

Minutes of the Staff Council Meeting

Venue: Conference Hall

Date and Time: October 1, 2024 at 12 PM

1. Meeting started with the introduction of Dr Seema Khurana by the principal as the new secretary for the Staff Council for the period 2024-2026.
2. Partial handing over of files was done by outgoing Staff Council secretary Dr Sujata V Raju to Dr Seema Khurana.
3. The matter of recovery of TA during covid period was discussed with a focus on the recommendations given in CAG letter. It was informed by the Principal that full recovery of TA in instalments of Rs 2000-3000/- per month can be done. Details of recovery done so far and the amount due to each teacher needs to be provided by Bursar.
4. To the concern raised by Dr Neeraj Dohare regarding not getting revised salary even after pay fixation, it was informed by the Principal that funds received from UGC are not sufficient, arrears to be released once the funds situation improves.
5. For the query of (10%+14%) contribution of arrears in NPS raised by Dr Ritu Gupta, Principal asked her to call a meeting of the NPS committee along with the Bursar and submit minutes of the meeting to the office.
6. Bursar was asked to release the salary slip of August and September.
7. Concerns raised by Dr Sunita Gupta/Dr Jyoti Sharma were as follows:
 - a. PF passbook, statement of arrears – Mr Rakesh to provide updated PF passbook and soft copy of the statement of arrears.
 - b. TA recovery, TA/DA arrears not mentioned in Salary Slips – Mr Rakesh to look into the matter and take appropriate corrective action.
 - c. Reimbursement of Medical Bills – In view of WUS withdrawing the college teachers facilities, the medical bills of large value will be processed/ vetted by a medical team to be formed post approval by GB.
8. To streamline the process of leave applications, it was decided that either online or offline (but not both) preferably offline mode of application should be submitted to office through the Teacher in Charge. This shall be strictly followed by all the staff.
9. Any proposal or application for approval of budget/ program cannot be treated as Approved unless the comments or queries raised are formally replied to.
10. Regarding promotions of faculty from AL 10 to AL 11 - A committee of 3 members consisting of Dr Nikhil, Dr Arti, Dr Vidhu was formed. They were asked to make an excel sheet with columns of experience, refresher/orientation course etc done. It was further informed by the Principal that date of promotion will not change if Refresher & Orientation course are done by December 2024.
11. For screening of APAR, an extended committee of IQAC was formed. The composition of the extended committee for various courses is as follows:

a. Science courses:

- i. Dr Shuchi Sharma
- ii. Dr Meenam Bhatia
- iii. Dr Archana Gupta
- iv. Dr Rekha Kathal
- v. Dr Seema Khurana
- vi. Prof Priti Malhotra

b. Commerce & Economics:

- i. Dr Sunita Gupta
- ii. Dr Reema Dahal
- iii. Dr Gurmeet Kaur
- iv. Dr Rita Rani
- v. Dr Pooja Sharma

c. Humanities (History, Philosophy, Psychology, Political Science, NHE):

- i. Dr Sujata V Raju
- ii. Dr Monika Prabhakar
- iii. Prof Sonia Mehta
- iv. Prof Meetu Khosla
- v. Dr Geetanjali
- vi. Dr Shachi Chawla
- vii. Dr Pooja Jain

d. Languages (Hindi, English, Sanskrit):

- i. Dr Seema Rani
- ii. Dr Sunita Durangal
- iii. Dr Anita Minj
- iv. Dr Deepshikha

Note: Final signing authority will be the IQAC coordinator and one member of IQAC.

Seema
8/12/2024

Jain R
8/12/2024

Principal
Daulat Ram College
University of Delhi
Muzaffarnagar, Delhi-7

Minutes of Emergent Staff Council Meeting

Venue: Conference Hall

Date & Time: February 13, 2025, 01:00 pm

Agenda: Implementation of NEP in 4th year

1. The principal informed the house that a google form will be floated in mid-sem break to know how many students are interested in continuing 4th year. The guidelines are already there on the university website. All the teachers are advised to visit the official website. Regarding workload, university will give the modalities.
2. Research Methodology (RM), DSE to be compulsorily offered by all the departments in semester 6th. In case a department has not offered RM in 6th semester then it would be ideal to conduct a workshop in summer break covering the major points for the students. Once the student has chosen an area of research in 7th semester then the project will continue for both semesters.
3. All the teachers are advised to handle their ERP portal on their own and must verify the number of students. Students should be informed regarding their classes on the ERP portal.
4. In multidisciplinary courses, jumping from one major to another will not be allowed.
5. No LOR will be permitted unless the mentor- mentee booklet is complete and the UGCF chart must be there.
6. If there is more than 30% overlap in core paper and mandatory GE, then mandatory GE is not required and students can take another paper of that GE.
7. Any overlap in Core/GE/SEC/VAC must be reported to the TPC convener or Dean of Academics. If any paper is lengthy and can not be completed in 3 Lecture teaching then also matter should be reported.
8. Dr. Sunita enquired about how to improve IA/CA. Regarding this, the principal informed that after the declaration of results, the college will float a google form to know how many students want to improve their IA/CA. Names will be given to TIC and TIC will inform the concerned teacher. Teachers will share their teaching schedule with the students.

Seema
(DR. SEEMA KHURANA)
Secretary, Staff Council

Jamini B.
Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7

Minutes of the Emergent Staff Council Meeting

Venue: Staff Room

Date and Time: April 2, 2025 at 1 PM

Agenda: To Plan the felicitation of the Hon'ble Chief Minister of Delhi, Mrs. Rekha Gupta.

The Principal informed the Council that Delhi University, in collaboration with Daulat Ram College, will be hosting the Chief Minister at the Vice Regal Lodge, Delhi University, on Friday, 4th April, starting at 10:00 AM.

The following decisions were taken regarding the event:

- i. Approximately 350 students, all teaching faculty, and 10 non-teaching staff members will attend the felicitation ceremony.
- ii. The Teacher-in-Charge of each department will submit a list of 20 students, representing all three academic years.
- iii. Faculty members and the selected students are to be seated in the venue by 9:30 AM.
- iv. The Convener of the Discipline Committee will make the necessary arrangements for transporting students to the University.
- v. NCC and NSS units will provide cadets and volunteers to assist with event management and logistical support.

Seema
(DR. SEEMA KHURANA)

Secretary, staff Council

Janita R

Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7

Staff Council Meeting Minutes

Venue: Sadbhavna Bhawan

Date and Time: April 21, 2025 3 PM

Meeting agenda:

- Confirmation of Minutes
- Formation of Admission Committee (2025-26)
- Any Other Matter


Minutes:

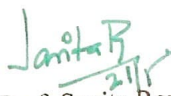
1. The minutes of previous staff council meeting held on October 1, 2024 and emergent meetings held on February 13 and April 2, 2025 were confirmed.
2. The Principal informed the house regarding the composition of the admission committees, 2025-26. Dr. Ritu Gupta is the convener and Dr. Meenam Bhatia is co-convener of the admission committee, 2025-26.
3. The house was informed regarding the members of the sub-committees for the *Help Desk* and *Grievance Committees*.
4. The TICs of English, Hindi, History, Music, Political Science, Psychology and Sanskrit Departments were asked to provide names of teachers for MA admissions in the above courses.
5. It was decided that at least 3 members from science, commerce and humanities stream should be members of the admission core committee.
6. The Principal recommended that the marks of IA should be shown to the students and they should sign the same by May 2, 2025. No teacher should get the marks of IA signed by students during the semester examination.
7. The Principal also shared the details of implementation of the improvement of marks policy which was notified by the University of Delhi on February 10, 2023. She suggested to add the columns for recording student's satisfaction regarding marks of IA in the ERP Portal.
8. The Principal apprised the house regarding the clause to revisit the marks of IA and the provision for improving the marks of IA.
 - a. The clause provides for improving theory as well as practical marks. The students can reappear for examination on courses taught in the subsequent odd semesters as well as even semesters respectively.
 - b. Students have to pay the registration fees and re-register for the paper/course after 15 days of the announcement of the results of semester examination for reappearing in the subsequent even and odd semester examination.

- c. Students can attend classes of that paper if attendance component is to be improved or they can do self-study and appear for the class test and submit assignment of IA for improving their marks across semesters.
- d. They can fill the exam form and appear in the written exam of the said course.

She also informed the house regarding google form to be floated for seeking information from the students about improving their marks.

9. Teachers were advised to upload the lesson plan on the college website so that students can attend the classes for particular course/units. It was also decided that the lesson plan would be submitted to the IQAC as well.
10. The Principal instructed all teachers to record and document the details uploaded on the ERP portal.
11. The Monitoring Committee together with Moderation Committee that comprises TICs of previous year, present year and forthcoming year will have the responsibility of crosschecking the discrepancies in marks of IA, if any.
12. The Principal shared and discussed the implementation of the 4th year of the UG Programme from 2025-26. The students should be informed that from the forthcoming year onwards they are required to inform regarding the exit from the courses by January every year.
13. Under "Any other matter" agenda item:
 - a. President of DRCTA represented various concerns regarding the rights of the teachers which included suggestions for making a rules implementation committee and for allowing duty leaves. The Principal informed that there is no provision of having a rule implementation committee for giving leaves. It is the prerogative of GB.
 - b. The Principal informed the house that allocation of GE, SEC, VAC will be done by non-teaching staff from next semester onwards.


Dr. Seema Khurana
Secretary, Staff Council


Prof. Savita Roy
Principal