

### MINUTES OF THE STAFF COUNCIL MEETING HELD ON 13/12/2023

The adjourned meeting of Staff Council on 06/12/2023 was resumed on 13/12/2023 (Wednesday) at Gargi Hall. The meeting was chaired by Principal, Prof. Pratyush Vatsala.

Inability to attend the meeting:

1. Dr. Deeba Zafir (Dept. of English) – Personal Reason
2. Dr. Ruchi Mundeja (Dept. of English) – Personal Reason
3. Dr. Ritu (Dept. of Economics) – Personal Reason
4. Dr. Monica Jairam – Exam/Invigilation Duty
5. Dr. Vinay Mishra – Exam/Invigilation Duty
6. Dr. Suman Bhanoo – Exam/Invigilation Duty
7. Dr. Mukesh Mahto – Exam/Invigilation Duty
8. Dr. Vibha – Exam/Invigilation Duty
9. Dr. Sudhir Kumar Gupta – Exam/Invigilation Duty
10. Dr. Vatsal – Exam/Invigilation Duty
11. Dr. Sarika – Exam/Invigilation Duty
12. Dr. Sucheta Gauba – Exam/Invigilation Duty
13. Dr. Ruchi Ahuja – Exam/Invigilation Duty
14. Dr. Janaki T.K. – Exam/Invigilation Duty
15. Dr. Ranjeet Kaur – Exam/Invigilation Duty
16. Dr. Anita Sharma – Exam/Invigilation Duty
17. Dr. Ankit – Exam/Invigilation
18. Dr. Godishala Satyanarayana Goud – External Examiner

#### Agenda

##### 1. Attendance of Students:

- a. It was informed to the House that the Attendance to the students of Sports, NCC, NSS & other activities to considered till today as attendance is to be submitted by tomorrow i.e. 14/12/23 and the complete list is required to be uploaded.
  - b. Attendance for ECA activities to be given to the concerned students if verified by the concerned Convener/ In-charge/ Coordinator and submitted in person (not online or through someone else). It should be implemented from next semester by properly communicating in advance.
  - c. In case of less than 40% attendance, students should give an undertaking that they shall cover the attendance in next semester.
  - d. Uploading of attendance should not be every month as it is difficult to incorporate attendance for ECA.
2. Prof. Sunita Arora, presented a brief of the discussions held in the adjourned meeting on 06/12/23.


3. **Turn of Deputies to conduct the Exams:**

- a. Seniority list of teachers to be made afresh (though it is ready up to 2016)
- b. From next time, criteria for appointing Deputies to be reviewed.
- c. An analysis is required to be done regarding who has done the duties of Exam Dy. Suptd. when and how many times.
- d. Exemption Rules are to be specified and what actions should be taken. Genuine concerns/ One-time exemptions/EL/Substitute should be defined properly.
- e. Duty chart to be communicated via email.
- f. No. of Deputies should be 8 not 10 as it creates more confusion. It should be reviewed.

4. **UGCF Coordinator**

- a. To prepare for options to be taken for the upcoming semester.
  - b. UGCF Coordinators to be decided on Rotation basis. Rotation pattern is to be decided, preferably with a mix of seniors and new teachers.
  - c. VAC allocation should be done within a week of admission except for NCC, where enrollment in NCC is a prerequisite opt for this course.
5. The House also discussed various issues related to WhatsApp groups. It is difficult to have appropriate dissemination of information as the concerned students are not able to join the appropriate groups.
6. VAC/SEC options are to student centric.
7. Departments may put SEC/VAC allocation list on their respective department page.
8. Departments to see the projected workload, keeping in mind the no. of teachers, papers offered and no. of students in a section.
9. From next semester, web portal will be in place, so all information will be available.
10. In GE, there are many rules and specification like A/B/C, which is to be offered/opted, that needs to be addressed.
11. Orientation for students is done, but not many students turn up.
12. With regard to the language, Hindi Dept. to verify the allocation of Hindi-A/B/C, GE & AEC, though support can be taken from the office. For Sanskrit and Punjabi also, the concerned department should verify their allocation for their respective department.
13. **The Vice Principal, IQAC Director and Bursar are to be exempted from the rotational duties for that particular period only.**
14. A small committee to be made to formulate the SOPs for UGCF Coordinator, which will submit its report within 10 days. The committee shall be as follows:
- a. Mr. Ratnakar (Previous & 1<sup>st</sup> UGF Coordinator) and team
  - b. Dr. Geetanjali (Current & 2<sup>nd</sup> UGCF Coordinator) and team
  - c. IQAC Director, Prof. Lata Sharma
  - d. Vice Principal, Prof. Anita Malhotra

The meeting ended with vote of thanks to the Chair.

  
Prof. Pratyush Vatsala  
Principal

  
Prof. Seema Kaushik Sharma  
Secretary, Staff Council

## MINUTES OF THE EMERGENT STAFF COUNCIL MEETING HELD ON 26/02/2024

An emergent meeting of the Staff Council was held on 26/02/2024 at Gargi Hall. The meeting was chaired by the Principal Prof. Pratyush Vatsala.

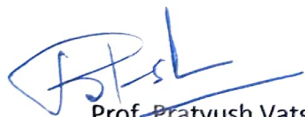
### Agenda: Annual Day Celebration and Inauguration of New Academic Block 'Vikramshila'

It was informed by the Principal that Shri Om Birla Ji, Hon'ble Speaker of Lok Sabha has agreed to be the Chief Guest for the inauguration of New Academic Block 'Vikramshila' as well as for the Annual Day of the College time and confirmed his availability on 06<sup>th</sup> March, 2024.

The following decisions were taken by the House in view of the paucity of time:

1. Only selected few students can be awarded on 06/03/2024, including Best All-Rounder student of the College, Topper of All Hons. Courses, Topper of all Programme Course, and Highest Achiever in ECA, Sports, NCC & NSS respectively. The remaining prize winners may be awarded later in a separate function.
2. Annual reports of different societies are to be prepared immediately.
3. Work should immediately start for Compilation and Printing of College Magazine and Principal Report for the session 2023-24.
4. Societies and Centres to prepare display material for the Exhibition, showcasing their activities and achievements.
5. The cultural programme should be of around 20-30 minutes.
6. The whole programme should be visible on Screens.
7. The Commencement Ceremony should also be conducted the same day.
8. The following shall be the members of Literary and Publication Committee:
  - a. Dr. Bharti Chhibber, Department of Political Science (Convener)  
(in place of Ms. Ruchi Ahuja who shall be on leave)
  - b. Ms. Priyanka Kumari, Department of Hindi
  - c. Mr. Chetan, Department of English
  - d. Ms. Swaranjeet Kaur, Department of Punjabi
  - e. Mr. Chandan, Department of Sanskrit
  - f. Dr. Meenakshi Anand, Department of Home Science

The meeting ended with vote of thanks to the Chair.



Prof. Pratyush Vatsala  
Principal



Prof. Seema Kaushik Sharma  
Secretary, Staff Council



## **MINUTES OF THE STAFF COUNCIL MEETING HELD ON 03/05/2024**

A meeting of Staff Council was held on 03/05/2024 (Friday) at Gargi Hall. The meeting was chaired by Principal, Prof. Pratyush Vatsala.

Inability to attend the meeting:

1. Dr. Monica Jairam – Unwell
2. Dr. Vibha – On Leave (CL)
3. Dr. Madhu Aggarwal – Medical Leave (ML)

### **Agenda**

#### **1. Confirmation of Minutes of the meetings held on 13/12/2023 and 26/02/2024**

- Minutes of the meetings were shared in the faculty groups, were presented on agenda and confirmed.

#### **2. IA & CA Guidelines**

- Prof. Pratyush Vatsala, Principal explained the problems faced in the results of December, 2023 and apprised the House that certain guidelines are to be followed regarding time and procedure.
- Prof. Lata Sharma, Vice Principal took up the issue of IA (Internal Assessment) and CA (Continuous Assessment) and deliberated the following points:
  - The data of 51 students has not been verified. So, the Office should exclude those 51 students and generate IA Sheets for rest of the students.
  - IA sheets to be forwarded to TICs.
  - IA is to be signed by the concerned student
  - Medical certificates to be assessed by the Monitoring Committee.
  - Medical certificates are only to be considered to allow a specific student to issue the admit card and not for the purpose of Marks.
  - Teachers should contact Mr. Shashank (A.O.) through E-mail/ Letter through proper channel for any issue with the Office rather than the Dealing Staff directly.

#### **3. Student Attendance**

- To allow 3<sup>rd</sup> year students to issue the Admit Card to sit in the Exams – At least 20% since the 3<sup>rd</sup> year batch is the last batch of CBCS.
- To allow 2<sup>nd</sup> & 1<sup>st</sup> year students to issue the Admit Card to sit in the Exams – At least 40%.
- From next term, the minimum attendance should be 67%.

#### **4. UGCF – SOP**


- Dr. Gitanjali Dey presented a draft on the SOPs related to UGCF.
- The UGCF Core Committee will have 05 members in the following manner:
  - One UGC Nodal Officer on seniority basis from the teachers appointed in the bracket of 2000-2015.
  - Two Senior Committee Members from the 2000-2015 in the reverse order of seniority i.e. from the junior most first.

- Two Junior Committee Members from the teachers appointed after 2015 in order of seniority.
- Coordinators will be doing invigilation duties on the respective day of SEC/VAC/AEC Exam.

5. **Deputies for the Exams to be held in May-June 2024**

- The Staff Council Secretary, Prof. Seema Kaushik Sharma presented the compiled data having details of the duties performed as Deputy Suptd. (Exams) since 2004-05 to review the rotation.
- It was decided that the deputies for the upcoming semester i.e. May-June, 2024 shall be from those whose duty remained pending/ incomplete due to any reason.
- In view of the above, the following agreed to work as Deputy Suptd. for the May-June Exam, 2024 (One semester only to clear the pending backlog):
  - 1) Dr. Deeba Zafir (Pending)
  - 2) Prof. Seema Kaushik Sharma (Could not continue for full term in Nov.-Dec., 2018 due to Maternity Leave)
  - 3) Ms. Themmichon Ramson (Pending)
  - 4) Dr. Dolamani (Second term of a year)
  - 5) Dr. Chandan Kumar Jha (Second Term of a year)
  - 6) Dr. Ritu Kumar (Pending) – SEC/VAC/AEC Evaluation Coordinator
  - 7) Dr. Anu Chhabra (Pending) – SEC/VAC/AEC Evaluation Coordinator
- Duty remained pending of the following teachers:
  - 1) Dr. Neelam (On Leave)
  - 2) Ms. Hemlata (On Leave)
  - 3) Ms. Ashima Kanwar (One term of a year) – Will do next Semester Exams
- The rotation will be discussed again with data for the next term examinations.

The meeting ended with vote of thanks to the Chair.

  
Prof. Pratyush Vatsala  
Principal

  
Prof. Seema Kaushik Sharma  
Secretary, Staff Council

## MINUTES OF THE STAFF COUNCIL MEETING HELD ON 31/07/2024

A meeting of Staff Council was held on 31/07/2024 (Wednesday) at Gargi Hall at 12:30 p.m. The meeting was chaired by Principal, Prof. Pratyush Vatsala.

### Agenda

#### 1. NAAC Reforms

- In the background of regional workshop on NAAC at Lucknow, attended by Prof. Anita Malhotra and Prof. Alka Harneja, IQAC Director Prof. Anita Malhotra explained the changes in the NAAC pattern.
- She highlighted the recommendations of Dr. Radhakrishnan Committee and Binary Framework followed by their comparison and summarization through a presentation.

#### 2. IAPC (Internship, Apprenticeship, Project & Community Outreach)

- The IAPC Committee comprising of Prof. Alka Harneja, Dr. Gitanjali Dey & Dr. Ojaswini Hooda presented the vision and possibilities for IAPC to be offered to the students.
- The committee shared the guidelines to offer IAPC to the students of Lakshmibai College.
- IAPC provides Onsite Experiential Learning, and hence, the college should offer these options in Semester-3 & 5 as per the existing structure of NEP-UGCF.

#### 3. Principal Internship

- Dr. Gitanjali Dey shared a presentation (PPT) regarding the Principal Internship Scheme. She emphasized on the following:
  - LOR (Letter or Recommendation) can be given by any teacher.
  - Students are leaving but details not clear.
  - Any student leaving, may get signed by the TIC so that her details are noted and kept for records.
  - Conditions for Migration to LBC from other colleges: Minimum 7 CGPA.
  - The screening of Applications should be based on Merit.
  - Information circulation to be done widely to provide information to students.

#### 4. Reporting by UGCF regarding SEC/VAC

- Dr. Vibha informed the House that the preferences are to be taken for GE, SEC & VAC in Semester-3; and for DSE, GE and SEC in Semester-5.
- Re-registration is to be required and TIC to be informed.
- For any observations, TICs may contact the UGCF Committee.
- Principal informed the House that as per the Students' Feedback, there is no interaction between senior and junior students, which should be leveraged through mentorship programme through AIC.

#### 5. SOPs

- Presentation made by Vice Principal Prof. Lata Sharma and highlighted the following

areas in which SOPs are required to be made:

- IA and CA guidelines
- LOR
- Alumni
- Feedback Form at Department Level: TICs should analyze, complaints to be noted and analysis to be done.
- Teachers related SOPs
  - Leave
  - Medical
  - APAR
  - Pension
  - Document Verifications/ NOCs required
  - Retirement & VRS
- Department SOPs
  - Students
  - Alumnis
  - Mentor-Mentee
  - Admissions
  - Attendance of Students – General, Sports, NCC, NSS, ECA
  - Time Table
  - Data Collection for NAAC etc.
  - Student Election
  - Societies
- Sanctions and Approvals
- Non-Teaching Related SOPs
  - Alumni Registration
  - Leave
  - Teachers Related Issues
  - Bilingual Procedures
  - Workshops
- Reimbursement, Purchase, Audit, Scholarships, Sponsorships
- Initiation of New Prizes
- Booking of Events
- Maintenance



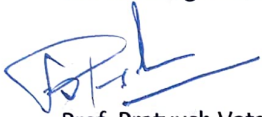
6. **Add-on Courses like Values Course, Foreign Language, Counselling etc.**

- Planning to start new courses
- Add-on Courses to be promoted

7. **Timetable**

- In Time Table committee, Dr. Neha Singla (Member) was added along with Dr. Pramila (Convener) in place of Dr. Ojaswini Hooda.

The meeting ended with vote of thanks to the Chair.



Prof. Pratyush Vatsala  
Principal



Prof. Seema Kaushik Sharma  
Secretary, Staff Council



## MINUTES OF THE STAFF COUNCIL MEETING HELD ON 30/11/2024

A meeting of the Staff Council was held on 30/11/2024 (Saturday) at Gargi Hall. The meeting was chaired by Principal, Prof. Pratyush Vatsala.

Following members expressed their inability to attend the meeting:

1. Prof. Neeta Bareja (Department of Commerce)
2. Dr. Rammathot Khongeriwo (Department of History)
3. Prof. Sabrina Sareen (Department of Home Science)
4. Dr. Roshan Lal (Department of Home Science)
5. Dr. Guneet Bhatia (Department of Mathematics)
6. Dr. Vinay Kumar Mishra (Department of Music)
7. Dr. Renu Jain (Department of Music)
8. Dr. Rajshree Roy (Department of Philosophy)
9. Dr. Rekha Sharma (Department of Physical Education)
10. Dr. Juhi Singh (Department of Political Science)

### Agenda-1: Confirmation of Minutes of the meetings held on 31/07/2024:

Minutes of the meeting held on 31/07/2024 were read and confirmed.

### Agenda-2: Rotation of Teachers for Deputy Superintendent (Exams)

1. The Staff Council Secretary, Prof. Seema Kaushik Sharma presented the data related to the rotation of teachers before the house and explained the following:
  - a. Initially 4 Dy. Suptd. (Exams) (Annual/ Semester Mode/ CBCS) in the following manner:
  - b. Two (2) from Senior category (more than 10 years of teaching experience)
  - c. Two (2) from Junior category (less than 10 years of teaching experience)
  - d. With CBCS-LOCF, 6 Dy. Suptd. in the following manner:
  - e. Three (3) from Senior category (more than 10 years of teaching experience)
  - f. Three (3) from Junior category (less than 10 years of teaching experience)
  - g. COVID times – staggered exams – Full term (Academic Year) instead of one semester as Deputy.
  - h. Whole list exhausted till Dr. Amrita Shilpi in June, 2021 for their turn as Junior member in the Exam Team.
  - i. All teachers were divided in two halves – Before 2007 appointments and appointments from 2007 onwards to have rotations from the senior and junior categories w.e.f. 2022-23. For this, no written record was found, however, the previous office bearers as Staff Council Secretary Prof. Sunita Arora and Dr. Pramila explained and clarified it.
  - j. 2022-23 - New appointments done but no confirmations done, so rotation continued
  - k. 2023-24 - Pending duties performed
  - l. 2024-25 - Review of rotation: Issues and Probable Solutions: From Top, many senior teachers retired; Teachers appointed after 2007 have become seniors; Senior teachers are getting rotations in all the assignments simultaneously as Deputy, UGCF Coordinator, SEC/VAC/AEC Evaluation; and New appointments have taken place since 2022 and confirmations done.
2. In view of the above facts, a lot of discussions and deliberations were done in the house. Finally, the following decisions were taken:
  - a. The Team of Exams will have six members in the following manner:
  - b. **Two Senior Members (Appointed before 2022):** From the earlier rotation as continued before

*gk*

2022-23 i.e. from Dr. Mansi (Philosophy Dept.) onwards, while the turn of Dr. Neelam and Ms. Hemlata remained pending in this rotation.

- c. **Four Junior Members (Appointed on or after 2022):** In order of common seniority list of teachers.
  - d. The rotation of Dy. Suptd. (Exams) from the senior members category, which started from 2022-23 shall remain on hold till the seniority list is exhausted from the previously continued list. Once this list goes on to the last member i.e. Dr. Amrita Shilpi, then the seniority list started from 2022-23 will start.
  - e. The teachers who have already performed their duty from the 2022-23 senior category will not do it again as the list will resume from where it is now halted.
  - f. Before starting on to the rotation, it will be kept in mind that the pending / missed turns are given duty first, then the rotation list will be followed in the above stated manner.
  - g. Teachers should do the duty for two consecutive semesters, however, in case someone is unable to do so, then one next term can be given to complete the tenure of one year. The extension should be given in case of genuine concern.
  - h. Those who refuse or unable to perform their turn of Dy. Suptd. (Exams)/ SEC-VAC-AEC Evaluation Coordinator due to some reason (personal or professional) continuously, then their case may be referred to the Governing Body.
3. For this year 2024-25 (Odd Semester), the following teachers shall be working as Dy Suptd. (Exams):
- a. Dr. Deebea Zafir (Department of English) - Suptd. - 1<sup>st</sup> term of 2024-25 Exams
  - b. Dr. Ruchi Mundeja (Department of English) - Dy. Suptd. - 1<sup>st</sup> term of 2024-25 Exams
  - c. Dr. Gitanjali Dey (Department of History) - Dy. Suptd. - 1<sup>st</sup> term of 2024-25 Exams
  - d. Dr. Ashima Kanwar (Department of English) - Dy. Suptd. - 2<sup>nd</sup> term of 2024-25 Exams
  - e. Dr. Swarnjeet Kaur (Department of Punjabi) - Dy. Suptd. - 1<sup>st</sup> term of 2024-25 Exams
  - f. Dr. Vandana Gambhir (Department of Psychology) - Dy. Suptd. - 1<sup>st</sup> term of 2024-25 Exams
4. UGCF members to be present on the day of SEC/VAC/AEC papers for better coordination. They should see which papers are to be sent to Cluster for Evaluation and which papers are to be kept for In-House evaluation. UGCF team should also ensure the correct allocation for evaluation of answer scripts.

#### Agenda-3: Rotation of SEC/VAC/ AEC Evaluation Coordinator:

1. Discussion was done for the rotation of SEC/VAC/ AEC Evaluation Coordinator whether it should be done by UGCF Coordinators or from the team of Dy. Suptd. (Exams) or the current practice should be followed.
2. After deliberations from the UGCF team members, previous SEC/VAC/ AEC Evaluation Coordinators and other members, the House decided to follow the current practice in this regard.
3. As per the current practice, there are two members as SEC/VAC/ AEC Evaluation Coordinators. One Senior as per Seniority list & One Junior in Reverse Order of seniority list is followed.
4. Following is the order of rotation for the session 2024-25:

##### Seniors

- Prof. Sunita Arora (Expressed her inability due to medical condition)
- Prof. Sucheta Chaturvedi (On Leave, Exempted for this period)
- Dr. Ruchi Mundeja (Dy. Suptd., Exempted for this period)
- Dr. Deebea Zafir (Dy. Suptd., Exempted for this period)
- **Dr. Meenu Khaneja, Dept. of Hindi (Agreed)**

##### Juniors

- **Dr. Bharti Chhibber, Dept. of Political Science (Agreed)**

*dh*



5. According to this rotation, the following shall be the SEC/VAC/ AEC Evaluation Coordinators for the Session 2024-25:
  - Dr. Meenu Khaneja, Dept. of Hindi (From Senior Category)
  - Dr. Bharti Chhibber, Dept. of Political Science (From Junior Category in Reverse Order)
6. In the Last Exam (May-June, 2024), rotation was not followed as the pending terms for Deputies were given this responsibility (Dr. Annu Chhabra & Dr. Ritu Suri) to clear the backlog. However, both of them will perform their turn of Dy. Suptd. (Exam) for one more semester.
7. It was also decided to have the information regarding turn of exam duties well in advance and through e-mail.

#### **Agenda-4: IA & CA**

1. Vice Principal Prof. Lata Sharma addressed the house on the issue of IA & CA. She informed the House that no information has been received so far from the DU.
2. IA sheets should be signed by the students as IA marks are to be shown to them.
3. CA marks are not to be shown to students, so no printouts are to be taken for CA.
4. Teachers will verify the marks of IA and CA uploaded on portal and sign on the sheets.
5. It will be a two-Tier Verification this time: (1) Teachers; and (2) Non-Teaching
6. For papers taught by the Guest Faculty, marks verification will be the responsibility of the concerned TIC. If permanent faculty has joined back after the leave against Guest Faculty, then it will be the responsibility of that permanent faculty to verify the marks of that paper. Once the Guest faculty has submitted the marks, then it will be the responsibility of the Department to verify those marks.
7. Marks could be uploaded either on Samarth Portal or new portal, no guidelines have been received so far from the DU.
8. Teacher details are also to be filled on portal.
9. The medical cases are to be taken from the Office and considered if seems genuine.

#### **Agenda-5: Presentation of Reports by the Centre Coordinators**

Will be taken up in next meeting.

#### **Agenda-5: UPC & Portal issue**

##### UPC

Students have filled incorrect UPC, for which teachers have no clarity and students also got confused as two UPCs were visible on the portal for a paper. The probable reason could be many so the students should be handled carefully. UGFC, Deputy Superintendent (Exams), Office & TICs to sit together to find the correct UPC. For clarification, Exam Branch may be contacted to find solutions.

##### Portal

The existing Portal will be effective till December, 2024 and so we should be ready with alternative option for data.

#### **Agenda-6: Decision on Attendance Defaulters**

1. Students should be allowed to appear for Exams if they have at least 50% attendance. However, remedial classes may be taken for the students who are falling below 50% and are included in the list of Defaulters on the ground of Attendance.

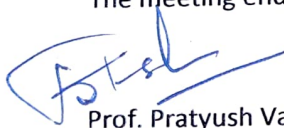



2. For medical cases, only 1/3<sup>rd</sup> of total period should be considered to allow a student to sit in the exam and not for the purpose of getting marks for attendance.
3. Full term (semester) medical cases should not be allowed to appear for exams.
4. Attendance of student in Sports/ NCC/ NSS/ ECA should be considered, however all the students should meet the requirement of Tests/ Assignment etc. For IA & CA.
5. Attendance of students who have done their Re-Registration in any paper should be dealt with the concerned Teacher and TIC.
6. 1<sup>st</sup> semester issued are to be addressed through TICs.

**Agenda-7: Any other matter with the permission of Chair**

1. Dr. Prashant raised the issue of printed Attendance Register, however, Principal informed that in the present scenario, when everything is going to be online, printing of Attendance Register is not appreciated.
2. Time Table upload to be done by the Teacher/ Department.
3. There should not be too much gap in theory and practical periods of GE papers.
4. When a teacher wishes to avail any kind of leave, it should be forwarded by the TIC. If mailed to leave@lb.du.ac.in, a copy to TIC is required.
5. **Time Table Committee was constituted with following as members:**
  - a. Mr. Abhishek Bhaskar
  - b. Mr. Ratnakar Kumar
6. **The Principal informed that** Prof. Alka Harneja (Coordinator) & Mr. Abhishek Bhaskar (Member) have started the work of Placement Cell **and the work of a Civil Services Society has been started by** Dr. Rahul Raj Aryan
7. The lift to Gargi Hall has started working and Dr. Babu Lal Meena (PwD), Assistant Professor, Department of Political Science was able to attend his first meeting in person at Gargi Hall. The staff welcomed him to the meeting.

The meeting ended with vote of thanks to the Chair.

  
Prof. Pratyush Vatsala  
Principal

  
Prof. Seema Kaushik Sharma  
Secretary, Staff Council



## MINUTES OF THE STAFF COUNCIL MEETING HELD ON 21/12/2024

A meeting of Staff Council was held on 21/12/2024 (Saturday) at Gargi Hall. The meeting was chaired by Principal, Prof. Pratyush Vatsala.

Following teachers expressed their inability to attend the meeting:

1. Dr. Vishakha Kardam, Department of English
2. Dr. Gitanjali Dey, Department of History
3. Dr. Vandana Gambhir, Department of Psychology
4. Dr. Ritu Kumar, Department of Economics
5. Dr. Alka Harneja, Department of Commerce
6. Dr. Mansi Gupta, Department of Philosophy
7. Dr. Tripti Deo, Department of History
8. Dr. Chetan, Department of English
9. Dr. Deepesh, Department of Psychology
10. Dr. Deeba Zafir, Department of English
11. Dr. Sunita Arora, Department of Physical Education
12. Dr. Suman Bhanoo, Department of EVS
13. Dr. Kavita Bhatt, Department of Home Science
14. Dr. Shumaila Naazt, Department of Home Science
15. Dr. Ruchi Mundeja, Department of English
16. Dr. Nidhi Gupta, Department of Home Science

The quorum was not complete as there were only around 30 members, so the meeting was adjourned for one hour. The meeting was restarted after one hour and the following agenda was taken up:

### Agenda-1: NIRF Report and Ranking

- Prof. Pratyush Vatsala, Principal highlighted upon the report submitted by the NIRF committee and invited suggestions for the same. It covered different aspects including advertisement, appointment, research activities, research centre, database, resources etc.
- Dr. Sucheta Gauba explained five NIRF parameters including weightage, teaching-learning resources, alumni data, research output, outreach & inclusivity, women diversity, etc. In the light of presentation by Dr. Sucheta, some issues and workable suggestions were discussed, which are listed below.
  - We need to focus on student outcome
  - Data of all passing out students is to be maintained
  - All students should be approached
  - For seminars/ conferences, outside agencies to be approached like ICPR/ ICSSR/ ICCR etc.
  - Dr. Priyanka from Psychology department suggested that each Department should depute one faculty to work with NIRF, for which, principal madam conveyed that this was done earlier but there was no output.
  - Dr. Vibha pointed that students take gap year to prepare for the competitive exams.
  - It was suggested by the principal madam that we can encourage our students to pursue higher education along with the preparation for competitive exams, even if it is through distance/ open learning.
  - Current college students should be encouraged to register for courses offered by L&T under Industry Linkage initiative.

### Agenda-2: IA & CA: New Portal Issues

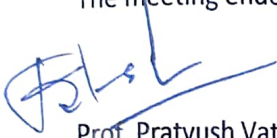
- New portal is not yet functional so problems could be addressed.

*dl*

Agenda-3: Recent University Notification related to GE

- Dr. Vibha informed the House that the new notification regarding GE has been issued by DU on 10/12/2024, according to which some papers are mandatory to be opted to make it Minor subject.
- In view of the notification, it is suggested that departments to offer these papers in the interest of students.
- Principal madam suggested that though the papers are to be chosen by the student but counselling to be done by the teachers.

The meeting ended with vote of thanks to the Chair.



Prof. Pratyush Vatsala  
Principal



Prof. Seema Kaushik Sharma  
Secretary, Staff Council