

**JANKI DEVI MEMORIAL COLLEGE**  
**NEW DELHI**

**Minutes of Staff Council Meeting held on 10<sup>th</sup> October, 2018 at 10.30 AM in the Seminar Room**

A meeting of the staff council was held on 10<sup>th</sup> October 2018 at 10:30 am in the Seminar Room. The Principal Dr. Swati Pal welcomed Dr. Neelam Sharma as Secretary of the Staff Council. The meeting was attended by 126 faculty members. Dr. Sharda Gautam, Ms. Vandana Madan regretted to attend the meeting.

**AGENDA**

**1) Passing of minutes of the previous staff council meeting**

Dr. Neelam Sharma proposed passing of minutes of the previous Staff Council.

Dr. Saumya Gupta raised an objection to individual Time-tables being signed by the Principal. Dr. Swati Pal responded by pointing to the allegations of discrepancy in individual time-tables and had suggested that as a remedy individual time-tables be shown to the Principal. It was decided that the language may be changed to '*to be verified by the principal*'.

Thereafter the minutes of the previous meeting were passed.

**2) Reporting Matters**

- Dr. Neelam Sharma then proposed the reporting of matters.
- Dr. Swati Pal congratulated Dr. Rajshree Chandra of the Political Science Department on having received the prestigious New India Foundation Fellowship. Dr. Chandra is to conduct a research programme on her grandfather's (Shri Jagat Narain Lal) papers, who was part of the constituent assembly of India.
- Dr. Sonal and others were congratulated on having received a minor Research Proposal grant of Rs. 3.5 Lakhs to work in the area of '*Emotional Intelligence*'.
- The academic excellence committee has vetted and passed 9 (nine) proposals from various departments and the Accounts Office has been instructed to disburse the money.
- The Music Department was appreciated for bringing out a musical CD on Gandhi Jayanti which had been made entirely by the students. This CD was showcased on the eve of Gandhi Jayanti in the College auditorium.
- The Sociology, Economics, Commerce, HDFE and other Departments were praised and applauded for the various activities that they have been carrying out.
- The College hostel Krishna has been inaugurated with 96 (ninety six) student occupants, it has faced minor teething troubles about food etc. but overall the hostel is doing very well and the Principal congratulated the entire Hostel Committee for the work they have done. The Warden, Dr. Sipu Jaiswal's work was appreciated and commended.
- Dr. Zubair's and Dr. Kush's work at the Pratibha Study Circle was appreciated and they currently have a student strength of 102 (one hundred two) students.
- Special mention was made about the Bystander Project taken up by the Sociology Department.

- The History Department has taken on the add-on course on travel and tourism. Hindi department is to start add-on course from 15<sup>th</sup> October 2018.
- Parent-Teacher meetings were held by some departments and measures were reviewed in order to improve the results of the college. Further details would be provided by Dr. Jitender Gill.
- On 05-Oct-2018, the inspection team from Delhi University visited the college and verbally expressed satisfaction at the functioning of the college and were happy to announce that our college is amongst the best colleges of DU they had inspected. Suggestions were made by the inspection team regarding the functions of the Library. Suggestions were also given over student-faculty-meetings and infrastructure issues.
- Mr. Vijay Pratap is now the second Care-taker of the college. Some Departments had been individually putting forward their issues to the caretaker and the matters were resolved. This Dr. Pal suggested should be emulated by all departments for speedy rectification of issues.
- Regarding student-faculty meetings, some reports are yet to come and Dr. Pal suggested that they be submitted before the autumn break.
- It was brought to the notice of the council that some faculty members were not attending the FDPs (Faculty Development Programme); this might pose a problem as part of the NAAC review, as the number of teachers attending the FDPs need to be supplied, and very soon, the FDPs would become compulsory for faculty.
- Departmental meetings had been held by the Principal to discuss all issues related to each department, in which she pointed out that a major improvement is required in the results and special remedial classes are a step in that direction.
- Special remedial classes are to be taken by members of the faculty outside of the 14-16 classes allotted to them. This is apart from the remedial classes held at the close of the semester.
- Dr. Pal informed that Monday morning meeting with the non-teaching staff has been resumed and salaries are therefore now being credited on the last working day of the month. By 25-Sep-2018, the Section office sends the list to the Accounts department to ensure the same. Therefore any instruction of addition/deduction to the salary after this date is to be done in the next month.
- Dr. Chandra asked about the update on the teacher's allowances to which Dr. Pal informed that as on date there is no intimation from the University.
- Dr. Pal thanked the Internal Audit Team, consisting of Dr. Madhu Gupta, Dr. Neeru Vashisth, CA Shweta Gupta and Dr. Sakshi Gambhir. Dr. Pal mentioned that the office would abide by the suggestions by the Internal Audit Team.
- The Principal congratulated the Sports Department for the accolades won by the students; the following were mentioned:
  - Neha: 1<sup>st</sup> Year – Cross-country 6<sup>th</sup> position
  - 3 positions in Yoga
  - Deeksha and Anisha have won gold medals at the national/ state level
  - Anisha Kumar of B.A. Prog. won a gold medal in Delhi State Taekwondo Tournament

### 3) NAAC-AQAR

Dr. Neelam Sharma invited Dr. J. Gill (NAAC coordinator) to give the updates on NAAC.

Dr. Gill reported that 50% of faculty members are involved in NAAC work. But, it is imperative for all faculty members to be involved in the same. She informed the council on the overall change in the format of NAAC. Attending workshops and filling up the self-assessment forms have to be carried out by the faculty. Dr. Gill mentioned that only 2/3<sup>rd</sup> members of the faculty have filled up the self-assessment forms. She was cognizant of the fact that many teachers were unable to upload the filled-in self-assessment forms. This she informed was due to the maintenance/ unavailability of the DU website, and as a result much data was lost. About 86 out of 112 teachers had answered the subjective type question which is what is analysed by the NAAC committee.

Dr. Gill mentioned that every single faculty (permanent/ ad-hoc) must be part of two committees atleast.

In the revised format of NAAC quantity based information is required rather than quality based. Every aspect of activities performed is quantified with the number of student participants. The NAAC team bases 80% of its assessment on the result of the college and the remaining 20% is assessed by the NAAC team visit. 10% of the evaluation consists of student satisfaction survey. Therefore now onwards funding agencies will decide/evaluate on the following break-up:

- 70% College results
- 20% NAAC team
- 10% student satisfaction survey

The college website has to be updated on a weekly basis and there should be separate links for each committee (each of which opens in a separate tab).

Name, Contact No. and Aadhaar number of each student must be available and students may be personally contacted by the NAAC team in order to solicit information.

Dr. Gill informed that the AQAR has been made in accordance with previous year's pattern. But from next year it will be in quantifiable format.

All extra-curricular activities have to be documented. Number of certificates issued, number of add-on courses, copy of syllabus of any new diploma course, minutes of meeting when add-on course was convened, enrolment of students, details of students, fee structure of students have to be all documented as we need documentation for every claim we are making in AQAR.

The reports are prepared from July to July.

In case a faculty member is part of the AC, EC or committee of courses letters from the HoD or the concerned body have to be provided giving details of duration, details of paper etc.; an email format of the above is also acceptable.

Percentage of new courses which have been introduced have to be provided.

The introduction of Computer Science (Hons.) and Statistics (Hons.) is not feasible at present as nonew faculty can be recruited. Dr. Pal informed that the sanctioned strength has been fully utilized and therefore no new teachers can be appointed. Second tranche posts have been demanded from time to time but authorities are not responding to it. Dr. Lakshmi Pillai said that we should fight for new vacancies.

Dr. Sandhya Garg asked as to on what ground new courses are granted. The Principal clarified that the University grants courses but the UGC grants the posts and the finding

Dr. Poonam Bewtra mentioned that the BA (P) has courses which have very few students and therefore by reducing these courses, new courses may be introduced.

Dr. Payal Nagpal informed that the university has withdrawn the 14-16 hours as minimum requirement for Associate and Assistant Professors.

Dr. Rajshree Chandra said that there is contradiction in the functioning of University and UGC.

Dr. Pal emphasised about the achievable targets of the college and plan for the next year. She mentioned that it was not possible to introduce a science course as there are no funds, no resource and no infrastructure.

Dr. Antara Datta pointed out that autonomy is being thrust upon us.

Dr. Chanchal Chopra suggested that add-on courses be out-sourced. Dr. Pal mentioned that that is the current methodology adopted.

Dr. Gill emphasised the importance of Value Added courses, Skill Enhancement courses and Career Oriented courses. All courses should be endorsed with documentary evidence.

In the Sociology, Commerce and HDFE Departments students have to undertake field-trips or internships. Internship completion certificates should be provided by the organization. Field-visit Report should be provided clearly stating objective of the field visit with dates mentioned on it.

Suggestions may be taken from the students about changes that can be made in the syllabus. Feedback from the faculty can be considered as suggestions for syllabus revision. The same has to be documented.

Clear evidence of ICT had to be provided with geo-tagged photos or posting of pictures on the same day itself.

Regarding the mentoring program, the student-mentor ratio has to be maintained and the approved mentor list should be provided.

The AQAR requires the number of teachers who have received awards from government recognized bodies, or state or national level awards. The date of the receipt of the award should be mentioned. Awards from local/ regional bodies are not acceptable.

Domicile certificates of teachers from outside Delhi have to be provided.

In case a grant has been received for a research project, copies or e-copies of the sanction letter must be provided.

Only those journals which are on the UGC list, or those which have an ISBN number are acceptable by the NAAC team. The serial number and publication date need to be mentioned. In case a chapter has been written, the chapter, the content page and cover page have to be provided.

In case a society/department is part of the outreach program letters, date, number of students participating have to be documented and provided. Students participating in NSS/ NCC activities to provide documentary evidence.

Only those field trips which are relevant to the students/course to be undertaken and a clear objective of the field trip to be given with the report. Any other overnight trips are not allowed; the College bears no responsibility for them.

The alumnae association is to provide information on the contribution/ achievement of the alumni and its future plan of action. A live link on the website for their feedback should be provided.

Details of the achievement of the Placement Cell are to be provided in the Annual Report. The percentage of students participating in the Placement Cell and those being placed in companies to be provided. Dr. Poonam Bewtra mentioned that there is very little participation among the 3<sup>rd</sup> year students. Dr. Amita Charan mentioned that the criteria for different companies are different which is reflected in the statistics of the students present.

A live link should be present on the college website, which should provide a record of data, jobs, courses, awards etc. Information should be available in the achievements in the field of sports.

Dr. Pal emphasised that from now onwards, for every aspect numbers have become very important and we should encourage more students to participate in the add-on courses.

#### 4) Responsibilities of faculty members in various capacities

Dr. Pal emphasised the importance of the responsibility of various faculty towards the college. At TIC meetings the information given is not only passed on to the TICs for the department, but also to share and discuss/action be taken on matters which need to be followed-up. In case a feedback is expected, information about the same should also be provided.

#### 5) Website- Responsibility of all

Dr. Payal Nagpal informed the council about the website of the college.

Dr. Nagpal mentioned that every department has member/members as part of the website committee.

Dr. Pal mentioned that there is sometimes delay in sending reports which delays the process of updation on the website. A pre-event notice, report on the day the events held, with two high resolution photographs, and reports in English and Hindi is to be provided.

Dr. Nagpal mentioned that all committees have different tabs and that the technical team cannot interpret the report. A simple three line format is to be followed:

Subject: Mention the section/society in which the event is to be mentioned

Title:

Photographs: To be labelled properly

All daily information is to be sent to: [events@jdmc.du.ac.in](mailto:events@jdmc.du.ac.in)

#### 6) Outcome of Departmental meetings-Results and special remedial classes

Discussed under the heading 3, NAAC-AQAR.

#### 7) Diamond Jubilee Celebrations-Committee to look into it

Some of the events of Diamond Jubilee Celebrations:

1. Coffee Table Book to be brought out by Dr. SmitaMitra
2. Ms. R. Sinha be contacted for providing the essence of texts of pictures
3. Dr Hem Bhatnagar to be contacted for old photographs

**4. Members of the Diamond Jubilee Committee:**

- a. Dr. Smita Mitra
- b. Dr. Debahuti
- c. Dr Vrinda
- d. Dr. Rajlakshmi
- e. Dr. Jitender Gill
- f. Dr. SandhyaGarg
- g. Ms.Vandana Madan
- h. Dr. Ruchishree
- i. Dr. Kush
- j. Dr. Chanchal Chopra
- k. Dr. Namita Sethi
- l. Dr. Payal Nagpal
- m. Dr.Sudha Upadhyaya
- n. Dr. Sangeeta Gupta
- o. Dr. Ruplekha Khullar

**8) Mentor-Mentee breakup of students and faculty**

Discussed under heading 3, NAAC-AQAR.

**9) Any other matter:**

The Principal suggested setting up a staff welfare fund for the faculty and the students. A committee for the same be formed to discuss the objectives, the beneficiaries etc. Dr. Pal requested the staff association secretaries to discuss the modalities of the welfare fund for the students

Dr. Gill mentioned that it would be part of the quality initiative of the IQAC. Five to six teachers have already been contributing to a fund and close to 9 to 14 students have already benefitted from it.

Dr. Saumya Gupta informed that Gandhi study circle is giving money for students. She was asked to give details of it to Dr. Gill for NAAC.

Dr. Vandana Rastogi suggested that an insurance policy be introduced for students.

Dr. Pal mentioned that the Canara Bank officials would want to meet the teachers to give details on investment matters, and this may be done after Diwali in slots of 6 departments each.

Dr. Pal urged teachers to take up research work and submit proposals to make maximum use of the trust money.

On 03-Nov-2018, a one-day international conference is to be held by the Hindi Department.

On 26-Oct-2018, the History Department is organising its national seminar.

On 29<sup>th</sup>-30<sup>th</sup> October 2018, a two days symposium is being organised by Philosophy Department.

Dr. Pal expressed concern about the lack of teacher audience at the recently held Talent Hunt Contest. No department apart from the Philosophy Department attended the same. Dr. Pal felt that the teachers should be present to encourage the students.

Dr. Antara Datta mentioned that some events should be left to the students completely. Dr. Pal agreed but added that students need encouragement and motivation for their efforts and it would be supportive if teachers attended events done by them. Dr. Pal requested that for academic events teachers from other departments should also participate.

Dr. Antara Datta, Dr. Payal Nagpal and Ms. Tara Negi had submitted a letter to the council secretary to discuss the issue regarding the formation of a new GE section. Dr. Nagpal mentioned that since admissions continue till the end of August, sanction should be given for the formation of a second GE section in advance. Dr. Datta said that she opted out of teaching GE due to the huge number of students in a single section. She felt that there should be flexibility when the numbers vary between 65 to 70 students. It was decided that the council should take up the matter.

Dr. Pal mentioned that the English Department had mentioned the requirement for a new section and so had the other departments. Since there is a problem of hands, classrooms, the same could not be provided in advance and now with the end of admissions, there is a clear number, permission for a new section has been granted.

Ms. Negi mentioned that the current strength of the GE section is 97.

Dr. Pal once again emphasised that certain departments did not have enough hands to teach core papers and that some senior teachers are taking 20 classes. However the sanctioned strength to the college and distribution to each department is dynamic. Therefore departments with more urgent requirements had to be given preference. This issue was decided to be taken up again, since it is an agenda matter.

Dr. Antara Datta enquired about the constitution of the core workload committee and about the representation of individual members from each department.

Dr. Pal clarified that the representation of each department was part of the extended committee and that a large core committee is difficult to function.

Dr. Nagpal mentioned that in a department that does not have a member in the workload committee, the TIC is the member.

Dr. Pal mentioned that this matter be taken up at the next Staff Council meeting.

Dr. Pal suggested for a more interactive Staff Association to make voices heard so that matters can be taken up at the Council.

The meeting ended with a vote of thanks to the chair.

*NSharma*

Dr. Neelam Sharma  
Secretary, Staff Council

*Swati Pal*

Dr. Swati Pal  
Principal