

Minutes of Staff Council Meeting held on 1st January 2020

A meeting of the staff council was held on 1st January at 12:10 pm in Amphitheatre to discuss the following agenda:

1. Confirmation of minutes of the last staff council meeting dated 25th May 2019. (Annexure-1)
2. Action Taken Reports:
Staff Council Committees were formed as decided in the meeting. Many new faculty members joined the College during this session. New members are:
 1. Ms. Seema Meena (English)
 2. Ms. Preety Kumari (Mathematics)
 3. Mr. Sandeep Bhatt (Mathematics)
 4. Ms. Leimiwon Zimik (Geology)
 5. Dr. Aastha Verma (BMS)
 6. Mr. Siddharth Gupta (BMS)

These faculty members were allotted different Staff Council Committees.

Building cum Infrastructure

Dr. Ravish Lal

Career Counseling and Placement Committee

Dr. Aastha Verma
Mr. Siddharth Gupta

Function Committee

Ms. Preety Kumari

North East Student's Welfare Committee

Ms. Leimiwon Zimik

Sangoshthi Committee

Ms. Seema Meena
Mr. Sandeep Bhatt

Student's Union Advisory Committee

Dr. Aastha Verma
Mr. Sandeep Bhatt

SUGAM- a new committee was constituted and to facilitate the needs of differently abled Students.

Ravish Lal

Mukul Bhatt

3. Admission during 2019-20 as on 2nd September, 2019. (Annexure-2)

4. Report of second tranche position under OBC expansion from UGC.

No. of Post sanctioned for OBC Expansion	No. of Post released to the College in first tranche	No. of teaching positions now released by UGC
35	18	17

5. Report on policy formulation for recommending names of teachers for participation in seminars, FDP, workshop and conferences and financial assistance to teachers. (ORDINANCE -XX-C 7A (5) (b) (v)) (Annexure-3)

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

Minutes of the Meeting:

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. Urvashi Kuhad
Dr. Prerna Malhotra
Ms. Deepshikha Kumari
Dr. Ritambhara Misra
Mr. Taha Yasin
Ms. Pragya Deshmukh
Ms. Nidhi Kiran
Ms. Seema Meena
Dr. Neelam Rishikalp
Dr. Subhash C Dabas

Dr Rakesh Kumar (HN)
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
Mr. Rajeev Kumar
Dr. K. G. Tyagi
Dr. Parul Lau Gaur
Dr. Arvind
Mr. Pratik Kumar
Mr. Vikas Kumar
Ms. Shachi Meena
Dr. Kshama Sharma
Dr. Vijay Kumar Bhatia
Dr. Alankar
Dr. Shakti P. Rout

Dr. R. Bagri
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
Mr. Rajesh Sachdev
Dr. Neena Mital
Ms. Seema Joshi
Dr. Rita Jain
Mr. 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 Kumar Gautam
Ms. Nupur Tyagi

Nahgupta

Meekha

Ms. Manisha Wadhwa
Dr. Prabhas Pande
Dr. Sarbari Nag
Dr. Ravish Lal
Ms. Leimiwon Zimik

Mr. Basant K Mishra
Mr. Kapil Kumar
Ms. Preety Kumari
Mr. Sandeep Bhatt
Ms. Deepti Gupta

Ms. Pooja Gayatri
Dr. Aastha Verma
Mr. Siddharth Gupta
Dr. Swagata Karmakar
Dr. Mukta D. Mazumder

The Chairman, Staff Council welcomed all members with heartiest greetings on the occasion of the 1st day of the even semester session 2019-20 and beginning of the New Year 2020. He also welcomed and introduced the new faculty members appointed during the session 2019-20. The Chairman at the same time welcomed Dr. Mukta Datta Mazumder for being elected second time as Secretary, Staff Council.

The secretary Staff Council wished all the members on the occasion of New Year 2020 and thanked everyone for electing her to this position for the second time.

1. Confirmation of the Minutes

The minutes of last Staff council meeting held on 25th May 2019 presented before the house. All the members agreed unanimously on the contents of the minutes. Minutes stand confirmed.

2. Action Taken Reports

The Chairman reported that some faculty members were incorporated into the existing Staff Council Committees. In addition, the following three members were added to Gandhi Study Circle.

Mr. Rajinder Singh
Ms. Pragya Deshmukh
Dr Swagata Karmakar

Noted and approved

3. The Chairman, Staff Council informed the house that 786 students were admitted against 770 sanctioned strength during session 2019-20, with only 16 extra admissions. The Category wise breakup was as follows:

Category & %	UR(45%)	OBC(27%)	SC(15%)	ST(7.5%)	EWS(5%)
% of Students Admitted	48.7	27.2	13.8	4.8	5

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The Chairman congratulated all the Convenor, Co-convenor and members of the Admission and allied Committees for their cooperation and commendable and dedicated work to achieve the target barring the ST category and maintaining such a high precision. It was decided that the college will take necessary action to fill the ST seats in the next session.

4. In the matter of Second Tranche faculty posts of OBC expansion received from UGC, the chairman informed the house that a committee has been constituted consisting of the following members to discuss and recommend the distribution of Second tranche faculty position to various departments including the Department of Computer Science and BJMC Hindi. The Committee will submit the report within one month.

Members of the Committee:

Dr. Vandana Gupta (Convener, Workload and Academic Affairs Committee)

Dr. Rakesh Kumar (HN) (Co-convener, Workload and Academic Affairs Committee and Liaison Officer)

Dr. Rakesh Kumar (HS) (Bursar)

Dr. Prerna Diwan (IQAC Coordinator)

Dr. Mukta D. Mazumder (Secretary Staff Council)

All Teacher in charges of department.

5. The recommendations of the committee to formulate guidelines regarding the participation of teachers in seminars, FDP, workshop and conferences and provisioning of financial assistance to teachers attending the same was presented before the house. The recommendations of the committee were approved except the matter of duty leave restrictions. All members applauded the decision of reimbursement of registration charges to a full time teacher of Rs 5000/ (maximum) per annum for presenting paper in Symposium, Seminar, Conference or participating in FDP/workshop organised by University/Institute/UGC/AICTE with prior approval of the College. One of the members raised question on the restriction on the number of duty leave for attending FDP/Conference/workshop/Seminar during an academic year. The suggestion was well taken. The Chairman assured to revisit the matter and will come out with acceptable solution.

6. The house was open for discussion on any other matter.

The Chairman, Staff Council discussed the AQAR of the College for the session 2018-19 which is required to be uploaded by 02.02.2019 on NAAC portal. The chairman appreciated the excellent work done and new initiatives taken by the Departments and the Staff Council Societies/Committees during the session 2018-19 and thanked all the

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faculty, students and the staff for their achievements. The following points were deliberated for future course of action.

- (a) The house was informed that the Certificate Course on Hospitality and Tourism Management under the guidance of Dr. Rakesh Kumar (HS), Coordinator and Ms Deepti Bhardwaj, Co- Coordinator will be commencing from February 2020 for the third consecutive time.

The Certificate course in Translation (Hindi) will be commencing from mid-January, 2020 for the second time under guidance of Dr. Neelam Rishikalp, Associate Professor Department of Hindi, Coordinator.

The Chairman, Staff Council appreciated the efforts of Dr. Rakesh Kumar (HS) and Dr. Neelam Rishikalp for the successful completion of these courses.

The house was informed that from the present academic session 2019-20 two certificate courses on Chinese and Japanese language have already been started under the guidance of Dr Alankar, Coordinator. From next session onwards, Diploma Courses in these languages will also be started in addition to the certificate courses.

The members were requested to plan more Skill Development based Certificate Courses and Value added courses in this session and from the next session.

- (b) All the members were informed that Code of Professional Ethics for College Appointed Teachers, 2018 (UGC) has been adopted by EC of the University of Delhi (1-2/7/2019) (Annexure A, Ordinance-XII) and is binding on the faculty members. The same has been uploaded on the college website for the knowledge of all stakeholders.
- (c) It was proposed to organize more awareness programs on Gender equity, Human value and Professional ethics to increase number of beneficiaries. It was also suggested to make sure that the list of students and faculty participants in any event is maintained by the conveners /Tics with gender details.
- (d) The chairman appealed all the faculty members to be more proactive in conducting regular meetings with mentees.
- (e) The members were advised to devote first few lectures of each course on discussing about lesson plans and course outcome. All the members were also requested to use ICT tools and e-resources available in the college and if required more ICT enabled rooms could be developed before the start of the next session. The e-resources developed by faculty members may be submitted to the college for uploading of the same on the college website.

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Faculty members were also requested to participate in the development of e-content for MOOCs and any other programme.

- (f) Requested the faculty members to encourage students to join NPTEL on line courses. Some of these NPTEL courses are equivalent to FDP. The faculty members were requested to register these courses for augmenting their knowledge and to become mentors for students.
- (g) The house was informed that the college has introduced some important modules in the already existing ERP (Enterprise Resource Planning) system in the College, where each teacher (login ID will be provided) will be able to upload month wise attendance and Internal Assessment Marks on the College Portal individually (Room no 15, 2 PM onwards). Students will also be provided with login ID so that they can check their progress directly from the portal. The internal assessment marks uploaded by the teachers and after resolving all grievance of students could be directly transported to the Examination portal of DU.
- (h) The members were requested to attend the meetings of Departments with NAAC subcommittee conveners as scheduled for designing future plan and strategies for the academic and curriculum enrichment.

The meeting ended with thanks to the Chair.

(Dr. Mukta Datta Mazumder)
Secretary, Staff Council
Ram Lal Anand College

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