



# भास्कराचार्य कॉलेज ऑफ अप्लाइड साइंसेस

(दिल्ली विश्वविद्यालय)

**BHASKARACHARYA COLLEGE OF APPLIED SCIENCES**

(UNIVERSITY OF DELHI)

Accredited by NAAC with Grade 'A'



## Confirmed Minutes of the Staff Council 2021(3)/11.11.2021

A meeting of the Staff Council was held on Nov 11, 2021 at 11:00hrs in the Pilot Plant. The meeting was attended by the members listed below along with Prof. Balaram Pani, Principal & Chairman Staff council, Prof. Avneesh Mittal, Vice Principal and the Prof. Anil K Bali, Secretary Staff council.

Prof./Dr./Mr./Ms.

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

Prof. Anil K. Bali  
Secretary, Staff Council

Prof. Balaram Pani  
Chairman, Staff Council

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79. Vijay Kr. Nalla	81. Vineeta Goswami
80. Vijay Kumar	82. Yagyadatta Goswami

Dr. Sujata Bhardwaj, Dr. Shalini Sehgal, Dr. Manjeet Barwa and Dr. Catherine S Paul were absent in the meeting.

### **ITEM NO. 2021(3)/1 : REPORT OF THE PRINCIPAL**

The Chairman welcomed all the members in the staff council with greetings for the National Education Day. He informed the house that the confirmed minutes of the last staff council held on July 20, 2021 have been circulated electronically via email dated August 01, 2021. All the concerned members gave their consent to have received the same and are now available on the college website. The principal informed the house about the following in his initial remarks.

- (i) He congratulated Dr. Avneesh Mittal, Professor Department of Electronics for his joining as Vice Principal of the college.
- (ii) He congratulated Dr. Sidhharth Sirohi, Professor Department of Polymer Science for his joining as Deputy Dean Academics Affairs, University of Delhi.
- (iii) He also congratulated Dr. Geeta Mongia, Dr. Eram Rao and Dr. Uma Chaudhry for their promotion in the next academic level AL 14 i.e. Professor in their respective Departments.
- (iv) He congratulated Dr. Uma Dhawan for receiving INSA teacher's award.
- (v) Mr. Manish Verma, Assistant, has been promoted as Senior Assistant in the administrative section. Also Mr. Pratap has been given MACP.
- (vi) He congratulated all the NIRF team lead by Dr. Purnima Anand and Dr. Ruchi Marwah, all the staff members for the college ranking in the National Institutional Ranking Framework (NIRF). The college is proud of obtaining Rank#32 in the College category and at 16 of the 28 DU colleges in top 100 colleges all across India.
- (vii) The college had applied for the India Today ranking and obtained 60 rank under the category of Best Science Colleges. He appreciated the team work lead by Prof. Sidhharth and Prof. Uma Chaudhry.
- (viii) The Academic Audit (2019-20) of the college has successfully been completed. The next academic audit, for the period 2020-21, shall begin shortly with efforts from the team lead by IQAC coordinator Dr. Madhulika Bajpai. Administrative audit is also under process. Dr. Anand Bharadvaja and Dr. Ragini are coordinating the same.
- (ix) The college celebrated its 24th Annual Day in the online mode on October 9, 2021. Hon'ble Pro Vice Chancellor Prof. P.C. Joshi was the Chief guest for the occasion and Prof. Suman Kundu, Director UDSC was the Guest of Honor. The event was presided

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- by Prof. Subho Mazumdar, the Chairman Governing Body. He congratulated all the colleagues and the team lead by Prof. Eram S. Rao.
- (x) The college has successfully launched two indigenous applications viz; BRAHMA and BEAMS. The Hon'ble vice Chancellor, University of Delhi launched BRAHMA app on August 15 2021. These are Web Applications built with Google Apps Script. BRAHMA will be used to manage various information resources generated in College such as Student Data, Attendance, Internal Assessment, Time Table, Students Feedback, budget etc. Through this app teachers and admin can access and manage various college and individual data conveniently using desktop, laptop, or phone. This app also enables the college to maintain a central database and also make it accessible at anytime and anywhere in a secured manner as only authorized person can access the data. BEAMS will be useful for managing different events organized in the college. These apps were conceptualized and built by college faculty Dr. Partha S Pal and his team of Digitization and Automation committee and are free of cost. These apps were also praised by Prof. Suman Kundu during the annual day celebrations. Many college Principals has approached for the customized app for their respective college.
- (xi) Dr. Shalini Sehgal has been appointed as Teacher's representative in the college governing body for one year w.e.f. July 19, 2021 as per notification from University dated August 6, 2021.
- (xii) The governing body has approved the Privacy Policy for Digitization and is now available on college website.
- (xiii) The Governing Body has approved the extension of tenure of Prof. Sidhharth Sirohi as Bursar of the college for another period of one year w.e.f. 1st August 2021.
- (xiv) The Governing Body has appointed Dr. Eram Shahid Rao, Professor, Department of Food Technology as Public Information Officer for one year w.e.f. November 1, 2021.
- (xv) Dr. Jitender Kumar, Assistant Professor, Department of Electronics has been appointed as the Liaison Officer of the college.
- (xvi) University of Delhi has approved to start B.Sc. (Physical Education, Health Education and Sports) Programme in the college for a batch of 50 students in the college.
- (xvii) The college has entered into an MoU with National Institute for Immunology, DBT for Science Setu programme.
- (xviii) The Nutrition Alchemy, Mumbai has also signed an MoU with the college for internship program.
- (xix) The college has completed a 40 hr STC on Youth and Climate Change organized in association with LAKSHYA during September – October, 2021. He congratulated the organizing team lead by Prof. Uma Chaudhry, Dr. Franky Varah, Dr. Gunjan Sirohi, Dr. Sampat S Chauhan and Dr. Krishna Dutt.
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- (xx) The college has completed a 40 hr STC on Innovative Packaging and Sustainability coordinated by Dr. Meenakshi Garg and Dr. Susmita Sadu in collaboration with Foundation for Innovative Packaging and Sustainability (FIPS), Mumbai.
- (xxi) The Department of Zoology of the College has completed an online short term certificate course of 40 hours duration on “Immunological Techniques and their Applications’ in collaboration with the Department of Zoology, University of Delhi from 22<sup>nd</sup> October 2021. This course has also served as an outreach program for Department of Zoology, Indira Gandhi Government College, Tezu, Arunachal Pradesh under Vidya Vistar Scheme.
- (xxii) The Department of Computer Science of the College has started conducting an online short term certificate course of 40 hours duration on “Website Development Techniques’ in collaboration with Apkesolutions LLP from 22<sup>nd</sup> October 2021.
- (xxiii) He appealed to have some more STCs as these will be required for NAAC and will be averaged over the last five years. So more courses are required. He encouraged to have more such course from the faculties before March 2022.
- (xxiv) The college has organized a Short Term Course (STC) during October 20 – 26, 2021 on implementation of National Education Policy (NEP-2020) with a broader theme on “राष्ट्रीय शिक्षा नीति 2020 द्वारा नवभारत निर्माण” or “Making of Nav Bharat Through NEP-2020” in association with Centre for Professional Development in Higher Education (CPDHE), UGC-HRDC, University of Delhi. The STC was appreciated by The Hon’ble MoS Ministry of Education Dr. Subas Sarkar and Hon’ble Vice Chancellor Prof. Yogesh Singh. He congratulated the organizing team lead by Dr. Vandana Batra and Prof. Avneesh Mittal.
- (xxv) The college has completed a 7 days Faculty Development Program on Youth and Climate Change organized in association with Catholicate College, Mahatma Gandhi University, Kottayam Kerala under the Pandit Madan Mohan Malviya National Mission for Teachers and Teaching scheme of the Teaching Learning Centre, Ramanujan College University of Delhi, during October 27 – November 3, 2021. He congratulated the organizing team lead by Prof. Sidhharth Sirohi and Prof. Avneesh Mittal.
- (xxvi) The college has entered into a memorandum of understanding with SMITA Research Lab, a Centre of Excellence on Smart Textile, Indian Institute of Technology, New Delhi under high value research project of National importance viz; High Performance Composite Fibres funded by the Ministry of Textiles (Government of India) under prestigious National Technical Textile Mission (NTTM). The duration for MoU will be 3 years.
- (xxvii) Prof. Anand Bharadvaja is looking after the process of solar panel installation.
- (xxviii) The college has finalized sanitation and security tender via GeM portal. These were the first two tenders processed for the college via GeM.
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- (xxix) The college is preparing for NAAC cycle II. For this, the college is under process of academic audit, administrative audit, green audits with an expectations to get them completed by Dec 2021
- a) Committee for the Energy audit formed is Dr. Amit Kumar (Conv), Dr. Sandeep Kumar and Dr. Harender Kumar.
  - b) Committee for Green and Environment Audit is Dr. Franky Varah (Convener), Dr. Shvetambari, Dr. Gunjan Sirohi and Dr. Sampat Singh Chauhan.
- (xxx) The admission for 2021-22 is under process and we have admitted nearly 451 students till 3<sup>rd</sup> cutoff. He congratulated the entire team and staff lead by Prof. Sangeeta Srivastava.
- (xxxi) This is in reference of the confirmed minutes of the Staff Council held on July 20, 2021 circulated via e-mail dated August 1, 2021. In its continuation, and in subsequent upon the joining of Dr. Manoj Tiwari, another mail dated August 4, 2021 notified that
- a) Dr. Manoj Tiwari will be a member in the Prospectus Committee and Website Committee.
  - b) Dr. Manoj Tiwari will be the convener of the Training, Placement & Entrepreneurship Committee.
  - c) The nomenclature of the "Committee for Student Mentoring System" will be read as "Committee for Students Counselling and Mentoring System".
- (xxxii) Ms. Manu Kataria has proceeded for Child care leave w.e.f. November 9, 2021. Mr. Bhavya Deep will be the Teacher in charge for the Department of Computer Science with immediate effect. Also, Ms. Shweta Gupta is planning to go for study leave w.e.f November 16, 2021 to pursue Ph.D. from the University of Delhi.
- (xxxiii) Dr. Ruchi G Marwah has proceeded for Child care leave w.e.f August 9, 2021. Dr. Catherine Skyongzin Paul has joined as Assistant Professor in the Department of Microbiology, on adhoc basis w.e.f. 31st August 2021 (F.N) against her leave vacancy. Dr. Pawas Goswami has taken over as Teacher in Charge Department of Microbiology.
- (xxxiv) Ms. Manisha Thakur has joined the college as Assistant Professor on ad-hoc basis in the Department of Food Technology with effect from 13/09/2021(FN) as Dr. C. Lalmuanpunia resigned from the Department of Food Technology w.e.f 7th August 2021.
- (xxxv) A login feature has been added on the college website for assignment and other communication by the team lead by Dr. Ragini Jindal.
- (xxxvi) Eight students of the college have been selected by the expert committee of "Swachhya Saarthi Fellowship (SSF) 2021" of the Waste to Wealth Mission superheaded by the office of the Principal Scientific Adviser of the Government of India, housed at Invest India. These students have been awarded with SSF 2021 of Rs. 1000/- per month for a period of one-year w.e.f. 1 July 2021.
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**ITEM NO. 2021(3)/2 EXPANSION/ RECONSTRUCTION OF THE STAFF COUNCIL COMMITTEES**

1. Dr. Ragini Jindal will be the convener of the Vivekanand Vichar Manch. Ms. Aarti Malyan will be a member in the Vivekanand Vichar Manch.
2. Prof. Eram S. Rao will be the convener of the Women Development Cell.
3. Dr. Ragini Jindal will be a member in the NEP committee.
4. Prof. Geeta Mongia will be the co-convener of the NIRF Committee.
5. Dr. Catherine Skyongzin Paul will be a member in the North East Cell and SC/ST Cell.
6. Dr. Manisha Thakur will be a member in Gandhian Study Center and photography club.
7. Dr. Jayant Sharma will be a member in the Student Advisory committee.
8. Literary club will be renamed as Capability Enhancement and Literary Club. The registration fee may be similar to other clubs.

**ITEN NO 2021(3)/3: NAAC**

The house was briefed about the concern of the NAAC committee and unanimously agreed as mentioned below:-

- A. According to NAAC guidelines, the peer team will be interacting with all the IQAC members for the assessment period.
- B. Each department was requested to prepare at least one Virtual lab and a video of an experiment. The same maybe please uploaded on the college website.
- C. Feedbacks such as Student Feedback, Teacher's course transaction analysis, alumni feedback and employers' feedback will be uploaded on the website. Action taken reports for the same will be available with Principal.
- D. Additional Proofs for various activities (2017-20) that were conducted by departments or Committees or clubs needs to be endorsed by the members. Participants lists needs to be added in the event report and endorsed by Committee members.
- E. Mentors have been requested to involve students in projects or experiential learning programs. Mandatory for every student of the college to be involved in such activities. List for the same will be collected from departments in the month of March 2022.
- F. Internship to be promoted and MOU may be signed for many more organizations specially for the purpose.

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- G. In case of currently enrolled students, departments were required to immediately download the state domicile, class XII marksheet, category certificate and Class X certificate. These documents have to be placed in the student file of respective departments. In addition to this, data for the students currently enrolled in 2 and 3 years should be placed in the department files.
- H. Record for recommendations given to students for admission in higher institute, scholarships etc. needs to be placed in student file. A list for the same needs to be prepared.
- I. A database of research repository will be maintained by the library. All documents pertaining to Ph.D. students, students employed in research projects, their reports and thesis and research publications of the faculty members and students needs to be deposited in the repository on a quarterly basis. A communication in this regard will be sent soon. All research articles to bear and acknowledge the full name of the college.
- J. Eco club of the college initiated the go green Diwali celebration with using sensor diyas. It is decided to place Sensor lights in the green area of the college as there are couple of incidents wherein snakes have been observed.
- K. Garden Committee is working towards the preparation of compost which is being used for maintenance of the herbal garden. Report for the same needs to be included yearly basis.
- L. Alumni registration is in progress and alumni committee is trying to do so by the end of this year.
- M. Indexing of files (Committees, Clubs and Cells) needs to be completed till date.
- N. Courses for the Preparatory for competitive exams will be conducted during the month of December 2021. Senior most colleagues may take a lead for the same in each (main and the allied) department.
- O. It is requested that each one of us ensure that we have stickers issued for our vehicles. Those who do not have stickers for their vehicles, please inform Mr. Manish in administration.
- P. Departmental files needs to be updated. Soft and hard copies will be requested from the Departments. Proxy visits scheduled during the month of December 2021.
- Q. Student's advisory committee has been requested to prepare a student manual and upload any information pertaining to scholarships or freeships available for college students.
- R. A special Women Entrepreneurship cell is required to be made. Women Development Cell is requested to do the needful.
- S. Events jointly organized by one or more committees/ departments will be counted only once for NAAC SSR. The event will be listed for first name in the organizing team.
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### **ITEM NO. 2021(3)/4: Proposal for starting new courses at BCAS**

House unanimously approved the proposal to start the M.Sc. in Polymer Science at Bhaskaracharya College of Applied Sciences.

### **ITEM NO. 2021(3)/5: NIRF**

The college is now in the process of registering for NIRF-22. Convener briefed the house to highlights some important points of NIRF which will help the college not only to maintain but to get an improved and better rank next year.

NIRF is based on quantitative parameters which have different weightages. On the basis of last year form, the college have to submit data for last three years i.e. 2018-2021. The college had submitted the data for 2018-2020 last year also. Now the college has to focus on 2020-2021 and needs to submit data under the following headings:

- A. **Student Data:** Student data will showcase diversity, inclusivity, higher education, placement, students getting scholarships and full tuition fee reimbursement. It is clear that more the number, better will be our parameter matrix. Therefore, it is important that:
  - i. To collect as much data as possible especially related to higher education, placement and scholarships with proofs.
  - ii. For coming years, the college should make its students aware of all the scholarships schemes available so that more and more students can take benefit of them.
- B. **Faculty Data:** In this parameter, in one matrix we got full marks (30/30). This year the college will be carrying forward data of those faculty members who were associated with the college in the year 2020-2021 after making changes in designations as many faculty members have been promoted. Other changes, if any, in faculty profile will also be done. Data of new faculty members who joined in the academic year 2020-2021 will also be added.
- C. **Research Publication:** Research publication data was collected by third party sources. It was not submitted by the college. Last year, NIRF shared how many research papers of our faculty members were published in journals indexed in Scopus and Web of Science in three calendar years 2017, 2018 and 2019.

Since this data collection is done by third party, it is important that author and college name should be clear and complete in our affiliation. All faculty members were requested to update their faculty profile on the college website.

List of publications has been prepared from Annual Reports and it would be shared with all faculty members. All were requested to add if any publication found to be missing and also mention whether the journal is indexed in Scopus and/or Web of Science.

- D. **Financial Data :** In this, all recurring and non-recurring expenditures from all the sources including projects running in the college were submitted. The college has collected and submitted the financial data for 2018-2020. This year the college would be collecting data for 2020-21.
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- E. **Perception:** It is very important point and carry 10% weightage. This was done by NIRF through a survey conducted over a large category of employers, professionals from reputed organizations and a large category of academics to ascertain their preference for graduates of different institutions. Comprehensive list was prepared taking into account various sectors, regions, etc.

Therefore, it is important to showcase our college and its activities on wider platform. The college has to interact with other academic institutes and industries and have collaborative activities with various stakeholders.

So for NIRF-22, the college has to focus on

- (i) Collection of data for the year 2020-2021.
- (ii) Increasing visibility of the college and its activities for better perception.

**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.