

**Delhi College of Arts & Commerce**  
(University of Delhi)  
Netaji Nagar, New Delhi - 110 023

April 17, 2013

**MINUTES**

A meeting of the Staff Council was held on **Wednesday, April 17, 2013 at 12.30 p.m.** in the Staff Room of the College.

The attendance of members present is attached herewith.

The Chairman permitted to start the meeting and Dr. Mukesh Bagoria, the Secretary - Staff Council put forward the agenda in the meeting.

**Item No. 1:** The minutes of the previous meeting held on 16.11.2012 were read and taken as approved.

**Item No. 2:** Various committees were formed. These committees will be initiated tentatively for one year w.e.f. 29.04.2013 and extendable for further one year. The various committees names and its members will be put on the notice board for information of all concerned. Following are the committees formed as under:-

**A) MEDICAL COMMITTEE**

1. Dr. Anil Chauhan - Convenor
2. Dr. Sujeet Kumar
3. Dr. Renu Sharma

**B) CANTEEN COMMITTEE**

1. Dr. Sujeet Kumar - Convenor
2. Mr. S. S. Bawa
3. Dr. Smita Banerjee

**C) PROCTORIAL COMMITTEE (DISCIPLINE)**

1. NCC Incharge - Convenor
2. Staff Council Secretary
3. DPE/Convenor - Sports Committee
4. Students Union Advisor
5. Librarian

- D) LIBRARY COMMITTEE**
1. All In-charges of various Departments
- E) FEE CONCESSION COMMITTEE**
1. Mr. Vivek Mohan - Convenor
  2. Mr. Bhupinder
  3. Mr. K. Suresh Kumar
- F) PURCHASE COMMITTEE**
1. Mr. Rajiv Goel - Convenor
  2. Mr. Vivek Mohan
  3. Mrs. Vinita G. Chaturvedi
- G) PROVIDENT FUND COMMITTEE**
1. Mr. I.C. Jain - Convenor
  2. Mrs. Archana Jain
  3. Mrs. Rashmi Sharma
- H) TIME TABLE COMMITTEE**
1. All Department In-charges
- I) GIRLS COMMON ROOM COMMITTEE**
1. Mrs. Sudha Sharma - Convenor
  2. Dr. Anita Bhela
  3. Dr. Renu Sharma
- J) GARDEN COMMITTEE**
1. Mrs. Neeru Ailawadi - Convenor
  2. Mrs. Sudha Sharma
  3. Mr. S.K. Pandey
  4. Mrs. Vinita G. Chaturvedi
  5. Mrs. Meera Malhan
- K) MAGAZINE COMMITTEE**
1. Dr. C.R. Roy - Convenor
  2. Dr. Anita Bhela
  3. Dr. Sujeet Kumar

**L) CULTURAL COMMITTEE**

1. Dr. Sanjeeb Kumar - Convenor
2. Dr. C.R. Roy
3. Dr. Devika Narula

**M) WORK LOAD COMMITTEE**

1. Teacher In-charge/Their Nominees

**N) STUDY LEAVE COMMITTEE & CHILD CARE LEAVE**

1. Dr. O.P. Singh - Convenor
2. Dr. Vineeta G. Chaturvedi
3. Dr. Anuradha Gupta
4. Mr. Srikant Pandey

**O) NCC COMMITTEE**

1. Dr. M.R. Chikkara - Convenor
2. Mr. Vivek Mohan
3. Dr. Mukesh Bagoria

**P) SPORTS COMMITTEE**

1. Dr. Sujeet Kumar - Convenor
2. Dr. V.K. Tyagi
3. Mr. Vivek Mohan
4. Mrs. Meera Malhan
5. Mrs. Renu Singh
6. Dr. Surbhi Dahiya

**Q) MODERATION COMMITTEE  
(INTERNAL ASSESSMENT)**

1. Senior most Teacher of the Department
2. Present In-charge of the Departments
3. Previous In-charge of the Departments

R) **MONITORING COMMITTEE  
(INTERNAL ASSESSMENT)**

1. Principal
2. Bursar
3. Staff Council, Secretary
4. Mrs. Subodh Sharma (Senior most Teacher)

S) **LAND & BUILDING COMMITTEE**

1. Staff Council Secretary - Convenor
2. Bursar
3. Mr. Bhupinder
4. Dr. K.L. Dhingra
5. Dr. V.K. Tyagi
6. Mrs. Meera Malhan

T) **ACADEMIC EXECUTIVE COMMITTEE**

1. Principal - Chairman
2. Each Department to nominate a member

U) **PROSPECTUS COMMITTEE**

1. Mr. V.K. Sharma - Convenor
2. All Teacher In-Charge/Their Nominees

V) **ANTI-RAGGING COMMITTEE**

1. Students Union Advisor - Convenor
2. NCC In-charge
3. DPE
4. Girls Common Room (Convenor)
5. Dr. C.R. Roy
6. A.O./S.O.(Admn.) - Special Invitee

W) **SEMINAR COMMITTEE**

As decided in the Staff Council meeting held on 03.01.2011  
vide its resolution.


X) **PAY FIXATION COMMITTEE**

1. Dr. Anil Chauhan - Convenor
2. Dr. Surbhi Dahiya
3. Mrs. Archana Jain
4. Mr. Rajesh Kumar

Y) **ORIENTATION/ANNUAL DAY COMMITTEE**

1. Dr. Anuradha Gupta - Convenor
2. Dr. Renu Sharma
3. Dr. Smita Banerjee

The meeting came to an end with the vote of thanks to the Chair.

  
17/4/13  
**Dr. MUKESH BAGORIA**  
Secretary - Staff Council

  
**Dr. M.S. RAWAT**  
Chairman - Staff Council

Copy to:

1. Librarian,
2. S.O. (Admn.),
3. S.O. (A/Cs.)