

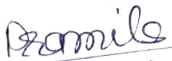
The Principal
Lakshmibai College
Ashok Vihar
Delhi

Respected Madam,

Kindly find enclosed herewith the minutes of the Staff Council Meetings held during 13th November 2019 to 8th October 2021 as per the details given below:

S.NO	Dates	No. of Pages
1	13.11.19	02
2	21.11.19	01
3	30.11.19	01
4	09.12.19	01
5	10.01.20	01 + 2 WL
6	07.02.20	02
7	16.02.20	01
8	16.03.20	02
9	06.05.20	05
10	22.06.20	01
11	07.08.20	11
12	04.09.20	02
13	17.11.20	02
14	19.11.20	02
15	03.12.20	01
16	09.12.20	01
17	08.02.21	03
18	25.03.21	01
19	28.07.21	04 + 1 WL + 3
20	31.08.21	01
21	08.10.21	06

Thanking you



Mrs Pramila
Staff Council Secretary
(November 2019 – October 2021)

Minutes of the Staff Council Meeting held on 13 November, 2019

A meeting of the Staff Council was held on 13th November, 2019 at 12:50 pm in LT-1.

The Principal, Dr. Pratyush Vatsala chaired the meeting.

The Minutes of the Staff Council meetings held on 27 July, 2019 and resumed on 26 September, 2019 were read, confirmed and passed by the House in this meeting.

Election Officer Dr. Geeta Arya deputed by the House for the election of Staff Council Secretary informed the House that in response to call for nominations, total Three nominations from Dr. Lata Sharma, Dr. T. K. Janki and Mrs. Pramila were received of which two were submitted by Dr. Lata Sharma and Dr. T. K. Janki were withdrawn, Thus Mrs. Pramila was elected unopposed.

The outgoing Staff Council Secretary Dr. Anita Malhotra handed over the charge to the incoming Staff Council Secretary – Mrs. Pramila. She thanked the Chair, Dr. Pratyush Vatsala and the faculty members for full cooperation and support during her tenure. The Principal appreciated the work done by the Staff Council Secretary, Dr. Anita Malhotra.

The coordinators for SEC/AECC evaluation for November/December examination-2019 were appointed :

- | | | |
|----------------------|------------------------|--------------|
| 1. Dr. Lata Sharma | Department of Commerce | Sr. Category |
| 2. Dr. Lalita Kumari | Department of History | Jr. Category |

The Dy. Superintendents for exam November/December-2019 were appointed :

Sr. Category

- | | |
|---------------------|----------------------------|
| 1. Dr. Jaya Ray | Department of Philosophy |
| 2. Dr. Geeta Sahare | Department of Pol. Science |
| 3. Dr. Madhu Jha | Department of Pol. Science |

Jr. Category

- | | |
|------------------------|------------------------|
| 1. Dr. Meenu | Department of Commerce |
| 2. Dr. Santoshi Kumari | Department of History |
| 3. Dr. Nisha Gupta | Department of Math |

It was decided that the cut-off for short of attendance would be 40% this year To give another chance to the "short of attendance" students to make up their attendance, remedial classes would be held after dispersal of classes w.e.f. 16th November, 2019.

The decision to consider the short of attendance cases on medical ground would be taken by the TIC at department level.

The Principal informed the House that the posts for Assistant Professors in the College have been advertised. The scrutiny for the same would be done after receiving the data from the University.

Pramila

All the TIC's were requested to submit the fixed workload along with the flexible/floating workload. So that the 39 faculty posts approved under the second tranche of OBC expansion scheme can be distributed. The attention of the house was drawn towards the data imbalance created by Political Science and History Departments. It was noted that the said departments have made sections based on English/Hindi medium.

The Principal reiterated that the sections should be bilingual to maintain uniform student's strength in each section.

The House was informed that the seating of all class rooms and departmental rooms has been done as per the student's strength of different sections. The Principal had taken the initiative and was helped by Dr. Sangita Sharma, Dr. Dolamani Arya and Mrs. Pramila in this endeavour. The faculty was requested not to disturb the seating arrangement during the exam or regular classes.

The House was informed about the recent notification regarding UGC Scheme "Ek Bharat, Shreshth Bharat"..

The organizers/conveners of various events held in the College were requested to sign and verify the related documents for the purpose of NAAC.

The Principal proposed a scheme to provide free meals to the underprivileged students of the College, as a new initiative to be started from January, 2020. Under the scheme one meal would be provided free of cost to the students for a duration of eight months in a year. Food coupons would be issued to students to procure the free meal from the canteen. The initiative would be known as "ANNAPOORNA SCHEME".

The resignation of Dr. Vrishti Kanojia from Clean & Green society, Dr. Anita Goel and Dr. Madhu Aggarwal from Vivekanand Study Circle were informed.

The Meeting ended with a vote of thanks to the Chair.


Principal in Council


Staff Council Secretary

(3)

Minutes of the Emergent Staff Council Meeting held on 21 November, 2019.

An emergent meeting of the Staff Council was held on 21 November, 2019 at 12:00 noon in LT-1. The Principal, Dr. Pratyush Vatsala chaired the meeting.

Written regrets for not attending the meeting were received from Dr. Gayatri, Dr. Nicheta and Dr. Anita Malhotra.

The agenda comprised deciding cases of shortage of attendance based on presentations by the departments.

TIC's of different departments presented their cases of shortage of attendance and the medical certificates received. The matter was discussed and it was decided that a committee comprising of all TIC's will examine all such cases together in a meeting today only.

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



Principal in Council



Staff Council Secretary

Minutes of the Staff Council Meeting held on 30th November 2019.

A meeting of the Staff Council was held on 30th November 2019 at 12:30 pm in LT-1. The Principal Dr Pratyush Vatsala chaired the meeting.

The minutes of the Staff Council Meeting held on 13th November 2019, were read, confirmed and passed by the house in this meeting. The minutes of the Emergent Staff Council Meeting held on 21st November 2019 were also read, confirmed and passed by the house in this meeting. Written regrets for not attending the meeting were received from Dr Ritu suri, Dr Anita Sharma, Mrs Sonica Singhi, Dr Neeta Bareja and Dr Divyarchana.

Dr Lata Sharma NAAC Coordinator informed updates and requirements for NAAC SSR and requested the TIC's to check course outcomes of subjects offered. That file has already shared. The Principal informed the house that while going through the UGC website, it was noticed that the College name is wrong and college is listed under non govt institutions. The mistakes have been corrected now on the UGC website. The college also managed to get the University Affiliation Letter, required by NAAC from University of Delhi in a very short time span due to special efforts of Principal.

The matter related to the shortage of attendance was discussed. Since the first year students will have to take fresh admission if they are not allowed to fill the exam form. Therefore in case of first year students, it was decided to allow them to fill the exam form so that they can save their one year.

The house organized a warm farewell for Mrs Rashmi Kashyap (Pol Science Deptt) and Dr Krishna Chaudhary (Music Deptt) on their retirement from the college.

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



Principal in Council



Staff Council Secretary

MINUTES OF THE EMERGENT STAFF COUNCIL MEETING **HELD ON 9th DECEMBER 2019.**

An Emergent meeting of the Staff Council was held on 9th December 2019 at 10:00 AM in LT-1

The Principal Dr Pratyush Vatsala chaired the meeting.

The meeting was called to discuss the action plan for submission of SSR within the time limit as intimated by NAAC in response to our IIQA (Institutional Information for Quality Assessment).

NAAC Coordinator Dr Lata Sharma informed the house about the approval of IIQA on 6th December 2019 and submission of NAAC SSR to be done within 45 (forty five) days from the date of approval of IIQA. In view of this all the faculty members were requested to cooperate in timely submission of SSR.

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


Principal in Council


Staff council Secretary

MINUTES OF THE EMERGENT STAFF COUNCIL MEETING HELD ON 10th January 2020.

An emergent meeting of the Staff Council was held on 10th January 2020 at 12:50 pm in Gargi Hall.

The Principal Dr Pratyush Vatsala chaired the meeting.

The agenda comprised approval of Time-Table ,Workload and Distribution of Teaching Posts under OBC second tranche.

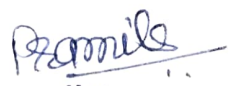
Time Table and workload for even Semester Jan to April 2020 was approved by the house. Regarding workload ,Political Science Department TIC Dr Amrita Shilpi expressed concern over the decrease in sections of BA (P) 6th Semester. She requested the workload committee to reconsider the workload for the current semester . Workload committee Convener , Dr Sucheta Chaturvedi clarified that uniform norms have been followed for all departments while calculating the workload.

Commerce department also requested the Principal to split the large size practical groups of B Com (H) & B Com and allot an additional hand. The department was advised to submit the revised workload to the workload committee .Their proposal can be considered as per availability of Labs.

The Principal informed the house of the distribution of 39 teaching posts under OBC second tranche as approved in the meeting of Workload committee , AEPIC and Teacher In charges held on 7th January 2020. The house deliberated and approved the distribution of 39 (Thirty Nine) posts.

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


Principal in Council


Staff Council Secretary

LAKSHMIBAI COLLEGE 2020-21
TENTATIVE WORKLOAD
SEMESTER-III-V

Department	Total Lectures	Total Practicals	Total Tutorials	Total Periods	No. of teachers required	Permanent + Adhuc teachers	Guest Teachers
ECONOMICS	152	0	108	260	15.2	15	
HISTORY	117	0	71	188	11.75	11	
HINDI	172	0	101	273	17.06	17	
ENGLISH	200	0	121	321	20.06	19	
MATHS	89	40	36	165	10.31	10	
COMMERCE	260	60	184	504	31.5	30	2 Guests
POLITICAL SCIENCE	189	0	126	315	19.68	19	
SANSKRIT	77	0	50	127	7.94	6	
SOCIOLOGY	39	0	28	67	4.18	2	2 Guest
PHILOSOPHY	117	0	80	197	12.31	10	1 Guest
EVS	52	0	0	52	3.25	2	
HOME SCIENCE	40	64	0	104	6.5	6	

Peroids

PUNJABI	32	0	4	36	2.25	1	1 Guest
MUSIC	17	18	0	35	2.18	2	
PHYSICAL EDUCATION	20	24	0	44	2.75	2	
COMPUTER APPLICATIONS	17	36	0	53	3.31	1	1 Guest
PSYCHOLOGY	20	0	16	36	2.60	2	
WP							
TOTAL						155	

Total Sanction/Allocation of Posts as approved in the Staff Council meeting on 7th August 2020 and the minutes approved on 4th September 2020 is as follows:

Posts including OBC Second Tranche 194 (116+39+39). Allocated 190 Posts.

Commerce-32	Sanskrit-7	Home Science-13
Economics-15	Pol. Sc. - 19	Computer Science-4
English-20	Punjabi-2	Maths- 10
History-11	Music-2	EVS-4
Philosophy-11	Psychology-11	Physical Education-3
Sociology-9	Hindi-17	

Pramila

Secretary
Staff Council

MINUTES OF THE STAFF COUNCIL MEETING HELD ON 7th FEBRUARY 2020.

A meeting of the Staff Council was held on 7th February 2020 at 12:00 pm in Gargi Hall.

The Principal ,Dr Pratyush Vatsala chaired the meeting.

Written regrets for not attending the meeting were received from Dr Ruchi Mundeja and Dr Sucheta Chaturvedi (on leave).

The minutes of the Staff Council Meeting held on 30th November 2019 were confirmed and passed by the house.

The minutes of the Emergent Staff Council Meeting held on 9th December 2019 and 10th January 2020 were also read out and passed by the house.

Dr Jaya Ray gave dissent for 10th January 2020 meeting minutes saying that discussion related to distribution of 39 (thirty nine) teaching posts under OBC second tranche should not be done in emergent Staff Council Meeting. Regarding this the Principal clarified that a joint meeting of TICs ,Workload Committee and AEPIC was held on 7th January 2020, prior to Staff Council meeting and the distribution of 39 teaching posts was done in consultation with all the TICs ,AEPIC and Workload Committee.All the concerns were addressed in the said meeting.

The discussion went on regarding workload and teaching Posts roster. In view of the unending discussion , the Principal suggested that some representatives can be authorized by the house to understand the workload and roster. A joint meeting of these authorized representatives, Workload Committee, TICs and AEPIC can be held with the Principal to discuss the issues,if any.

The house authorized the following members for this purpose:

- | | |
|-------------------------|---------------------|
| 1. Dr Jaya Ray | Deptt of Philosophy |
| 2. Mrs Sarika Bhatnagar | Deptt of Commerce |
| 3. Dr Gitanjali Dey | Deptt of History |

Pratibha

- | | |
|---------------------|----------------------------|
| 4. Dr Neelam | Deptt of Hindi |
| 5. Dr Amrita Shilpi | Deptt of Political Science |
| 6. Mrs Pramila | Secretary Staff Council |

Dr Lata Sharma , NAAC Coordinator informed the house that there are some clarifications asked by NAAC ,related to SSR submitted .The required clarifications were explained through power point presentation, criteria wise. Since the information required in the clarification is related to faculty details as well,the house was requested to provide the details at the earliest to meet the deadline, 19th February 2020.

The house accepted the resignation of Dr LRS Lakshmi as convener of Prize Committee. Dr Manisha Shankhwar agreed to be co- convener of Prize Committee along with Dr Gitanjali Dey. Since Ms Ujjayini co-convener, Placement Cell is on study leave, Ms A Porchelvi agreed to be the Convener of PlacementCell. Mrs Anu Jain also agreed to be co convener of Clean and Green Mission.

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


Principal in Council


Staff Council Secretary

(11)

MINUTES OF THE EMERGENT STAFF COUNCIL MEETING HELD ON 16th FEBRUARY 2020.

An emergent meeting of the Staff Council was held on 16th February 2020 to discuss the progress of screening of applications received for appointment of Assistant Professors in various departments.

The Principal Dr Pratyush Vatsala chaired the meeting.

Written regrets for not attending the meeting were received from Dr Isha Chawla, Dr Lata Sharma, Dr Anita Malhotra and Dr Upasana.

The Principal informed the house that University and the Chairperson, Governing Body is asking for screening status. The Passwords for login have already been shared with the screening committee members. Some of the faculty members said that they are with DUTA and will do the screening only if DUTA allows. Dr Ruchi Mundeja, TIC of English Department wanted to know why her name was in Hindi Screening Committee. The Principal explained the constitution of Screening Committee, which can have members from other subjects also.

The Principal asked the screening committee members to send email if they are not willing to do the screening work. Dr Amrita Shilpi (TIC of Political Science) stated that she is withdrawing her name from screening committee. The Principal also invited names of faculty members who are interested in doing the screening work. Dr Renu Jain, Dr Seema Sharma and Dr Sangita Sharma shared their views that they are ready to do the screening work. Some adhoc faculty members also expressed their opinion that screening should be done for permanent appointment.

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


Principal in Council


Staff Council Secretary

MINUTES OF THE STAFF COUNCIL MEETING HELD ON 16th MARCH, 2020

A Staff Council Meeting was held on 16th March, 2020 at 10:30 AM .The Principal Dr Pratyush Vatsala chaired the meeting.

The minutes of the Staff Council meeting held on 7th Feb, 2020 were read, confirmed and passed by the house in this meeting .

The minutes of the Staff Council meeting held on 16th Feb, 2020 were also read, confirmed and passed by the house in this meeting with the following amendments:

In 3rd paragraph in 4th line with reference to Dr Jaya Ray's statement she added that her name should be added for withdrawal from screening committee. Dr Anju Dahiya and Ms Rashmita also stated that they are withdrawing their names from screening committee.

The Principal informed the house about the recent DU notification(dated 12th March 2020) regarding measures for prevention against COVID-19. As per the notification –to maintain continuity in the teaching learning process, the study material shall be made available on a weekly basis on the website by the respective teachers of all departments and teachers of respective courses shall remain available as per the time table through e-resources.

The house was also informed about the meeting of AEPIC and DIC which was held on 13th March, 2020 to discuss the issue of uploading of e-resources as per the guidelines circulated by University of Delhi. Some options like-Google Classrooms, Google meet were also explored to continue with teaching learning.

Pratibha

Suggestions were invited from faculty members also to explore the ways how to find ways for online teaching .Some faculty members shared their views and suggested online classes are not possible for all students. Few faculty members alongwith Staff Association President vehemently opposed the idea of Online Teaching and wanted to communicate with students through whatsapp etc.

The principal explained the process and some features of google classrooms and google meet to be accessed through the lb id of students and teachers and requested all the teachers to be available for online teaching learning through Google Meet keeping in view the interest of students and further announced that as head of institution, she will try to provide a common online platform to all the faculty members and students of the college.

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



Principal in Council



Staff Council Secretary

MINUTES OF THE EMERGENT STAFF COUNCIL MEETING HELD ON

6TH MAY, 2020.

Meeting ID –meet.google.com/qce-jtza-umt

An emergent online meeting of the STAFF COUNCIL was held on 6th May, 2020 at 5:00 PM to discuss admission related matters. The Principal Dr. Pratyush Vatsala chaired the meeting.

Staff Council Secretary informed the house that through phone call she had contacted faculty members, who had not worked for admission related work in preceding three years. It was also informed that some members are not ready to do admission related work due to their personal reasons.

The following admission related committees were formed :

ADMISSION COMMITTEE

Dr. Raj Nangia –Nodal Officer and Convener

Dr. Vibha Gupta-Member

Dr. Sudha Gupta-Member

BA (Prog)Admission Committee

Dr. Anita Malhotra –BA (P) Coordinator

Dr. Nirmal Shahid-Member

Dr. Renu Jain –Member

Pratish

Admission Grievance Committee

Dr. Geeta Sahare - Convener

Ms. Anchal - Member

Dr. Sunita Arora - Member

SC/ST/OBC/EWS Help Desk

Dr. Pinki Maurya

Dr. Ramathot Khongriwo

ECA Admission Committee

Dr. Renu Jain

Dr. Sucheta Chaturvedi

Teacher Incharges -2020-21

BBE-Ms. Uma

Commerce-Ms. A. Porchelvi

Economics-Dr. Suman Sonkar

English-Dr. Anju Dahiya

Home Science-Dr. Sabrina Sareen

Maths –Ms. Anu jain

Music-Dr. Renu Jain

Hindi –Dr. Rashmi Gupta

History-Dr. Vrishti Kanojiya

Philosophy-Ms. Rajshree Roy

Physical Education-Dr. Seema Sharma

Pol Science-Dr. Ambuj Kr Tripathy

Punjabi-Dr. Nirmal Shahid

Sanskrit-Dr. Anita Sharma

House was asked to suggest/volunteer faculty members who would manage admissions for the Hons course being introduced 2020-21. It was decided that new Hons admissions would be handled by:

B Sc Hons Home Science –Dr Sabrina Sareen (TIC)

BA Hons(Sociology) and BA Hons (Psychology)-Ms Pramila Coordinator (Secretary, Staff Council)

Principal urged the house to nurture students, admitted under ECA quota for inter college competitions.

AEPIC Convener Dr Sucheta Gauba shared the seat matrix through Power Point presentation for students admission 2020-21 with 25% increase under EWS expansion as approved in the joint meeting of AEPIC and TICs .The increase in total number of BA Prog seats discipline combination wise. Dr Gauba also informed the house that to accommodate the workload of B Sc. Hons. Home Science and requirement of Lab etc. Home Science (ADC and FT) has agreed to compromise the reduction of seats from 85 to 46.

The revised student strength matrix as per the EWS expansion (25%) was approved by the house .The student intake for 2020-21 would be as follows:

BA (Prog)- 531

B Com (Prog)-231

BBE-38

BA (Hons) Political Science-115

B Com (Hons)- 115

B Sc (Hons) Home Science-40

BA (HONS) Sociology-58

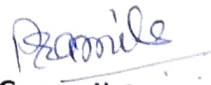
BA (Hons) Psychology-58

All Other Hons -58 each

A discussion followed regarding the introduction of three courses, available infrastructure and distribution of 39 vacancies sanctioned under second tranche of OBC expansion. Dr Jaya Ray expressed concern about the workload of existing departments. The Principal assured that the workload of each department would be finalised later.

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


Principal in Council


Staff Council Secretary

Minutes of the Emergent Staff Council Meeting held on

22nd JUNE ,2020.

Meeting ID –meet.google.com/mkh-rgpb-fee

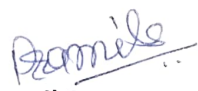
An emergent online meeting of the Staff Council was held on 22nd June ,2020 at 11:30 AM. The Principal Dr Pratyush Vatsala chaired the meeting.

The Principal informed the house about the notification received from University of Delhi regarding admission through ECA category for the year 2020-21. University has directed that UG admissions will be done under ECA category includes NCC and NSS only.

With 15% increase in number of seats under EWS expansion, total 25 seats are available in the College under ECA category. Faculty members discussed the issue at length and it was decided to allot 15 seats to NCC and 10 seats to NSS.

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


Principal in Council


Staff Council Secretary

MINUTES OF THE STAFF COUNCIL MEETING HELD ON 7th AUGUST, 2020.

Meeting ID –meet.google.com/yqd-fqzf-ybz

An online meeting of the STAFF COUNCIL was held on 7th August, 2020 at 11:30 AM. The Principal Dr Pratyush Vatsala chaired the meeting.

On behalf of the house, Staff Council Secretary Mrs. Pramila welcomed Dr Vatsala on her reappointment for second term as Principal LBC.

The minutes of the Staff Council meeting held on 16th March, 2020, and the emergent Staff Council meeting held on 6th May, 2020 were confirmed and passed by the house in this meeting with the following amendments in the minutes of Staff Council meeting held on 16th March and emergent Council meeting held on 6th May, 2020.

In the minutes of 16th March meeting, in the 4th paragraph Dr Jaya Ray suggested to record her statement as "Dr. Jaya Ray has expressed her reservation to work on Screening Committee due to two reasons. Firstly, in 2017 she had done screening of applicants in Philosophy for all the colleges of Delhi University. But no appointment process was initiated thereafter by the University. And secondly, DUTA in one of its GBM took a decision that teachers would not take part in screening committee, keeping in mind DUTA's demand for absorption of Adhoc Faculty Members.

In the minutes of 6th May, 2020 in the last paragraph after the third line, "Dr Jaya Ray expressed concern about the workload of existing departments." Dr. Jaya Ray wanted to record the details as "in the light of the introduction of new courses. She argued that as the 39 posts are being sanctioned on the basis of the projected workload of the existing departments, the workload requirements of the existing departments should be met first and then the remaining posts could be utilized for the new courses".

Pramila

In the 3rd paragraph , after "AEPIC Convener Dr Sucheta Gauba shared the seat matrix...as approved in the joint meeting of AEPIC" add Admission Committee, Staff Council Secretary ,incoming and outgoing TICs.

The minutes of the emergent Staff Council meeting held on 22nd June ,2020 were also passed by the house ,however on 25th July, 2020 University of Delhi has reverted the decision of admission under ECA category and decided to include all the fourteen categories of last year of Extra Curricular Activities (ECA) including NSS,NCC under the admission through ECA category in the UG Courses.

mb The Council gave its approval to the College Time Table for third and fifth semester online classes. It was decided that practicals can be held on Saturday 8:00-11:00 am, if needed.

The house decided that a separate Whatsapp official faculty group to be formed by Staff Council Secretary for Notices.

fsu The Principal appreciated the efforts of faculty members for online teaching in last semester and successful 5 day workshop on Learning Management System, 4-8 August ,2020. In response to the feedback from some faculty members who needed help in using Google Classroom, she announced that a peer learning workshop would be organized soon after the session begins on 10th August. Principal emphasized that in line with NEP the College should exert and aspire to be a University offering multidisciplinary courses. She also appreciated all the departments for conceptualizing and designing the PPT and introductory videos for the purpose of admissions 2020-21.

It was decided that due to COVID-19 Staff Council Committees 2019- 20 would continue in 2020-21. However, some changes may be made to accommodate the faculty members who are now free from TICship. Changes were made in the following committees.

Promils

**ACADEMIC AND EXTRA CURRICULAR PLANNING AND IMPLEMENTATION
COMMITTEE (AEPIC)**

DR Anita Malhotra Co convener

Dr Sucheta Gauba Co convener

Dr Ruchi Mundeja

Dr Madhu Jha

Ms Sonica Singhi

RESEARCH AND ETHICS COMMITTEE

Dr Pinki Maurya

Dr Ramathot Khongrewo

Dr Ritu Suri

Ms Preeti Chauhan

Ms Rashmita Bahera

ANTI SMOKING COMMITTEE

Ms Deeba Zafir

DIGITAL INITIATIVES COMMITTEE

Dr Nisha Gupta

Dr Talat Sultana

Ms Sarika Bhatnagar

Ms Ruchi Ahuja

Dr Ritu Suri



Pamila

ADD ON COURSES COORDINATORS

Dr Alka Harneja and Dr Sangita Sharma (woman and legal literacy)

Ms Amita Malohtra (Foreign Language)

Dr Sudha Gupta (MS Office and Advanced Excel)

Dr Ritu Suri (English communication and Personality Development)

GARDEN COMMITTEE

Dr Sunita Arora CONVENER

Dr Renu Jain

Dr Sabrina Sareen

CLEAN AND GREEN MISSION

Dr Lalita Co convener

Ms Gobina Co convener

LITERARY SOCIETY AND PUBLICATIONS

Dr NEETA Bareja Co convener

Dr Meenu Khaneja Co convener

Dr Sucheta Chaturvedi

Dr Nirmal Shahid

Ms ASHIMA Kanwar

Dr Dolamani Arya

PROCTORIAL BOARD AND STUDENTS' UNION ADVISORS

Dr Sangita Sharma Coconvener

Dr Sonia Dabas Coconvener

Pramila

Dr Seema Sharma

NCC ANO(Ex –officio)

SPORTS COMMITTEE

Dr Sunita Arora Convener

Dr Seema Sharma Co convener

Dr Meenu Gupta (Commerce)

OPTION INFORMATION COMMITTEE (OIC)

Dr Guneet Bhatia Co convener

Dr Vibha Gupta Co convener

Ms Hemlata

ECA COMMITTEE

Dr Renu Jain Convener

Dr Sucheta Chaturvedi

Ms Deeba Zafir

TIME TABLE COMMITTEE

Ms Pramila Convener

Dr Dolamani Arya

All TICs

PLACEMENT CELL (WINGS)

Dr Gayatri Advisor

Ms Ujjayini Co convener

Ms Anchal

Pramila

DRAMATICS SOCIETY

Dr Anju Co convener

Dr Poonam Sarohe Co convener

PRIZE COMMITTEE

Dr LRS Lakshmi Convener

Dr Geetanjali Dey Co convener

Dr Manisha Shankhwar

OTHER COMMITTEES AND POSTS

IQAC

PRINCIPAL (CHAIR)

Dr Alka Harneja (Member Secretary & Coordinator)

Dr Lata Sharma Co coordinator

Dr Anita Malhotra

DR Sucheta Chaturvedi

Ms Rajshree Roy

Dr Juhi Singh

NSS PO

Dr Sangita Sharma

NCWEB

Dr Neelam TIC

Dr. Babita Verma Joint TIC

Pramila

Ms A Porchelvi ,TIC of commerce informed that Dr Sucheta Gauba and Ms Hemlata will assist in B. Com Prog admission 2020-21.

Dr Talat Sultana will be the TIC of Maths Department in place of Ms Anu Jain for 2020-21. Ms Ujjayini also agreed to take up the Coordinatorship of BBE Department in place of UMA .

The Principal informed the house that the issue of Co ordinatorship of BBE deptt resolved .In this context the minutes of the joint meeting (held on 5th August,2020) of Commerce and Economics departments were read by Commerce TIC. The following decisions were made:

- . In the joint meeting with Principal ,both departments agreed to share equal workload of BBE (6 Papers each per semester)
- . Also for coordinator of BBE ,as of now 2:1 (Commerce:Economics) will continue due to less permanent teachers in Economics department after which both can share coordinatorship equally.
- . In the spirit of running a professional course both department would keep BBE coordinatorship open to willing teachers along with those who have been requested in their appointment letters. Ms Uma would be excused from Economics TIC work till fresh appointments are made. As per convenience of BBE coordinator 2 ad-hoc teachers teaching BBE would be involved per year for assisting in various activities of BBE.

It was agreed in principle that equal sharing of workload will be maintained by both the departments and also decided that both the department TICs and BBE Coordinator would discuss papers to be offered in every semester if there are changes by parent department.

Members of Political Science department requested the Principal that DSE and GE option should be increased to retain their workload. A detailed discussion took place around workload issue. Some members expressed that there should be uniformity across departments. The Principal clarified that several meetings were held with all the departments ,TICs, OIC ,AEPIC ,Staff Council Secretary

(21)

(Present and Former), present and previous workload Committees to resolve the issue of workload. A separate meeting was also held on 29th JULY,2020 with Staff Council Representatives including staff council secretary and present TIC of Pol Science Department to study the workload who agreed that the workload for Pol. Science dept. can not be extended to 20 in any case. Even with 2 more Discipline papers it .The matter of OBC second tranche and distribution of 39 postswas also taken up. Before finalizing, the workload requirements of each department the workload was thoroughly examined as per norms and availability of infrastructure. Further she explained that workload be fixed for DSC and SEC papers but is always fluctuating for GE and DSE for which Guest Faculty may be hired, if required in case of more students offering a particular GE. She explained that there is a financial cost involved in the appointments, we should be reasonable wherever Govt. Funds/Public Money is involved.

The workload for the Academic Session 2020-21was passed in line with the last session withdrawing 2 vacancies one each from Economics and Pol. Science. The distribution of 39 TEACHING POSTS UNDER OBC SECOND TRANCHE (155+39=194) was also PRESENTED AND PASSED BY THE HOUSE AS PER DETAILS GIVEN BELOW:

1.COMMERCE	32
2.COMPUTER APPLICATION	04
3.ECONOMICS	15
4.ENGLISH	20
5.EVS	04
6.HINDI	17
7.HOME SCIENCE	13
8.HISTORY	11
9.MATHS	10
10.MUSIC	02

11.PHILOSOPHY	11
12.PHYSICAL EDUCATION	03
13.PSYCHOLOGY	11
14.PUNJABI	02
15.POLITICAL SCIENCE	19
16.SANSKRIT	07
17.SOCIOLOGY	09

TOTAL DISTRIBUTED =190

REMAINING =04 OPEN As per the workload requirement in future.

The workload has always been a controversial issue in the college. The Principal suggested a different constitution of the Workload Committee with all the TICs, as demanded by teachers and two ex-officio members like Vice Principal and Staff Council Secretary as convener and co-convener of the Workload. Since the Term Vice Principal and Staff Council Secretary is maximum two years and both are normally senior teachers, the responsibility of calculation and consolidation of the workload may be assigned to them to avoid unnecessary controversy every semester/academic year. The house unanimously approved the constitution of the workload committee with ex-officio members as proposed.

The House decided that minutes of AEPIC Meetings held with TICs would be circulated in future on SIS Google group on the official email of TIC of each dept for record keeping and awareness of the next TIC.

The proposal of Dept. of Home Science to start the BSc (prog) Home Science replacing the current BA (Prog) in Food Technology and in Apparel Design Construction was considered by the Staff Council. It was pointed out that Home Sc. is under the faculty of Science in DU and this move to open B.Sc. Program along with B.Sc. Home Science would open many options for higher education

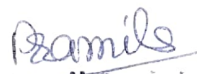
and better career options for the program students. The department offered to surrender all the seats of FT and ADC under BA Program for now to be distributed among other departments.

The House approved the proposal in the interest of students ~~and~~ taking cognizance that this move is not affecting the present workload of the department. It was also emphasized that this move would help in making the combined workload of this interdisciplinary department (Hons plus Prog) more fixed rather than fluctuating. It was decided to revise the seat matrix for BA Prog accordingly, in consultation with AEPIC, TICs, Admission Committee and Staff Council Secretary.

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



Principal in Council



Staff Council Secretary



DRAFT MINUTES OF THE STAFF COUNCIL MEETING HELD ON 4th SEPTEMBER ,2020.

Meeting ID-meet.google.com/yqd-fqzf-ybz

An online meeting of the STAFF COUNCIL was held on 4th September ,2020. The Principal Dr Pratyush Vatsala chaired the meeting.

The minutes of the Staff Council meeting held on 7th August ,2020 were confirmed and passed by the house in this meeting.

In points arising out of minutes, it was pointed out that two posts out of 155 sanctioned posts (one each from Pol Science and Economics) are to be reassigned . The house deliberated on the possible options and it was decided to reassign 2 withdrawn posts to the newly introduced subject, Psychology. Dr Geeta Sahare , Ms Anchal gave their dissent on the distribution of 39 teaching posts under OBC Second Tranche.

AEPIC Co-convenor Dr Anita Malhotra read the minutes of three AEPIC meetings held on 4th August, 25th August and 1st September.

It was decided that Adhoc faculty members should be allotted committees as they would need a certificate later. Members deliberated over organizing the Annual Function and decided that Staff Council Secretary would seek the opinion of TICs and other related committees for celebration.

The Principal apprised the members of many requests received from students for fee concession/waiver. A committee was constituted by the house to look into the matter.

Fee Concession Committee

1. Dr Gayatri ,Bursar (Convener)
2. Liaison Officer
3. All Teacher Incharges

It was decided that following members would be the Deputy Superintendents for Second Phase of OBE mode of examination to be conducted w.e.f 14.09.2020:

Pratibha

Senior category

1. Dr Juhi Singh (OBE Nodal Officer)
2. Dr Sonia Dabas

Junior Category

1. Dr Lalita Kumari
2. Ms Gobina
3. Dr Mani Singh (Adhoc Faculty ,EVS deptt would help Deputies)

Dr Jaya Ray was relieved as she completed her duty in OBE Phase 1

It was also discussed that Dr Lalita and Ms Gobina can handle the responsibility for SEC and AECC evaluation as it will be only online. No other deputy is required.

Time Table committee Convener clarified that there was no clash in the time table. The practical classes can be held on Saturday 8-11 am or between 4-6 pm Monday to Friday.

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

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Principal in Council



Staff Council Secretary

MINUTES OF STAFF COUNCIL MEETING HELD ON

17 NOVEMBER, 2020 AT 2:00 PM.

An online Staff Council Meeting was held on 17th November 2020 at 2:00 pm.

Dr Pratyush Vatsala chaired the meeting. The minutes of the Staff Council meeting held on 4th September, 2020 were confirmed and passed by the house in the meeting.

The DIC informed the house that Roll numbers have been generated in a new format and College Email ID for all new students is being created.

AEPIC Conveners shared the plan of Orientation Program for first year students and after discussion the house decided that –

1. Schedule for Orientation Program should be put up on the College Website.
2. Student Induction Program (SIP) will be held Department wise. Time 10 am for Hons and 2pm for program course. Structure of CBCS to be explained.
3. Since Google meet limit is 100, it can be live on LBC Facebook page.
4. The welcome note along with clear instructions for logging in would be sent to all freshers by the college.

The Principal informed the house about the latest workload guidelines for teachers as per UGC Regulations 2018 for 6 day week pattern which is followed by the University of Delhi.

“The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College. Teachers shall devote at least 2 hours for mentoring of students (minimum 15 students per coordinator) for Community Development/Extra Curricular Activities/library consultation in case of Under Graduate Courses...

The direct teaching learning workload for teachers would be as follows.

Assistant Professor 16 hours per week.” UGC Regulation 2018 15.1

The Principal emphasized that Mentor mentee sessions are extremely important for mental health of our students during the current Pandemic situation. Otherwise also it is part of our workload.

The faculty members were requested to complete their profile on college website.

API screening committee convener reported that 26 forms for promotions have been received and 11 applications had been screened till date.

The Principal reiterated that History, Hindi and Philosophy departments should complete the screening of applications received for recruitment of Assistant Professors.

The Staff Council decided that the College Annual Day Function (2019-20) would be held in the first week of December. A final date would be fixed as per convenience of the Chief Guest to be invited for the Annual Day .

Ms Sarika Bhatnagar agreed to be the Convener of DIC and Ms Ujjayini Roy also agreed to be the Convener of Placement Cell.

Certain changes were made in the committees as mentioned below.

The names of Dr Dolamani Arya and Dr Manisha Shankhwar were included in SC/ST/EWS/OBC Admission Help Desk.

The name of Dr. Pinki Maurya was dropped as she was in Bhopal since June and declined to return to Delhi till the DUWA Hostel started working after pandemic.

The name of Dr Ranjit Kaur was withdrawn from AEPIC and Library Committee and the name of Dr. Jaya Ray and Ms. Rashmita Bahera were included in Library Committee.

Dr LRS Lakshmi resigned from Prize Committee and the name of Dr Anshu Singh Jharwal was included in the Prize Committee as member.

Ms Amita Malhotra agreed to be the Convener of Vivekanand Study Circle along with two members –Dr Jai Singh Meena and Dr Ravinder Kumar.

Dr Rashmi Gupta requested to withdraw her name as TIC of Hindi Department due to health reasons .Dr Ranjit Kaur agreed to be the Teacher Incharge of Hindi Department.

The house was informed that Dr Ritu Goyal, Ms Peeti Chauhan, Dr Guneet Bhatia and Ms Anchal would be the Deputies for OBE December 2020.

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

Principal

MINUTES OF EMERGENT STAFF COUNCIL MEETING HELD ON

29th NOVEMBER , 2020.

An online emergent meeting of the Staff Council was held on 29th November ,2020 for Annual Day Celebration and selecting the Best All Round Student for the year 2019-20 .

The Principal Dr Pratyush Vatsala chaired the meeting.

The Prize Committee informed the Staff Council that on the basis of the guidelines for awarding all round best student and runner up award, the students were shortlisted and interviewed. Accordingly, the Best All Round Student prize is being awarded to Harshita Gupta ,B. Com III year and Runner up prize is being awarded to Mahima Charan ,B. A. (Hons) Political Science III year. The decision was accepted unanimously.

It was decided to hold the Annual Day 2019-20 online on 2nd December 2020. The Principal and Event Management Committee were requested to finalise the Guests for Annual Day .

The Staff Council Secretary reported the house that once again Dr Ritu Goyal had expressed her inability to work as Exam Deputy Superintendent.

The concern was raised in the meeting over consecutive refusal citing personal reasons by teachers. Further, Dr Geeta Arya also expressed her inability to take up the work due to health related issues.

After their denial the names of Deputy Superintendents for the forthcoming University Examination Dec 2020 were decided as under-

- | | |
|----------------------|---------------------|
| 1. Ms Ruchi Ahuja | Commerce Department |
| 2. Ms Preeti Chauhan | Political Science |
| 3. Dr Guneet Bhatia | Mathematics |
| 4. Ms Anchal | Political Science |

Pramila

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



Principal in Council



Staff Council Secretary

MINUTES OF EMERGENT STAFF COUNCIL MEETING HELD ON 3rd DECEMBER, 2020.

An online Emergent Staff Council meeting was held on 3rd December ,2020 at 5:00 pm. The Principal Dr Pratyush Vatsala chaired the meeting.

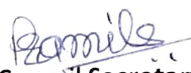
The Principal and the Staff Council Secretary acknowledged the contribution of staff in making the Annual Day a huge success.

The agenda of the meeting was to discuss the guidelines and brief the staff for the smooth conduct of OBE –Dec2020. Previous Deputies shared the problems of students during last OBE. The Principal emphasized that all the staff members should inform their students well in advance about the whole process of OBE to minimize the grievances.

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



Principal in Council



Staff Council Secretary

MINUTES OF EMERGENT STAFF COUNCIL MEETING HELD ON

9th DECEMBER, 2020.

An online Emergent meeting of the Staff Council was held on 9th December, 2020 at 11:00 AM. The Principal Dr Pratyush Vatsala chaired the meeting.

The meeting was called to discuss the workload related issues , especially for Hindi Department. The house was informed that due to COVID-19 Pandemic, two parallel academic calendars were being followed in Delhi University Colleges which had affected the workload of Hindi Department in the College.

The Principal sought suggestions to solve the problem and after due deliberations, the house decided the following changes as one time measure for the academic year 2020-21:

All B Com (Prog) and the BA (Prog) students studying Political Science , History, Economics and Psychology (except two combinations –Pol Science and Punjabi ,Sanskrit and History) will study MIL Core Hindi in Semester1 instead of English core language.

The AEPIC and OIC pointed out that many GE papers could not have the minimum number of students to become feasible. Therefore, the House decided to drop Psychology GE for the current session. It was also decided that the college could restrict the GE in Economics ,Pol Science and History for first year Hons. The O.I.C would strictly monitor the strength of GE options during admissions and which would be reviewed by AEPIC, if required.

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


Principal in Council


Staff Council Secretary

MINUTES OF STAFF COUNCIL MEETING HELD ON 8th FEBRUARY, 2021

A meeting of the Staff Council was held on 8th February, 2021. The Principal, Dr. Pratyush Vatsala chaired the meeting.

The minutes of the Staff Council meeting held on 17th November 2020 were confirmed and passed by the house. Dr Pinki Maurya (Political Science Deptt) gave her dissent with reference to the decision to drop her name from the Admission Help Desk. }

The minutes of emergent Staff Council meetings held on 29th Nov 2020, 3rd December and 9th December, 2020 were also confirmed and passed by the house.

The proceedings began with the issue of undertaking required for NAAC Peer Team Visit .

Dr Lata Sharma, NAAC Coordinator reported that only 36 faculty members had submitted their undertaking to follow COVID protocol during NAAC Visit. She informed that faculty profile was also incomplete on the College Website.

The principal advised all the members to complete their profile at the earliest .In case of any technical issue, DIC may be contacted.

Dr Anita Sharma (Deptt of Sanskrit) and Dr Amrita Shilpi (Deptt of Political Science) withdrew their name from NAAC steering committee.

The principal discussed about Institutional Quality Framework and Holistic Development Plan. She informed the house that under GURUKULAM (A consortium of Distinguished Experts in Academics) some eminent Professors/ subject experts had given their consent to guide our faculty and students.

It was decided to follow the previous year budget for the purchase of books in the year 2020-21 due to COVID Pandemic and lock down as separate meetings were not feasible. The budget for New departments will be allocated by the Principal in consultation with the incharges/faculty members.

The following names from different departments were approved for Library Committee for the year 2020-21:

1.BBE

Ms Amita Malhotra

Pratyush

2.Commerce	Dr Sushma Agarwal
3.Economics	Dr Ritu Suri
4.English	Ms Deeba Zafir
5.Hindi	Dr Ranjit Kaur
6.History	Dr Santoshi Kumari
7.Maths	Dr Nisha Gupta
8.Music	Dr Renu Jain
9.Philosophy	Dr Mansi Gupta
10.Pol.Science	Dr Amrita Shilpi
11.Physical Education	Dr Seema Sharma
12.Psychology	Ms Pramila ,Gaurav
13.Sanskrit	Dr Dolamani Arya
14.Sociology	Ms Pramila ,Anurag Singh
15.Punjabi	Dr Nirmal Shahid
16.Home Science	Dr Sabrina Sareen
17.Comp Application	Mr Ankit Kumar

The house unanimously decided that for forthcoming University exam (March 2021), one new member from Senior category ,Dr Ritu Goel will replace Ms Ruchi Ahuja ,Nodal Officer.

Dr Ritu Goel will continue upto 4th and 6th semester exam.

The names of Deputy Superintendents are as under:

Pramila

March 2021

1. Dr Ritu Goel Nodal Officer
2. Ms Preeti Chauhan
3. Dr Guneet Bhatia
4. Ms Anchal

June 2021

1. Dr Ritu Goel Nodal Officer
2. Ms Tripti Deo
3. Ms W. Themmichon Ramson
4. Dr Amrita Shilpi

AEPIC Coconvenor Dr Sucheta Gauba reported the following initiatives taken by AEPIC:

In house MOOC development , Add on Course on harmonium, Launch of Bhartiya Bhasha Mandal, YRF, Webinars and Translation course with Bhartiya Anuvad Parishad etc.

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


Principal in Council


Staff Council Secretary

MINUTES OF EMERGENT STAFF COUNCIL MEETING HELD ON 25th MARCH, 2021

An Emergent meeting of Staff Council was held on 25th March ,2021 in Gargi Hall. The Principal Dr. Pratyush Vatsala chaired the meeting.

The meeting was called to discuss the NAAC visit preparations. The Council focused on deliberation and discussion around NAAC Peer Team visit (scheduled on 16-17 April, 2021).

The Principal informed the house that for the upcoming NAAC Peer Team visit ,all departments and societies should be ready with data for additional two years apart from SSR. A comprehensive report be prepared with evidences and all files of evidences should be prepared with proper indexing .Power Point presentations be updated and improved further. Best practices should be exhibited properly. Mock visit may be planned for 6-7 April,2021.

She also explained that NAAC Peer Team visit is a formal ,academic and administrative interaction. NAAC coordinator would receive the team at the airport. Principal, Vice Principal and NAAC Coordinator would welcome the team in the college premises. There shall be 2 members, maximum 3, including TIC at the time of departmental presentation. The Peer team would have an exit meeting with all the faculty members.

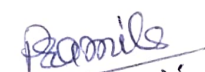
NAAC Coordinator Dr Lata Sharma reported the progress of NAAC related preparations. She also informed that some faculty profiles are still incomplete on the college website and again requested to all the faculty members to update their profiles .

It was decided that all the faculty members should provide data and evidence for Ph D/original publications (including books and chapters) , minor – major projects and awards.

The house bid a warm farewell to Dr Raj Nangia (Deptt of Commerce) on her retirement from college.

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


Principal in Council


Staff Council Secretary

MINUTES OF THE STAFF COUNCIL MEETING HELD ON 28th JULY 2021

A Staff Council Meeting was held on 28th July 2021 at 3:30 PM. The Principal Dr Pratyush Vatsala chaired the meeting.

The minutes of the Staff Council meeting held on 8th February 2021, were confirmed and passed by the house. The minutes of the emergent Staff Council meeting held on 25th March 2021 were also confirmed and passed by the house.

In the proceedings that followed the Council gave its approval to the Time Table (odd Semester) 2021-22.

The workload Committee also presented the Workload for the session 2021-22. The workload was approved by the house.

Dr Anita Malhotra informed the house that the workload Committee viewed presentation of workload of all the departments in online meetings held over two days 21st July and 22nd July 2021. Based on these presentations some observations were made which were conveyed to AEPIC. The AEPIC met on 22nd July 2021 at 2 PM where some norms were proposed. These norms were deliberated and discussed at length in the joint meeting of Workload, AEPIC and TICs at 6 PM on 22nd July 2021. The proposed norms were shared with the house for approval as follows :

1. A DSE option should be offered by a department only if it has existing faculty to teach it.
2. The minimum number required to offer an extra DSE paper should be 45% of the total strength.
3. The group size for practicals should be 30 or as per optimal lab strength.
4. All Departments should clearly identify their fixed workload. The fluctuating workload would be seen at the administrative level as and when required.

The house approved the proposed norms.

In view of Assessment based examination (ABE), the Principal urged the faculty to follow a student centric approach so that they have choice to improve their marks.

Dr Ranjit Kaur, TIC of Hindi department shared the minutes of Department meeting held on 26th July 2021 regarding workload .She explained that how the workload has been decreasing in the last two three years. She also requested the Principal and the house to allow Hindi department to run sections with lesser no of students to continue the job of all adhoc in the pandemic situation.

The house agreed and gave approval for the same. The final distribution of posts including OBC second tranche was read out as per the details attached for the fixed/fluctuating workload of different departments/subjects.

The following Committees were formed:

Committees for Admission 2021-22

- | | |
|----------------------------|-----------------|
| 1.Nodal officer & Convenor | Dr Anita Goel |
| 2.Member | Dr Seema Sharma |
| 3.Member | Dr T K Jnaki |

BA Prog Admission Committee

- | | |
|-----------------------|-------------|
| 1. Dr Vanita Aggarwal | Coordinator |
| 2.Dr Nirmal Shahid | Member |
| 3.Dr Renu Jain | Member |

Grievance Redressal Committee

- | | |
|--------------------|----------|
| 1. Dr Pinky Maurya | Convenor |
| 2.Dr Geeta Sahare | Member |
| 3. Ms Ruchi Ahuja | Member |

NSS Programme Officer

Ms Ojaswini Hooda

Help Desk (SC/ST/OBC/EWS)

- | | |
|----------------------------|----------|
| 1. Dr Rammathot Khongreiwo | Convenor |
| 2. Dr LRS Lakshmi | Member |
| 3. Dr Sonia Dabas | Member |

PwBD Help Desk

Dr Sonia Dabas

Grievance Sub Committee for SC/ST/OBC/EWS

- | | |
|----------------------------|-----------------|
| 1. Ms Rajshree Roy | Liaison Officer |
| 2. Dr Manisha Shankhwar | |
| 3. Dr Amrita Shilpi | |
| 4. Dr Rammathot Khongreiwo | |

Sports Admission Committee

- | | |
|------------------------|-----------|
| 1. Dr Sunita Arora | Convenver |
| 2. Dr Seema Sharma | Member |
| 3. Dr Meenu (Commerce) | Member |

Teacher Incharges 2021-22

- | | |
|----------------|-------------------|
| 1. BBE | Ms Amita Malhotra |
| 2. Commerce | Dr Meenu |
| 3. Economics | Ms Ujjayini Roy |
| 4. English | Ms Aashima Kanwar |
| 5. Mathematics | Dr Guneet Bhatia |

6. Music	Dr Renu Jain
7. Hindi	Dr Ranjit Kaur
8. History	Dr Gitanjali Dey
9. Home Science	Dr Anita Malhotra
10. Philosophy	Dr Mansi Gupta
11. Physical Education	Dr Sunita Arora
12. Pol Science	Ms Anchal
13. Punjabi	Dr Nirmal Shahid
14. Sanskrit	Dr Dolamani Arya
15. Psychology	Ms Pramila (Coordinator Incharge)
16. Sociology	Ms Pramila (Coordinator Incharge)

During the meeting it was also decided that seat matrix for admission will be same as preceding academic year.

The Principal informed the house that dates sent for NAAC Peer Team Visit are 12-13 August, 26-27 August and 2-3 September 2021 but no response has been received as yet.

The Principal discussed that the College Annual Day celebration may be held in blended mode in August Month. It was decided that Prize committee will also provide data for student progression along with TICs and Placement Cell.

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


Principal in Council


Staff Council Secretary

Lakshmibai College

Workload- July 2021 (Session 2021-22)

	Total Lectures	Total Practical s	Total Tutorials	Total periods	(Lectures +Practicals)/10	Total periods/ 16	Fixed workload (Session 2021-22)	Permane nt Teachers	Adhoc Teachers	Present Strength (Permanent + Adhoc)Excluding Teachers on leave	Guest currently working	Guest Reqd	Adhoc reqd
Commerce	265	54	177	496	31.9	31.00	31	20	9	27 + 2 on leave	1		2
Economics	150	4	101	255	15.4	15.94	15	5	9	13+1 on leave			
English	202	0	104	306	20.2	19.13	19	6	13	18 + 1(suspended)			
Hindi	156	0	86	242	15.6	15.13	15	7	10	17			
History .	121	0	63	184	12.1	11.50	11	9	2	11		1 if reqd.	
Home Sc	39	76	3	118	11.5	7.38	6	2	4	6	2	3	
Maths	78	38	33	149	11.6	9.31	9	10		7 + 3 on leave			
Music	40	32	0	42	4.2	2.63	2	1	1	2			
Philosophy	117	0	79	196	11.7	12.25	11	3	7	10	1		1
Phy Edu	16	24	0	40	4	2.50	3	2		2		1 if reqd.	
Political Science	189	0	140	329	18.9	20.56	18	14	4	18		1 if reqd.	
Punjabi	32	0	4	36	3.2	2.25	2	1		1	2		
Sanskrit	77	0	28	105	7.7	6.56	6	2	4	6			
Sociology	63	0	35	98	6.3	6.13	6		2	2			4
Computer Science	14	48	0	62	6.2	3.88	3		1	1	1		2
EVS	48	0	0	48	4.8	3.00	3		2	2	2		1
Psychology	41	20	19	80	6.1	5.00	5		2	2			3
Total							165	82	70		9	6	13

Total Sanction/Allocation of Posts as approved in the Staff Council Meeting on 28th July, 2021

Posts Including OBC Second Tranche 194 (116+39+39) Allocated-183 posts

Department	No. of Posts		Department	No. of Posts		Department	No. of Posts		Department	No. of Posts
Commerce	31		History	11		Philosophy	11		Sanskrit	6
Economics	15		Home Sc.	13		Physical Education	3		Sociology	9
English	19		Maths	9		Political Science	18		Computer Science	4
Hindi	15		Music	2		Punjabi	2		EVS	4
									Psychology	11

Amal K. (DR ANITA MALHOTRA)
Workload Committee

Pramila (PRAMILA)

Minutes of the Meeting

Page No.

1

Date: 26/07/2021

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हिंदी विभाग की एक आवश्यक बैठक 26/07/2021 को सुबह 11.00 बजे कॉलेज स्टाफ रूम में रखी गई। मीटिंग में विभाग के वर्कलोड पर चर्चा की गई। हिंदी विभाग वर्ष 2018-19 से विभिन्न कारणों से प्रभावित होते वर्कलोड की समस्या से जूझ रहा है। विभाग के fix workload और fluctuating workload से सम्बंधित कुछ तथ्य इस प्रकार हैं।

1. वर्ष 2018-19 [Incharge, Dr. Manish] में विभिन्न कारणों — श्रद्धा पूजा (Hous.) से एक सेशन होना, भा. ए. ई. सी. के विकल्पों में विद्यार्थियों की कम संख्या के कारण विकल्पों का बंद/सेशन कम होना, — से हिंदी विभाग का वर्कलोड 18 से 16 शिक्षकों पर सिमट गया था। Council Meeting में भी इसकी चर्चा हुई। अंततः College Governing Body के स्तंभित करने के बाद कम workload के बावजूद 2 शिक्षकों की सेवाओं का जारी रखने का निर्णय लिया गया।

2. वर्ष 2019-20 [Incharge, Dr. Meenu Khanna] में विभिन्न कारणों — Hous./Prog. के 2 विकल्प शुरू होना, Hous DSE में 2 के स्थान पर 3 विकल्प, AECC में कम विद्यार्थियों पर भी 3 सेशन शुरू करना आदि — से विभाग के fluctuating workload में बढ़ि हुई और विभाग 17 शिक्षकों के साथ आगे बढ़ने लगा।

3. वर्ष 2020-21 [Incharge, Dr. Rashmi Gupta] में कोरोना महामारी के संक्रम के कारण दवाभाविक व्यवस्था में अड़साव आना और parallel academic calendar

चलने से हिंदी विभाग का workload बुरा तरह प्रभावित हुआ। AECC, GE, MAIL के सेशन/विनियमन कम होने से स्थिति और भी खराब हुई। स्थिति की गम्भीरता को देखते हुए कॉलेज की प्रिंसिपल मैडम, Time table, workload, AEPIC सभी ने मिलकर 2nd Sem के MAIL के II सेशन Ist-Semester में शुरू किए, कम संख्या पर भी विनियमन शुरू करने की अनुमति दी गई, DSE के भी 4 विनियमन शुरू किए गए। सभी विभागों ने भी हिंदी विभाग का workload crisis को समझते हुए अपना सहयोग प्रस्तावित किया ताकि हिंदी के सभी Ad-hoc शिक्षकों की सेवाओं को जारी रखा जा सके। 20 वर्ष भी विभाग का fixed workload 15 के आस पास रहा, fluctuating workload बुरा तरह प्रभावित रहा।

विभाग के सभी सदस्य इस बात से अवगत हैं कि पिछले कुछ समय से विभाग का fixed workload तो 15 शिक्षकों के आस पास स्थिर रहा है किंतु AECC के सेशन, GE और DSE के optional और MAIL के optional के कारण fluctuating workload घटता/बढ़ता रहा है। Covid-19 महामारी की तासदी के दौरान हुए हिंदी विभाग की और से प्रिंसिपल मैडम

को निवेदन करते हैं कि AECC, DSE, MIL
Mandali के समक्ष कम विद्यार्थियों के साथ में
शुरू करने की अनुमति प्रदान कर ताकि सभी
में 100 शिक्षकों की सेवाएं जारी रखी जा
सकें। और इस में डॉ. अशोक कुमार के अतिरिक्त
सभी शिक्षकों उपस्थित थे -

क्र.सं.	नाम	हस्ताक्षर
1	रंजीत कुमार	
2	मी नू खन जा	Ranjith Kumar
3	रश्मि गुप्ता	छत्र खन जा
4	नीलम	RK
5	मनीषा शंखवार	नीलम 26/7/21
6	प्रमिला	Manish 26/7/21
7	जय प्रनम हानी	Pranav 26.07.21
8	मिथिला राणा	Pranav 26/7/21
9	डॉ रविन्द्र कुमार	रवि 26/7/21
10	मनीष चन्द शुक्ल	RK 26/7/2021
11	अश्विनी मीणा	नीलम 26.07.21
12	डॉ. अरुण कुमार	Arjun Kumar / 26.07.21
13	डॉ. अमिता	अमिता / 26.7.21
14	डॉ. हनु शर्मा	RK 26.7.21
15	डॉ. सुमन	Suman 26/7/21
16	डॉ. सनेह कुमार मीना	सनेह 26/7/21

Ranjith Kumar
26/07/2021
In charge, Department of
Mandali

MINUTES OF THE EMERGENT STAFF COUNCIL MEETING HELD ON 31st AUGUST 2021.

An emergent Staff Council Meeting was held on 31st August 2021 at 5 PM .

The Principal Dr Pratyush Vatsala chaired the meeting.

The possible dates for Annual Day were decided as 10-11 September 2021. It was decided to invite Dr Akhilesh Mishra ,DG , ICSSR as the Chief Guest .The Principal was requested to pursue the invite.

The house was informed that NAAC Peer Team Visit is finally scheduled on 14-15 September 2021. It was decided that before that A Mock visit will be held on 3rd September 2021 and after that College GB Members will visit on 6th September 2021.

The departments were advised to prepare the display boards with A-3 posters to display the main activities for NAAC Peer Team Visit.

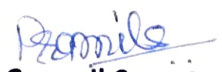
The Faculty members were urged to message and motivate students for 100% vaccination.

The Principal sought suggestions from the house for handing over the TIC ship of Hindi Department.

The house organized a warm farewell for Mrs Chitra Sharma on her retirement from the College.

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


Principal in Council


Staff Council Secretary

MINUTES OF THE STAFF COUNCIL MEETING HELD ON 8TH OCTOBER 2021

A Staff Council Meeting was held on 8th October 2021 at 2:00pm in LT-1. The Principal Dr Pratyush Vatsala chaired the meeting.

The minutes of the Staff Council Meeting held on 28th July 2021, were confirmed and passed by the house. The minutes of the emergent Staff Council meeting held on 31st August 2021 were also confirmed and passed by the house.

The Principal appreciated the Staff efforts made for NAAC Peer Team Visit. She also reported that an appeal has been filed by the College to review the NAAC Grade B++.

Dr Lata Sharma NAAC Coordinator read out the Recommendations of NAAC Peer Team for Quality Enhancement of the Institution. A detailed point wise discussion took place around the NAAC Recommendations.

In view of the NAAC recommendations, the Principal focused on deliberation and discussion around various aspects where college needs to improve to cope up with the challenges of real life situations. Keeping in mind the changing need of the hour, the following add on courses and new academic programs suggested by the house.

1. R-Python & Data Analytics Add on Courses
2. B P Ed ,B Sc (Physical Education)
3. BA. B Ed (4 year integrated course)
4. B Sc (Comp Sc) Hons
5. PG Programs
6. Event Management Add on course
7. Disaster Management Course

8. Preparation/Guidance for PG admission and NET Exam.

9. Different Cuisines add on course.

It was decided to restructure the Staff Council committees as per the requirement of post NAAC accreditation. Some restructured Committees were formed as under-

Staff Council Committees 2021-22

Workload Committee

Vice Principal - Ex Officio

Secretary Staff Council - Ex Officio

All TICs as Ex Officio members

Time Table for classes & CIE (Continuous internal evaluation)

Addl Coordinator Dr. Anita Sharma

Addl Coordinator Dr. Sudha Gupta

Academic Improvement Initiatives Committee (AIIC)

Addl Coordinator Dr. Juhi Singh

Addl. Coordinator Dr. Ambuj Tripathy

All TICs as Ex Officio Members

Examination Committee

Addl. Coordinator Ms. Rajshree

Addl. Coordinator Dr. Santoshi

Asst. Coordinator Dr. Vrishti Kanojia

Asst. Coordinator Dr. Suman Sonkar

Asst. Coordinator Dr. Geeta Arya

Asst. Coordinator Ms. Poonam Jorwal

Asst. Coordinator Dr. Talat Sultana

SIMS (Student Information Management System)

Addl. Coordinator Dr. Vibha Gupta

Addl. Coordinator Dr. Ritu Suri

Asst. Coordinator Dr. Nisha Gupta

Enabling Unit and Equal Opportunity Cell

Addl. Coordinator Dr. Anju Dahiya

Addl. Coordinator Dr. Nisha Gupta

Asst. Coordinator Dr. Pinki Maurya

Asst. Coordinator Dr. Poonam Sarohe

Career Guidance and Placement Cell

Addl. Coordinator Ms. Hemlata

Addl. Coordinator Dr. Suman Sonkar

Asst. Coordinator Dr. Preeti Chauhan

Asst. Coordinator Dr. Amrita Shilpi

Asst. Coordinator Ms. Tripti Deo

Research & Extension Committee

Addl Coordinator Dr. Neeta Bareja

Addl Coordinator Dr. Preeti Chauhan

Asst Coordinator Ms. Poonam Jorwal

Human Rights, Values and Citizenship

(+Ambedkar, Gandhi and Vivekananda Study Circles)

Dr. Suman Sonkar

Poonam

ECA Committee

Dr. Renu Jain	(Music Faculty),Ex officio Member
Dr. Vinay Kumar Mishra	(Music Faculty),Ex officio Member
Ms. Ojaswini Hooda	(NSS PO) ,Ex officio Member
Dr. Sunita Arora	(Physical Education Faculty),Ex Officio Member
Dr. Seema Sharma	(NCC ANO & Physical Education Faculty),Ex officio Member
Mr. Ratnakar	(Navrang)
Ms. Sonica Singhi	(Debating & Quiz)

Literary and Publication Committee (\Newsletters, Magazine including wall & e magazine, Principal's Report)

Dr. Deeba Zafir
Dr. Meenu Khaneja
Dr. Rashmi Gupta

WDC, Gender Sensitization and ICC

Dr. Sucheta Chaturvedi, Convenor ICC
Dr. Ruchi Mundeja
Dr. Babita Verma
Dr. Sudha Gupta

Rashmi

Alumni Committee

Addl Coordinator Dr. Madhu Aggarwal

Addl Coordinator Dr. Poornima Talwar

Asst Coordinator Dr. Geeta Sahare

Asst Coordinator Dr. Ritu Goyal

IQAC

Dr Lata Sharma Director IQAC (For two years)

Dr Sucheta Chaturvedi

Dr Jaya Ray

Dr Sudha Gupta

Dr Dolamani Arya

Dr A Porchelvi

Mrs Gobina

Dr Alka Harneja

Nodal Officer ,Collaborations and MOUs ,Add on Courses

Dr Lata Sharma explained the objectives of restructured Committees.

It was decided to hold the Annual Day 2020-21 on 12th October 2021. The Principal and Vice Principal were requested to invite the Guests for Annual Day.

The Prize Committee informed the Council that on the basis of the guidelines for awarding all round best and runner up award , the applicants were shortlisted and interviewed by the committee. Accordingly, the Best All Round Student prize (2020-21) is being awarded to Kulsum Jahan ,BA(Hons) Philosophy III Year and Runner up prize is being awarded to Heena , BA (Hons) Political Science III Year. The decision was accepted unanimously.

The house was informed that Dr Anshu Singh Jharwal agreed to be the Teacher Incharge of Hindi Department. The Principal informed the house that 42 faculty members have not filled Annual Performance Appraisal Report (APAR) for the Academic Year 2020-21.

Since the term of present Staff Council Secretary is ending on 12th November 2021, the house unanimously nominated Dr Babita Verma as the Election Officer for election of the new Staff Council Secretary.

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


Principal in Council


Staff Council Secretary