

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

**Minutes of the Staff Council Meeting held on 16<sup>th</sup> May 2018**

A meeting of the Staff Council Meeting was held on 16<sup>th</sup> May 2018 at 12:30 p.m., with Dr. Swati Pal, Principal in the chair and Mrs Manju Pal as the Secretary, Staff Council. The meeting was attended by 127 faculty members.

**AGENDA**

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

The following points mentioned in the minutes of previous meeting held on 16<sup>th</sup> October, 2017, were discussed:

- a. Point 2(i): The issue of three similar events - Ms JDMC, Ms HT City and Ms DT - was discussed. Dr. Antara Datta pointed out that either Ms HT City or Ms DT can be scrapped or can be conducted on the same day. To this, the Principal said that it is not good to ignore the media. The arguments in favour of HT/DT put forth were that these events do not require any rehearsal time and get media coverage as well; whereas too much time is spent on rehearsals for Ms JDMC and classes are often missed by the first year students. Dr. Saumya Gupta suggested that Ms JDMC should be scrapped.

After show of hands, a resolution that Miss JDMC shall not be held with effect from the coming academic session was passed. The Staff Advisors and the Students' Union shall be asked to pursue Ms HT and Ms DT.

- b. Point 7(i): The Principal informed the council that the request for the issue of Certificates for Participation has been catered to. The third year students were provided with proper certificates, and the first and second year students were issued certificates on the college letterhead.

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

**2. Reporting Matters and Announcements**

- a. The Principal thanked the Staff Advisors Dr. Sangeeta Gupta and Dr. Poonam Yadav for doing a brilliant job. She thanked the Convenor IQAC and NAAC Committee, all Teacher-in-Charges and Convenors of all Committees for a fairly successful year. She also thanked Dr. Vandana Madan and Dr. V. Rajyalakshmi for volunteering and taking up the task of Superintendent Examinations for Nov-Dec 2017 examinations; and Dr. Saumya Gupta, Ms. Orgina Mary and Ms. Bijoyata Yonzon for May-June 2018 examinations.

- b. Dr. Pal congratulated the faculty members for having successfully used the Attendance software. She also thanked the non-teaching staff members - Mr. Arvind, Mr. Varun, Mr. Manpreet and Mr. Manoj for their assistance in sorting out the issues related to the software.

- c. As per University guidelines, the papers need to be checked within five days of the conduct of examination and the marks are to be uploaded by the college by sixth or seventh day of the exam. The Principal informed the Council that the SEC and AECC papers were checked in time in spite of the call by DUTA of evaluation boycott.
- d. The Principal informed the Council that following new committees have been constituted:
- i. **Grievance Redressal Committee** was reconstituted with one nominee from the Governing Body, three teachers (Dr. Ruplekha Khullar, Dr. Sandhya Garg and Dr. Poonam Kanwal) and one student based on academic merit (from Mathematics department).
  - ii. **Sexual Harassment Committee**: Dr. Vandana Madan (Presiding officer), Dr. Ruplekha Khullar, Dr. Poonam Kanwal, non-teaching staff including Ms. Poonam and Ms. Pushpa, and three students. Ms. Shahrukh Alam, a lawyer, is also a member of the committee.
  - iii. **Hostel Committee** - Dr. Poonam Sharma, Dr. Jitender Gill, Ms. Vandana Madan, Dr. Sudnya Kulkarni, Dr. Abha Jain, Dr. Poonam Yadav and Dr. Sangeeta Gupta.
  - iv. **Pratibha** - Centre for Foundation Classes (Competitive Exams) has been set up by a voluntary initiative by Mr. Zuber Ahmad and Dr. Kushi (Political Science department). The foundation classes are open to undergraduate students from our college, ex-students as well as students of NCWEB. It will be a self-financing course and shall be taught by experts. Several faculty members from our college have also volunteered for the same. The first session shall be held in July, 2018. So far 15-16 students have registered. The Principal requested teachers to motivate students to join these classes and that the date for registration has been extended to 30<sup>th</sup> May, 2018.
- Dr. Vibha Jain suggested that classes can be held for preparing students for entrance exams of MBA/CA. The Principal requested Dr. Jain to pursue it further.
- v. The Principal informed the Council that the SOL Centre was set up in our college in December, 2017, with the Principal as the Coordinator. However, since she could not take up the task at that time, as per procedures and rules of SOL, the Principal nominated Dr. Sandhya Garg as she is registered with the SOL and also has seven years experience of handling NCWEB. She informed the Council that any teacher interested in teaching at a SOL Centre needs to get herself/ himself registered with the SOL, thereafter the centre is allotted to the faculty by the SOL. The Principal further apprised the Council that the faculty for a SOL centre is provided by the SOL itself and that the college exercises its discretion only when SOL is unable to provide faculty.

**Internal Audit Committee** has been constituted for the first time in the college to ease financial audit of the college and shall look into the working of administration and accounts. The members include Dr. Madhu Gupta, Dr. Neeru Vashishth, Ms. Shweta Gupta and Ms Sakshi Gambhir.

On the advice/ recommendation of the Committee, the Requisition/ Proposal Register has been initiated. The Principal explained the procedure for the same. Teachers have to submit Advance Form along with an application providing details of the event and its estimated expenditure. The AO shall enter the details in the Register. The bills are to be submitted within one week of holding of the event. The Principal requested teachers to submit all the bills in the same financial year.

- vi. The Principal announced that Dr. Jayanti Sahoo and Ms. Sipu shall be the Staff Advisors for the next academic session and reminded them to remove Ms JDMC event from the calendar, as per resolution passed.

### 3. Handing over of the Secretaryship of the Staff Council to the new Secretary .

The matter of Staff Council secretary and Bursar was discussed. As per the past practice, a faculty person is chosen on the basis of seniority but he/she cannot hold both the posts at the same time. A resolution was passed to continue with the past practice and that if a faculty wants to take up both posts (on a purely voluntary basis), it shall be so permitted after the approval of the staff council. It was reiterated that no faculty can deny taking up the posts.

The Principal announced that Dr. Neelam Sharma will take over as Staff Council Secretary and Dr. Chanchal Chopra shall be the next Bursar with effect from August 2018.

Dr. Sudnya Kulkarni requested that list of remunerative posts be displayed on the Staff notice board. The Principal agreed to the same and informed that the list shall be made available to the TICs. Dr. Ruplekha Khullar pointed out that since the post of Director, SOL is a paid post and fetches points under the API scheme, it should be kept open to all. The Principal responded that the post of Director, SOL is a nominated post and the Principal may exercise her discretion in nominating a faculty member to the post. Dr. Garg may continue for another year and thereafter Dr. Pal would reassess the situation.

### 4. Workload/ Time Table issues:

The Principal informed that the Workload Committee is working on the workloads of all departments minutely and that the issues shall be streamlined after discussions with the Principal and the TICs. The Principal emphasized that:

- The departments must submit the workload in the prescribed format.
- The time table needs to cater to the needs of the students and not teachers and should not contain too many gaps for students. The issue has emerged in Student Faculty Meetings especially those of B.A.(Prog.). The Time Table committee members were requested not to entertain teacher's preferences at the cost of the students.

- Changes in time table not to be made by teachers themselves but by the TIC and the TIC must make those changes in the room charts.
- Ensure that the time tables put up on the college website are correct and the updated one.
- There should not be sharp inequalities in the number of lectures given to the Adhoc faculty members as compared to those given to permanent faculty.
- Departments were requested to make time tables collectively and that individual/ consolidated time tables must be put up on the department notice board.
- Once the time tables are finalized, all the faculty members of each department need to come and get their time tables signed from the Principal.
- We may come up with digital board that displays names of teachers on leave.

Dr. Ruplekha Khullar insisted that permanent and adhoc teachers to get equal number of classes as per the norm of 9 lectures/14 hours for Associate Professors and 11 lectures/16 hours for Assistant professors. Dr. Rajshree pointed out that the University norms specify the workload of teachers only in terms of hours - 14 for Associate professors and 16 for Assistant professors - and that there is no university guideline on lecture-tutorial distribution. Dr. J. Gill advocated minimum of 9 lectures for Associate professor and 11 lectures for Assistant professors; and that it is unfair to have large differences in the number of lectures allotted to permanent and adhoc faculty. Dr. Madhu Gupta pointed out that the workload of two practicals is equivalent to one lecture.

Dr. Poonam Sharma, Convener, Workload Committee reiterated that a uniform norm is not workable due to department-wise differences in strength of students. The departments with smaller student strength have lesser number of tutorials and hence teachers from such departments need to have more lectures in order to complete their workload. On the other hand, departments with bigger student strength need more number of tutorials. She also pointed out that the two teachers from EVS department take 20 lectures each as there are no tutorial requirements for this department.

Dr. Sharma suggested the norm of Associate professors to have minimum of 8 lectures and Assistant professors to have minimum of 10 lectures; and that there should be a difference of two lectures, three in exceptional cases, between the numbers of lectures allotted to the Associate professors and Assistant professors. She also suggested a minimum of 6 theory classes in the cases where practicals are involved. Her suggestion was agreed by the Council.

##### 5. AQAR-NAAC

The college shall be submitting the first Annual Quality Assurance Report (AQAR) in the new format. For Quality Benchmarks in teaching and learning, there will be audits - external as well as internal. The questions have already been sent to the TICs. The Principal reiterated the need to go up the ladder and work towards getting a higher NAAC scoring in future. She informed that the External IQAC meeting was held on 3<sup>rd</sup> April, 2018.

Dr. Jitendra Gill apprised the Council the need to begin with 'Student mentorship', a mandatory requirement under IQAC. The practice existed in Dr. Jaya Gupta's tenure as Principal. It requires each student to be affiliated to a faculty who shall serve as her guide and counsel. Dr Gill mentioned that with strength of almost 3000 students and 150 faculty in the college, each faculty shall soon be mentoring 20 students.

#### 6. Celebration of 60 years of the College

The Principal announced following initiatives to mark Diamond Jubilee celebrations as the college enters its 60<sup>th</sup> year.

- She suggested the theme 'From Dust to Diamond'.
- Coffee Table Book theme on the college - To be taken up by Dr. Smita Mitra, Dr. V. Rajyalakshmi, Dr. Rajshree Chandra and Dr. Vinita Rani.
- The website needs to be upgraded and revamped and a separate section to be dedicated to the "Jubilee Events"- To be taken up by Mrs. Anshu Suri and Dr. Payal Nagpal, Conveners, Website Committee.
- 60 trees to be planted on Founder's Day, the day of the launch of the 60<sup>th</sup> year: To be taken care of by *Avani*.
- 60 famous personalities to be invited. The Principal asked departments to submit proposals for national/ international seminars by 25<sup>th</sup> June, 2018 that can then be sent to various funding agencies.
- Proposals for Add-on Courses were invited, by individual departments or as collaborative effort between departments. The Principal emphasized the need for such courses as they add to academic environment and that information needs to be sent to Prospectus Committee by 22<sup>nd</sup> May, 2018 so that the details can be included in the Prospectus. The TICs were asked to set up kiosks during the time of admissions so as to interact with and encourage first year students to join these courses. Dr. Namita Sethi pointed out that so far the Prospectus Committee has received information on two Add-on courses - from Sociology department and Economics department.
- The College magazine to reflect the theme for the year. The Principal pointed out that the task of college magazine may be taken up by members from deptts other than English and Hindi.
- The Principal requested departments to think about book publication/ essays to come out as Book Projects and that the college will provide assistance with the publisher as well as funds.
- Gala dinner to be organized for teachers (along with their spouses). The principal requested to arrange sponsorship for the same.
- Dr. Suman Gupta suggested that a Diamond Jubilee fund may be created by factoring in the Admission fee only for this year. The Principal informed that such fund can be used only for student activities and that it requires permission from the Governing Body.
- Outreach programmes and social programmes to be launched.
- A musical flashmob: To be taken up by Ms. Debahuti.

**7. Examination duties after term-time**

The Principal requested all faculty members to take up at least two duties after 19<sup>th</sup> May, 2018. Dr. Saumya Gupta informed that the evening duties from 25<sup>th</sup> June to 1<sup>st</sup> July are still left.

**8. Report by the Superintendent and the Principal regarding current university examinations**

The Principal underlined the fact that the invigilation duties must be taken seriously. She said that Invigilators must ensure that the main as well as continuation sheets are duly signed and all details on the first page of the main answer sheet are correctly filled by students. She added that the Teachers should not be busy on the phone during invigilation duties. She emphasized that the invigilators must apprise the Superintendent if a student is found cheating and that university rules need to be followed in such cases. She also requested teachers not to leave the room for long period during invigilation duty. Dr. Poonam Sharma pointed out that strict action is necessary in order to give the desired message to the students.

Ms. Orgina Mary, the Superintendent, also shared her observations that teachers should refrain from using phones while invigilating and must not change rooms in the Duty List on their own. Also she suggested that no meetings should be held during exam time.

**9. Attendance Rules as per Ordinance VII(2) of the University**

The principal informed the Council that the college has got a reminder from the University to follow the Attendance rules (including those for Medical cases and ECA) as per Ordinance. These shall be made available to the TICs. She requested Attendance Committee to go through the Ordinance.

**10. Any other matter:**

- a. The Principal asked all Conveners to take their tasks seriously.
- b. It was requested to change the department-wise boards in the staff room listing the names of the permanent faculty members. The Principal asked all departments to give the names in the desired format and assured that they will be replaced during the summer break.

The Principal thanked Ms. Manju Pal and congratulated her for successful completion of her term as Staff Council Secretary.

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



MRS. MANJU PAL  
SECRETARY, STAFF COUNCIL



DR. SWATI PAL  
PRINCIPAL