

JANKI DEVI MEMORIAL COLLEGE
NEW DELHI

Minutes of the Staff Council Meeting held on 16th October 2017

The Staff Council Meeting was held on 16th October 2017 at 01:20 p.m., with Dr. Swati Pal, Principal (Officiating) in the chair. She welcomed Ms. Manju Pal as the new Secretary, Staff Council. The meeting was attended by 124 faculty members.

AGENDA

1. Passing of minutes of the previous Staff Council meeting

The minutes of the previous Staff Council meeting held on 19th May, 2017 were passed by a show of hands.

2. Reporting Matters

a. The Principal formally announced that the college has got B++ grade (CGPA 2.76) by the NAAC. Dr. Pal congratulated all for this tremendous achievement. She especially thanked Dr. Jitendra Gill, Convener, NAAC Committee and expressed her heartfelt gratitude to all faculty members for their hard work and tireless efforts. She reiterated the need to maintain the pace and work harder to get a better grade in future.

b. The Principal informed the Council that she has requested experts from ICSSR and other organisations to discuss the delineated research areas with the faculty and that the session would be held between dispersal of classes and beginning of exams this semester or early next semester. She requested Dr. V. Rajyalakshmi and Ms. Sonal to follow up the research proposals already submitted.

c. The Principal has contacted several publishers for intra/inter-department Book Projects and urged departments to put together a collection of essays and possibly involve students as well. Dr. Pal thanked management for giving generous funds for publication projects.

d. The Principal apprised the Council about the proposed developments in infrastructure, following the NAAC Peer team report/suggestions:

- i. Part of Reading Room in library to be converted into e-Resource/ Research room for teachers and a mezzanine floor may be constructed to transfer the books. 30-40 computers may be installed in the Research Room.
- ii. She thanked Mr. Satya Prakash for taking the initiative to get the chairs replaced in the department rooms and urged teachers to give constructive suggestions to the administration to improve the College.
- iii. Space adjacent to Seminar Room may also be used to build second Seminar room, with a separate entry, after taking approval from the structural engineer.
- iv. A new water motor has been installed.

The Principal encouraged interactions with as well as feedback from the staff in order to make improvements in the institution.

- e. The Principal said that Day Care Centre should be shifted from the Principal's bungalow and sought suggestions regarding the location for the mandatory IQAC room and the Day Care Centre which is proposed to be shifted.
- f. The process of initiating new courses has begun with the Governing Body approving following courses:
- i. B.Sc. (Computer Science)
 - ii. B.Sc. (H) Statistics
 - iii. Bachelor in vocational education a) Human Resource Management & b) Banking Operations.
- g. It was suggested that the Computer Lab-II and Sports Room may be interchanged and another Computer Lab may be set up near Rooms 53 and 54.
- h. In response to feedback received from various stakeholders regarding the need for Counseling facilities to be available in the college, the Principal informed the Council about such workshop conducted by Zyego recently which was very well received by students. It was decided to form a separate committee to look into the proposals by this company for providing counseling services to the students. Dr. Vandana (Hindi department), Dr. Meenakshi (Hindi department), Dr. Poonam Kanwal (Political Science department), Mr. Dinesh (Political Science department), Ms. Sonal Jain (Commerce department) and Ms. Jyoti (Sanskrit department) volunteered for the same. Dr. Poonam Bewtra suggested that other companies offering similar services can also be looked at.
- i. The Principal congratulated all departments as well as societies for organizing various events - seminars/ workshops/ industrial visits/ placement cell activities and requested them to put up the details on the website. The Principal informed the Council about Sports achievements, particularly that Deepanshi and Rajni bagging Gold Medal in University Yoga Championship; the first time the DU has won it and it was an honour that JDMC was the only DU College to win.
- Ms. Rita Sinha pointed out that lot of time was being spent on similar events - Ms. JDMC, Ms. HT City and Ms. DT. The Principal asked the Council to consider passing a resolution that Ms. JDMC can be done away with since the other two events do not require any prior preparation and get media coverage as well. The resolution can be passed in the next Staff Council Meeting. She advised the Council to keep in mind to demands of the students, the peer pressure in the context of other colleges before passing a verdict.
- j. The Principal informed that 'Symphony' will be held on 10th, 11th and 12th January, 2018; 'Alumni Meet' and 'Sports Day' in February, 2018; and Annual Day towards end of March.

Dr. Rajshree suggested fixing of cut-off date for submission of individual publications and achievements; and that Annual Report can follow January-December calendar instead of April-March. The Principal responded that since the Annual Report relates to academic session, the change of the time span is not feasible. The Council decided that faculty can submit their achievements latest by 1st March so that the department-wise collated information can be submitted to Annual Report Committee by 7th March.

k. The Principal thanked Ms. Vandana Madan (Sociology department) and Dr. V. Rajyalakshmi (Sociology department) for agreeing to perform the duties of Superintendent, Morning and Afternoon respectively for the forthcoming Nov-Dec examination.

l. The Principal reported following matters discussed and decided in the Teacher-In-charges meeting held on 13th October, 2017:

- Attendance to be taken till 11th November, 2017. Consolidated attendance and Attendance for November to be submitted by 18th November 2017.

Dr. Rita Sinha pointed out that Sports students can be given attendance for matches/tournaments only for matches and tournaments but not for practice. Dr. Abha Jain clarified that students need to practice to prepare for matches and that University rules allow attendance to be given for the same. Also sometimes students mention 'Sports practice' even against the dates for matches/tournaments. She requested teachers to approach Physical Education department faculty in case any clarification is needed since they maintain complete attendance record of sports students. She also mentioned that special on-duty/ medical leave is granted to students in case of injury during practice/ tournaments. It was agreed by the Council that such matters can be discussed directly with the Physical Education department faculty.

- Internal assessment records to be submitted by 22nd November, 2017.
- Orientation Day for GE for Hons. courses and GE/SECs for B.A.(P) to be held on 1st November, 2017.

3. Coverage of syllabus

The Principal urged that every department should ensure completion of syllabus before dispersal of classes.

The Principal clarified that University rules do not permit replacement (adhoc/guest faculty) in case faculty proceeds on leave for less than 30 days. Dr. Ruby Bhardwaj pointed out that she had to cut down her CCL in order to ensure completion of her course.

4. Time Table issues

Dr. Poonam Bewtra pointed out that it was difficult to finalize time table unless GE/SEC choices are decided well in time and that changes should not be allowed beyond a prescribed time. It was decided by the Council that students must fill online forms to give their GE/SEC choices which will be available from 10th November, 2017. Teacher-in-Charge of each department must have breakup of GE options taken by the students of their respective departments. Also movement of the students, once the session begins, will not be allowed after 10th January, 2018.

5. Placement Cell – Record of the students

As per NAAC guidelines, the Placement Cell data needs to be quantified. Since Dr. J. Gill was not present due to ill-health, the issue may be taken up in the next Staff council meeting. It was suggested that when the students come to collect the degree, information may be collected about what is being pursued by them (as required by NAAC).

6. IQAC

Due to Dr. J. Gill's inability to attend the meeting, the IQAC-related forms and other initiatives shall be discussed in the next meeting.

7. Any Other Matter

- i. **Certificates:** Due to high printing costs of the certificates and the large number of participation certificates often demanded, the Principal explained that printed certificates was thus being given only to winners while participants were given certification for appreciation/ participation on college letterhead; and that they have same validity as that of a printed certificate. Dr. Rita Sinha, Dr. Poonam Beutra and Dr. Payal Nagpal requested that printed certificates should be given to participants as well as they are well-recognized and also to encourage participation. Dr. Antara Datta asked about the financial implications of the same. Dr. Madhu Gupta supported letterhead certificates and pointed out that as Alumni of this college, she has received certification on Letterhead.

The Principal agreed to fulfill the need within means. She invited suggestions for low cost options of providing valid certification for participation. Following options can be considered - giving traditional certificates in online modes, electronic template of certification (as suggested by Ms. Shweta), use of color printer (as suggested by Mr. Zuber), giving participation certificates to third year students. The issue may be taken up for decision in the next staff council meeting.


- ii. Though not discussed prior to the Staff Council meeting, Dr. Rajshree Chandra was permitted to raise certain issues.

Dr. Rajshree requested not to be strict with students eating in the classrooms/ tutorial rooms due to space constraint in the canteen. The Principal informed that letters of apology are not constantly demanded from students and that students should be encouraged to eat in canteen- in hours of less crowd or auditorium.

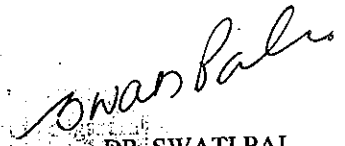
Dr. Rajshree also pointed out the need to maintain caution in inviting Chief Guests since they may use this forum for their ideological dispensation; and to avoid controversial personalities. The Principal pointed out that it is not possible to predict what a speaker may say and that she has been seeking suggestions for inviting speakers. She invited suggestions from the faculty regarding Chief Guests for Symphony, 2018.

The Principal informed that she will be completing two years as Principal (Officiating) on 30th November, 2017 and she thanked all faculty members for their support and encouragement throughout. She also thanked the Staff Council, Secretary. Dr. Nagpal thanked the Principal on behalf of the Staff Association for providing a space for debate, discussion and dialogue.

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



MRS. MANJU PAL
SECRETARY, STAFF COUNCIL



DR. SWATI PAL
PRINCIPAL (OFFICIATING)