

**SWAMI SHRADDHANAND COLLEGE  
UNIVERSITY OF DELHI,  
ALIPUR, DELHI - 110036**

**STAFF COUNCIL COMMITTEES FOR ACADEMIC SESSION 2016-2017**

1. **Library Committee-**  
Dr. Pradeep Pratap Singh (Convener)  
Dr. Provokar Plalaka  
Dr. Pankaj  
Dr. Kiran Dabas  
Ms. Sushila Thakran
  
2. **Verification Committee-**  
Dr. Mukesh Rana (Convener)  
Dr. Pradeep Pratap Singh  
Ms. Neetika Sharma
  
3. **SSN Memorial Lecture Committee-**  
Dr. Renu Sobti (Convener)  
Dr. Preeti Malik  
Dr. Pankaj Lakhera
  
4. **PF & Finance Committee-**  
Dr. Praveen Garg (Convener)  
Dr. Man Mohan  
Dr. N. K. Oberoi
  
5. **Student Union Advisory Committee-**  
Dr. Joginder Singh (Convener)  
Ms. Anjali Yadav  
Dr. Gopa' Meena
  
6. **Academic Advisory Committee-**  
Mr. J. K. Pandey (Convener)  
Dr. Ruby Gupta  
Dr. Preeti Malik  
Dr. Anil Kumar  
Dr. Uma Shankar
  
7. **Computer Committee-**  
Dr. Bhoopander Giri (Convener)  
Dr. Mukesh Rana  
Mr. Ranjan

**8. Purchase Committee-**

Mr. R. K. Srivastava (Convener)  
Mr. Manish Kumar  
Mr. Devender Kumar  
Dr. L. B. Swankar

**9. Teaching Post Committee-**

Mr. R. K. Srivastava (Convener)  
Dr. Aruna Shokeen  
Mr. Ashish Tyagi  
Dr. Saraswati  
Dr. Sudhanshu Kumar

**10. Editorial Board-**

Dr. Provokar Palaka (Convener)  
Dr. Uma Shankar

**11. Placement Cell-**

Dr. S. B. Tyagi (Convener)  
Dr. Renu Sobti  
Dr. Aruna Shokeen  
Dr. Pankaj  
Mr. Ranjan

**12. Fee Concession Committee-**

Dr. Shiva Upadhyay (Convener)  
Dr. Ruby Gupta  
Dr. Gopal Meena

**13. Gardening Committee-**

Dr. Gauri Mishra (Convener)  
Dr. Ushvinder Kaur  
Dr. Sadhna Kushwaha

**14. Canteen Committee-**

Dr. Suraj Yadav (Convener)  
Dr. Shiva Upadhyay  
Dr. Saraswati  
Ms. Neetika Sharma

**15. Transport Committee-**

Dr. Y. K. Sharma (Convener)  
Dr. Saroj Bala

Dr. R. N. Bhardwaj  
Dr. Bijay Padhan

**16. Art Foundation-**

Dr. Pratibha (Convener)  
Dr. Aditi Gupta  
Dr. Ushvinder Kaur

**17. Add-on Courses Committee-**

Dr. Suman Yadav (Convener)  
Dr. Pankaj Lakhera

**18. Women Development Committee-**

Dr. Aishwarya (Convener),  
Dr. Aditi,  
Dr. Pratibha

**19. Leave Committee-**

Dr. Suraj Yadav (Convener)  
Dr. G. Gaur  
Dr. Daljeet  
Mr. Bal Kumar

**20. Cleanliness Committee-**

Dr. Suman Yadav (Convener)  
Dr. Bijay Padhan  
Dr. Vineeta



(Dr. S.K. Sagar)  
Secretary, Staff Council



(Dr. Pankaj Bhan)  
Acting-Principal

**STAFF COUNCIL  
SWAMI SHRADDHANAND COLLEGE  
ALIPUR, DELHI-110036**

**Minutes of the Staff Council Meeting**

A meeting of the Staff Council was held on 16<sup>th</sup> May, 2017 at 12.30 p.m in the Seminar room of the new building of the College under the Chairmanship of Dr. P. V. Khatri, Acting Principal-in-Council. 103 members attended the meeting.

1. **Agenda item no. 1:** Confirmation of the previous minutes of the meeting held on 10<sup>th</sup> April, 2017

2. **Agenda item no. 2: Formation of Admission Committees:**

Following Committees were formed in the meeting:

**B.Sc. (Prog.) Physical Science Admission Committee** -Dr.Babu Lal (Convener), Dr.G.Gaur

**B.Sc. (Prog.) Life Science/Applied Life Science Admission Committee** - Dr.BhoopandarGiri (Convener), Dr.Saraswati Kanodia, Dr.Gauri Mishra

**B.Com (Honours/Prog.) Admission Committee** -Present, Past and Future Teacher-In-charges of Commerce Department hold the responsibility for admission to their Honours and Pass Courses. The Convener is the present teacher-in-charge.

**B.A (Prog.) Admission Committee** -Ms.Sushila Thakran (Convener), Dr.A. K. Dubey, Dr.L. B. Swarankar

**Grievance Committee for SC/ST/OBC/PWD**-Dr.Prabhakar Palaka (Convener), Dr.Pankaj Lakhera, Dr. Anjali Yadav

**Cultural Committee**-Dr.V. P. Rana (Convener), Dr.A. Archana, Dr. Shiva Upadhyay, Dr. Manish Kumar, Ms.SushilaThakran

**Proctorial Board and Anti-ragging Committee**-Dr.Tek Chand (Convener), Ms.Neetika

**Sports Committee**-Dr.I. M. Dutta (Convener), Dr.Suraj Yadav, Dr.Prabhakar Palaka, Dr.Kiran Dabas, Dr. L. B. Swarnkar, Dr.Sudhanshu Kumar

**Admission Committee for Honours Courses**-The teacher-in-charges of the respective departments hold the responsibility for admission to their Honours Courses.

**Write-off Committee for the damaged library books and equipments**- Dr. G. Gaur, Ms.Neetika, Teacher-In-Charges of all the Departments



3. **Any other agenda:**

- 3.1 Dr. G. Gaur objected the formation of Ambedkar Study Circle Committee out of Staff Council, quoting the resolution no. 7 passed in earlier Staff Council meeting dated 10<sup>th</sup> april, 2017 that all committees will be made in Staff Council. The Principal-in-Council assured that all committees will be made in Staff Council meeting.
- 3.2 Dr. G. Gaur asked the Principal-in-Council about the date of advertisement for teaching positions in college, status of roaster of college, admission in six new sanctioned courses, promotion of permanent teachers and the stipulated time for the post of Observer and Liasion officer. The Principal-in Council replied that theadvertisment has been sent and may appear within a week, the roaster has been sent for the approval to the University, admission to the six new courses may be done if Tranche 2 is approved by the U.G.C. and the promotion process will start after receiving guidelines from the University. The Principal-in Council assured that the appointment of Observer will be made as per rules. The Principal-in Council further clarified that the appointment of Liasion Officer does not come under the purview of Staff Council and the Principal is solely authorized for the same.
- 3.3 Dr. Suraj Yadav raised the issue of appointment of OBC Observer and the formation of OBC cell in the college. He also asked for the appointment of an RTI Officer in the college. The Principal-in Council assured that the OBC Observer will be appointed if the guidelines for the same exist. The Principal-in Council told that the appointment of RTI Officer does not come under the purview of Staff Council and also assured that it will be done as per rules.

The meeting ended at 2:00 p.m with a vote of thanks to the Principal-in Council, Dr. P. V. Khatri.



(Dr.S.K.Sagar)  
Secretary, Staff Council



(Dr. P. V. Khatri)  
Chairman, Staff Council

**STAFF COUNCIL  
SWAMI SHRADDHANAND COLLEGE  
ALIPUR, DELHI-110036**

**Minutes of the Staff Council Meeting**

A meeting of the Staff Council was held on 10<sup>th</sup> April, 2017 at 11.30 a.m in the Staff room of the new building of the College under the Chairmanship of Dr. P. V. Khatri, Acting Principal-in-Council. 122 members attended the meeting.

1. **Agenda item no. 1:** Confirmation of the previous meeting.
2. Dr. S. K. Sagar raised the issue of adhoc appointments in the college. The Principal-in Council assured that the matter will be taken seriously in the coming session.
3. **Agenda item no. 2:** Report on the committees for Golden Jubilee Function.  
The Principal-in Council conveyed his sincere thanks to all the teachers for successful organization of Golden Jubilee Function. He also informed the House that the building plan for the construction of New Building of the College has been approved by the Competent Body viz. The Municipal Corporation.
4. **Agenda item no. 3:** Restructuring of NAAC Committee.  
The Principal-in Council asked the House to propose their names for addition in any of the NAAC Committees. He proposed the following names and formed the Internal Quality Assurance Cell (IQAC) as part of NAAC accreditation work: Dr. P. V. Khatri (Chairperson), Dr. Daljit Singh (Convener), Prof. Satish K. Awasthi - Governing Body Member, Dr. Renu Sobti, Dr. Geeta Saxena, Mr. R. K. Srivastava, Dr. Mukesh Kumar, Dr. Manish Kumar, Dr. D. V. Bhardwaj - Administrative Officer, Mrs. Kanchan Saluja - S. O. (Accounts), Mr. Manish Kumar Sachdeva, Mr. Ankur Nath Tiwari.
5. **Agenda item no. 4:** Opening of Sub-Centre of WUS Health Centre.  
Dr. S. K. Sagar proposed that a sub-centre of WUS Health Centre may be opened in the college premises. The Principal-in-Council and the House gave the consent for opening of such a centre.
6. **Agenda item no. 5:** Introduction of B.Sc. (Hons.) Anthropology and B.Sc. (Hons.) Forensic Science.  
Many faculty members proposed different courses which should be introduced in the college. Dr. Sarojbala and Dr. Vineeta also raised the issue of introduction of English and Hindi disciplines in the B.A. (Programme) Course, respectively. The Principal-in Council assured that the English and Hindi disciplines can be introduced, if no permission from University is required and with the existing infrastructure and teachers in their respective departments. The House authorized the Principal-in-

Council to take appropriate decision on the introduction of B.Sc. (Hons.) Anthropology and B.Sc. (Hons.) Forensic Science and to make necessary arrangements for the introduction of these two courses.

**7. Any other agenda:**

Following Committees were formed in the meeting:

**Prospectus Committee-** Dr. S. B. Tyagi (Convener), Dr. Vineeta, Dr. Mukesh Rana, Dr. Sarojbala

**Staffroom and Infrastructure Committee-** Dr. S. K. Sagar (Convener), Dr. G. Gaur, Mr. R. K. Srivastava, Dr. D. V. Bhardwaj

**Time Table Committee-** Mr. R. K. Srivastava (Convener), Dr. Vineeta, Dr. Neera Mehra, Dr. D. R. Jalwani

Dr. Vineeta suggested that any committee made in college should be made in Staff Council, which was agreed upon by the Principal-in-Council.

Ms. Neetika Sharma asked the House to take their passwords and login name from the college library for access to e-resources.



(Dr. S.K. Sagar)  
Secretary, Staff Council



(Dr. P. V. Khatri)  
Acting-Principal

**STAFF COUNCIL  
SWAMI SHRADDHANAND COLLEGE  
ALIPUR, DELHI-110036**

**Minutes of the Staff Council Meeting**

A meeting of the Staff Council was held on 10<sup>th</sup> August, 2016 at 11.00 a.m in the Staff room of the new building of the College under the Chairmanship of Dr. Pankaj Bhan, Acting Principal-in-Council. 115 members attended the meeting.

Before discussing the items of the agenda, the Secretary, Staff Council, conveyed his greetings to the ad-hoc teachers for their appointment in the college.

1. **Agenda item no. 1:** Confirmation of the Minutes of the previous meeting.
  - 1.1 Dr. Daljeet asked about the issue raised in previous meeting (Point 3a) on the approval of workload from UGC. Dr. Gopal Meena demanded a clarity from CBCS Implementation Committee for finalising the workload. The agenda is carried forward.
  - 1.2 Dr. S. B. Tyagi raised the issue related to inadequate number of classrooms in the college, an agenda also raised in the previous meeting (Point 3c). Dr. Tyagi told the House about the deteriorating condition of Room no. 40 in Old Building and the breeding of mosquitoes in the room. The agenda is carried forward.  
Dr. Anand Malik also raised some concern regarding inadequate rooms, specific to Geography Department. The Principal-in Council asked the time-table committee to look into the matter.
  - 1.3 Mr. Ashish Tyagi asked about the issue raised in previous meeting (Point 3b) on the formation of examination committee. The Principal-in Council advised to take up the issue later as it is not feasible now to form such a committee. The agenda is carried forward.
  - 1.4 Dr. Sudhanshu asked the CBCS committee to offer all the subjects for SEC to the students. The Principal-in Council advised the CBCS implementation committee to hold a meeting for deciding SEC subjects.
  - 1.5 Dr. Renu Sobti raised concern over cleanliness in the Old Building. The Principal-in Council assured the House that a committee will be set up to look into the matter.
  - 1.6 Dr. S. K Sagar asked the teacher representatives of Governing Body to inform the house about the matters discussed in the GB meeting. Dr. Aditi informed the house about the decision of GB to form a Cleanliness Committee and a Leave Committee for the forthcoming session. Dr. Aditi also conveyed to the House that the teachers



who wish to proceed on leave for the forthcoming session cannot become members of any Staff Council Committee.

- 1.7 Dr. Rajni Arora proposed that all the committees formed in the Staff Council should submit their annual report to the Secretary, Staff Council, for consideration by the NAAC committee.

2. **Agenda item no. 2: Formation of Committees**

The following Committees were formed in the meeting:

- Library Committee-** Dr. Pradeep Pratap Singh (Convener), Dr. Provokar Palaka, Dr. Pankaj, Dr. Kiran Dabas, Ms. Sushila Thakran
- Verification Committee-** Dr. Mukesh Rana (Convener), Dr. Pradeep Pratap Singh, Ms. Neetika Sharma
- SSN Memorial Lecture Committee-** Dr. Renu Sobti (Convener), Dr. Preeti Malik, Dr. Pankaj Lakhera
- PF & Finance Committee-** Dr. Praveen Garg (Convener), Dr. Man Mohan, Dr. N. K. Oberoi
- Student Union Advisory Committee-** Dr. Joginder Singh (Convener), Ms. Anjali Yadav, Dr. Gopal Meena
- Academic Advisory Committee-** Mr. J. K. Pandey (Convener), Dr. Ruby Gupta, Dr. Preeti Malik, Dr. Anil Kumar, Dr. Uma Shankar
- Computer Committee-** Dr. Bhoopander Giri (Convener), Dr. Mukesh Rana, Mr. Ranjan
- Purchase Committee-** Mr. R. K. Srivastava (Convener), Mr. Manish Kumar, Mr. Devender Kumar, Dr. L. B. Swarnkar
- Teaching Post Committee-** Mr. R. K. Srivastava (Convener), Dr. Aruna Shokeen, Mr. Ashish Tyagi, Dr. Saraswati, Dr. Sudhanshu Kumar
- Editorial Board-** Dr. Provokar Palaka (Convener), Dr. Uma Shankar
- Placement Cell-** Dr. S. B. Tyagi (Convener), Dr. Renu Sobti, Dr. Aruna Shokeen, Dr. Pankaj, Mr. Ranjan
- Fee Concession Committee-** Dr. Shiva Upadhyay (Convener), Dr. Ruby Gupta, Dr. Gopal Meena
- Gardening Committee-** Dr. Gauri Mishra (Convener), Dr. Ushvinder Kaur, Dr. Sadhna Kushwaha
- Canteen Committee-** Dr. Suraj Yadav (Convener), Dr. Shiva Upadhyay, Dr. Saraswati, Ms. Neetika Sharma
- Transport Committee-** Dr. Y. K. Sharma (Convener), Dr. Saroj Bala, Dr. R. N. Bhardwaj, Dr. Bijay Padhan
- Art Foundation-** Dr. Pratibha (Convener), Dr. Aditi Gupta, Dr. Ushvinder Kaur
- Add-on Courses Committee-** Dr. Suman Yadav (Convener), Dr. Pankaj Lakhera
- Women Development Committee-** Dr. Aishwarya (Convener), Dr. Aditi, Dr. Pratibha

**Leave Committee-** Dr. Suraj Yadav (Convener), Dr. G. Gaur, Dr. Daljeet, Mr. Bal  
Kumar

**Cleanliness Committee-** Dr. Suman Yadav (Convener), Dr. Bijay  
Pradhan, Dr. Vineeta

**3. Any other Item of Agenda:**

- 3.1 During the formation of committees, Ms. Neetika Sharma objected on the working of previous Purchase committee, especially Dr. L. B. Swarnkar. Dr. Swarnkar defended himself and informed the House that he was forced to sign certain bills regarding purchase of some items. The Principal-in-Council asked both of them to submit a written complaint in the office so that an inquiry committee may be set up, if required, to look into the matter.
- 3.2 Dr. Suraj Yadav requested the house to follow modalities framed by the Principal-in-Council and the Secretary, Staff Council for the formation of committees. Dr. Suraj Yadav also requested the Principal-in-Council to provide the cheque to the retired colleagues on the day of their retirement as it leads to their humiliation. He quoted the case of Dr. Bina Dalal, who retired on 29<sup>th</sup> July, 2016, but had not received her cheque till date. The Principal-in-Council assured to do his best in this regard.



(Dr. S.K. Sagar)  
Secretary, Staff Council

(Dr. Pankaj Bhan)  
Acting-Principal