

**JANKI DEVI MEMORIAL COLLEGE**  
**New Delhi**

**MINUTES OF THE STAFF COUNCIL MEETING HELD ON 13<sup>th</sup> JANUARY 2021**

An online Staff Council meeting was held on 13<sup>th</sup> January 2021 at 3 p.m. on the Zoom platform with Professor Swati Pal in the Chair and Dr. Lakshmi Pillai as the Staff Council Secretary. The meeting was attended by 119 faculty members. Letter of regret was received from Dr. Neeru Vashist.

**AGENDA**

**1. Passing of minutes of the previous Staff Council meeting.**

The minutes of previous Staff Council meeting held on 17<sup>th</sup> July 2020 were duly passed.

**2. Reporting matters**

- a. Principal Prof Swati Pal welcomed Dr. Sandhya Garg as the Vice Principal of the college.
- b. She also welcomed three adhoc teachers Dr. Charu Singh, Ms. Amita Yadav and Ms. Manvi Anand who joined the Commerce Department. Then Mr. Deepak in the EVS Faculty and Dr. Mukta Garg in Maths Department were also welcomed. She requested all of them to introduce themselves.
- c. Principal brought to the notice of the house certain errors in the Annual Quality Assurance Report (AQAR) and cautioned that this be completely avoided in future.
- d. The Principal congratulated the Staff Advisors Dr. Saumya Gupta, Ms. Tanu Sharma and Ms. Tarini Pandey for the efficient manner in which they had conducted all events and strategized for future events.
- e. Prof Swati Pal also informed the house about the successful completion of the screening for the promotion of teachers in different categories. She further said college must be informed about any Faculty Development Program (FDP) which any of the faculty members wishes to attend. The information, among other things, must include information as to which classes are going to be missed and how s/he wishes to compensate them. This is the procedure which must be followed even if the organizers do not require an NOC.
- f. It was informed that screening for the permanent appointments has not yet been completed in the Environment Science (EVS) Department as the main University department has not facilitated it and the college does not have the requisite experts. She further brought to the notice of the house that no extra hands will be admissible to the faculty anymore.
- g. She informed that the E-Journal of the college is to be published soon. She congratulated the concerned faculty members for putting in efforts to make it a success. She thanked Dr. Rooplekha Khullar, Dr. Saumya Gupta and Ms. Vandana Madan for their contribution. She also congratulated the Annual Report and Magazine Committee members and said that whenever the teachers come to the college, they should collect their copies of magazine and annual report.
- h. The Principal congratulated all those who completed the Research Projects.

- i. Prof Swati Pal informed that as per the requirement of National Assessment and Accreditation Council (NAAC), three centers have become fully operationalized. She requested other centers to create a dedicated web page for themselves on the college website.
- j. Prof Swati Pal earnestly urged all faculty members that since the college has a fully operational E-Resource Center, all teachers must provide their recorded lectures to the center. She also requested the departments to hold seminars particularly International seminars. Speakers to these seminars are to be requested for recording their lectures.
- k. Principal informed about the new infrastructure related to various amenities coming up in the college. An emergency exit shall be built and a new toilet for the guards too is being built near the Guard's Room and that the college is going to commence work on new computer labs.
- l. She informed that RT-PCR test for Corona detection was conducted successfully on 25<sup>th</sup> Nov, 2020 and that she has requested the Sub Divisional Magistrate for vaccine, whenever available.
- m. She thanked all the faculty members who contributed to the fund raising for Mr. Raju, a Sulabh employee, which would help him in coping up with the dire situation he was in. A contribution of Rs.1 lakh was collected.
- n. She also thanked all those faculty members who made contributions to fee assistance meant for the students. She extended special thanks to Dr. Jitender Gill and the entire team for the entire process of framing rules, raising funds and interviewing students.

Additionally, Dr. Saumya Gupta informed the house that Gandhi Study Circle (GSC) extended financial assistance to 17 students (Rs. 10,000 each) in collaboration with the GLOW Foundation. They have one mentor each. Students can reach out to their mentors at any time and get help on English speaking etc. The Principal congratulated the GSC for their initiative.

### 3. Decision regarding continuation of NCWEB Centre at the college

The Principal brought to the notice of the house the discussion held in the previous Staff Council meeting regarding NCWEB Centre. She informed that Dr. Nisha Malik had after the last Staff Council Meeting agreed to continue as coordinator of NCWEB.

The Principal also informed that she held a meeting with the Director, NCWEB regarding issues being faced in running the center. But she was sorry to add that despite the meeting, the situation remained unchanged.

### 4. Announcements regarding NAAC, AAR AND AQAR

As per NAAC, Academic Audit Report (AAR) and AQAR are mandatory. She said as per AARs, all the faculty members are doing good. But, AARs need to be more than token reports.

She advised that the college should try to push up the benchmark. It was important to take the academic audit seriously to improve quality instead of hiding behind superficial or incomplete feedback. Hence, she informed the House that, guidelines in the form of a template, which could be framed for the auditors should accompany the Dept ppts when the next academic audit takes place. The Experts would then know which areas they need to cover in their report. Almost all experts had asked for such guidelines. It was best to make it more transparent.

Some areas where we are lacking are as follows:

- a. Publications by individual faculty members.
- b. Research Projects: Research Projects should include students' projects too. Projects must have an outcome. She also emphasized on publications of the projects.
- c. Professional training and courses especially for the permanent members should be there. She encouraged all those faculty members who haven't done their PhD to apply for the same and make use of study leave. She emphasized on the maintenance of updated database depicting the achievements of the faculty. She also said that it was important for all faculty members to constantly enhance their professional merit and that a simple Master's degree was no longer acceptable.

Dr. Shilpa Chaudhary requested that documents regarding action taken must be kept ready by the departments.

The Principal asked Dr. Shilpa Chaudhary whether the AQAR has points on mentorship. If so, she suggested that details be taken from Dr. Saumya Gupta and it is important to include it as external mentors like GLOW Foundation. She requested Dr. Saumya Gupta to remind regarding the same.

#### 5. JDMC Faculty detailed proforma for the website

Principal invited Dr. Payal Nagpal for making a presentation regarding the proforma for the website of the college. She informed that many educational institutions have quite a detailed proforma. She requested everyone to not resist putting up details as this was now mandatory for all educational institutions across the world. She added that the college website has to be strong. Dr. Payal Nagpal made a presentation on the draft proforma. She had been working on along with Dr Anshu Suri, Ms. Deepti, Ms. Tarini Pandey and Ms. Tanu Sharma. After the presentation she sought the opinion of the faculty members on the draft proforma.

Dr. Rajshree Chandra also inquired whether the information would go in a tabulated form or text form. It was said that tabulated would look cluttered and text form would be better. Dr. Saumya Gupta suggested that the text could be such that it would fit the docx. Dr. Anshu Suri said that if Dr. Rajshree Chandra and Dr. Saumya Gupta could share a sample, they would try to incorporate it.

Dr. Payal Nagpal said it has to be a mix of text and tabulate format for the purpose of uniformity.

Principal Prof Swati Pal asked everyone to look at the University Website to get some idea about how a website should function. Dr Payal Nagpal also asked about how many publications for how many years be documented? To this Principal said it can be of the entire teaching career. To this Ms. Vandana Madan said some faculty members are not so prolific so it should be of all years. Ms. Vandana Madan also asked whether resource material shall be considered? Dr. Payal Nagpal answered it will be, provided it gets published for example in IGNOU, so that it could come under authored/co-authored. It was also requested that information at the end of each month be updated as to who has retired or who has joined as an Adhoc faculty member.

It was agreed that the point person in each department regarding the Website should follow up on updating information on a regular basis.

Dr. Suman Gupta enquired whether the FDPs/Orientation Courses/Refresher Courses for all the previous years or of a certain period should be included.

To this Principal said, it should be for all previous years.

Dr. Jayanti P Sahu asked about the tenure to be included (Permanent/Adhoc). Principal suggested for both to be included.

Dr. Rajshree Chandra enquired whether blogs, online news portals also may be included.

Principal replied there should be an additional information column which will be used for translation, newspaper articles, reviews, E-content, creative writing, etc.

She also requested that proforma should be ready by May this year. The updation of the web page must happen regularly and repeated that the role of the point persons in each department is important for follow up.

#### 6. GEC/SEC

The Principal requested Dr. J Gill to speak regarding this.

Dr. Gill started by bringing out the problems Mr. Deepak and she faced during the filling up of online forms for GEC/SEC. She offered to quit if someone else is ready to take up the responsibility. She said online forms were supposed to reduce the burden. But instead, it increased the burden. She also said that she has no role to play on the number of students and options each department can float, as these are purely done by the concerned departments. Each department should ensure that every student fills up the online form:

The Principal and Dr. J. Gill have been getting offensive emails on the above issues. All courses cannot be offered to everyone when seats are limited. Dr. Gill elaborated that she was being questioned on Department choice/ Class size/ No. of Faculty etc. again and again, by students as well as by the faculty. She reminded everyone that no decisions are taken purely by either the Principal or by herself.

She made the following suggestions for the smooth working of the current system of online filling of forms:

1. Faculties must be more active.
2. List of students should be sent to the TIC and not individually.
3. If the section is not being materialized, the TIC should inform the college.

The Principal said online system must not go away. It is followed in many colleges and also in many colleges all options are not offered due to similar challenges.

There was a discussion as to how many numbers of students could be admitted in a section. Dr. Anshu Suri, Dr. Suman Gupta, Dr. Ruplekha Khullar suggested for a minimum no. of eight students and maximum of fifty or sixty. Principal said if students leave in between then it is okay if the students no. goes below 8, but at the inception, departments should not allow less than 8 students.

Faculty should be strictly following these policies. The Principal closed the matter by saying that Sanskrit department has been allowed to continue with less than 8 students in a particular section



as an exception only for this year and can continue with five students. However, they need to be more pro-active in future.

Dr. Prerna Arora said Sanskrit and Music have always had comparatively fewer students but they never ask for extra hands. The Principal said that the problem was not about asking for extra hands but workload getting reduced. In the end Dr. Gill said the interest of the students should be kept in mind.

#### 7. Any other matter

Dr. Shilpa Chaudhary made a suggestion that departments should invite both types of speakers Academic and Non-academic such as Career counselling, Soft skills, life skills etc..

The Principal also requested that all the association in-charges should invite at least one speaker on non-academic subject in consultation with the department.

Dr. Shilpa Chaudhary said add-on courses should be continued and that AQAR format should show how to respond to the slow learners and advanced learners. Principal said this question was raised in earlier staff council meeting also and that only tutorials for slow learners would not be sufficient. Dr. Shilpa Chaudhary said special material like books, question banks should be documented for such students. Dr. Payal Nagpal said E-resources should be uploaded on website for enriching such students.

Dr. Anshu Suri said the Commerce Department has already uploaded OBE papers.

Dr. Saumya Gupta said there should be graded readings- basic as well as advanced.

Dr. Rajshree Chandra objected to the categorization of slow and advanced learners. The Principal explained that it was a NAAC parameter and that it was best to look at it from a positive perspective.

In the end the Principal congratulated the Human Development and Family Empowerment and Sociology departments for conducting seminars on Gender Studies successfully.

The meeting concluded with a vote of thanks by the Staff Council Secretary, Dr. Lakshmi Pillai.

sd/-  
Dr. Lakshmi Pillai  
Secretary, Staff Council

sd/-  
Prof. Swati Pal  
Principal