

20/2/25**Subject: Proceedings of the Staff Council held on 13th February 2025**

A Staff Council meeting was held on 13 Feb. 2025 in the office of the Director, MDU-CPAS at 3 p.m. The meeting commenced with a warm welcome by Prof. Pardeep K. Ahlawat, Director, MDU-CPAS, who acknowledged the presence of all esteemed faculty members and emphasized the importance of collective efforts in strengthening institutional governance and academic excellence.

The following teachers were present:

1. Dr. Kailash Kumar
2. Dr. Pratibha Bhardwaj
3. Dr. Vijay Rathee
4. Dr. Virender Sindhu
5. Dr. Anupam Kulwal
6. Dr. Omprabha
7. Dr. Surender Kumar
8. Dr. Yogender Kumar
9. Dr. Sandeep Aggarwal
10. Dr. Ravinder Kumar
11. Dr. Seema Baswana
12. Dr. Kavita Dahiya
13. Dr. Anisha

Agenda: Constitution of various Committees for the Session 2025-2026

The Staff Council deliberated on the formation of key committees to enhance academic progress, administrative efficiency, and student welfare. Each committee's focus, responsibilities, and operational structure were outlined, ensuring a well-defined timeline for execution and review.

Committees Formed and Their Roles:**1. Academic & Curriculum Review Committee (ACRC)****Focus:**

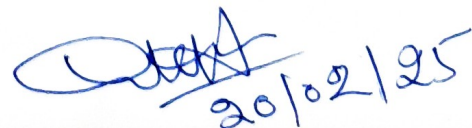
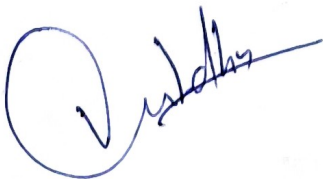
Designing, reviewing, and updating academic programs and curricula.

Responsibilities:

- Ensuring **alignment with NEP 2020** guidelines.
- Introducing **interdisciplinary and industry-relevant courses**.

Functioning:

- Meets **once per semester** to review programs.
- Introduces **new courses and revisions** based on industry and student needs.



Convenor: Dr. Kavita Dahiya

Members:

1. Dr. Pratibha Bhardwaj
2. Dr. Sunil Devi
3. Dr. Sandeep Aggarwal

2. Moot Court & Legal Skill Development Committee

Focus:

Managing **moot court competitions and skill-building** activities for law students.

Responsibilities:

- Organizing **intra- and inter-university moot court competitions.**
- Collaborating with **legal professionals and practicing advocates** for mentorship.
- Conducting workshops on **advocacy, legal drafting, and research skills.**

Functioning:

- To constitute a Moot Court Society of the Students and register the same.
- Meeting regularly to grow mooting and lawyering skills of students

Convenor: Dr. Omprabha

Members:

1. Dr. Kailash Kumar
2. Dr. Somlata Sharma
3. Dr. Virender Sindhu
4. Dr. Anupam Kurlwal
5. Dr. Surender Kumar
6. Dr. Sujata Rana
7. Dr. Akshay Singh
8. Dr. Meenu
9. Dr. Priyanka
10. Dr. Ajay Singh

3. Research Development Committee (RDC)

Focus:

Promoting a strong **research culture and innovation.**

Responsibilities:

- Encouraging **faculty and student research publications.**
- Establishing **research centres for law and allied studies.**



- Facilitating research funding and collaborations.

Functioning:

- Conducts bi-annual research symposiums.
- Assists faculty and students in patent filing and publishing papers

Convenor: Dr. Sunil Devi

Members:

1. Dr. Pooja Yadav
2. Dr. Omprabha
3. Dr. Sandeep Aggarwal
4. Dr. Snehlata
5. Dr. Sujata Rana
6. Dr. Sandeep
7. Dr. Priyanka

4. Corporate Consultancy & Career Development Centre (CCCDC)

Focus:

Facilitating career opportunities and industry exposure.

Responsibilities:

- Organizing placement drives and internship fairs.
- Partnering with law firms, corporate houses, and NGOs.
- Conducting resume-building and interview skills workshops.

Functioning:

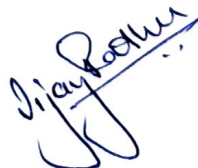
- Updates and maintains a database of recruiters and internship providers.
- Conducts mock interview sessions and career guidance workshops.

Placement Officer(Law): Dr. Anupam Kurlwal

Placement Officer(MBA): Dr. Sandeep Aggarwal

Members:

1. Dr. Seema Baswana
2. Dr. Naresh Kumar
3. Dr. Akshay Singh
4. Dr. Meenu



5. Dr. Pradeep Tomar
6. Alumni Representative (Law)
7. Alumni Representative (MBA)
8. Invited Member: Outside Expert (Law)
9. Invited Member: Outside Expert (MBA)

5. Examination & Evaluation Committee

Focus:

Ensuring the **smooth conduct of exams and transparent evaluation.**

Responsibilities:

- Conducting **online and offline examinations.**
- Maintaining **strict confidentiality** in evaluation.
- Implementing **modern assessment techniques.**

Functioning:

- Conducts **semester-wise planning of exams** and result declaration.
- Handles **student grievances related to evaluation.**

Chairperson: Director (MDU-CPAS)

Members:

1. Coordinator, Management
2. Coordinator, Law
3. Dr. Anupam Kurlwal
4. Dr. Nidhi
5. Dr. Sandeep

6. Student Welfare & Grievance Redressal Cell

Focus:

Addressing **student concerns and ensuring their well-being.**

Responsibilities:

- Handling **grievances related to academics and administration.**
- Conducting **mental health awareness sessions.**

Functioning:

- Conducts **awareness workshops on student rights and well-being.**



Convenor: Dr. Anupam Kurlwal

Members:

1. Coordinator, Management
2. Coordinator, Law
3. Dr. Pooja Yadav
4. Dr. Yogender Kumar
5. Dr. Kavita Dahiya
6. Dr. Anisha
7. Dr. Sandeep
8. Dr. Priyanka
9. Dr. Akshay Singh
10. Dr. Ramgopal
11. Dr. Naresh Kumar

7. Library Resource Committee

Focus:

Optimizing the use of **library and digital resources**.

Responsibilities:

- Expanding **library collections and digital access**.
- Facilitating **legal and academic database subscriptions**.
- Organizing **library orientations for students**.

Functioning:

- Conducts **annual book/resource audits**.
- Maintains a **digital archive of legal documents**.

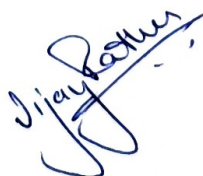
Convenor: Dr. Ravinder Kumar

Members:

1. Dr. Kailash Kumar
2. Dr. Anupam Kurlwal
3. Dr. Surender Kumar
4. Sh. Yogender Kumar
5. Dr. Suchitra Deswal
6. Dr. Priyanka
7. Dr. Sandeep
8. Dr. Naresh Kumar
9. Dr. Sandeep Aggarwal
10. Dr. Nidhi

8. Campus Development & Facilities Management Committee

Focus:



Managing **campus infrastructure, safety, and cleanliness.**

Responsibilities:

- Maintaining **classrooms, labs, and common areas.**
- Planning **technological and structural upgrades.**
- Ensuring **security and hygiene protocols.**

Functioning:

- Conducts **quarterly maintenance inspections.**
- Implements **smart campus initiatives.**

Convenor: Dr. Vijay Rathee

Members:

1. Dr. Anupam Kurlwal
2. Dr. Ravinder Kumar
3. Dr. Anisha
4. Dr. Pradeep Tomar
5. Dr. Seema Sangwan
6. Dr. Snehlata
7. Dr. Meenu
8. Dr. Priyanka

9. Alumni Relations

Focus:

Building and strengthening **alumni engagement.**

Responsibilities:

- Organizing **alumni meets and networking events.**
- Maintaining an **alumni portal for job postings.**
- Encouraging alumni participation in **mentorship programs.**

Functioning:

- Hosts **annual alumni reunions and mentorship sessions.**
- Publishes **alumni newsletters.**

Incharge, Alumni Association (Law) : Dr. Anupam Kurlwal

Incharge, Alumni Association (MBA) : Dr. Nidhi

Members:

1. Dr. Kailash Kumar
2. Dr. Surender Kumar
3. Dr. Naresh Kumar



4. Dr. Sandeep
5. Dr. Pradeep Tomar

10. Internal Quality Assurance Cell (IQAC)

Focus:

Ensuring **continuous quality improvement** in academics and administration.

Responsibilities:

- Conducting **internal audits and NAAC compliance reviews**.
- Implementing **best practices in education delivery**.

Functioning:

- Conducts **self-assessment reports for accreditation bodies**.
- Implements **teaching-learning innovations**.

IQAC Officer: Dr. Sunil Devi

Members:

1. Dr. Kavita Dahiya
2. Dr. Nidhi
3. Dr. Sandeep Aggarwal

11. Literary & Cultural Activities Committee (LCAC)

Focus: Encouraging cultural and extracurricular engagement.

Responsibilities:

- Organizing annual fests, celebrations, and inter-college events.
- Promoting arts, public speaking, and creativity.
- Hosting competitions in debates, music, and theater.

Functioning:

- Organizes literary and cultural events to encourage creative expression.
- Promotes cultural awareness through workshops, festivals, and discussions.
- Provides a platform for individuals to showcase and develop their talents.

Convenor: Dr. Seema Baswana



Members:

1. Dr. Pooja Yadav
2. Dr. Anupam Kurlwal
3. Dr. Surender Kumar
4. Dr. Omprabha
5. Dr. Sandeep Aggarwal
6. Dr. Kavita Dahiya
7. Dr. Suchitra Deswal
8. Dr. Anisha
9. Dr. Ajay Singh
10. Dr. Akshay Singh
11. Dr. Snehlata
12. Dr. Seema Sangwan
13. Dr. Meenu

12. Institutional Innovation Council (IIC)

Focus: Strengthening industry relations for academic and professional growth.

Responsibilities:

- Signing MOUs with industry and academic partners.
- Facilitating guest lectures and corporate training programs.
- Providing consultancy services and applied research support.

Functioning:

- Encourages and supports innovation and entrepreneurship among students and faculty.
- Organizes workshops and startup competitions to foster a culture of creativity.
- Collaborates with industry experts and organizations to provide resources and mentorship for innovative projects.

Convenor: Dr. Sandeep Aggarwal

Members:

1. Coordinator, Management
2. Coordinator, Law
3. Dr. Somlata Sharma
4. Dr. Anupam Kurlwal
5. Dr. Suchitra Deswal
6. Dr. Pradeep Tomar
7. Dr. Seema Sangwan
8. Dr. Snehlata
9. Dr. Ramgopal
10. Dr. Meenu



13. Gender Sensitization & Anti-Sexual Harassment Cell

Focus: Promoting gender equality and ensuring a safe campus environment.

Responsibilities:

- Conducting workshops on gender sensitivity.
- Addressing complaints related to harassment.

Functioning:

- Raising awareness about legal rights and inclusivity.
- Promotes gender equality and raises awareness about gender-related issues within the institution.
- Develops and implements policies to prevent and address sexual harassment and discrimination.
- Provides support and counselling services for individuals facing harassment or discrimination, ensuring a safe environment for all.

Chairperson : Dr. Pratibha Bhardwaj

Members:

1. Coordinator, Law
2. Coordinator, Management
3. Dr. Pooja Yadav
4. Dr. Somlata Sharma
5. Dr. Surender Kumar
6. Dr. Sunil Devi
7. Dr. Nidhi
8. Dr. Ramgopal
9. Mrs. Chanderprabha

14. Environment & Sustainability Cell (ESC)

Focus: Encouraging sustainable and eco-friendly practices.

Responsibilities:

- Implementing eco-friendly campus initiatives.
- Organizing cleanliness and tree plantation drives.
- Promoting renewable energy usage.

Functioning:



- Promotes environmental awareness through campaigns, workshops, and events focused on sustainability.
- Implements eco-friendly initiatives, such as waste management, energy conservation, and green campus development.
- Encourages the adoption of sustainable practices among students, faculty, and staff for a greener future.

Convenor: Sh. Yogender Kumar

Members:

1. Dr. Nidhi
2. Dr. Suchitra Deswal
3. Dr. Anisha
4. Dr. Pradeep Tomar
5. Dr. Akshay Singh
6. Dr. Sandeep
7. Dr. Priyanka

15. IT Resource & Digital Learning Centre

Focus: Enhancing IT infrastructure and promoting digital education.

Responsibilities:

- Developing e-learning platforms and LMS systems.
- Conducting digital literacy workshops.

Functioning:

- Implementing smart classrooms.
- Provides technical support and resources for digital learning tools, software, and online platforms.
- Organizes training programs and workshops to enhance digital literacy and IT skills among students and faculty.
- Maintains and upgrades IT infrastructure to support seamless virtual learning and campus-wide digital initiatives.

Convenor: Dr. Anupam Kurlwal

Members:

1. Dr. Somlata Sharma
2. Dr. Ravinder Kumar
3. Dr. Sunil Devi
4. Dr. Sandeep
5. Dr. Naresh Kumar
6. Dr. Pradeep Tomar
7. Dr. Meenu



16. Sports & Health Club (SHC)

Focus: Promoting sports, fitness, and wellness activities.

Responsibilities:

- Organizing sports events and fitness programs.
- Maintaining sports facilities and gymnasiums.

Functioning:

- Hosting inter-departmental competitions.
- Organizes sports events, tournaments, and fitness programs to promote physical health and well-being.
- Encourages participation in various sports and recreational activities to develop teamwork and leadership skills.
- Provides health and wellness support through awareness campaigns, workshops, and counselling on physical and mental health.

Convenor: Dr. Anisha

Members:

1. Dr. Pratibha Bhardwaj
2. Dr. Surender Kumar
3. Dr. Akshay Singh
4. Dr. Pradeep Tomar
5. Dr. Seema Sangwan
6. Dr. Snehlata
7. Dr. Seema Sangwan

17. Legal Aid Care & Support Centre

Focus: Engaging with the community for legal and social support.

Responsibilities:

- Organizing legal aid camps and awareness drives.
- Partnering with NGOs for community service.
- Promoting pro bono services by law students.

Functioning:

- Provides free legal advice and assistance to students and community on various legal matters.



- Organizes awareness programs and workshops on legal rights, responsibilities, and laws.
- Offers support services for individuals facing legal challenges, including referrals to professional legal services when needed.

Convenor: Dr. Virender Sindhu

Members:

1. Dr. Kailash Kumar
2. Dr. Somlata Sharma
3. Dr. Anupam Kurlwal
4. Dr. Omprabha
5. Dr. Surender Kumar
6. Dr. Ramgopal
7. Dr. Sandeep
8. Dr. Akshay Singh
9. Dr. Sujata Rana
10. Dr. Ajay Singh
11. Dr. Naresh Kumar

18. Community Outreach Cell (COC)

Focus: Focuses on engaging with local communities through service projects, awareness campaigns, and collaboration with NGOs to address social issues and promote sustainable development.

Responsibilities:

- Organizes community service initiatives, such as health camps, educational programs, and environmental conservation efforts.
- Collaborates with local organizations and NGOs to address pressing social issues and promote community welfare.
- Encourages student participation in outreach activities to foster a sense of social responsibility and civic engagement.

Functioning:

- Facilitates community engagement through volunteer-driven projects focused on social welfare, education, and environmental impact.
- Builds partnerships with local organizations to enhance support and resources for addressing community challenges.

Convenor: Dr. Anupam Kurlwal

Members:

1. Dr. Surender Kumar
2. Sh. Yogender kumar
3. Dr. Nidhi
4. Dr. Kavita Dahiya





5. Dr. Pradeep Tomar
6. Dr. Seema Sangwan
7. Dr. Snehlata

19. Anti-Ragging Committee (ARC)

Focus: Focuses on preventing and addressing incidents of ragging within the institution by ensuring a safe, respectful, and inclusive environment for all students.

Responsibilities:

- Monitors and implements anti-ragging policies, ensuring strict adherence to rules and regulations.
- Provides counseling and support services to students affected by ragging, ensuring their safety and well-being.
- Conducts awareness programs, workshops, and orientation sessions to educate students on the harmful effects of ragging and promote a respectful campus culture.

Functioning:

- Investigates complaints related to ragging and takes appropriate disciplinary actions in accordance with institutional policies.
- Organizes regular awareness campaigns and training sessions to prevent ragging and promote a positive campus environment.

Chairperson: Director, MDU-CPAS

Members:

1. Coordinator, Management (ex-officio member)
2. Coordinator, Law(ex-officio member)
3. Dr. Sunil Devi
4. Dr. Seema Baswana
5. Dr. Suchitra Deswal
6. Dr. Sandeep
7. Dr. Ramgopal
8. Dr. Sujata Rana
9. Dr. Meenu
10. Dr. Priyanka

20. Anti-Ragging Squad (ARS)

Focus:

Proactively monitoring and preventing incidents of ragging within the campus by ensuring adherence to anti-ragging guidelines and taking immediate action when necessary.

Responsibilities:

- Conducts surprise checks and patrols in hostels, campuses, and other areas to detect and prevent ragging activities.

- Acts as a rapid response team to address any reported incidents of ragging, ensuring immediate intervention.
- Collaborates with the Anti-Ragging Committee to ensure effective enforcement of anti-ragging measures and support ongoing awareness efforts.

Functioning:

- Regularly monitors campus areas to identify and prevent potential ragging incidents through vigilance and immediate action.
- Coordinates with campus authorities and the Anti-Ragging Committee to enforce anti-ragging policies and ensure a safe environment.

Convenor: Sh. Yogender Kumar

Members:

1. Dr. Nidhi
2. Dr. Pradeep Tomar
3. Dr. Seema Sangwan
4. Dr. Ramgopal
5. Dr. Priyanka
6. Dr. Sujata Rana
7. Sh. Sukhdev

21. Institutional Purchase Committee (IPC)

Focus: overseeing and ensuring transparent, efficient, and cost-effective procurement of goods and services for the institution.

Responsibilities:

- Evaluates and approves purchase requisitions, ensuring compliance with institutional policies and budget constraints.
- Assesses vendor quotations and selects suppliers based on quality, cost-effectiveness, and timely delivery.
- Maintains records of all purchases and ensures proper documentation for auditing and accountability purposes.

Convenor: Dr. Anupam Kurlwal

Members:

1. Coordinator, Management (ex-officio member)
2. Coordinator, Law (ex-officio member)
3. Dr. Ravinder Kumar
4. Sh. Yogender Kumar
5. Dr. Anisha





22. PRO Cell

Focus: Managing the institution's image and communication by building relationships with media, stakeholders, and the public through effective outreach and strategic messaging.

Responsibilities:

- Develops and implements communication strategies to enhance the institution's reputation and visibility in the media.
- Manages social media platforms, press releases, and other public-facing materials to share key updates and achievements.
- Coordinates with internal and external stakeholders to ensure consistent and accurate messaging across all communication channels.

Functioning:

- Handles media relations, including press releases, interviews, and media coverage to promote the institution's activities and achievements.
- Organizes events and campaigns to foster positive public engagement and strengthen the institution's community relations.

PRO: Dr. Sandeep Aggarwal

Members:

1. Dr. Omprabha
2. Dr. Suchitra Deswal
3. Dr. Anisha

23. Discipline Committee & Proctorial Board (DCPB)

Focus: Maintaining discipline, enforcing rules, and promoting a respectful and orderly environment within the institution.

Responsibilities:

- Monitors student behavior and ensures adherence to institutional rules, taking corrective actions when necessary.
- Investigates incidents of misconduct, including academic dishonesty and violations of campus policies, and recommends appropriate penalties.
- Organizes awareness programs and orientations to promote ethical conduct, responsibility, and respect among students.

Functioning:

- Implements and enforces disciplinary measures to maintain a positive and respectful campus environment.
- Conducts investigations and hearings related to student misconduct, ensuring fair and transparent processes for resolution.



Convenor: Dr. Virender Sindhu

Members:

1. Dr. Kailash Kumar
2. Dr. Pooja Yadav
3. Dr. Vijay Rathee
4. Dr. Kavita Dahiya
5. Dr. Anisha
6. Dr. Praddep Tomar
7. Dr. Akshay Singh
8. Dr. Ajay Singh
9. Dr. Sujata Rana
10. Dr. Meenu
11. Dr. Priyanaka

24. Campus Security Cell (CSC)

Focus: ensuring the safety and security of the campus community by implementing security measures and monitoring potential risks.

Responsibilities:

- Manages and monitors security personnel, ensuring effective surveillance and prompt response to emergencies on campus.
- Implements safety protocols, such as access control systems, emergency drills, and security checkpoints, to maintain a secure environment.
- Coordinates with local authorities and campus departments to address security concerns and maintain a safe, protected campus.

Functioning:

- Oversees day-to-day campus security operations, including surveillance, patrolling, and emergency response management.
- Ensures implementation of safety protocols and coordinates with relevant authorities for incident management and prevention.

Convenor: Dr. Pooja Yadav

Members:

1. Dr. Virender Sindhu
2. Dr. Anupam Kurlwal
3. Sh. Yogender Kumar

Important Guidelines for Committees

1. **Inclusion of Scholars**
 - The Convenor of each committee may include JRF/URS Scholars as members to enhance research and operational support.
2. **Reporting and Coordination**



- All committees must report to the Director through the respective Coordinator – Management or Coordinator – Law, as applicable.

3. Procurement Process

- Any committee requiring the purchase of goods or services must submit a formal demand note to the Institutional Purchase Committee.
- The Purchase Committee will review the request and forward it to the Director for final approval.

As the meeting concluded, Prof. Ahlawat expressed his gratitude for the members' active participation and valuable suggestions, emphasizing the importance of teamwork and collective efforts in advancing the institution's goals.

Recorded by:

Dr. Anupam Kurlwal
(Secretary, Staff Council)


Approved by:

Prof. Pardeep K. Ahlawat Director, MDU-CPAS



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University website*

Coordinators (Law/Mgt)



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