

Minutes of the Staff Council Meeting

Date: 12th May 2026
Venue: Conference Hall
Time: 1 pm

Agenda:

1. Confirmation of minutes
2. Formation of admission committees
3. Discussion on tenure of various committees and societies
4. Formation of committees
5. Any other matter

Item 01

- 1.1. Arising out of the minutes of the meeting held on 9th December 2025: Prof. Sunita Gupta raised a few concerns regarding point no. 2 (d) on the improvement of IA and CA marks of students. It was clarified by the Principal that the TIC should inform the concerned teacher, who should upload the lesson plan on the website as directed in the previous minutes. The minutes of staff council meeting held on 9th December 2025 were confirmed.
- 1.2. Minutes of the emergent meetings held on 5th January 2026 and 23rd February 2026 were confirmed.

Item 02

- 2.1. The Principal informed the house regarding the composition of the admission committee with Prof. Sonia Mehta as Convener and Dr. Rita Rani as Co-convener of the committee.
- 2.2. Members of Admission Core, Help Desk and Admission Grievance Redressal Committees were also announced. It was also informed that the Admission Grievance Redressal Committee will function as Grievance Redressal of the students for the entire academic year. The Principal apprised the house that the members of the help desk are required to read the latest UG and PG Information Bulletin (IB) of University of Delhi as well as the college IB in order to answer the specific questions that are asked. Since the media is actively involved during admissions, she cautioned the members to clarify the statements on the basis of IB only preferably by citing the page numbers.

Item 03

The Principal informed that every committee constituted by the staff council must have a tenure for 3 to 4 academic years for the conveners to have expertise which can be used for their progression. In light of observations, and feedback received from students, faculty, and non-teaching staff of the college in the past few years, the Principal made various suggestions:

- 3.1. It is compulsory for every department to have a representative in the following committees:
 - a. Admission Committee
 - b. Timetable Committee
 - c. Teaching Programme Committee
 - d. Purchase Committee
 - e. Discipline Committee
 - f. Alumnae Committee
 - g. BA Programme Committee

- h. Library Committee
- i. Social Media Committee
- j. Website Committee
- k. Student Amenities Committee

Some of these responsibilities are shared or connected with each other. Therefore, the following points have been specified to ensure efficient utilisation of resources, and to have better clarity regarding duties and responsibilities:

3.2. Responsibilities of the Teacher-In-Charge:

- a. Admission Committee
- b. Preparation of the workload
- c. Paper Distribution, in consultation with teachers of the department in the departmental meeting.

In the paper distribution, all TICs have to comply the following:

- If a paper is offered to different sections of Hons and/or programme students, the paper should not be taught by the same teacher to more than one section.
- A teacher should not teach the same core or elective paper for more than three consecutive years, except for papers such as SEC, VAC, EVS, and AECL.
- All faculty members can retain one paper of their choice, (exception for the current year, even if they have been teaching for three years or more). She suggested that the distribution of papers should be done on the basis of rotation with TIC considered as a starting point of rotation.

This was objected to by a few senior teachers.

- d. Preparation of DSE, GE, SEC and VAC papers to be floated on the ERP Portal
- e. Timetable Committee and Making of Timetables
- f. Uploading of Faculty Timetables on the ERP Portal
- g. Sorting all issues related to Timetables
- h. Sorting all student related queries such as non-core paper allotments on the ERP Portal. (In the case of BA Programme, Life Science, and B.Com Programme, this responsibility is to be taken care of by the BA Programme Convenor, Life Science Convenor, and B. Com. Programme Convenor).
- i. Day-to-day coordination between the administration, faculty members, and students of the department.
- j. Submission of requirement of the guest teachers
- k. Management of Guest Faculty members of the department:
 - Ensure that the guest faculty members are added to the WhatsApp group for ERP Portal Queries
 - Give basic training to operate the ERP Portal, or direct them to ERP Portal Management Team Members.
 - Keep the soft copy as well as the hard copy of the IA, CA, PR attendance, and assessment records of the Guest Faculty Members, at the end of the session.
- l. Allotment of mentees within a month of admission of the student.
- m. Internal Assessment Moderation Committee
- n. SRC

Important Points

- The **admission committee** convenors will be the senior most amongst the TICs, or those who missed their term as Convenors, according to the seniority list.
- The **Timetable Committee** Convenor and Co-Convenor will be the third and fourth senior most amongst the TICs. Preferably, one of the Convenors should be from Arts/ Commerce, and the other from Sciences. Besides, there will be a three-member sub-committee of the Timetable Committee, who will work with the ERP Representative of Science, Commerce, and Humanities to verify that the gap between the classes is not more than 2 hours on any day for any student. They will scrutinise the timetable of each course, semester wise and section wise.

Responsibilities of the TPC Members:

- a. TPC Members must be the next in line to the TIC, as per the seniority list.
- b. The senior most and the second senior most amongst the TPC members will be the Convenor and Co-Convenor of the TPC, one from Arts/Commerce, one from Sciences.
- c. **Workload Verification Committee** (a three-member sub-committee of the TPC with representatives from Arts, Commerce, and Science, along with TPC Convenor as chair).
- d. **Information Bulletin Committee** (a three-member sub-committee of the TPC)
- e. **Prize Committee** (The third senior most and fourth senior most amongst the TPC Members will be the Prize Committee Convenors)
- f. **Purchase Committee:** TPC Representatives from the following departments will be part of the Purchase Committee. However, the Purchase Committee will be an independent committee of its own. Purchase committee will be chaired by vice-principal and bursar will be ex officio member of purchase committee. It is mandatory that proposals for every purchase must be discussed and approved in the respective departmental meeting. Members of purchase committee will be from the following department:
 - i. Biochemistry
 - ii. Botany
 - iii. Chemistry
 - iv. Commerce
 - v. Mathematics
 - vi. Music
 - vii. NHE
 - viii. Physical Education
 - ix. Psychology
 - x. Zoology
- g. All TPC Members must prepare a semester wise list of SECs and VACs, which must be opted by the students of their own department, based on the feedback from faculty members and students. For example, Hindi TPC Member should make a list of SECs and VACs which would benefit Hindi Hons and Programme students. A feedback form must be circulated amongst the present 4th years and 3rd years regarding SEC and VAC papers studied by them.
- h. Dr. Jyotsna Singh from Zoology department will continue as an additional member of TPC to supervise work allotted to TPC

3.4. The NEP coordinators for (AECC, VAC and SEC) should continue and train the administrative staff regarding the same.

3.5. Discipline Committee

The faculty member next to the TPC will be the member of the discipline committee. Besides maintaining the discipline of the college on a daily basis, they will also be assisting the TIC for dealing with any discipline related issues in the department.

3.6. Alumnae Committee

The Alumnae Committee member will be on rotation from this year onwards.

3.7. B A Programme Committee

Apart from the admission of BA Programme Courses, they will also be dealing with student queries related to the allotment of non-core papers on the ERP Portal as well as grievances of the students of BA Programme.

3.8. Association-in-charge+ Social Media Committee+ Website Committee

- a. The Association-in charge/s will be the members of the Social Media Committee, as well as the Website Committee.

b. They will have the following responsibilities as members of the Social Media Committee and Website Committee:

- i. To ensure that the posters of the events, as well as reports, photos, and videos of the event are sent to the SMC, Website Committee Convenor, and IQAC on time in the given format.
- ii. To inform the GB Representative (Teaching) to invite GB Members for various events in the college. The Principal informed the house that teacher representative in governing body are:
 1. Prof. Rajni Sahni (Psychology department)
 2. Dr. Suparna Jain Thakur (Psychology department)

General Guidelines

- It is the responsibility of the TIC to ensure that a member is recommended for the above-mentioned committees.
- Rest of the societies and committees are to be opted over and above these committees.
- A faculty member should not be the convenor of more than one committee and one society/cell (maximum of two convenorship) during the academic year excluding membership.
- Following timelines are followed for various activities in the college:
 - Academic Year: 1st July to 30th June
 - Financial Year: 1st April to 31st March
 - Publication Details: 1st January to 31st December
 - Non-Teaching appraisal report: 01st April to 31th March
- As the NAAC cycle for college and the APAR cycle for the staff are from 1st July to 30th June, the change of societies will be effective from 1st July of every year. The existing convenors of committees, cells, and societies should submit the complete report of all activities, along with proofs, and feedback for improvement in the functioning of the committee/cell/society to the IQAC and hand over the charge to the next convenor, latest by 30th June of every year. The faculty members are required to submit their APAR by 30th June every year.
- However, all the responsibilities of the existing academic year (till 30th June) are to be presided over and carried out by the previous TIC, such as Internal Assessment, Collection of records of the guest faculties, Practical datesheets, assigning invigilators for practical exams, Signing of APARs, etc.
- The present TIC will only be looking after works which are to be implemented in the next academic year, such as distribution of papers, preparation of list of GE, SEC, VAC subjects for the ERP Portal, preparation of timetables, etc. during the period from 1st May to 30th June.
- The existing convenors of committees, cells, and societies should submit the complete report of all activities, along with proofs, and feedback for improvement in the functioning of the committee/cell/society to the IQAC and hand over the charge to the next convenor, latest by 30th June of every year.
- The Swachhata Committee will be a committee under the NSS.
- For some of the committees and societies, the following convenors/ teams will continue to ensure the continuity of functioning of the committees:
 1. NSS Programme Officer
 2. NCC Nodal Officer
 3. SMC Convenor (Nodal Officer)
 4. Student Amenities Convenor (Scholarship)
 5. Entrepreneurship & Innovation Start-up Cell Convenor
 6. Placement Cell Core Team
 7. ERP Portal Management Team

Item 04

Regarding formation of committees, it was announced that committees will be formed in the next meeting after complete data is available.

Item 05

- 5.1. Medical leave for a short duration such as 1 day can be availed without submitting the doctor's prescription. However, for 2 or more number of days medical leave, both Medical and Fitness certificates are required.
- 5.2. The Principal announced Dr. Sunita Durangal and Dr. Manisha Jaiswal as the Deputy Superintendent of Theory Examination for one year.
- 5.3. Dr. Jaggu Dan Ratnoo suggested to hold the mid-semester examination prior to the mid-semester break as the exams after the break results in loss of teaching. Principal told the suggestion was good but practically during break students prepare for the test. She told that dates of Mid semester exams will be displayed well in advance on college website and in information bulletin.
- 5.4. Dr. Anju Jain, Convener Eco-Club shared the good news that DRC has been recognised as a Platinum Sustainable Campus among 500 institutions across India under Bharat Environment Programme. On behalf of Dhara Eco-Club and Green Ambassadors she extended thanks for all the support though out the Earth Week 2026.
- 5.5. The Principal announced that the Navdhara Project is for all the courses.

The Principal thanked Dr. Jyotsna Singh, TPC convener; Ms. Haritha P. and her team for managing the ERP portal; conveners of the National Conference; Prof. Padamshree Mudgal, IQAC Convener; Prof. Priti Malhotra, Vice Principal; Dr. Seema Khurana, Staff Council Secretary for their support in outgoing academic session.

The Vice Principal and the Council thanked Prof. Savita Roy the Principal.



Dr Seema Khurana
(Staff Council Secretary)



Prof. Savita Roy
Principal