



# रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय  
बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 ( इंडिया )

## Ram Lal Anand College

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### Minutes of Staff Council Meeting held on 29 August, 2020

A meeting of the staff council was held on 29 August,2020 at 3:00 PM through online mode with Google Meet to discuss the following agenda:

A. Confirmation of the minutes of the last Staff Council meeting dated 12<sup>nd</sup> June 202

B. Action Taken Report Staff Council meeting 12<sup>nd</sup> June 2020 and other reporting

matters:

**1. Report on Distribution of the second tranche OBC posts of Assistant Professors.**

The Governing Body has approved the distribution as recommended by the Staff Council. The UGC has been requested to approve the proposal of distribution of these posts as recommended by the Committee.

**2. Report on the completion of Certificate Courses**

1) The following certificate course were successfully completed through online mode.

- Personal Tax Planning and E-filing: Course Coordinator- Ms. Pooja Gayatri, Department of BMS.
- Scientific Communication and Research Ethics: Course Coordinator- Dr Shalini Swami and Dr Prerna Diwan, Department of Microbiology was successfully
- Renaissance Art: Course Coordinator- Dr Deepti Bharadwaj and DR Urvashi Kuhad, Department of English
- Investments in Stocks: Coordinator-Ms. Srishti Bhatia, Department of Commerce
- Vector Design and Animation: Coordinator-Ms. Shikha Verma, Department of Computer Science
- Yoga and Meditation course for students and faculty since 01.06.2020 by Yoga and Meditation Committee and Department of Physical Education.

2) Certificate courses yet to be initiated

- Disability Studies by Department of History (Mr. Pratik, Dr N K Pandey and Mr. Vikas Kumar)
- Software for editing: BJMC (Dr Rakesh Kumar, Department of Hindi)

### 3. Registration of students for NPTEL courses

Number of students registered for NPTEL courses for this semester: 168

### 4. OBE Examination: Steps taken by college for smooth conduct of OBE exams for students

- a. A grievance committee was constituted to look after the needs and anxiety of students regarding OBEs.
  - b. Students were provided opportunity to write exams from college by using college ICT Infrastructure though none of the students showed interest.
  - c. Department-wise email Ids were generated for receiving of answer sheets in pdf format in case students are unable to upload their answer sheets on the university portal and university e-mail id. The answer sheets received on these emails were sent to University after every session. Dr Swagata has been appointed as coordinator for this work.
  - d. Class wise WhatsApp groups were formed to communicate with students through a dedicated mobile phone. Any information received from University during the exam was immediately conveyed to the students by
  - e. Students were sent question papers immediately after their upload on University website during all three sessions through WhatsApp so that they do not panic and get nervous.
  - f. Two staff members were appointed to stay in the college since the morning session every day to take care of any student who may walk in without any information to the college.
  - g. Many Faculty members helped the needy students in acquainting them with the process of PDF conversion, its uploading on the portal during Mock Tests.
5. Annual report 2019-20 and College Magazine 2019-2020 have been compiled with the information received from Faculty Members. Work on AQAR 2019-20 is in progress.
6. No report on meetings of mentors and mentees during the lock down period submitted by the faculty yet.

C. Formation of Staff Council Committees for the session 2020-21

D. Review of Online teaching- started from 10<sup>th</sup> August for the session 2020-21

E. Any other matter with the permission of the Chair.



**Following members attended the meeting:**

Dr. Rakesh Kumar Gupta  
Mr. Anil Kumar Bhatt  
Dr. Ritu Vats  
Mr. Rajinder Singh  
Dr. Srishti Pathak  
Dr. Nupur Saboo  
Ms. Misha Sabreen  
Ms. Srishti Bhatia  
Dr. Pragya Shankar  
Dr. Suneyana Sharma  
Dr. Vinay Kumar Yadav  
Dr. Narendra Kumar  
Dr. Deepti Bhardwaj  
Dr. Urvashi Kuhad  
Dr. Prerna Malhotra  
Ms. Deepshikha Kumari  
Dr. Ritambhara Misra  
Mr. Taha Yasin  
Ms. Nidhi Kiran  
Ms. Seema Meena  
Dr. Neelam Rishikalp  
Dr. Subhash C Dabas  
Dr. Rakesh Kumar (HN)  
Dr. Sanjay K Sharma  
Dr. Archana Gaur  
Dr. Shruti Anand  
Dr. Dinkar Singh  
Dr. Rajesh Kumar  
Dr. Ashok Kumar Meena

Dr. Surender Kumar  
Dr. Manvesh Nath Das  
Dr. Laxmi Devi  
Dr. Rakesh Kumar (HS)  
Dr. Devender Kumar  
Dr. N. K. Pandey  
Dr. K. G. Tyagi  
Dr. Parul Lau Gaur  
Dr. Arvind  
Mr. Pratik Kumar  
Mr. Vikas Kumar  
Dr. Kshama Sharma  
Dr. Triranjana Raj  
Dr. Vijay Kumar Bhatia  
Dr. Alankar  
Dr. Shakti P. Rout  
Dr. R. Bagri  
Dr. Nidhi Yadav  
Dr. Sunil  
Dr. Sudha Chaudhry  
Dr. Prerna Diwan  
Dr. Vandana Gupta  
Dr. Kusum Rani Gupta  
Dr. Salome John  
Dr. Sunila  
Dr. Nidhi S. Chandra  
Dr. Shalini Swami  
Dr. Seema Gupta  
Ms. Seema Joshi

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

The meeting started with the welcome address by the Chairman.

#### **A. Confirmation of the Minutes**

The minutes of last Staff council meeting held on 12 June, 2020 presented before the house.

**All the members agreed unanimously on the contents. Minutes stand confirmed.**

#### **B. Points arising out of minutes and action taken report**

- 1 The certificate courses on Software Editing for BJMC and on Disability Studies will be started soon. The course curriculum for these certificate courses has been received. All the coordinators were requested to submit the completion report of the certificate courses with the information on the No of students attended, Name of the course, how it has helped the students in enriching their skills/career/curriculum, any impact on their employment after completion of the course, feed-back of the course and any further suggestions from students or resource persons about the course to IQAC at [rlaiqac@gmail.com](mailto:rlaiqac@gmail.com).
- 2 All the members were requested again to submit the report on Mentor-mentee for the last session and the lockdown period/summer vacations. A few members informed that the mentor-mentee list provided to them did not contain the email Ids and phone numbers and hence, requested the list of students with their email Ids and phone numbers as they are not teaching these students. The members were informed that the student mentees belonged to their Department hence assumed that the mentors may get the correct information from students. It was decided that Dr. Mukta D. Mazumder will send the list after necessary revisions to Mr. Sanjay Nagaliya, Admin Office, who will then incorporate the institutional email addresses and phone numbers of students and will forward the list to the concerned teachers. It was informed that the services of Dr Jyotsna Mittal, the college psychologist were available during the lockdown period and summer vacations and are continuing online to help the needy students. All the members were requested to inform the students about this facility.
- 3 AQAR 2019-20: It was informed that the AQAR 2019-20 is being compiled. All the Department faculty and TiCs were requested to collect all the evidences/proofs of activities mentioned in the information provided to the IQAC on each criterion basis. The NAAC committee comprising of Dr Prerna Diwan, Dr Rakesh Kumar, Dr Seema Gupta,



Dr Neena Mittal, Dr. Mukta D. Mazumder, Mr. Rajesh Sachdev, Dr N K Pandey) will be shortly conducting meetings with the Departmental Faculty to audit the Departmental activities and performance as per the AQAR 2019-20 format. All the Departments were also requested to keep their files ready for the years from 2017-18, 2018-19 and 2019-20 with all evidences. The faculty members were requested to work in coordination with proper distribution of work so that a single person would not be overburdened. The conveners of the Staff Council Societies were also requested to prepare their files and get ready for the audit by the NAAC committee.

### **C. Formation of admission and allied Staff Council Committee**

The house was informed that there is a little change in Admission and Allied Staff Council Committees, which was finalized on 12 June 2020.

Dr. Aastha Verma would be the Convenor/ TIC and Mr. Siddharth Gupta would be the subject society-in- charge of the Department of BMS as Ms. Pooja Gayatri has resigned for good.

Mr. Arun K Gautam would be the Convenor of EOC as Dr. Surender Kumar showed his unwillingness to take Convenorship of EOC.

Quiz Committee was constituted as a separate committee instead of a joint committee with debating society to give more emphasis on quiz so that the students get exposure and be prepared to participate in different level of quiz competition. Dr Deepshikha accepted the request to be the convenor of this society.

After brief discussion on Women and Gender issue, members unanimously proposed to constitute a Gender Sensitization Committee. Dr. Shruti Anand accepted the request to be the Convenor of the committee.

List of Staff Council Committees was finalized in the meeting.

**List of Staff Council Committees-2020-2021 attached in Annexure I**

### **D. Review of online teaching learning process:**

The chairman apprised the faculty members about the initiatives taken by the college to start the online teaching learning session starting from 10.08.2020 in a smooth and efficient manner with minimum hassles.

1. The new session 2020-21 for 2nd year and 3rd-year students has commenced from 10.08.2020. The time tables of all the semesters and courses were uploaded on the

college website for information to students well before the start of their classes. The chairman expressed heartfelt thanks to all the TiCs and faculty of Departments and the Time Table Committee who worked during summer vacations and completed the work of time table well within the defined schedule.

2. As per the decision of the University and the college, the classes have been organized online through Google meet with Google classroom as an LMS interface since the start of the session. All the members were requested to continue to use the Google Classroom as LSM platform even after the college reopens.
3. The college has already sent the course and class-wise list of students containing their email Ids and Phone numbers to the concerned departments before the start of the session so that the students are communicated the Google meet link of the class.
4. In addition, the college has provided the institutional email ids ([@rla.du.ac.in](mailto:@rla.du.ac.in)) to all the faculty members and students for fully exploring the G Suit benefits and maintaining security.
5. The college has given laptops to the faculty on their request for this purpose before the start of the session.
6. A five-day online Faculty Development and training program to use these online ICT tools has also been conducted exclusively for college faculty between 05 and 09 August 2020. Barring a few faculty members, everyone attended this training program with great enthusiasm.
7. In order to access the online e-resources/e-books/e-journals remotely, the college will be providing the password to each student to login the N list portal (The College has taken the INFLIBNET membership) so that they can take benefits of e-books and journals. This work will be completed in the next week and students will be informed accordingly.
8. The library has been asked to convert books as requested by two VH students into audio format. Few books have already been provided.
9. College Attendance portal will be ready for uploading the student's attendance. Most likely you will come to know about it the next week.

The chairman expressed his pleasure to inform all the members of staff council that most of the faculty members are taking their classes as per the scheduled time Table and the number of students joining these classes is very impressive compared to what used to be in face to face teaching. However, the concerns of some students about the classes were



shared with the faculty. Students have informed that tutorials have not yet started in some Departments. All the TiCs were requested to initiate the process of starting these as soon as possible from 01.09.2020. Some students have complained of poor connection or power failure in their area at the time of scheduled class and have requested for recorded lectures so that they can listen when such conditions are conducive. All the faculty members were requested to record their lectures as far as possible for the benefit of the students and share the same through email.

**Agenda Item E. Any other matter with the permission of the Chair.**

**The chairman informed the house about some new initiatives taken up by the college or being worked upon**

1. **Endowment Fund from the donations made by public** has been created by the college to provide scholarships/awards/fee relief to the meritorious/needy students. The minimum donation will be Rs 1 lakh. The earnings from this fund will be used for the above said student welfare activities. Ms Pabby donated Rs 8 Lakhs for two best student awards in sciences and humanities. Recently Mr Om Parkash Sharma Associate Professor (Retd) Commerce has donated Rs 4 lakh for best student award in Commerce and Management in the memory of his father Pt Budh Ram Sharma. The college fraternity expresses its heartfelt thanks to Mr O P Sharma for this kind thought and cause. Rs 1 lakh has been promised by Dr M S Verma, Associate Professor (Retd) Commerce. All the faculty members were requested to spread this message to their known contacts/Alumni/ Philanthropists/ if they would like to donate for this Noble cause. Dr Anil Bhat is helping the college to look for the possibilities of providing tax exemption to the donors to this fund.
2. **New certificate courses proposed for this semester (Minimum 30 hours duration)**
  - a) Advanced Techniques in Biological Research by Department of Microbiology, Dr Kusum R Gupta under DBT Star College Scheme
  - b) Exploring feasible alternative technologies to address environmental problems: Department of Environmental Science, Dr Swagata Karmakar, Coordinator
  - c) Hands on training on GST e-filing of returns: Department of Commerce, Dr Anil Bhat Coordinator
  - d) Modern Web Development Tools: Department of Computer Science, Ms Sakshi T Khanna, coordinator, course has already started.

- e) Development of Personnel skills required for employment by CCPC/BMS for all students desiring of appearing for placements.
- f) Faculty members were requested to start the certificate courses to prepare students for various competitive examination like CAT, Banking, SSB, Master programs, etc.

The faculty members of other Departments were also requested to start such courses. It was informed that the courses will be free for the students of the college. However, in case the Department or Coordinator wishes to take a call to open the course to students outside the college, a minimum of Rs 1000/- course fee may be charged. Resource persons of the field from outside the college engaged in teaching these courses will be paid honorarium as per the UGC/DU rules. It was also informed that all those certificate courses which has been running in the previous years will continue in addition to these new proposed courses.

### **3. Faculty Development program (FDP)**

- a) Department of Political Science has proposed a FDP on Transforming Governance in India; Issues and Concerns, Coordinator- Dr Nidhi Yadav. The college will try to organize this FDP in association with Ramanujan College Teaching Learning centre.
- b) Department of Microbiology has successfully completed one Five Day FDP on Biosafety, Bioethics and IPR under the Coordinator ship of Dr Salome John and Dr Prerna Diwan under Star College Scheme.
- c) The faculty members of other Departments (English/Hindi/History/Computer Science/Statistics) were also requested to start such courses.

### **4. Conferences/Symposiums/Seminars**

- a) Gandhi Study Circle has planned a two-day National Conference on Self-Reliant India: A Gandhian Perspective, in collaboration with Gujarat Vidyapith, Ahmedabad: 28-29 Sep 2020.
- b) Dr Subhash Dabas, TIC, Hindi Department has been requested to organize one such National Conference on Rangmanch on the suggestions and guidance of Padam Shri Daya Prakash Sinha.
- c) Department of Physical Education is planning to organize one National Conference by the end of Nov 2020.
- d) A Conference on current Environmental issues by the Department of Environmental Science is also underway



- e) The faculty members of other Departments (English/Hindi/History/Computer Science/Statistics) were also requested to start such initiatives to augment their academic potential.
- f) Members were also requested to conduct seminars on Industry-academia innovative practices.

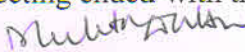
**5. Internships and field projects: Project/Program title Students Research Projects**


The members were informed that in the last meeting of Staff Council members were requested to provide internships and small projects to students to augment their skills. Members were requested to provide this information to the college.

6. Each Department was requested to conduct at least one **Extension and Outreach program per semester** in collaboration with industry, community and Non- Government Organisations.
7. The members were informed that one of the important criteria of NAAC is "**Activities and support from the Parent – Teacher Association**". The college has not yet touched this aspect except organizing a parent teacher meeting in the last semester which was attended by about 100 parents. The members were requested to identify and invite parents to talk to the students on their expertise to have a better parent teacher interaction.
8. The members were requested to organize competitions like Debating, Assay or creative writing, or any other innovative activity that the faculty feels appropriate in the holistic development of students.
9. The Faculty was requested to organize programs on gender issues, gender safety and sensitivity, environment, disability, social issues, Human values and Ethics through webinars until the colleges reopen.

The Society conveners were requested to constitute the student committees by selecting office bearers as per their past practices.

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