



JANKI DEVI MEMORIAL COLLEGE

(UNIVERSITY OF DELHI)

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Minutes of Staff Council meeting held on 12th February, 2020

The Staff Council Meeting was held on 12th February 2020 at 2 p.m., with Dr. Swati Pal, Principal in the chair and Ms. Anshu Suri as the Staff Council Secretary. The meeting was attended by 115 faculty members. Letters of regret were received from Dr. Namita Sethi, Dr. Antara Dutta, Dr. Jitender Gill, Ms. T. Grace Suparna, Ms. Nimka Relhan, Dr. Poonam Kanwal, Ms. Meghna Sharma, Ms. Richa Sharma, Ms. Bhawna Pal, Mr. Pankaj Khandelwal about their inability to attend the Meeting.

Agenda

I. Passing of minutes of the previous Staff Council meeting (held on 15th October, 2019)

A mail written by Dr. Shubhra Dey for the previous meeting of the Staff Council meeting was forwarded to the Staff Association since the matter did not come under the purview of Staff Council. On request of Dr. Dey, the Principal informed the Council that the mail related to an issue regarding her DUTA membership and fee paid for the same.

The minutes of the previous Staff Council meeting were then passed by a show of hands

II. Reporting matters

a. The Principal congratulated the Staff Advisors- Dr. Sanjukta Naskar and Dr. Meenakshi, convenors of various committees as well as societies, students' union and non-teaching staff for the success of Symphony-2020. She expressed her gratitude to all faculty members who worked for Symphony and reiterated their institutional loyalty.

b. The Principal congratulated Ms Debahuti for excellent performance by NCC. She apprised the Council that two cadets were selected for Republic Day Parade and CM Rally and several cadets have won many awards and prizes.

c. The Principal also congratulated Physical Education Department and apprised the Council that Sports students have won many laurels in athletics, wrestling and Taekwando. She announced that two Janki Cup tournaments will be held shortly- one each for Yoga and Football.

d. The Principal appreciated students of Anubhuti who recently performed a play on migration at Prithivi Theater, NSD Festival and other prominent places.

e. The Principal also appreciated students from Nritya and Nupur for winning laurels.

f. The Principal informed the Council of the success of Distinguished Speaker Series (DSS). She congratulated all departments for their involvement and for inviting an amazing set of distinguished speakers. The Principal congratulated DSS Committee members for their hard work. She said that the series has contributed greatly in creating an intellectually stimulating

g. Following announcements were made:

Sports day will be held on 2nd March, 2020; Annual Day – 27th March, 2020; Alumni Meet – 28th March, 2020; NSS Festival – 6th March, 2020.

The first-ever one-week NSS Camp will be organized in the college campus during the mid-semester break. The Principal congratulated Ms. Sanjukta Naskar for the same.

The date for General Farewell shall be fixed soon and will be intimated.

h. The Principal extended a warm welcome to the newly appointed faculty members and invited them to introduce themselves.

III. Discussion of IQAC initiatives

a. Academic Audit:

The Principal apprised the Council that the college needs to begin with the Academic Audit, mandatory in nature. The Principal shared with the Council several good practices being followed by higher education institutions across India that she gathered from a Conclave (to which she was invited by Dr. Lalita Balakrishna and was the only Principal from a Delhi University college).

The Principal described the procedure of Academic Audit. Every department shall make a powerpoint presentation of 10-12 slides, which will be made available to an external Expert Panel. The experts shall return the PPTs with remarks which can be incorporated at the time of final presentation of the PPT. The presentation shall comprise various parameters such as achievements of the faculty (paper presentations, workshops attended, publications, research projects etc), department-level initiatives (such as department magazine etc), pedagogical methods adopted, mentoring, addressing students' grievances through student-faculty meetings and others.

Regarding selection of External Panel, the Principal clarified that the suggestions regarding the names of Externals shall be invited from departments.

It was decided that the timeline for submission of PPT will be after the dispersal of classes and the presentations will be made department-wise to External Members before the beginning of the Summer Break/ during the examination days. The template for the PPT and the date for the Audit shall be provided by Dr. Shilpa Chaudhary, IQAC Co-ordinator.

b. Mentor-Mentee System

The College has already formalised Mentor-Mentee system and students have been allotted teachers as their Mentors. There is a need to strengthen the system and also ensure proper documentation by keeping records of Mentees contacted along with their signatures and details of mentoring provided.

Dr. Saumya Gupta suggested that as against the present practice of allotting students from a different department to Mentors, the Mentees should be from the same department so as to ease communication and interaction. Also, records can be maintained as and when students meet their Mentors.

The Council was of the opinion that students feel more comfortable contacting faculty from their own department.

It was decided to allot students to faculty from their own departments as Mentees. The students from B.A.(Prog) shall be allotted to faculty across departments. The new lists will be made available by Dr. Shilpa Chaudhary and Dr. Jitender Gill so that the new groups can be effective from March 2020.

c. E-resource Bank:

In order to build an e-resource bank, the Principal suggested that every department, on an yearly basis, can prepare one videographed lecture and one quiz and can provide a link to these on the college website. The Principal announced that each department must upload one lecture or one quiz on the website by 30th June, 2020. Dr. Saumya Gupta suggested that even class lectures can be video graphed. The Principal requested departments to take help of Lumiere for videographing lectures and contact Website Committee for uploading the links.

d. Institutional repository:

The Principal expressed concern over incomplete submission of documents/proofs. In order to maintain the hard copies of previous years' AQARs to be kept along with proofs, the point persons from various departments were requested to submit all pending proofs by 10th March, 2020.

e. Official email-ids

The Principal announced that the official email ids have been created for all the teachers and they can collect their login-ids from Mr. Manoj.

IV. Reconstitution of student faculty committee

The Principal apprised the Council that the present composition of Student-Faculty Committee for a department includes present TIC, past TIC and senior-most teacher of the department. It was suggested by the Staff Association to change the composition to current TIC and two senior teachers by rotation.

Many members of the Council suggested inclusion of future TIC and one senior teacher by rotation along with present TIC.

The suggestion made by the Association was approved by the house. The term of two senior teachers would be for two years. As pointed out by Dr. Añita, the term of any committee is two years as per the rules of the Council.

The Principal clarified that the change will be effective wef March 2020 and the new Committee would function till April 2021, thereafter the new Committee would be formed with a change in the TIC for a term of two years.

The Principal also reiterated that efforts should be made at department-level to address the issues raised in the Student-Faculty meetings and that the minutes of meetings must be sent to the Principal mentioning therein the steps taken to address the issues.

V. Any other matter

1. Absenteeism among teachers:

The Principal had asked for suggestions from the Staff Association as to how to deal with increasing absenteeism among teachers post the removal of signing sheet. Dr. Tara Sheemar informed about the Association's suggestion to resume the practise of maintaining an emergent register in the staff room. Teachers can mention therein the reason for a class not being held.

However, the Principal reiterated that there has been an increase in perceived absenteeism ever since the signing-in had been removed. Keeping Emergent Register does not help to address the problem of absenteeism and it is not possible for her to take rounds all the time. The Principal requested the Staff Association to collectively suggest means to check absenteeism.

Dr. Sanjukta Naskar pointed out that absenteeism was not a sign of quality and that there was a difference in absenteeism when signing was there and since it has been removed. Dr. Ruplekha Khullar enquired as to how much was the increase in absenteeism since the signing-in had been removed. The Principal informed that it was not possible to quantify the absenteeism but reiterated a need to devise a method to redress it.

2. Rotation of SC/ST/OBC Liaison Officers:

In response to a suggestion made regarding rotation of SC, ST and OBC Liaison Officers, the Principal informed the Council that SC/ST liaison officers are being rotated. Earlier the SC/ST liaison officer was Ms Tara Negi followed by Dr. Tara Sheemar. However, it is not feasible to rotate the OBC liaison officer since there are only two permanent appointments in the college under OBC category, namely Dr. Poonam Yadav and Mr. Zubair. Since Mr. Zubair falls in the category of Pwd, Dr. Poonam Yadav has been the OBC liaison Officer.

3. Earned Leave during examination days:

Regarding the present practice of taking Earned Leave on the day of invigilation duty, the Principal reiterated that the decision was taken by Staff Council almost twenty years ago in order to deter teachers from taking leave on such days and to ensure smooth conduct of examinations.

4. Extending Coffee Break by ten minutes:

The Principal apprised the Council of requests received from students and teachers to extend the timings of the Break by ten minutes. She said it would also ease holding meetings in the Break time. It was decided by majority that the new timings will be effective w.e.f 17th February, 2020. The Coffee Break would be from 12 p.m. to 12:30 p.m and the last class period would end at 5:30 p.m. instead of 5:20 p.m.

5. Timing of Symphony:

The Principal informed the Council that she has received suggestions for not conducting Symphony in the second week of January. She reiterated that practices for various events continue till Symphony is held. So postponing the Festival would lead to students being absent for a long time from classes. Presently, the work for Symphony begins in mid-December and ends in early January.

6. Sabbatical Leave Rules

The Principal read out the rules to the Council that a permanent teacher who has served for seven years as Reader is eligible for Sabbatical Leave for research/academic purposes.

7. Study Leave Rules

In response to the college practise of permitting Study Leave after a teacher serves for five years as against DU rule of three years, the Principal clarified that it was a decision taken by the Governing Body. She clarified that since we have truncated GB, the College is following University rules in this regard. She assured the Council that once the full GB is restored, she would take up the matter with the GB and do her best to resolve the issue.

8. Letter from Staff Association

In response to a letter from the Staff Association regarding grave inconvenience faced by teachers due to excessive tax cuts from the salaries of January 2020, the Principal made a plea to the Council to follow certain protocols. A matter can be personally discussed with her and if it still remains unresolved, then it need be given in writing. The Principal reiterated that the faculty grievances are taken very seriously by her and prompt action is always taken to resolve them.

Ms. Deepti (Accounts) and Dr. Kaushal Kishore, A.O. were called to address the issue. Ms. Deepti explained that the massive tax cuts were primarily due to tax liability on the arrears received by the staff in June 2019 and also due to DA arrears and annual increments in salaries. Ms Deepti also pointed out that some teachers object to huge tax deductions made in the beginning of the financial year. She also pointed out that some teachers did not submit their savings details within the stipulated time. Dr. Amita pointed out that tax calculations should have been done well in advance so that tax deductions were suitably spread over the period.

The Principal informed the Council that from the next financial year, the Accounts department will make tax deductions beginning in the month of April itself. If any faculty member wants major TDS deductions in the months of Jan-March, she/he may give it in writing.

Responding to the issue of adhoc's winter salary not being released in time, the Principal clarified that vacation salaries cannot be credited till all departments submit their applications and is generally done on time. The Principal assured the Council that she has always paid personal attention to ensure that salaries are released well in time. The Principal asked those adhoc teachers, who get blank salary slips, to give their names and email-ids to Ms. Deepti so that the software-related issue can be resolved.

The Principal thanked Ms. Deepti (Accounts) for taking up the task of signing of PF passbooks. She informed the Council that the rates of interests will be entered in the PF passbooks only after approval by the Governing Body. Dr. Saumya Gupta suggested that the PF passbooks should be computerised. The Principal expressed concern over under-staffing of Accounts Section and that new system of the University that are in place now. She assured that the task of computerisation of PF passbooks will be taken up with the help of committed staff in the Accounts Section, once the full strength of the Accounts Section of attained.

The Principal reiterated that the delay in the issue of Form 16 during last financial year was due to changes in the governmental portal. The Principal informed the Council that the service books had been sent to the University for updation but have not yet been returned by the University.

Dr. Kaushal clarified rules related to LTC and shared answers to frequently asked questions by teachers on LTC.

9. Educational Excursions

The Principal requested teachers taking the students on trips to share the information on various teachers' groups. It was decided that one day will be fixed for the entire college for Annual Picnic from this year onwards.

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

(MS. ANSHU SURI)
SECRETARY, STAFF COUNCIL

(DR. SWATI PAL)
PRINCIPAL