

**ACHARYA NARENDRA DEV COLLEGE  
(University of Delhi)**

**Minutes of the Staff Council Meeting held on May 10, 2018**

A meeting of the staff council was held on Thursday, May 10, 2018 in the conference room at 12:30 P.M. The following members were unable to attend the meeting:

1.	Ms.Sangeeta Relan	Absent
2.	Ms.Anupama	Absent
3.	Dr.Shalu Dhanda	Absent
4.	Dr.Sona Pranav Kumar	EOL
5.	Dr.Anju Aggarwal	Absent
6.	Dr.AnupamaShukla	CCL
7.	Dr.ShaluSachdeva	Absent
8.	Dr.RashmiThukral	CCL
9.	Dr.Vibha Gaur	Absent
10.	Mr.Vishal Dhingra	Study Leave
11.	Dr Shalu Mahajan	CCL
12.	Dr SunitaNarang	CCL
13.	Ms.Seema Gupta (Maths)	Absent
14.	Ms.Anu Praveen	Absent
15.	Dr. Yash Mangla	Absent
16.	Ms.SapnaYadav	Absent
17.	Ms.Nishu Singh	Absent
18.	Dr. Vikram Sen	Absent
19.	Mr.Gurjinder Singh	Absent

**Agenda Item 1:**

**Confirmation of minutes of the Staff Council meeting held on April 24, 2017 and emergent staff council meeting held on July 28, 2017.**

Minutes of the meeting held on April 24, 2017 were confirmed with the following modification:

Agenda Item no 3 : The name of Dr.Preeti Marwah is to be replaced with Dr Sharanjeet Kaur for admission committee convenor as Dr Preeti Marwah has to attend three week refresher course during the admission period and Dr. Sharanjeet Kaur took over as admission committee convener against the full term of Department of Computer Science.

Minutes of the emergent staff council meeting held on July 28, 2017 were confirmed.

### **Agenda Item 2:**

#### **Appointment of Admission Convenors:**

As per the departmental rotation policy, house approved the following admission committee conveners for the academic session 2018-19:

- (a) Dr.Anju Agarwal (Department of Electronics)
- (b) Ms. Sunita Jetly(Department of Biomedical Science)
- (c) Dr.Sharanjeet Kaur ( Department of Computer Science)

### **Agenda Item 3:**

#### **Appointment of Teacher In-charges:**

The following faculty members took over as new Teacher in-charges for their respective departments for the academic sessions 2018-20.

<b>S.No</b>	<b>Department</b>	<b>Name of the Teacher in-charge</b>
1	Biomedical Science	Dr. Urmi Bajpai
2	Botany	Dr. Anupama Shukla
3	Chemistry	Dr. Geetu Gambhir
4	Commerce	Dr. Surinder Kaur
5	Computer Science	Dr. Harita Ahuja
6	Electronics	Dr. Ravneet Kaur for academic session 2018-19 and Dr. Anju Agarwal for academic session 2019-20
7	Mathematics	Dr.Chaman Singh
8	Physics	Dr.Shalu Dhanda

9	English	Mr. Manoj Kumar Garg
10	Zoology	Dr .Sarita Kumar
11	Life Science	Dr. Yasheshwar
12	Physical Science With Electronics	Dr. Ranjeet Singh
13	Physical Science With Chemistry	Dr. Laxmi Narain
14	Physical Science With Computer Science	Dr.Sanjeeta Rani

#### **Agenda Item 4:**

##### **Constitution of various Staff Council Committees.**

Preferences were invited from the faculty to be members of any two staff council committees. As per the choices filled, some committees were having members more than the requirement while others had less. Therefore, committees constitution needed to be rationalized. Chairperson informed the house that as per the requirement, most of the committees were reshuffled/modified in terms of number of members as well as convenorship. Chairperson also informed the house that in absence of any financial provisions for Remedial coaching, the committee has been put in abeyance. In order to further formalize and structure Mentorship and Counselling, a new committee "Committee for Mentorship and Counselling" has been constituted.

The Convenors for the following committees were approved by the house while the convenors for the rest of the committees shall be decided in their first meeting with the Chairperson.

1. Work Load and Time Table Committee: Dr.Sanjeeta Rani, Convenor  
Dr. Preeti Marwah, Co-Convenor
2. Examination Committee : Mr.Ravinder K. Sagar
3. Alumni Affairs Committee : Ms.Anupama
4. Foreign Language Committee : Dr.Geetika Kalra
5. Fellowship Programs & Awards : Ms. Anuradha Sarin
6. Proctorial Committee : Dr. M S Rajeswari (Proctor)  
Dr. Seema Gupta (Deputy Proctor)
7. Environment society : Dr.Seema Gupta, Chemistry

(Convenor)

The list will be in circulation again for another week. Afterwards, the finalized committee list will be intimated through mail to the members.

Dr. M.S.Rajeswari and Dr.Shalu Dhanda will be the members of Internal Assessment Monitoring Committee.

**Agenda Item 5:**

**Discussion on a letter received from TIC, English department requesting to consider change in the minimum number of students to offer GE paper.**

TIC, English department has requested in writing to reconsider the earlier decision of the Staff Council regarding change in the minimum number of students to offer a GE paper. After discussion on this matter, Chairperson informed the house that it is not feasible to consider this request because of the constraint of sanctioned teaching posts. All the departments are already making adjustments to balance the deficit in teaching positions. TIC, English department gave dissent on this issue.

**Agenda Item 6:**

**Election of Secretary, Staff Council**

Dr. RoopeshTehri shall be completing his two year term as the Secretary, Staff Council. Elections were held for this post. Dr. Seema Gupta, Department of Chemistry proposed the name of Dr. Pooja Bhagat for the post of Staff Council Secretary. Her name was seconded by Ms.Sadhna Gupta, Department of Commerce. Name of no other candidate was proposed. Dr.Pooja Bhagat was unanimously elected as the Staff Council Secretary for 2018-20. She was congratulated by the House. House appreciated and thanked Dr. Roopesh Tehri for his contribution as Secretary, Staff Council.

**Agenda Item 7:**

**Any other matter with permission of the Chair:**

(a) Chairperson informed the house that department of Anthropology (DU) has

requested to start two new Courses-B.Sc.(Hons)Anthropology and B.Sc. Forensic Science in the college. Since the Chairperson shall be completing her tenure as Principal in November, 2018, it was suggested that matter shall be taken up by the new Principal.

- (b) Some members requested the Chairperson to update regarding construction of new college building at Rohini. Chairperson informed the house that all the detailed plans and drawings have been made. The project has already got all the statutory clearances from the competent agencies. The project is under fund sanctioning stage with DHE.
- (c) Convenor, Theatre Society was requested to continue as Convenor for one academic session 2018-19. He requested the Chairperson to reconsider this extension. Chairperson stated to look into his request.

The meeting ended with the vote of thanks to the chair.

Dr. Roopesh Tehri  
Secretary

Dr.Savithri Singh  
Chairperson

# ACHARYA NARENDRA DEV COLLEGE

(University of Delhi)

## Minutes of the Staff Council Meeting held on June 17, 2019

A meeting of the staff council was held on Monday, June 17, 2019 in the conference room at 10 A.M. The following members were unable to attend the meeting:

1) Dr Seema Gupta	14) Dr Neeti Misra
2) Dr Mamta Bhatia	15) Ms Poonam Chauhan
3) Ms Anupama	16) Ms Roopali Pabreja
4) Dr Sarita Kumar	17) Mr Vishal Dhingra
5) Dr Sona Pranav Kumar	18) Dr Ranjeet Singh
6) Dr Sharanjit Kaur	19) Mr Ravinder Kr. Sagar
7) Dr Amit Garg	20) Dr Dinesh Kr. Arya
8) Dr Urmi Bajpai	21) Dr Roopesh Tehri
9) Dr Archana Pandey	22) Dr Subhash Kumar
10) Dr Shallu Sachdeva	23) Dr Rachna Joshi
11) Dr Monisha Khanna Kapur	24) Dr Vikrant Kumar
12) Dr Charu Khosla Gupta	25) Dr Ravneet Kaur
13) Dr Manisha Jain	26) Dr Chaman Singh

### Agenda Item 1:

#### Confirmation of minutes of the Staff Council meeting held on January 16, 2019

Minutes of the meeting held on January 16, 2019 were confirmed with the following modification:

Agenda Item No 3: (i) Dr Seema Gupta (Maths) took over as Cultural Events Management Committee Convenor.

### Agenda Item 2:

#### Appointment of Certain Committee Convenors

(i) **Internal Assessment Committee**

As per the seniority, Dr Anju Agarwal and Dr Surinder Kaur should be the convenors of Internal Assessment Committee. But as Dr Surinder Kaur is on Child Care Leave, the next faculty member in seniority, Dr Amit Garg will be the convener in place of Dr Surinder Kaur.

(ii) **Admission Committee**

Dr Anju Agarwal will continue as Admission Committee Convenor for the upcoming Session 2019-20. Dr Urmi Bajpai (Biomedical Science) and Dr Chandra Kanta Samal (Computer Science) are nominated by their respective Departments for the convenorship of Admission Committee for 2019-21.

(iii) **Theatre Society**

Dr Monica Misra has agreed to be the Convenor of Annual Theatre Production (ATP).

### **Agenda Item 3:**

#### **Appointment of Teacher-In-Charges**

**(i) Department of Biomedical Science**

Dr Sunita Jetly is the Teacher in- charge till August 5, 2019 and with effect from August 6, 2019 Dr Urmi Bajpai will take over as Teacher-in-charge of Biomedical Science.

**(ii) Department of Physics**

Dr Shalu Dhanda is on Child Care Leave so Mr Pawan Kumar is the Teacher-in-charge of Physics Department w.e.f. June 1, 2019 till the time Dr Shalu Dhanda is on CCL.

**(iii) Department of Electronics**

Dr Ravneet Kaur of the Department of Electronics has completed two years as the teacher in-charge(TIC) of the department from 2017-2019. Dr. Anju Agrawal was to take over the as the TIC of the department for the balance period of one year i.e. for 2019-2020 as per the staff council resolution dated May 10, 2018. However, as she continues to work as Admission Committee Convener to complete her two year term in the session 2019-20, she has expressed her inability to take up this responsibility. However, Dr. Anju Agrawal will take over as the TIC of the department for a period of one year i.e 2021-2022 to complete her remaining term of one year. Following the order of seniority in the department, the teacher in chargeship was offered to Dr. Amit Garg as per the rotation policy for the next two years i.e. 2019-21 to which Dr. Amit Garg had consented. Hence, with immediate effect Dr Amit Garg will be the Teacher-in-charge of the Department of Electronics.

### **Agenda Item 4:**

#### **Appointment of IQAC Convener**

Dr Yasheshwar has agreed and will be IQAC Convener for 2019-2021.

### **Agenda Item 5:**

#### **Appointment of NAAC Convener**

It was suggested in house that IQAC Convener should be the NAAC Convener to which Dr Yasheshwar has agreed and will be NAAC Convener for the NAAC visit due in 2021.

### **Agenda Item 6:**

#### **Any other matter with the permission of the Chair**

**1) Extension of Workload and Timetable Committee**

Dr Sanjeeta Rani suggested to extend the members in Workload and Timetable committee who can help in checking the overall time table, data for optional paper, compilation etc. as Teacher-in-charges of the Departments are involved in making Timetable of their respective Departments.

The house proposed the name of Dr Subhash Kumar to help Dr Sanjeeta Rani (Convener) and Dr Preeti Marwaha (Co-Convener) for the same.

**2) Delay in Scrutiny of Promotion Forms**

Dr Sada Nand Prasad raised the issue of delay in signing of promotion forms as teachers in Scrutiny Committee are on leave. Chairperson assured the house to appoint another senior teacher to process the forms at the earliest.

**3) Collection of Cash by Societies**

Dr Anju Agarwal raised the issue of cash collection by some of college societies for their functions/events. The House agreed that no such cash be collected by any society. Societies can collect money through online transactions. Only in case of emergency, cash may be collected after prior approval from Principal.

**4) Orientation Day Schedule**

Dr Vatsla Kohli asked the House about the schedule of Orientation Day. It was decided that Departmental orientation will be on July 20, 2019 and College orientation will be on July 22 & 23, 2019.

The meeting ended with vote of thanks to the chair.

*Dr Agat.*  
*20/6/19*

Secretary, Staff Council

*Vatsla Kohli*  
*20/6/19*

Chairperson

## ACHARYA NARENDRA DEV COLLEGE

(University of Delhi)

### Minutes of the Staff Council Meeting held on January 16, 2019

A meeting of the staff council was held on Wednesday, January 16, 2019 in the conference room at 12.45 P.M. The following members were unable to attend the meeting:

- |                       |                           |
|-----------------------|---------------------------|
| 1) Dr Mamta Bhatia    | 16) Dr Roopesh Tehri      |
| 2) Ms Sangeeta Relan  | 17) Ms Seema Gupta        |
| 3) Dr Manisha Verma   | 18) Dr Sadanand Prasad    |
| 4) Dr Vatsla Kohli    | 19) Dr Rachna Joshi       |
| 5) Dr Poonam A Kant   | 20) Mr Pawan Kumar        |
| 6) Dr Sarita Kumar    | 21) Mr Manoj Kumar Garg   |
| 7) Dr Shalu Dhanda    | 22) Dr Pankaj Khanna      |
| 8) Dr Sharanjit Kaur  | 23) Dr Chaman Singh       |
| 9) Dr Amit Garg       | 24) Dr Abhijeet Mishra    |
| 10) Dr Anupama Shukla | 25) Dr Kavita Mittal      |
| 11) Dr Seema Makhija  | 26) Ms Nishu Singh        |
| 12) Ms Anuradha Sarin | 27) Dr Joita Dhar Rakshit |
| 13) Dr Neelu Dheer    | 28) Mr Deo Datta Aarya    |
| 14) Dr Meenu Mohil    | 29) Mr Vineet Girdharwal  |
| 15) Dr Shalu Mahajan  |                           |

#### Agenda Item 1:

##### Confirmation of minutes of the Staff Council meeting held on May 10, 2018

Minutes of the meeting held on May 10, 2018 were confirmed with the following modification:

Agenda Item No 3: The name of Dr Surinder Kaur is replaced with Ms Poonam Chauhan as TIC in the Department of Commerce as Dr Surinder Kaur is on CCL.

#### Agenda Item 2:

##### Opening of IGNOU study centre in the college

The chairperson informed that college has received a proposal from IGNOU for opening of study centre at the college. The two main reasons cited were 1) For increasing the popularity of the college and spreading its name to the masses, 2) Creating a channel for revenue generation for the development of the infrastructure of the college.

Modalities to be discussed further and house agreed for opening of the IGNOU study centre for the following courses: B.Com., M.Com., BCA, MCA, MBA and B.Sc.

The following members were approved by the house as coordinator and assistant coordinators:

- 1) Dr Ravinder Kumar Sagar – Coordinator
- 2) Dr Chandra Kanta Samal for BCA/MCA

- 3) Dr Vikrant Kumar for B.Sc.
- 4) Dr Sandeep Kumar for B.Com/M.Com

The matter will be put before GB for approval.

### **Agenda Item 3:**

#### **Appointment of the Convenors of the remaining committees**

- 1) **Admission Committee Conveners**  
Dr Sharanjeet Kaur and Dr Sunita Jetly have completed the terms of two years of admission convenership. As per the departmental rotation policy, Department of BMS and Computer Science have to nominate one member from their respective departments for the convenership of Admission Committee. Department of BMS gave dissent.
- 2) **Cultural Events Management Committee Conveners**  
The house approved Dr Mamta Bhatia as convener and Dr Seema Gupta (Mathematics) as co-convener in their absence.

#### **Agenda Item 4: Any other matter with the permission of the Chair**

- 1) **Detention of the students for low attendance**  
Dr M.S. Rajeswari raised the issue of detention of the students for low attendance. The house recommended to seek more information / rules from the University to formulate college policies in this regards.
- 2) **Term of Liaison Officer**  
Dr Dinesh Kumar Arya raised the issue of continuing of Liaison Officer for three terms. Chairperson assured to revert soon on this matter.
- 3) **Superintendent of Practical examinations**  
Dr Sunita Jetly proposed that during practical examinations a single superintendent should be appointed for all the departments rather than every department having its own. Chairperson suggested that as the role of superintendent is for the smooth conduct of the practical examinations till the upload of the marks hence the house decided to keep the existing policy of having superintendent from each department.
- 4) **Provident Fund**  
Dr Monica Misra raised the issue of not holding any meeting of Provident Fund committee. She also suggested that each member be issued the passbook for PF.
- 5) **Sports Quota**  
Dr Vikrant Kumar proposed to have two seats allocated under sports quota for Shooting. Dr Satyapal Singh informed the house to keep in consideration the heavy financial obligation towards students admitted against shooting quota as equipment and supplies for this sport is very expensive.
- 6) **Changing of Bank**  
Dr Yasheshwar objected to the existing committee for the same and insisted on a modified committee. The house agreed to add two more members to the committee. 1) Dr Yasheshwar and 2) Ms Anuradha Sarin agreed to be a part of the committee . The report by the committee will be presented in the staff council before any further action is taken on this.
- 7) **Allocation of mentoring slot in the Time table**

Dr Seema Gupta (Chemistry) suggested to have the mentoring slots in the time table. Chairperson informed that the time tables are already packed and it's not feasible to allocate separate slots for mentoring to which the house agreed.

**8) Voter Awareness Forum**

Dr Manisha Jain, programme officer NSS informed the house the launch of Voter Awareness Forum in the college as per guidelines received from the Ministry. A committee was constituted including Dr Sarita Agarwal and four members from NSS.

The meeting ended with vote of thanks to the chair.



Secretary, Staff Council

  
Chairperson

**ACHARYA NARENDRA DEV COLLEGE**  
(University of Delhi)  
**Minutes of the Staff Council Meeting held on June 22, 2020**

An online meeting of the staff council was held on Monday, June 22, 2020 at 11 A.M. through Google meet. The following members were unable to attend the meeting:

- 1) Ms. Sangeeta Relan
- 2) Dr. Poonam A. Kant
- 3) Dr. Surinder Kaur
- 4) Mr. Gaurav Sharma
- 5) Dr. Monisha Khanna Kapur
- 6) Ms. Anuradha Sarin
- 7) Mr. Vishal Dhingra
- 8) Dr. Neelu Dheer
- 9) Dr. Vandana Uberoi
- 10) Mr. Pawan Kumar

**Opening Remarks by the Chairperson**

- 1) Chairperson informed the house that the College has been ranked 18 in all India ranking by NIRF-2020. The College has moved from rank 24 to 18 this year. He congratulated the house for this achievement. The house applauded the achievement.
- 2) Chairperson also informed the house that the College has been approved as a Mentor Institution under the scheme of '*Paramarsh*' for Mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education. Under this scheme, the College will be helping/mentoring five Colleges for getting NAAC accreditation.

Dr. Yasheshwar, coordinator of IQAC is the director of '*Paramarsh*' Scheme.

Dr Mamta Bhatia suggested to constitute dedicated team to analyze the parameters set by NIRF and to work upon those parameters where college lags. To which house agreed and a committee shall be formed for the same.

Dr. Amit Garg suggested to invite eminent speakers on various occasions to showcase college research labs to impact their mind which will help further in improving college ranking. It was also suggested that College has to work on various multiples to get good grades in 2021 NAAC Accreditation.

- 3) Chairperson also informed the house about *Unnat Bharat Abhiyan* (UBA) which is a flagship national program of the Ministry of Human Resource Development (MHRD), Government of India, envisioning the transformational change in rural development

processes by leveraging knowledge institutions to help build the architecture of an Inclusive India.

College has selected 5 villages under this programme. Dr. Manisha Jain is the Nodal Officer of this Programme and Dr. Pooja Bhagat will be in her team.

### **Agenda Item 1: Confirmation of minutes of the Staff Council meeting held on June 17, 2019**

Minutes of the meeting held on June 17, 2019 were confirmed.

### **Agenda Item 2: Appointment of Admission Convenors**

Dr Anju Agarwal has completed the terms of two years of admission convenorship. As per the Departmental rotation policy, Ms. Anupama Rastogi is nominated by the Department of Mathematics for the convenorship of Admission Committee for 2020-22. Dr Urmi Bajpai (Biomedical Science) and Dr Chandra Kanta Samal (Computer Science) will continue as Admission Committee Convenor for the upcoming Session 2020-2021.

### **Agenda Item 3: Nomenclature of TICs of Life Science and Physical Science Courses**

'Teacher in charge' of courses viz., B.Sc. Life Science, B.Sc. Physical Science (Chemistry/Computer Science/Electronics) is not in accordance with the definition of TIC as contained in University's ordinances/UGC Regulations. This is because these TICs are being appointed for a course, while TIC refers to a faculty member who is in-charge of a department rather than a course. In fact, they do not have a department per se whose activities they will be in-charge of. Therefore, the house suggested that these appointments must be changed to Course Coordinators (LS, PMC, PME & PMCs).

### **Agenda Item 4: Appointment of Teacher In-charges**

The following faculty members took over as new Teacher-in-Charges/Course Coordinators of their respective Departments w.e.f. June 15, 2020.

<b>S. No.</b>	<b>Department</b>	<b>TICs/Course Coordinators</b>	<b>Academic Session(s)</b>
1	BMS	Dr Urmi Bajpai	2020-21
2	Botany	Dr Anita Narang	2020-21
3	Chemistry	Dr Dinesh Kumar Arya	2020-22
4	Commerce	Dr Shalu Mahajan	2020-22
5	Computer Science	Dr Sunita Narang	2020-22
6	Electronics	Dr Amit Garg	2020-21
7	Physics	Dr ShalluDhanda	2020-21

8	Maths	Dr Vatsala	2020-22
9	Zoology	Dr Monica Misra	2020-22
10	Life Science	Dr Rashmi Sharma	2020-22
11	PME	Dr Subhash Kumar	2020-22
12	PMC	Ms Seema Gupta	2020-22
13	PMCs	Dr Sharanjit Kaur	2020-22

It was suggested in house that their term will be till the last day of the semester.

### Agenda Item 5: Constitution of various Staff Council Committees

Preferences were invited from the faculty to be members of any two staff council committees. The convenors for the following committees were approved by the house while the convenors for the rest of the committees will be finalized in next staff council meeting.

S.No.	Committee	Convenor
1	Workload and Time Table Committee	<b>Convenor</b> Dr. Sanjeeta Rani <b>Co Convenors:</b> 1. Dr.Sharanjit Kaur 2 Dr. Subhash Kumar
2	Examination Committee	Dr.Gagan Dhawan
3	Alumni Affairs Committee	Dr. Rashmi Sharma (Botany)
4	Sports Committee	Mr. Ravinder Kumar Sagar
5	Library Committee	Dr. Seema Gupta (Chem)
6	College Development Committee	Dr. Laxmi Narain
7	SPICMACAY	Dr.Shalu Mahajan
8	Debating Society (Tark)	Mr. Manoj Kumar Garg
9	Fellowship Programs and Awards Committee	Dr. Manisha Jain
10	Proctorial Committee	Dr. Dinesh Kumar Arya
11	Canteen Committee	Dr. Chandra Kanta Samal
12	Social Outreach Programs Committee (NSS)	Dr. Sunita Jetly Dr.Archna Pandey (Co-Convenor)
13	Garden Committee	Dr. Vikrant Kumar
14	Academic Events Management	Dr. Pooja Bhagat (Joint Convenor) Dr. Seema Makhija(Joint Convenor)
15	Women Students; Affairs Committee - Sashakt	Dr.Geetika Kalra
16	Committee for coordination with the Equal opportunity Cell, University of Delhi	Mr. Manoj Kumar Garg

17	Editorial II – Prospectus	Dr. Arijit Chowdhuri
18	I.T. Committee – Website Distribution/Maintenance help of Laptops	Dr. Seema Makhija
19	Nodal Person for Students from the North East & Nodal Person for Foreign Students	Dr. Subhash Kumar
20	Placement	Dr. Harita Ahuja
21	Theatre Society (Dhwani)	Dr. Monica Misra
22	Environment Society	Dr. Gagan Dhawan
23	Committee for Mentorship and Counselling	Dr. Sunita Hooda

Names were also invited for the Teachers’ nominee in PF Committee. Dr Monica Misra suggested that teacher from the Commerce Department should be in this committee. House agreed for this.

#### **Agenda Item 6: Formation of Photographic Society- Picfie**

Formation of Photographic Society- Picfie was requested by Mr. Kishan Sharma, Cultural Secretary, Student Council, on September 26, 2019. The house agreed to form the same and faculty would be requested to give their names in this society.

#### **Agenda Item 7: Election of Secretary, Staff Council**

Dr. Pooja Bhagat has completed her two year term as the Secretary, Staff Council. Names were invited for the same. Dr. Geetu Gambhir, Department of Chemistry proposed the name of Dr. Charu Khosla Gupta. Her name was seconded by Dr Arijit Chowdhuri, Department of Physics. Name of no other candidate was proposed. Dr. Charu Khosla Gupta was unanimously elected as Staff Council Secretary for 2020-2022. She was congratulated by the House. House appreciated and thanked Dr. Pooja Bhagat for her contribution as Secretary, Staff Council.

#### **Agenda Item 8: Any other matter with the permission of the Chair**

It was decided in the house that ‘Myra’ Dance Society and ‘Dhun’ Music Society will now be the Staff Council Committees. Dr. Chaman Singh and Dr. Monica Misra suggested that Result analysis Committee and Media Handling Committee respectively should also be the Staff Council Committees to which the house has agreed. Faculty would be requested to give their names in these committees.

Dr. Monica Misra informed the house that name of ECPDT and ATP in the Theatre Society should be changed to avoid patent issue by Mr. Ajay Manchanda. She suggested name change of ECPDT to NEST ( *Nurturing and Educating Students through Theatre*) and ATP to VANU (*Varshik Natiya Utsav*). The house has agreed for these names. She requested to have same permanent faculty in the Theatre Society as in the previous term for smooth functioning of the Society.

The chairperson informed the house that this year DU is not doing admissions in any category of ECA except for NSS. He suggested that under these circumstances for this year, all ECA seats can be converted into NSS sub-category of ECA. House agreed for the same.

The chairperson told the house that this year Annual Day was scheduled to be held on March 31, 2020. But due to lockdown, the event was cancelled. He asked the house for suggestions to how to conduct annual day this year. It was suggested to have virtual Annual Day this year and the e-certificates and online transfer of prize money can be done. For students to have feeling of receiving award, they can be called next year's Annual day Celebrations of the College. It was decided in house that previous committees will organize the Virtual Annual Day.

The meeting ended with the vote of thanks to the chair.

Dr Pooja Bhagat  
Secretary, Staff Council



Dr Ravi Toteja  
Chairperson

# ACHARYA NARENDRA DEV COLLEGE

(University of Delhi)

## Minutes of the Staff Council Meeting held on June 10, 2021

An online meeting of the Staff Council was held on Thursday, June 10, 2021 at 11am through Google Meet. The following members were unable to attend the meeting:

1) Dr Neelu Dheer	6) Dr Vatsala Kohli
2) Dr Vikrant Kumar	7) Mr Gaurav Sharma
3) Dr Surinder Kaur	8) Dr Ranjeet Singh
4) Dr Preeti Marwaha	9) Dr Poonam A. Kant
5) Mr Vishal Dhingra	

### Opening Remarks by the Chairperson

Meeting started with a welcome note.

The house observed two minutes silence in memory of Late Dr Manoj Garg, Assistant Professor of English who had passed away last month because of Covid-19.

Chairperson, Professor Ravi Toteja, informed the house that the Seven Departments of the College have been granted 'Star College Status' under DBT Star College scheme and each department will receive a one-time non-recurring grant of Rs 15 Lacs and recurring grant of 5 lacs per year for three years from the Department of Biotechnology. Professor Seema Makhija and Dr Archana Pandey have been coordinating all activities of the DBT Star College Scheme.

Further, the college has successfully completed all the pending promotions up to Associate Professor's grade and five out of ten promotions to Professor's grade.

The chairperson also appraised the house that the posts of Assistant Professors in various Departments have been advertised and the College will very soon start the process of screening of applications.

### Agenda Item 1:

**Confirmation of minutes of the Staff Council meetings held on June 22, 2020 and August 31, 2020.** The minutes of the meeting held on June 22, 2020 and emergent meeting held on August 31, 2020 were confirmed by the house. Dr Amit Garg suggested to circulate the Resolution of the Emergent meeting held on August 31, 2020 once again.

### Agenda Item 2:

#### Appointment of Admission Convenors

It was decided that Ms Anupama Rustagi (Department of Mathematics) will continue as Admission Committee Convenor for one more year (2021-22) to complete her term of two years. Following rotation, it happens to be the turn of Department of BMS and

Department of Zoology for which BMS Department requested to take up the post of convener after two years i.e., in 2023. The Chairperson suggested the next in rotation being the department of Botany, hence should take up the responsibility of admission convenorship. Dr Seema Makhija (Zoology) and Dr Rashmi Sharma (Botany) were nominated by their respective Departments for the convenorship of Admission Committee for the next two years 2021-23.

### **Agenda Item 3:**

#### **Appointment of Teachers-In-Charge**

##### **Department of Biomedical Science**

Dr Sunita Jetly will take over as the Teacher in- charge for one-year i.e., 2021-22 to complete her remaining term of one year.

##### **Department of Physics**

Dr Mamta Bhatia will be the Teacher in- charge for next two years from 2021-23

##### **Department of Electronics**

Dr. Anju Agrawal will take over as the Teacher in- charge of the department for a period of one-year i.e., 2021-2022 to complete her remaining term of one year.

##### **Department of Botany**

Dr Charu Khosla Gupta will be the Teacher in- charge for next two years from 2021-23

##### **Department of English**

It was decided that in the absence of any permanent faculty member in the Department of English, the Senior-most teacher of the college will take over this position which subsequently will be taken up on rotation basis. Dr Sunita Hooda will be the newly appointed TIC for a period of two years from 2021-23.

The term of the newly appointed Teachers-in Charge will commence from July1, 2021.

The house congratulated the outgoing TICs for successful completion of their tenure and welcomed the newly appointed TICs.

The proposal of having TICship of one year in the Department of Physics, since it's a big Department, was not accepted by the house.

### **Agenda Item 4:**

#### **Appointment of IQAC Convener**

Dr Laxmi Narain proposed the name of Dr Sarita Kumar to be the IQAC convener which was seconded by Dr Sada Nand Prasad. Since no other name was proposed, Dr Sarita Kumar was unanimously elected as the IQAC convener.

Work done by the outgoing IQAC coordinator and the entire team of IQAC was applauded by the house. The house welcomed the new coordinator who will take charge from June 18, 2021 for two years.

**Agenda Item 5:**

**Convener for Tark- the debating society**

Dr Yasheshwar volunteered to be the convener of Tark society and the house welcomed his decision.

**Agenda Item 6:**

**Any other matter with the permission of the Chair**

- 1) Appointment of Convener, Committee for Coordination with the Equal Opportunity Cell, University of Delhi**  
Chairperson informed the house that it was the turn of Dr Vikrant Kumar to be the convener to which all members agreed.
  
- 2) Appointment of Conveners of newly inducted Staff Council Committees**  
Five new Staff Council Committees were inducted on June 22, 2020. These being Myra-the dance society, Dhun- the music society, Picfie-the photographic society, Result Analysis Committee and the Media handling Committee. Dr Manisha Jain volunteered to be the convener of the photographic society. It was further decided that once again the list of all Staff Council Committees will be shared with the members to give their names failing which these committees will be dissolved.
  
- 3) Theatre Society**  
The society has completed its two-year term in 2021 under the convenorship of Dr Monica Misra, who very pleasantly agreed to continue being the Convenor of the Theatre Society for an extended term of two years.
  
- 4) Dr Satyapal Singh raised the issue of permanent appointment of Assistant Professor of Physical Education.** Chairperson informed the house that the roster received from the university has not approved the post and the college has sought clarification regarding this from the University.
  
- 5) Ms Priyanka Sharma expressed her disappointment on there being no Unreserved post in Computer Science Department in the advertised vacancies.** To this the Chairperson added that even in Physics department there is no UR post due to inclusion of EWS category in the roster. House was also apprised that the college roster, duly approved by the University of Delhi is uploaded on the college web site and if any one finds any discrepancy, it should be brought to his notice and will be taken care of.

- 6) Dr Udaibir suggested to change the Coordinators for DBT Star College Scheme to which the chairperson informed that such changes are not permissible within the framework of the Scheme. He further added that he would seek clarification from DBT.

The meeting ended with vote of thanks to the chair.



Secretary, Staff Council  
(Dr Charu Khosla Gupta)



Chairperson  
(Dr Ravi Toteja)

## ACHARYA NARENDRA DEV COLLEGE

(University of Delhi)

### Minutes of the Staff Council Meeting held on June 03, 2022

An offline meeting of the Staff Council was held on Friday, June 03, 2022 at 2:30 pm in the Seminar Hall of the college. The following members were unable to attend the meeting:

1) Dr. Mamta Bhatia (on sabbatical leave)	13) Dr. Meenu Mohil
2) Dr. Sangeeta Relan	14) Dr. Yasheshwar
3) Dr. Poonam A. Kant	15) Dr. Ranjeet Singh
4) Prof. Sarita Kumar (on sabbatical leave)	16) Dr. Sunita Narang
5) Dr. Shallu Dhanda	17) Dr. Harita Ahuja
6) Prof. Anju Agarwal	18) Dr. Preeti Marwaha
7) Dr. Anupama Shukla	19) Dr. Dinesh K Arya
8) Dr. Archana Pandey	20) Prof. Laxmi Narain
9) Dr. Monika Misra	21) Ms. Seema Gupta
10) Mr. Gaurav Sharma	22) Dr. Vikrant Kumar
11) Prof. Seema Makhija	23) Dr. Ravneet Kaur
12) Dr. Vishal Dhingra	

#### Opening Remarks by the Chairperson

Meeting started with a welcome note.

1. Chairperson, Professor Ravi Toteja, congratulated all who had been promoted to the next level and also informed the house that all eligible faculty members have been promoted to the next scale.
2. He also informed the house that the college had signed an MoU with Auburn University, Montgomery, Alabama, USA facilitating exchange of research and other academic material.
3. Another MoU has been signed with the School of Open Learning, University of Delhi to avail the entrepreneurship schemes of the State and Central Government.
4. The college has also signed an MoU with National Institute of Immunology under the DBT Star College Scheme.
5. Professor Ravi Toteja also apprised the house of an offer from Indian Institute of Technology, Delhi to carry out the Prime Minister Research Scheme wherein a Ph.D. student from IIT, Delhi can take one hour lecture, seminars, add on courses, hands on workshop etc. once a week in the college.
6. The college has started a centre for Skill development with the name *Acharya Narendra Dev Kaushal Kendra*. Two courses namely, Web Development and Jam Jelly Preparation Courses have been sanctioned. At present, the college has started a 400-hour course on 'Web Development'
7. Further, the college has been recognised as a Nodal Centre for Virtual Labs by IIT, Delhi

### **Agenda Item 1:**

**Confirmation of minutes of the Staff Council meetings held on June 10, 2021.** The minutes of the meeting held on June 10, 2021 were confirmed by the house.

### **Agenda Item 2:**

#### **Appointment of Admission Convenors for 2022**

It was decided that Prof. Seema Makhija (Department of Zoology) and Dr. Rashmi Sharma (Department of Botany) will continue as Admission Committee Convenors for one more year (2022 – 23) to complete their term of two years. It being the turn of Department of Biomedical Science for the third faculty member as Admission Committee Convener, whereas the Department appealed to the House to forego their turn as they had been continually doing the same for last 04 years. Department of Chemistry, Prof. Pankaj Khanna volunteered to be admission convener for next two terms (2022 – 24). Chosen Faculty member of Department of Biomedical Science would then do their turn of duty (2023 – 2025) whence Prof. Seema Makhija (Zoology Department) and Dr Rashmi complete their terms in 2023.

### **Agenda Item 3:**

#### **Appointment of Teachers-in-Charge and Coordinators**

**Department of Biomedical Science:** Prof. Gagan Dhawan will take over as the Teacher-in- charge for a period of two years from July 1, 2022 to 2024.

**Department of Botany:** Prof. Charu Khosla Gupta will continue for one more year till 2023 to complete her tenure of two years.

**Department of Chemistry:** Dr. Vikrant Kumar will take over as the Teacher-in- charge for a period of two years from July 1, 2022 to 2024.

**Department of Commerce:** Dr. Shalu Mahajan will continue of TIC till the time Dr, Surinder Kaur rejoins after availing Child Care Leave (CCL)

**Department of Computer Science:** Dr. Priti Marwaha will take over as the Teacher-in- charge of the Department for a period of two years from July 1, 2022 to 2024.

**Department of Electronics:** Dr. Vishal Dhingra will take over as the Teacher-in- charge of the Department for a period of two years from July 1, 2022 to 2024.

**Department of Mathematics:** Ms Anupama will take over as the Teacher-in- charge of the Department for a period of two years from July 1, 2022 to 2024.

**Department of Physics:** Dr. Sanjeeta Rani will continue as Teacher-in- charge till Dr. Mamta Bhatia joins back.

**Department of Zoology:** Prof. Seema Makhija will take over as the Teacher-in- charge of the Department for a period of two years from July 1, 2022 to 2024.

**Department of English:** Prof. Sunita Hooda will continue as TIC for one more year till 2023.

#### **Teacher Coordinators for the Programme courses 2022-24**

**Life Sciences-** Dr. Anupama Shukla

**Physical Sciences Chemistry-** Dr. Neeti Misra

**Physical Sciences Computer Science –** Dr. Sada Nand

**Physical Sciences Electronics-** Dr. Rachna Joshi

The house congratulated all the outgoing TICs and Coordinators for the programme courses for successful completion of their tenure and welcomed all the newly appointed TICs.

**Agenda Item 4:**

**Induction of Enactus Society in the Staff Council**

The house approved the induction of the Society in the College. Dr Surinder Kaur will be the convenor of the society.

**Agenda Item 5:**

**Starting a Cricket academy in the college**

The Sports Committee proposed setting up a private Cricket academy in the premises of the college. The house was informed that the academy will pay a monthly rent to the college for using the premises and will also maintain the college ground. It was decided by the house that first approval for lending the ground should be taken from the GB of the College.

**Agenda Item 6:**

**Establishment of a learner support centre for the students of SOL, University of Delhi**

The house approved the opening of a learner support centre for the students of SOL, University of Delhi. Dr. Sandeep Goel volunteered to take up the responsibility of the centre.

**Agenda Item 7:**

**Appointment of Conveners and members of various Staff Council Committees**

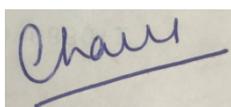
List attached. The tenure of Conveners and Members of the societies will be of two years w.e.f. June 04, 2022

**Agenda Item 8:**

**Election of Staff Council Secretary**

Dr. Anita Narang proposed the name of Dr. Geetika Kalra for the post of Secretary, Staff council which was seconded by Dr. Chaman Singh. Dr Geetika Kalra was appointed as Secretary, Staff council for two years w.e.f. June 04, 2022

The meeting ended with vote of thanks to the chair.



Secretary Staff Council  
Professor Charu Khosla Gupta



Chairperson  
Professor Ravi Toteja