

Ram Lal Anand College
(University of Delhi)
Benito Juarez Road, New Delhi-110021

Minutes of Staff Council Meeting held on 12th June 2020

A meeting of the staff council was held on 12th June at 3:00 PM through online mode with Google Meet to discuss the following agenda:

1. Confirmation of minutes of the last staff council meeting dated 1st January 2020.
2. Formation of admission and allied Staff Council Committees
3. Reporting matter regarding implementation of EWS quota in UG admissions for the session 2020-21. (Seat matrix is attached)
4. Any other matter with the permission of the Chair.

The Chairman welcomed the members and hoped that all the members are doing well along with their family members and are staying away from COVID by taking necessary precautions. The chairman also extended his heartfelt thanks to all the faculty members for taking online classes to the best of their abilities and availability of logistics.

Following members attended the meeting:

Dr. Rakesh Kumar Gupta	Ms. Nidhi Kiran	Dr. Parul Lau Gaur
Mr. Anil Kumar Bhatt	Ms. Seema Meena	Dr. Arvind
Dr. Ritu Vats	Dr. Neelam Rishikalp	Mr. Pratik Kumar
Mr. Rajinder Singh	Dr. Subhash C Dabas	Mr. Vikas Kumar
Dr. Srishti Pathak	Dr. Rakesh Kumar (HN)	Dr. Kshama Sharma
Dr. Nupur Saboo	Dr. Sanjay Kumar Sharma	Dr. Triranjana Raj
Ms. Misha Sabreen	Dr. Archana Gaur	Dr. Vijay Kumar Bhatia
Ms. Srishti Bhatia	Dr. Shruti Anand	Dr. Alankar
Dr. Pragya Shankar	Dr. Dinkar Singh	Dr. Shakti P. Rout
Dr. Suneyana Sharma	Dr. Rajesh Kumar	Dr. R. Bagri
Dr. Vinay Kumar Yadav	Dr. Ashok Kumar Meena	Dr. Nidhi Yadav
Dr. Narendra Kumar	Dr. Surender Kumar	Dr. Sunil
Dr. Deepti Bhardwaj	Dr. Manvesh Nath Das	Dr. Sudha Chaudhry
Dr. Urvashi Kuhad	Dr. Laxmi Devi	Dr. Purna Diwan
Dr. Purna Malhotra	Dr. Rakesh Kumar (HS)	Dr. Vandana Gupta
Ms. Deepshikha Kumari	Dr. Devender Kumar	Dr. Kusum Rani Gupta
Dr. Ritambhara Misra	Dr. N. K. Pandey	Dr. Salome John
Mr. Taha Yasin	Mr. Rajiv Kumar	Dr. Sunila
Ms. Pragya Deshmukh	Dr. K. G. Tyagi	Dr. Nidhi S. Chandra

Dr. Shalini Swami	Ms. Sakshi T Khanna	Mr. Sandeep Bhatt
Dr. Seema Gupta	Ms. Shikha Verma	Dr. Pooja Bansal
Mr. Rajesh Sachdev	Mr. Arun Kumar Gautam	Dr. Dileep Kumar
Ms. Seema Joshi	Ms. Nupur Tyagi	Ms. Deepti Gupta
Dr. Neena Mital	Ms. Manisha Wadhwa	Ms. Pooja Gayatri
Dr. Rita Jain	Dr. Prabhas Pande	Mr. Siddharth Gupta
Dr. Kuldeep S Chauhan	Dr. Sarbari Nag	Dr. Aastha Verma
Dr. Pradeep K Sharma	Dr. Ravish Lal	Dr. Swagata Karmakar
Dr. Vishal Goswami	Ms. Leimiwon Zimik`	Dr. Mukta D. Mazumder
Dr. Vandana Gondotra	Mr. Basant K Mishra	
Dr. Neeraj K Sharma	Mr. Kapil Kumar	

1. Confirmation of the Minutes

The minutes of last Staff council meeting held on 1st January 2020 presented before the house along with action taken report.

Action Taken Report -Staff Council Meeting 01.01.2020

Agenda item 4. Report on Distribution of the second tranche OBC posts of Assistant Professors, submitted by the committee:

- 1) Department of Computer Science (Total Five Posts): Three posts to teach non B.Sc.(Hons) students (GE and B A programme), Two Posts for B.Sc (Hons.) Computer Science (Self Financing Mode) subject approval from UGC.
- 2) BJMC (Hindi): Two posts subject to the approval from UGC (Self Financing Mode.
- 3) Political Science: Two Posts subject to the posts fall in the UR category on extension of the roster. Otherwise both the posts will be allocated to Mathematics Department.
- 4) As per the roster, the two posts allotted to Political Science Department does not fall under the UR category, Hence these are being allotted to Mathematics Department.
- 5) It was recommended that the seats in B Sc. (Hons) Computer Science and BJMC should be enhanced to 60 and 50, respectively, to generate sufficient funds.
- 6) The Department of English submitted a new proposal for starting a course in B.A.(Hons) Journalism and Mass Communication. It is recommended that as no posts are left unutilized, it may be considered next time when the faculty positions for EWS are allotted.

Agenda item 5. Report on policy formulation for participation of faculty members in Seminars/conferences/workshops, etc.

The duty leave can be approved as per the EC resolution given below without any specific restrictions.

The Leave rules as approved by EC dated 04.10.2019 in relation to Duty Leave

1.1.1 DUTY LEAVE:

- (i) Duty leave up to 30 days in an academic year may be granted for the following purposes:

(a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college;

(b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor/Principal of the College;

(c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the University/College;

(d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and

(e) For performing any other duty assigned to him/her by the University/College.

(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

(iii) The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

(iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.

(v) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

Agenda item 6. Any other matter

- 1) AQAR 2018-19 has been successfully submitted to NAAC.
- 2) The certificate course on Hospitality and Tourism Management could not be continued this year due to lack of response.
- 3) The certificate course in Hindi Translation is successfully completed
- 4) The certificate course on Personal Tax Planning and E-filing was disrupted due to lockdown but will now be completed online.
- 5) Few more certificate courses have been proposed by various Departments which are to be offered and completed during the vacations for 1st and 2nd year students before the start of the next session.
 - a) Disability Studies by Department of History (Mr Pratik, Dr. N K Pandey and MrVikas Kumar)
 - b) Scientific Communication and Research Ethics: Department of Microbiology (Dr. Shalini Swami)
 - c) Certificate Course in Renaissance Art: Department of English (Dr. Deepti Bhardwaj)
 - d) Certificate Course is being proposed by Commerce Department.
 - e) Fitness at Home and Life Style Diseases: Department of Physical Education (Dr. Pradeep Sharma)
 - f) Software for editing: BJMC (Dr.Rakesh Kumar, Department of Hindi).

All the members agreed unanimously on the contents and the action taken reports. Minutes stand confirmed.

2. Formation of admission and allied Staff Council Committee

List of admission and allied Staff Council Committees was finalized and list is attached herewith.

List of Admission and allied Staff Council Committees 2020-21

Admission Committee

Dr S. C. Dabas	Convenor
Mr. Pratik Kumar	Co-Convenor

Department of Commerce

Dr. Nupur Saboo	Convenor
Ms. Misha Sabreen	
Ms. Srishti Bhatia	

Department of English

Ms. Deepshikha Kumari	Convenor
Ms Nidhi Kiran	
Ms. Seema Meena	

Department of Hindi/HN (Journalism)

Dr. Rakesh Kumar(HN)	Convenor
Dr. Sanjay K. Sharma	
Dr. Manvesh Nath Das	
Dr. Rajesh Kumar	

Department of Political Science

Dr. Kshama Sharma	Convenor
Dr. Triranjana Raj	
Dr. Nidhi Yadav	

Department of History

Dr. Rakesh Kumar (HS)	Convenor
Dr. Devendra Kumar	
Dr. khekali	

Department of Microbiology

Dr. Vandana Gupta	Convenor
Dr. Kusum R. Gupta	

Dr. Nidhi S. Chandra

Department of Statistics

Dr. Mukta D. Mazumder

Ms. Rajesh Sachdev

Dr. Kuldeep S. Chauhan

Convenor

Department of Computer Science

Dr. Neeraj Kumar Sharma

Ms. Sakshi Taresh Khanna

Ms Nupur Tyagi

Convenor

Department of Geology

Dr Ravish lal

Ms. Leimiwon Zimik

Dr. Prabhas Pande

Convenor

B.A. Program

Dr. K.G. Tyagi

Dr. Ritambhara Misra

Mr. Basant Mishra

Dr. Vijay Bhatia

Dr. Suneyana Sharma

Ms. Manisha Wadhwa

Dr. Dinkar Singh

Convenor

Co-convenor

Department of Mathematics

Mr. Kapil Kumar

Mr. Sandeep Bhatt

Dr. Dileep kumar

Convenor

Department of BMS

Ms Pooja Gayatri

Dr. Aastha Verma

Mr. Siddharth Gupta

Convenor

Admission Grievance Committee

Dr. Seema Gupta

Dr. Vandana Gandotra

Dr. Urvashi Kuhad

Dr. Parul Lau Gaur

Convenor

Help Desk Committee (Admission)

Dr Neena Mital
Dr Archana Gaur
Dr. Deepti Bhardwaj
Dr. Prerna Malhotra

Convenor

Admission Counseling Committee

Ms. Seema Joshi
Dr Sudha Chaudhry
Dr. Neelam Rishikalp
Dr N K Pandey
Dr. Narender Kumar
Dr. Shakti P. Rout
Dr. Salome John
Mr. Anil Bhatt
Dr. Pragya Shankar
Dr. Deepti Gupta

Convenor

ECA Admission Committee

Dr. Archana Gaur
Dr. Ritu Vats
Dr. Sarbari Nag
Ms. Pooja Bansal
Dr. Shruti Anand

Convenor

Staff Council Nominee

Sports Admission Committee

Dr Pradeep K Sharma
Dr Vishal Goswami
Dr. Sanjay K. Sharma

Convenor

Staff Council Nominee

Equal Opportunity Cell

Dr Surender Kumar
Mr. Taha Yasin
Mr Arun Gautam
Mr Vinay Kumar Yadav
Dr Laxmi Devi
Dr. Ashok Meena
Mr. Sunil
Dr Ram Bagri

Convenor

For EWS admission - Certificate will be verified through EOC Cell

Admission Grievance SC/ST/OBC Committee

Dr. Triranjana Raj

Convenor

Mr. Rajiv Kumar
Dr Arvind
Ms. Shikha Verma

**Discipline cum Anti-ragging
Committee**

Dr. Pardeep K. Sharma
Dr. Vandana Gupta
Dr. Sanjay K. Sharma
Ms. Pragya Deshmukh
Mr. Vikas Kumar
Dr. Rita Jain
Dr. Vishal Goswami
Dr. Nidhi Yadav
Dr. Shalini Swami
Dr. Swagata Karmakar
Mr. Rajinder Singh
Dr. Surender kumar
Mr. Sunil
Mr. Sandeep Bhatt

Convenor
Co- Convenor

Co- Convenor of all the Departments will be member of this Committee

Prospectus cum Annual Report Committee

Dr. Prerna Diwan
Dr. Sunila Hooda
Dr Alankar
Ms Srishti Bhatia

Convenor

Subject Committee

Dr. Aastha Verma
Ms. Misha Sabreen
Ms. Shikha Verma
Dr. Suneyana Sharma
Dr. Ritambhara Misra
Ms. Leimiwon Zimik
Dr. Rakesh Kumar (HN)
Dr. Rakesh Kumar (HS)
Mr. Sandeep Bhatt
Dr. Kusum R. Gupta
DR. Vishal Goswami
Dr. Alankar
Mr. Rajesh Sachdev

BMS
Commerce
Computer Science
Economics
English
Geology
Hindi & BJMC
History
Mathematics
Microbiology
Physical Education
Political Science
Statistics

Teachers-In-Charges

Dr. K.G. Tyagi	B.A.(Prog)
Ms. Pooja Gayatri	BMS
Dr. Nupur Saboo	Commerce
Dr. Neeraj K. Sharma	Computer Science
Dr. Vinay K. Yadav	Economics
Ms. Deepshikha Kumari	English
Dr. Ravish Lal	Geology
Dr. S. C. Dabas	Hindi & BJMC
Mr. Pratik	History
Mr. Kapil Kumar	Mathematics
Dr. Vandana Gupta	Microbiology
Dr. Pradeep K Sharma	Physical Education
Dr. Kshama Sharma	Political Science
Dr. Mukta D. Mazumder	Statistics

3. The Chairman, Staff Council reported about the Programme wise Seat matrix after implementation of EWS Quota i.e. 15% for the session 2020-21 with reference to Delhi University's Notification. (Enclosed: Seat Matrix) and total 25% as per the DU Notification. The seat matrix was circulated among the staff council members through email for their comments and suggestions. It was approved by the members.

4. Any other matter with the permission of the Chair

The Chairman, Staff Council

- Appealed the faculty members to motivate the students of first and second year to Join online internships/ project work during the vacation period and guide/engage them to prepare some software/ writing article/ analytical review with secondary data/ collection of primary data on some important issues, etc.
- Requested all those faculty members who have received in house research projects to continue these projects and engage the students online during this period
- Informed that Ms. Srishti Bhatia, Assistant Professor, Department of Commerce has been appointed as NPTEL SPOC. The faculty members were requested to identify the relevant courses for their students and encourage them to join and register for examination of these courses to get certificates of course completion.
- Requested all members to utilize the lockdown time by engaging themselves for research work and publish research papers/books/chapters. NIRF (National Institutional Ranking Framework) all India ranking mainly emphasizes on faculty research work and its publication. This year college would like to apply for NIRF ranking
- Discussed in detail about OBE (Open Book Examination) for final year students starting from 1st July 2020. Requested all members to guide and prepare their students for OBEs

by discussing with them the pattern and type of questions and also encourage them to appear in mock OBE given by the University of Delhi one week before the exam.

- Informed about the services of all Adhoc teachers were extended up to 12 June 2020 as per the revised academic calendar issued by the University. College will open on 1 July, 2020. The college will be assigning duties to teachers paper-wise to guide students for downloading of Question papers and uploading of answer sheets. The college will be asking students to give their willingness in case they wish to use the ICT infrastructure of the college in case the same is unavailable at their end. Faculty members will be requested to help the administration in such activities.
- Appealed all the faculty members to be more proactive in this difficult time in conducting frequent interactions/meeting with mentees and make short reports of these meetings and submit them to the college.
- The faculty members were requested to submit the their society or Department or individual achievement reports to the concerned conveners for College magazine, AQAR 2019-20 and Annual Report.

The meeting ended with thanks to the Chair.

(Dr. Mukta Datta Mazumder)
Secretary, Staff Council

(Dr. Rakesh Kumar Gupta)
Chairman, Staff Council
& Principal
Ram Lal Anand College