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# JANKI DEVI MEMORIAL COLLEGE

(UNIVERSITY OF DELHI)

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## Minutes of Staff Council Meeting held on 15<sup>th</sup> October, 2019

The Staff Council Meeting was held on 8<sup>th</sup> May 2019 at 12:15 p.m., with Dr. Swati Pal, Principal in the chair and Ms. Anshu Suri as the Staff Council Secretary. The meeting was attended by 116 faculty members. Letters of regret were received from Dr. Sandhya Garg, Ms. Indu Jain, Ms. Rida Fatima, Dr. V. Rajyalakshmi, Ms. Vandana Madan, Ms. Charu Kala, Ms. Kanika Kakkar, Dr. Abha Jain, Ms. Nisha Suroya, Dr. Ritu Arora, Ms. Deepti Sethi, Ms. Shweta Gupta, Dr. Shubhra Dey, Dr. Neeru Vashishtha, Ms. Saroj Gupta about their inability to attend the Meeting.

### Agenda

#### 1. Passing of minutes of the previous Staff Council meeting (held on 8<sup>th</sup> May, 2019)

The Principal announced a correction to be made in Point 4 (page 2) that the Convenors of the Time Table Committee are Dr. Poonam Bewtra and Dr. Sharda Gautam. In response to the clarification sought by Dr. Poonam Bewtra related to the credit of Earned Leave, the Principal clarified that the Earned leaves is credited to the Leave account in two installments of 6+6 for the period January-June and July-December in a calendar year.

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

#### 2. Reporting Matters

a. The Principal apprised the Council with various developments made in the college infrastructure.

- Computer Lab-II and Sports Room have been swapped.
- PIO room is now the server room.
- Approach road to the field has been reconstructed.
- Research Room in the Library has been inaugurated.
- Additions to the existing Open Gym, situated at the end of the sports field, have been made.
- Pantry is functional in the staff room.
- Audio visual equipments have been fixed in rooms - 1, 7, 14, 15, 16, 40, 66, 68 and 69. It is planned to equip all rooms with A-V facility in a phased manner.
- A new Porta Cabin has been set up above the music room.
- Mathematica Software has been installed in the Computer lab.

b. The Principal informed the Council that the letter for release of second tranche posts (towards OBC expansion) has been received in the first week of October. Twenty seven posts for Assistant Professor have been released in the second tranche of appointments. The Principal clarified in this context that after the letter was received, the University refused her plea to allow revision of Roster/ earlier advertisement to enable inclusion of the aforesaid 27 posts. She also informed the Council regarding the University regulation that the workload of Assistant Professors, after they are promoted to be Associate Professors, was to remain the same and not be reduced as mentioned in the letter from the UGC.

c. The Principal apprised the Council about the success of the ongoing 'Distinguished Lecture Series' and that it has contributed to strengthening the academic atmosphere in the college. She also informed that people across the University as well as members of Governing Body have congratulated us for the same. She also pointed out that there was a need to publicize it more – both pre-event as well as post-event. The report of the Lecture Series can be sent to Dr. Manisha Agnihotri, History Department for wider publicity. She urged all faculty members to attend the distinguished lectures.

The Principal advised the Convenors of the Distinguished Lecture Series, all workshops and seminars to circulate the attendance sheet for the purpose of maintaining record, with the following details: Name, Roll No., Department and Year. This will be useful from point of view of the AQAR as well as serve as proformas for the students.

d. The Principal congratulated Physical Education Department for organizing Janki Cup. It was won by Jesus and Mary College, University of Delhi.

e. A new society, MUN, has been launched with Dr. Poonam Bewtra as the Convenor.

f. The Principal informed the council that the overall results of the college were better as compared to the previous year. The names of position-holders in the University examination were announced.

- Tejinder Kaur of B.Com III Year secured third position in the University.
- Divya Gairola of B.A.(Programme) secured highest marks in the University.
- Anjana M. Nair of B.A.(Hons.) History secured second position in the University.

A couple of prizes have also been won by Sports students as well as NCC and NSS students.

g. It was reiterated that the convenors of various societies should sign students' proformas after duly checking the dates.

h. The Principal thanked the Staff Advisors for organizing so many events successfully, especially the Founders' Day on 1<sup>st</sup> August, 2019.

i. The Principal thanked and expressed appreciation for:

- i. The Time Table committee and Admission Committee.
- ii. Ms. Debahuti for working for various events, especially World Yoga Day.
- iii. Convenors, Research Committee – Dr. Rajyalaxmi and Dr. Sangeeta Gupta.
- iv. Convenors, Coffee Table Book Committee – Dr. Smita, Dr. Ruplekha, Dr. Rajyalakshmi and Mrs. Vrinda Kapur.
- v. The NAAC Coordinator and the AQAR criterion writers, and
- vi. The IQAC Coordinator.
- vii. Convenor, Website Committee

**3. Time Table**

The Principal pointed out that some teachers are reluctant to take classes at a particular point of time. It is important to ensure that students are given priority and preference while preparing the time table and that they should not have huge gaps in their time tables.

There are some subjects such as History wherein papers are allotted according to the specialization of the teacher but other teachers should also be allotted to teach such papers. The Principal pointed out that in case only one person specialized in a subject, it was all the more necessary for others to learn how to teach it.

**4. All leaves including Duty Leave**

The Principal drew the attention of the Council towards increased level of absenteeism post the removal of signing sheet and that it is necessary to re-instate the signing sheet since it is not possible for her to take rounds all the time. The Principal suggested that the Council should reconsider the entire issue of signing in and take a final call before the end of this academic semester. She also informed the Council that teachers have not been filling the leave forms despite taking leave. Mr. Navraj has to be informed before 9 a.m. in case of an emergent leave so that names of teachers on leave are put up on the Board. It was also reiterated that the attendance registers must not be shared with any student.

Dr. Antara Dutta pointed out that signing is not a good solution as it does not ensure that teachers take their respective classes. According to her three mechanisms, namely Student Faculty meetings, feedback forms for individual teachers to be filled by students and CCTV cameras are already in place, so there is no need for another mechanism in the nature of signing.

Dr. Payal Nagpal suggested that 'signing' is not a method propounded by the University and we should follow University rules in this regard. She pointed out that signing as a mechanism was started in the college only a few years back due to certain conditions prevailing at that time such as UGC coming up with the rule of five hours of teaching everyday.

The Principal suggested that the matter should be discussed at the Staff Association level and that Association should suggest mechanisms to deal with the issue of absenteeism.

Dr. Ruplekha Khullar enquired about the removal of the Emergent Register. The Principal clarified that the Emergent Register was removed during the tenure of previous Principal, Dr. Indu Anand, when it was decided in the Staff Council that the signing will take place.

It was approved by the Council, by a show of hands, that the Emergent Register should be maintained at the department-level.

#### **Regarding Student-Faculty Meetings**

The Principal reiterated that the departments should submit the minutes of the Student-Faculty meetings that mention not only the issues raised in the meeting but also efforts made towards resolution of the same.

Dr. Saumya Gupta suggested that departments can submit Report of Compliance and keep detailed minutes with them in a register that can be forwarded to the next TIC.

It was announced that the following points should be kept in mind while preparing minutes of Student – Faculty meetings:

- All departments to maintain a detailed student-faculty meeting register.
- The name of the teacher, against whom complaint is made by the students, need not be mentioned in the first instance but may be recorded in the subsequent instances. It is important that such name is highlighted so that appropriate action can be taken at the right time.
- The Principal cannot be denied access to the Student-Faculty meeting register.
- In response to Dr. Sanjukta Naskar's query as to whether the minutes of the student-faculty meeting can be shared with the entire department, it was decided that if a faculty member wishes to take a look at the minutes, she/he should be allowed to do so in the presence of atleast one faculty who is a member of the Student-Faculty Committee subject to the conditions that there shall be no challenging of the minutes, no photographic images or photocopy of the register are allowed and no notes shall be written on the minutes.

Dr. Payal Nagpal suggested inclusion of one adhoc member in the Student-Faculty Committee which was not approved by the Council. Dr. Madhu Gupta asked if there are any University guidelines for the Student-faculty meetings. The Principal said that she would check the same and the matter was deferred to the next Staff Council meeting.

## 5. AQAR and NAAC

Dr. Jitender Gill deliberated on the issue of AQAR and NAAC. She pointed out that format for AQAR was shared with all in the month of February but departments have failed to provide the required information in the given time frame and in the required format. Dr. Gill also pointed out that the information provided in the Annual Report is not sufficient for the purposes of AQAR since the time periods of the two reports differ, that for the AQAR being 1 July, 2018 to 30<sup>th</sup> June, 2019. She requested departments to meet the deadlines in providing required information for the AQAR. Dr. Gill also informed that the AQAR requires only the soft copies of the documents and that all documents are to be uploaded on the college website. She also requested faculty to regularly check their mails April onwards.

IQAC Coordinator, Dr. Shilpa Chaudhary informed the Council that the IQAC was working in the direction of expanding the student audience base of various events. In this regard, she thanked the Principal for her initiative to conduct workshop on 'Leadership skills' for all the second year students. Departments are grouped as per the number of second year students. It was informed that the workshop was conducted for Economics and Mathematics departments on 28<sup>th</sup> November and that for English, History and Sociology departments would be conducted on 9<sup>th</sup> November, 2019. Dr. Chaudhary suggested the following:

- A master file should be created for each event specifying the details- date, duration, the number of students who attended the same, speaker and collaboration if any. An attendance sheet to be kept as proof along with a poster of the event. From this Master file, reports can be generated for Website and Annual Report.
- A Google form is being devised for the purpose of consolidation and summarization of various events held in the college by all the departments and societies. She also apprised the Council with the keywords of the categories into which the events organized need to be categorized, namely Gender sensitization, Life skills, Soft skills, Environment and Sustainability, Yoga and meditation, Human values and Professional Ethics, Intellectual Property Rights, Guidance for Competitive exams, Career Counselling, Personal Counselling, Vocational Education and Training.

The Principal informed that all the departments should keep a record of all the proofs for the period 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019 and submit a copy of the same to Mr. Surendra Kumar by 5<sup>th</sup> November, 2019.

## 6. Outcomes of Departmental Meetings

The Principal reiterated that all faculty members should read the mails sent by the Principal and that teachers are requested to ensure their availability in their respective contact periods.

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7. **Any Other Matter**

The Principal informed that Dr. Shubhra Dey has requested a matter to be taken up at the Staff Council. However, the issue does not fall within the purview of the Council and that her mail shall be forwarded to Staff Association Secretary as the matter needs to be discussed by the Staff Association.

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

*Anshu Suri*

(MS. ANSHU SURI)  
SECRETARY, STAFF COUNCIL

*Swati Pal*

(DR. SWATI PAL)  
PRINCIPAL