty requirement**

- Departments offering Environmental Sciences in Odd and English in Even Semester: Biomedical Sciences, Botany, Chemistry, Food-Technology, Microbiology and Physics
- Departments offering English in Odd and Environmental Sciences in Even Semester: Instrumentation, Zoology, Polymer Science, Computer Science and Electronics.

Principal briefed the house about the faculty distribution of workload. As the departments of the college gets the new post created or fall vacant at the basic level of Assistant Professor (Academic Level 10) only, the house was informed to cater the Departmental workload based on its sanctioned strength only, irrespective of enhancement in the designation of its members.

2021(1)/3. IQAC

Coordinator IQAC informed the house about the submission of AQAR 2019-20 and shared the plan of action for AQAR 20-21.

IQAC members extend their gratefulness towards all the faculty members for their kind cooperation in preparing the AQAR 2019-20. The draft AQAR was shared with all the faculty members & NAAC committee through an email on December 2, 2020. No additions or modifications were reported by any faculty member. The suggestions, received from NAAC committee were duly reviewed by the IQAC members and changes were incorporated accordingly. Thus finalized draft of AQAR 2019-20 was also presented to external members of the IQAC in the meeting held on December 17, 2020. After receiving the confirmation from the external members, AQAR 2019-20 was successfully uploaded on NAAC portal on December 31, 2020.

The following activities have been included under the '**Plan of Action**' in AQAR 2019-20 for the academic year 2020-21. IQAC seek active participation and cooperation of all in completing the same, please:

- **Training programs for non-teaching staff**

For an academic organization to function effectively, it is pertinent that all stakeholders update and upgrade their skill set regularly. Faculty and students have easier access to various avenues to keep up with the times. However, sometimes similar opportunities are not available to the non-teaching staff. To bridge the gap, efforts shall be made to organise workshops and learning modules that can help to enhance their skill-set as well.

- **Registration of Alumni Association**

An alumni association can be beneficial to college and students on several accounts. It can help to create and update a database of the alumni. Association can also provide a platform for the alumni to share their expertise for the development of the college. Alumni interaction can come real handy especially for the enrolled batch of students. Through continuous interaction, they can gain insight and first-hand knowledge of the applications and opportunities related to their respective disciplines. Lastly, it shall strengthen the bond between the alma mater and its alumni. For all the said and many other gains, the college shall get its alumni association registered this year.

- **Organizing the academia-industry interface series**

Application based learning is advantageous for both the students as well as faculty. Since the college offers many applied discipline courses, the stakeholders can benefit from a sustained interaction with the industry. The college shall attempt to organise regular interactions with not only academic experts but also with the professionals working in different industries to enhance the learning curve of all its stakeholders.

- **Outreach programs**

It has been a constant endeavour on the part of the college to offer the expertise of our faculty along with the significant participation of our students to conduct programs

for the benefit of the community. The college intends to carry out a few outreach programs of social relevance this year as well.

- **Establishing start-up/entrepreneurship cell**

Self-reliance for income generation can be hugely beneficial for the Indian youth. Thus, the college shall encourage academia-industry interface by initiating steps towards setting up an incubation centre and promoting the culture of entrepreneurship and start-up in the college.

- **Introduction of virtual internships**

Current pandemic conditions have put curbs on several opportunities of active learning for our students. To overcome the challenges thus posed, an alliance with industry shall be initiated to provide hands-on training to the students so as the learning curve is not compromised.

2021(1)/4. NIRF

The house was informed about the Office order BCAS/OO/2020/658 Dated 09/12/2020 constituting the NIRF committee as follows:-

Convener - Dr. Purnima Anand (Nodal Officer)

Co-Convener- Dr. Ruchi Gulati Marwah

Member- Dr. Amit Kumar

Member- Dr. Meenakshi Garg

Member- Dr. Neeru Bhagat

Member- Dr. Rakesh

Member- Dr. Ramesh Kumar

Member- Dr. Satyam Dwivedi

Member- Dr. Shailja Singh

Member- Dr. Shivani G Varmani

Member- Dr. Susmita Dey Sadhu

Member- Dr. Uma Chaudhry, Convener
NAAC (Ex-Officio)

Member- Mr. Manish Verma

Member- Ms. Ritu Sareen

Dr. Eram Rao and Dr. Avneesh Mittal will also be there in the committee as Advisor

Coordinator NIRF further briefed the house about the progress in NIRF ranking and expectations of its committee as per the details below.

- (i) The college has successfully registered under the college category.
- (ii) The Data Capturing System was opened dated January 4, 2021
- (iii) The portal will close on 5th February 21.

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- (iv) The NIRF team has been divided into sub committees who will be working on following points:
- a. Student sanctioned and actual strength data.
 - b. Placement and Higher studies
 - c. Faculty details
 - d. Financial Resources
 - e. Physically challenged students' facilities
 - f. Research
- (v) Since NIRF involves third party evaluation especially in relation to research projects and publications, the research and faculty data has to be updated on the college website. Also, other important achievements of the college will be highlighted on the website especially outreach activities.

2021(1)/5. NAAC

Convener NAAC briefed the house about the recommendations and expectations of its committee as per the details.

Year-wise data is being collected from Annual Reports and AQAR document of college. So far 2017-18 and 2018-19 data has been collected by the members of NAAC Committee. Data for the year 2019-20 is still in process. Digital proofs for the same is being uploaded simultaneously in a shared Google Drive.

The house was informed that the Committee members might request unavailable proofs from Faculty members and Conveners of clubs and committees. Regarding files being maintained for NAAC purposes, NAAC Committee members thank the Conveners who have submitted their files.

Committee members are of the opinion that there is a scope of improvement in the files and a detailed SOP for the same is being prepared, which would be shared soon and then the files would be collected. Further, it was informed that henceforth geotagged photographs need to be collected for various activities that are conducted by the college. Help from photography club may be taken for the same.

2021(1)/6. Annual Day 2020-21

The house discussed the silver Jubilee celebrations for the establishment of the college. It was decided to explore the option to celebrate it in an offline mode, if the conditions permits in the month of March-April 2021. Various committees were formed for the Annual Day and Prize Distribution function which will coordinate with its core committee.

1. Annual Day & Prize Distribution Function Committee

Convener- Vice Principal (Ex-officio)	
Member- Bursar (Ex-officio)	Member-Convener, Sports Committee (Ex-officio)
Member- Convener, Digitization & Automation Committee (Ex-Officio)	Member-Convener, Website Committee (Ex-officio)
Member-Convener, ECA Committee (Ex-officio)	Member-Secretary, Staff Council (Ex-officio)
Member-Convener, Prize Distribution Committee (Ex-officio)	Member- Conveners of all the sub/committees formed.
Member-Convener, Proctorial Committee (Ex-officio)	

a. Distinguished Alumni Award Committee (Ex Officio Alumni Committee)

Convener- Dr. Vandana Batra	
Co-Convener- Dr. Inderbir Kaur	
Member- Dr. Gunjan Sirohi	Member- Dr. Meenakshi Garg
Member- Dr. Harendra Kumar	Member- Dr. Shubhra Barwa
Member- Dr. Jayant Kumar	Member- Dr. Shweta Dua
Member- Dr. Krishna Dutt	

b. Best Student Award Committee

Convener- Dr. Inderbir Kaur	
Co-Convener- Dr. Vandana Batra	
Member- Convener, ECA(Ex-officio)	Member- TIC - Department of Food Technology
Member- Convener, NSS(Ex-Officio)	Member- TIC - Department of Instrumentation
Member- Convener, Sports Committee(Ex-Officio)	Member- TIC - Department of Microbiology
Member- TIC - Department of Biomedical Sciences	Member- TIC - Department of Physics
Member- TIC - Department of Botany	Member- TIC - Department of Polymer Science
Member- TIC - Department of Chemistry	Member- TIC - Department of Zoology
Member- TIC - Department of Computer Science	
Member- TIC - Department of Electronics	

c. Decoration Committee

Convener- Dr. Meenakshi Garg	
Member- Dr. Premlata Meena	Member- Dr. Shvetambari
Member- Dr. Sakshi Khurana	Member- Dr. Sujata Bharadwaj

d. Invitation and Reception Committee

Convener- Dr. N.S. Abbas

Member- Dr. Amit Kumar Singh

Member- Dr. Anjali Saxena

Member- Dr. Pawan Dabas

Member- Dr. Sangeeta Srivastava

Member- Dr. Shvetambari

Member- Dr. Sujata Bharadwaj

Member- Dr. Uma Chaudhry

e. Pandal Committee

Convener- Dr. Shalini Sehgal

Member- Dr. Amit Kumar Singh

Member- Dr. Anil Barak

Member- Dr. Gurumayum Suraj Sharma

Member- Dr. Manoj Kumar

Member- Dr. Pawas Goswami

Member- Dr. Sampat Singh Chauhan

f. Prize Distribution Committee

Convener- Dr. Jitender Kumar

Co-Convener- Dr. Anil Kumar

Member- Dr. Aarti Malyan

Member- Dr. Asha

Member- Dr. C. Lalmuanpuia

Member- Dr. Gunjan Sirohi

Member- Dr. Harender Kumar

Member- Dr. Jayant Sharma

Member- Dr. Pawan Dabas

Member- Dr. Reetuparna Basak

Member- Dr. Shikha Srivastava

Member- Dr. Shubhra Barwa

Member- Dr. Swati Gupta

Member- Dr. Umesh Kumar

g. Refreshment Committee

Convener- Dr. Uma Chaudhry

Co-Convener- Dr. Roshan Lal

Member- Dr. Anjali Saxena

Member- Dr. Lalit Kapur

Member- Dr. Lalji Meena

Member- Dr. Pawan Kumar

Member- Dr. Vandita Gupta

h. Stage Management Committee

Convener- Dr. Manu Kataria

Member- Dr. Meetu Luthra

Member- Dr. Neha Singh

Member- Dr. Ratyakshi

Member- Dr. Satyam Dwivedi

Member- Dr. Seema

2. Magazine Committee & e-News Letter

Convener- Dr. Neeru Sharma instead of Dr. Amit Kumar

Co-Convener- Dr. Purnima Anand

Member- Dr. Alivia Roy

Member- Dr. Inderbir Kaur

Member- Dr. Jayant Sharma

Member- Dr. Manu Kataria

Member- Dr. Meetu Luthra
Member- Dr. Rakesh
Member- Dr. Sakshi Khurana

Member- Dr. Shvetambari
Member- Dr. Swati Gupta

3. Annual Report

Convener- Dr. Purnima Anand
Co-convener- Dr. Meetu Luthra
Member- Dr. Alivia Roy
Member- Dr. Inderbir Kaur
Member- Dr. Kapil Roy
Member- Dr. Neeru Bhagat
Member- Dr. Pawan Dabas
Member- Dr. Rakesh Kumar
Member- Dr. Rizwana
Member- Dr. Ruchi Gulati

Member- Dr. Sakshi Khurana
Member- Dr. Seema
Member- Dr. Shailja Singh
Member- Dr. Shani Kumar
Member- Dr. Sujata Bhardwaj
Member- Dr. Umesh Kumar
Member- Dr. Vijay Kumar

2021(1)/7. Any Other Matter with the Permission of the Chair

- a. Dr. Satyam Dwivedi will be a member in the Gandhian Study Centre.
b. Dr. Vijay Kr Nalla will be the co-convener in the ECA committee as per SC2019(3) Dated 7/8/2019.

c. Biological and Chemical Waste Disposal Committee

Convener- Dr. Shalini Sehgal
Member- Dr. Alivia Roy
Member- Dr. Kapil Roy
Member- Dr. Neeru Bhagat
Member- Dr. Pawas Goswami

Member- Dr. Sakshi Khurana
Member- Dr. Sampat Singh Chauhan
Member- Dr. Salam Sonia Devi
Member- Dr. Umesh Kumar

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

The salutation mentioned for few members in the list above are notional and used for sorting names alphabetically only and should not be used otherwise elsewhere. An authorized member at any instant is only one who is on roll and in the active service at the time concerned.

The minutes are computer generated and need no signature.