



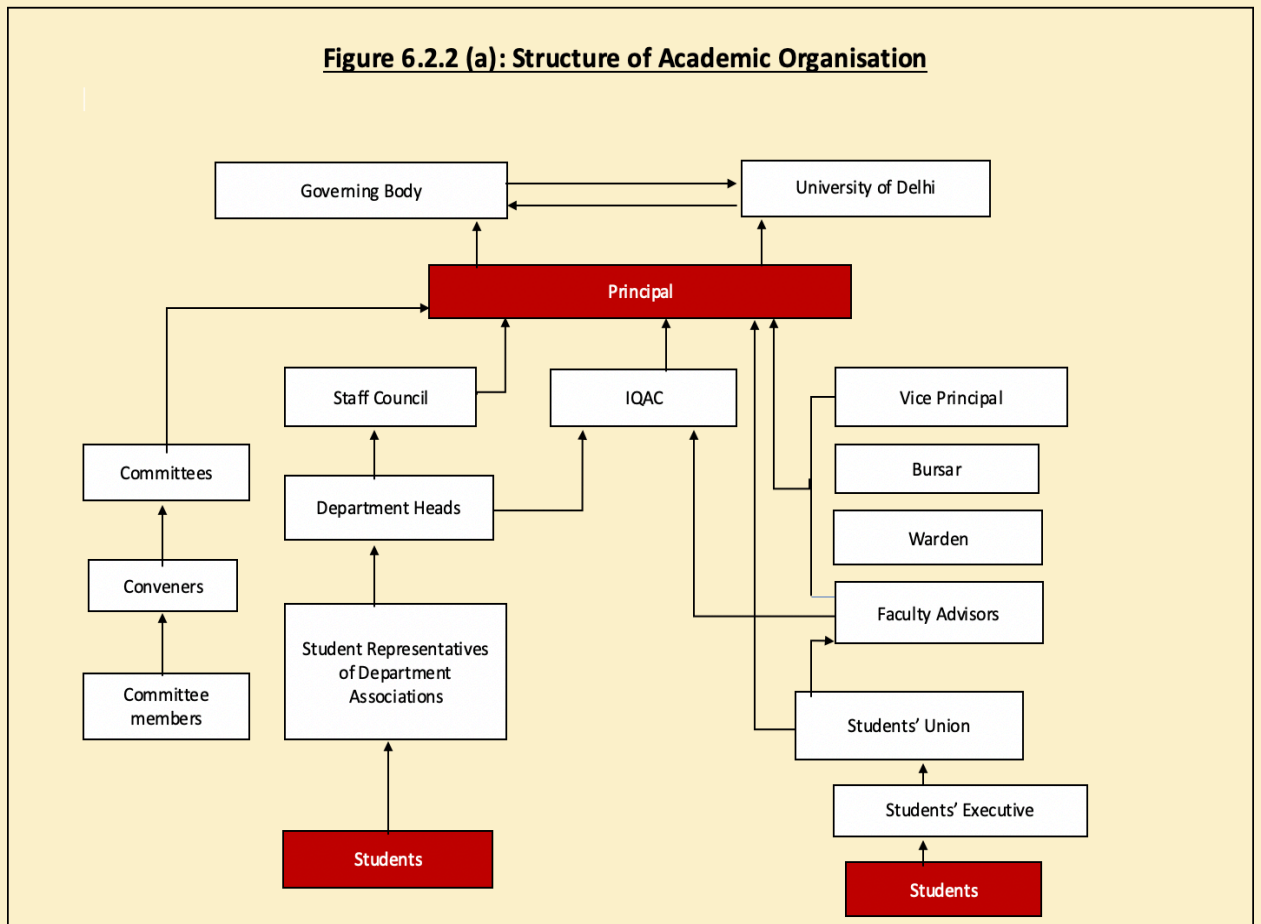
# LADY SHRI RAM COLLEGE FOR WOMEN



## ORGANISATIONAL STRUCTURE OF THE COLLEGE

# Organogram of the College

**Figure 6.2.2 (a): Structure of Academic Organisation**



## Organisational Structure

College has a well-defined organisational structure to coordinate academic and administrative functions as per the rules, regulations and statutes of the University of Delhi. It consists of the Governing Body, the Principal, the teaching staff, the non-teaching staff and the students. The Principal, Faculty, Administrative and Library Staff, participate in the day to day functioning of the institution in an inclusive, de-centralised and non-hierarchical manner that upholds principles of democratic participation, deliberation and representation. Students who have graduated from LSR are distinguished by their passion, integrity, social commitment and above all a desire to challenge and re-arrange ways of doing and being. All of this has been possible because coming together of the exceptional community of students, faculty and of course leadership that share the same aspirations and motivations.

## Governing Body

The Governing Body of LSR is an enlightened group of distinguished men and women who understand the need for constant striving and innovation. It also has representatives drawn from the faculty and the non-teaching staff. The Principal and the faculty draw a great deal of support and strength from this body that periodically reviews the new initiatives that the Principal and the faculty take to push LSR beyond the narrow confines of the prescribed syllabus. The periodic Governing Body meetings take stock of the progress made and make creative and interesting suggestions on various fronts. The initiatives suggested by the Governing Body are discussed and implemented by the faculty and staff along with students.

### Governing Body Members of the Year 2020-21

S.No.	Name of the GB Members	Designation
1	Mr. Arun Bharat Ram	Chairman, LSR GB
2	Ms. Vasvi Bharat Ram	Trust Member, GB
3	Justice Gita Mittal	Trust Member, GB
4	Mr. Lalit Nirula	Trust Member, GB
5	Mr. Kiran Karnik	Trust Member, GB
6	Mr. Anoop Joshi	Hony. Treasurer, LSR GB
7	Mr. Anil Rai Gupta	Trust Member, GB
8	Mr. Som Mittal	Trust Member, GB
9	Dr. Narendra Jadav	Trust Member, GB
10	Ms. Bharti Gupta Ramola	Trust Member, GB
11	Prof. Monica Singhanian	University Teacher Representative
12	Prof. Manju Arora Relan	University Teacher Representative
13	Dr. Maninder Duggal	Teacher Representative (Senior)
14	Ms. Maitrayee Mandal	Teacher Representative (Junior)

## The Principal



**Principal's Message: <https://lsr.edu.in/about-lsr/principals-message/>**

The Principal is the academic and administrative head of the institution that provides leadership and guidance in planning, organisation and execution of all activities and at most times, moves beyond the defined roles of governance and management, motivated by a mission to ensure that the young women who enter the portals of LSR, move on to impact the shape of the world outside-both locally and globally, at the personal level as well as at the professional and public level.

The Principal has time and time again displayed a great deal of innovativeness and courage in interpreting the various guidelines on administrative and academic matters that are suggested by the University. The Principal periodically invites departments, conveners of various committees and student associations and societies to review their functioning, take feedback and plan for the year ahead. These deliberations on academic, administrative and infrastructural aspects form the policy statements for the coming academic year. The Principal reports the new initiatives made on various fronts to the Governing Body during periodic meetings and shares with them with the larger community at the College Day celebrations.

The Principal coordinates with external agencies and institutions such as the University, UGC, NAAC and other government bodies towards the fulfilment of government regulations and quality standards by working closely with College committees constituted to meet the desired objectives. The Principal is an integral part of every committee constituted in the college. The committees meet at periodic intervals and minutes are maintained meticulously. Each committee reports the execution of its tasks to the Principal.

During COVID-19 pandemic, the Principal acted as an anchor in the management of crisis by liaising with college ALUMNA for the provision of digital devices and ensuring an unhindered learning environment to the college students. The Principal safeguards the interest and works tenaciously towards the welfare of teachers, non-teaching staff members and students. In 2020-21, the Principal played a dynamic role in completion of all promotions due till date.

## Internal Quality Assurance Cell (IQAC)

LSR has long standing reputation for providing quality education. The College has constituted the Internal Quality Assurance Cell (IQAC) to maintain standards, evaluate teaching-learning processes and to optimise resources to ensure the highest standards of excellence. Even during COVID times, IQAC has striven tenaciously in an integrated framework with all stakeholders - faculty, students and alumnae so that the activities undertaken to achieve quality and excellence along with the goals of inclusivity and creativity are pursued in a seamless manner. IQAC in collaboration with Departments has organised seminars and webinars focussing on different themes to address challenges and ways forward brought by the COVID.

Link for IQAC Reports on College Website:

<https://lsr.edu.in/iqac-2021-22/>

<https://lsr.edu.in/iqac-2020-21/>

<https://lsr.edu.in/iqac-2019-20/>

<https://lsr.edu.in/iqac-2018-19/>

<https://lsr.edu.in/iqac-2017-18/>

<https://lsr.edu.in/wp-content/uploads/2019/08/IOAC-REPORT-2016-17.pdf>

### **MEMBERS OF IQAC**

- Dr. Suman Sharma, Principal
- Dr. Sanjoy Roy Chowdhury, Vice Principal
- Dr. Megha Dhillon, Co-ordinator, Psychology Department
- Ms. Jayashree Sahoo, Economics Department
- Dr. Jonaki Ghosh, B.El.Ed Department
- Dr. Shashi Bala Garg, Economics Department
- Dr. Renu Kaul, Statistics Department
- Dr. Anita Bagai, Political Science Department

## The Heads of Departments

The Teacher-in-charge of every department along with their colleagues and student representatives plans the year ahead in terms of the academic activities and seminars and field visits to be conducted. LSR understands the importance of communication, information dissemination, discussions and feedback mechanisms. The teacher-in-charge is expected to keep in touch with all the faculty members of the department. The research and teaching requirements of each faculty member, the progress made with teaching of the various groups, and the conduct of evaluation are all closely monitored by the teacher-in - charge. Students also communicate with the teacher- in-charge in case of any difficulties or if they wish to embark upon any new initiatives. During COVID-19, Every department conducted General Body Meetings online to gather feedback and viewpoints about all academic matters.

S.No.	Department	Head of the Department	Website link
1.	B.A.Programme	Dr. Sushila Madan	<a href="https://lsr.edu.in/academics/departments/b-a-programme/">https://lsr.edu.in/academics/departments/b-a-programme/</a>
2.	Commerce	Dr. Maninder Duggal	<a href="https://lsr.edu.in/academics/departments/department-of-commerce/">https://lsr.edu.in/academics/departments/department-of-commerce/</a>
3.	Economics	Dr. Kakali Barua	<a href="https://lsr.edu.in/academics/departments/department-of-economics/">https://lsr.edu.in/academics/departments/department-of-economics/</a>
4.	Elementary Education	Dr. Tripti Bassi	<a href="https://lsr.edu.in/academics/departments/department-of-elementary-education/">https://lsr.edu.in/academics/departments/department-of-elementary-education/</a>
5.	English	Ms. Taniya Sachdeva	<a href="https://lsr.edu.in/academics/departments/department-of-english/">https://lsr.edu.in/academics/departments/department-of-english/</a>
6.	Hindi	Ms. Amisha Aneja	<a href="https://lsr.edu.in/academics/departments/department-of-hindi/">https://lsr.edu.in/academics/departments/department-of-hindi/</a>
7.	History	Dr. Prabha Rani	<a href="https://lsr.edu.in/academics/departments/department-of-history/">https://lsr.edu.in/academics/departments/department-of-history/</a>
8.	Journalism	Dr. Vartika Nanda	<a href="https://lsr.edu.in/academics/departments/department-of-journalism/">https://lsr.edu.in/academics/departments/department-of-journalism/</a>
9.	Mathematics	Dr. Bhavneet Kaur	<a href="https://lsr.edu.in/academics/departments/department-of-mathematics/">https://lsr.edu.in/academics/departments/department-of-mathematics/</a>
10.	Philosophy	Ms.Rashmi Jayaranjan	<a href="https://lsr.edu.in/academics/departments/department-of-philosophy/">https://lsr.edu.in/academics/departments/department-of-philosophy/</a>
11.	Political Science	Dr. Anita Bagai	<a href="https://lsr.edu.in/academics/departments/department-of-political-science/">https://lsr.edu.in/academics/departments/department-of-political-science/</a>
12.	Psychology	Dr. Parul Bansal	<a href="https://lsr.edu.in/academics/departments/department-of-psychology/">https://lsr.edu.in/academics/departments/department-of-psychology/</a>
13.	Sanskrit	Dr. Pankaja Ghai	<a href="https://lsr.edu.in/academics/departments/department-of-sanskrit/">https://lsr.edu.in/academics/departments/department-of-sanskrit/</a>
14.	Sociology	Dr. Gopa Sabharwal	<a href="https://lsr.edu.in/academics/departments/department-of-sociology/">https://lsr.edu.in/academics/departments/department-of-sociology/</a>

## Student Union

Link for Student Union on College Website:  
<https://lsr.edu.in/students/students-union/>

The College Students' Union is a representative body that is elected every year through a democratic process with active participation of the entire student body. The Students' Union consists of 4 members - President (from the 3<sup>rd</sup> year), Cultural Secretary (from the 3<sup>rd</sup> year), General Secretary (from the 2<sup>nd</sup> year), and Treasurer (from the 2<sup>nd</sup> year). The Union is ably guided in its functioning by staff advisors and the Principal. The Union along with the Executive body is directly involved in the organisation of various events including the Fresher's Orientation, Graduation Dinner and the Annual College Festival.

The Union acts as an important bridge between the students, administration and outside agencies. It is responsible for coordinating the activities of various departments and societies to make each event at LSR a meaningful one. They invest the college space with a special vibrance, zest, enthusiasm and unique collegiality.

In the past year, the Union has focussed on ensuring well-being of students by acting as a communication channel to ensure that student needs are well understood.

Students Union 2020-21	
President: <b>Devanshi Rinwa</b> General Secretary: <b>Unimaya</b>	Cultural Secretary: <b>Ishan Kaur Khalsa</b> Treasurer: <b>Prashansa Singh</b>
Students Union 2019-20	
President: <b>Devanshi Rinwa</b> General Secretary: <b>Unimaya</b>	Cultural Secretary: <b>Ishan Kaur Khalsa</b> Treasurer: <b>Prashansa Singh</b>
Students Union 2018-19	
President: <b>Kaushiki Arha</b> General Secretary: <b>Katyani Sharma</b>	Cultural Secretary: <b>Sakshi Bhati</b> Treasurer: <b>Drishti Maan</b>
Students Union 2017-18	
President: <b>Amita Yadav</b> General Secretary: <b>Chaithriya Kavin</b>	Cultural Secretary: <b>Unnati Singhal</b> Treasurer: <b>Srijan Bhan</b>
Students Union 2016-17	
President: <b>Charu</b> General Secretary: <b>Aditi Dhillon</b>	Cultural Secretary: <b>Shambhavi Diggi</b> Treasurer: <b>Smitha Sabu</b>

## Committees

LSR ensures strict adherence to all rules and regulations stipulated by the University and government agencies. Several Committees are constituted, for instance, the workload and timetable committees, attendance and internal assessment committees and the Library Committee, and many more with the purpose of assuring, reviewing and maintaining quality of academic, extra-curricular, administrative and financial matters. The College works through the committee system wherein all faculty members, as conveners or members of various committees, work to ensure decentralised working in an harmonised manner. Committees conduct periodic meetings with members and minutes are maintained and shared meticulously with the Principal. In the past year, LSR constituted the Digital Inclusion Committee during the pandemic to enable digital facilitation by providing digital devices to students from economically vulnerable families.

Following is the list of the important committees that were operative during 2020-21:

Admission Committee	Admission Grievance Committee	Animal Welfare Committee	Anti-Smoking Committee	Anti-Ragging Committee	Attendance Committee
Café Committee	COVID Committee	Digital Inclusion Committee	Discipline Committee	Examination Committee	Examination Grievance Committee
Finance Committee	Garden Committee	General Elective Committee	Grievance Committee	Hostel Committee	Internal Assessment Committee
Internal Complaints Committee	Leave Committee	Library Committee	Magazine	Minority Cell	NIRF
North East Cell	OBC Cell	Prize Committee	Purchase Committee	Scholarship Committee	Security Committee
	SC-ST Cell	Sports Committee	Time-Table Committee	Workload Committee	



<b>Committees - 2021</b>		
<b>Committee Name</b>	<b>Member's Name</b>	<b>E-mail</b>
<b>Admission</b>	Dr. Bhawana Sharma Jha	bhawana.s.jha@gmail.com
	Dr. Shatarupa Bhattacharya	shatarupa.b@gmail.com
	Ms. Rashmi Jayarajan	rashmijayarajan@yahoo.co.in
	Dr. Megha Dhillon	meghadhillon@gmail.com
<b>Admission Grievance</b>	Dr. Sanjoy Roy Chowdhury	sanjoy.lsrc@gmail.com
	Dr. Jayashree Sahoo	jayashree_behera@yahoo.co.in
	Dr. Bhawna Devi	bhawnamalik111@gmail.com
	Dr. Kalyani Akalamkam	kalyanikrishna13@yahoo.co.in
<b>Animal Welfare</b>	Dr. Meenakshi Pahuja	meenakshipahuja@gmail.com
	Dr. Ujjayini Ray	ujjayiniray@hotmail.com
<b>Anti Smoking</b>	Dr. Priti S. Dhawan	prtidh@hotmail.com
	Mr. Shailesh Kumar	ao@lsrc.edu.in
	Mr. Pradeep Kumar	soaccounts@lsrc.edu.in
<b>Anti-ragging</b>	Dr. Sanjoy Roy Chowdhury	sanjoy.lsrc@gmail.com
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	Ms. Taniya Sachdeva	taniasachdeva@gmail.com
	Ms. Pamyaphy Ngashang	ng_es@yahoo.co.in
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<b>Attendance</b>	Dr. Kusum Gupta	kusumgupta_lsr@yahoo.co.in
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	Dr. Jayashree Sahoo	jayashree_behera@yahoo.co.in
	Dr. Anjali Bhatia	anjaliibhatia6@gmail.com
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	Dr. Bhawana Sharma Jha	bhawana.s.jha@gmail.com
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	Mr. Shailesh Kumar	ao@lsr.edu.in
	Mr. Anand Prakash Yadav	librarian@lsr.edu.in
<b>Digital Inclusion</b>	Dr. Kalyani Akalamkam	kalyanikrishna13@yahoo.co.in
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## Staff Council

The Staff Council of LSR is the most important body as far as academic matters are concerned. The Principal along with an elected Secretary and Treasurer work according to the ORDINANCE VIII OF DU to oversee the smooth functioning of the staff council. All the faculty members are constituent members of the staff council. The council meets at least once every semester. Minutes are recorded efficaciously and shared with all members. The college and its affairs are put together, monitored and implemented by a plethora of committees that are constituted by the Staff Council.

The college decides in the staff council meetings, proposals for initiating new programmes or activities. These recommendations are then taken to the Governing Body for approval. The work allocation and time-table committee along with the academic affairs committee evaluate the possibilities of rational and optimal use of the time and space available. They make recommendations periodically about the need for expanding the existing space, remodelling or re -sing the existing space, and make suggestions for the most efficient use of the time frame, keeping in mind the need to balance academics, co-curricular and extra-curricular activities.

### Secretaries of the Staff Council:

**2015-17:** Dr. Vasudha Pandey, Department of History

**2017-19:** Dr. Kalyani Akalamkam, Department of Elementary Education

**2019- Till Present:** Ms. Jayashree Sahoo, Department of Economics

Link and ID for online Staff Council meeting - 10.12.2020 (Thursday) at 11:45 AM

Principal LSR <principal@lsrcollege.org>  
to Savita, kusumgupta\_lsr, Maninder, Sardana, Jyotsna, Arvind, Smriti, Kalyani, Tripti, Jonaki, deepika, Sushila, sushila, Divya, Shashi, J

Dear Colleagues

Please find below the link and ID for the Staff Council Meeting:

Topic: Staff Council Meeting  
Time: Dec 10, 2020 11:30 AM India

Join Zoom Meeting  
<https://zoom.us/j/3451779299?pwd=Y2tRcjArbU5yYmVOa05BL0dOMW1SQ0T09>

Meeting ID: 345 177 9299  
Passcode: 12345

Dr. Suman Sharma  
Chairperson, Staff Council  
Lady Shri Ram College for Women  
Lajpat Nagar, New Delhi - 110024

## Sample of Minutes of the Meeting for Staff Council held on 24<sup>th</sup> December 2019



लेडी श्री राम कॉलेज फॉर वुमन  
(दिल्ली विश्वविद्यालय)  
*Lady Shri Ram College For Women*  
(UNIVERSITY OF DELHI)  
NAAC 'A' Accredited

### **MINUTES OF THE STAFF COUNCIL MEETING HELD ON 24<sup>th</sup> DECEMBER 2019**

A meeting of the staff council was held on 24<sup>th</sup> December 2019.

Agenda for the meeting

1. Workload
2. Any other matter with the permission of the chair

Dr Arti read out the proposed workload for the semester starting from January 2020 for all departments and the workload was approved by the council. Dr Kanika shared that due to inadequate faculty strength, the Psychology department has decided to increase the number of classes from 5 to 6 per week and to do away with the tutorials.

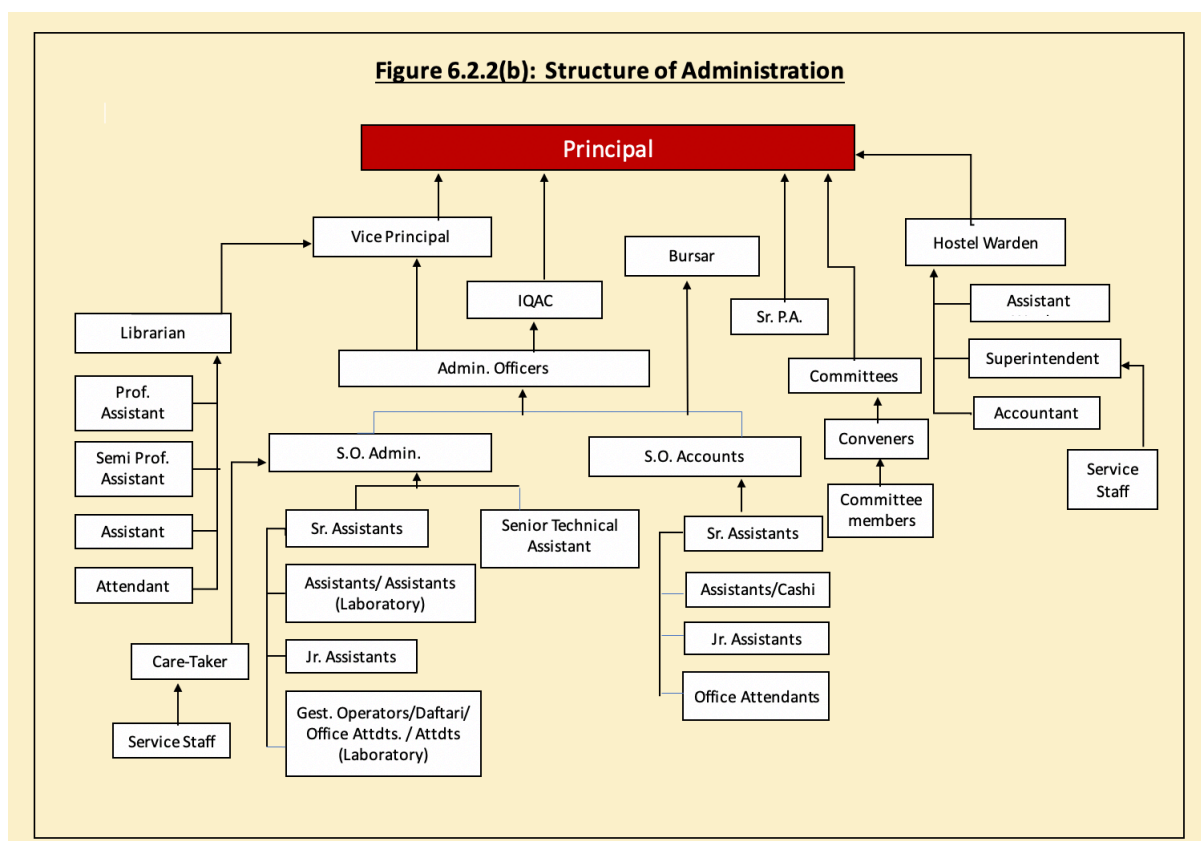
Dr Sharma apprised the council that a letter from the registrar, University of Delhi has been received regarding appointment of ad-hoc faculties and informed the council that the same would be implemented forthwith. In this context, she requested all teachers-in-charge to make themselves available and fix a date for holding interview for the Ad-hoc vacancies which is to be held tentatively in the first week of January 2020. Dr Sharma shared with the council that full salary for the month of December 2019 for all ad-hoc faculties has been released. She also conveyed that if there is any grievance faced by any faculty, he or she can approach the teacher-in-charge of the concerned department or the principal and the matter can be resolved within the college.

Dr Sharma informed the Council that the UGC has issued guidelines to all higher educational institutions to install CCTV cameras to ensure safety, security and to this effect a grant has been received by the college from UGC.



## Administrative Staff

At LSR, members of the administration and support staff (Refer to Figure 6.2.2(b)) are seen as multifaceted individuals with distinct expertise, management skills and potentials that support the smooth functioning and realisation of the college mission. The administration and the accounts section have fully transited to electronic management of data and innovative practices. Digitization greatly assisted and supported the LSR community during COVID by providing completely web-enabled online internal assessment and attendance management systems.



[Link for Administrative Staff on College Website:](https://lsr.edu.in/staff/)

<https://lsr.edu.in/staff/>



Reception



Library



Accounts Office



Administration Office