



# JANKI DEVI MEMORIAL COLLEGE

(UNIVERSITY OF DELHI)

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## MINUTES OF THE STAFF COUNCIL MEETING HELD ON 17<sup>th</sup> July, 2020

The Staff Council Meeting was held on 17<sup>th</sup> July 2020 at 11 a.m. on Zoom, with Prof. Swati Pal, Principal in the Chair and Ms. Anshu Suri as the Staff Council Secretary. The meeting was attended by 100 faculty members. Letters of regret were received from Dr. Shubra Dey and Dr. Indu Jain about their inability to attend the Meeting

### Agenda

1. **Passing of minutes of the previous Staff Council meeting**  
 The minutes of the previous Staff Council meeting held on 12<sup>th</sup> February 2020 were duly passed.
2. **Reporting matters and Announcements of COVID Task Force, Staff Advisors, Bursar and different Committee Conveners**

a. Principal applauded the entire teaching staff for taking on additional work and responsibilities learning new things and successfully meeting the challenge of taking online classes, in the difficult times faced due to the Pandemic, She thanked all faculty members for timely conduct of classes as well as evaluation using e-platforms.

Principal appreciated that despite challenging times, the college has done a fabulous job with its 'Diamond Jubilee celebrations'. She thanked the conveners and members of Distinguished Speakers Series (DSS) Committee- Dr. Namita Sethi, Dr. Sandhya Garg and Dr. Saumya Gupta for their hard work. The Principal also thanked all departments for getting excellent speakers for the DSS.

The Principal congratulated:

- o Conveners and members of the Coffee Table Book Committee- Dr. Smita Mitra, Dr. Ruplekha Khullar, Dr. V. Rajyalakshmi and Ms. Vrinda Kapur. The book will be printed soon.
- o Staff Advisors- Dr. Sanjukta Naskar and Dr. Meenakshi- for excellent work done even in these challenging times. She also expressed her deepest thanks to the Students Union.
- o the College Magazine Committee and praised Dr. Antara Dutta for bringing the Magazine to a new level, with her vision.
- o *Pratibha* for its excellent work
- o Ms. Debahuti for her choreography and successful conduct of 'Flashmob'.
- o *Lumiere* for creating wonderful diaries.
- o Dr. Sanjukta-Naskar for streamlining the NSS activities.
- o all departments/ societies for successful conduct of the quality webinars and for inviting speakers who were experts in their domain.
- o IQAC for conducting many webinars during the Lockdown period in collaboration with several departments.

The Principal appreciated and extended heartiest congratulations for the phenomenal amount of work put in by all the Committees/Societies- Prospectus Committee, Time Table Committee, Workload Committee, Examination Committee, Internal Assessment Committee, Website Committee, Prize Distribution Committee, Placement cell; PIO, Bursar, all the TICs, NAAC Coordinator and IQAC Coordinator.

Prof. Pal thanked the Annual Report Committee for finalizing the Annual Report for the second time so that all events upto 30<sup>th</sup> June 2020 could be included.

Prof. Pal also conveyed her appreciation to all students who have worked hard and won laurels in various competitions. Dr. Abha Jain and Dr. Ritu Arora shared achievements of some of our ex-students. The Principal called upon the Alumni Association to contact such students immediately who have received awards recently. She also suggested that such exemplary ex-students should be invited to speak to our present batch of students.

- b. The Principal discussed in brief the important clauses of the latest University notification related to the OBE (Open Book Examinations) dated 15<sup>th</sup> July, 2020. She requested all departments to share it with their students and inform them that any corrections in their details etc can be made from 21<sup>st</sup> July 2020 to 27<sup>th</sup> July 2020. The notification has been uploaded on the college website as well. It was also informed that the college shall provide facilities to PwD students for examinations and that the other students may be encouraged to visit the Common Service Centres (CSCs).
- c. The Principal apprised the Council about the progress of the work of Academic Audit. She informed that power-point presentations of the departments are being mailed by the Principal to the External Experts and that one of the departments had already received a very heart-warming Feedback Report from its External Expert.
- d. The Principal informed the Council about the construction work that is in progress in the college premises that includes repairs of the roads, construction of a fire escape and construction of the 'Language Lab' with recording facilities. The need for a Language Lab had often been brought up by Dr. Jitender Gill, NAAC Coordinator.
- e. The Principal made the following announcements:
  - o The Annual day is scheduled for 30<sup>th</sup> July, 2020. The Annual Report will be uploaded on the college website and will be available in hard copy when things are restored to normal.
  - o The Founder's Day will be celebrated on 1<sup>st</sup> August 2020.
  - o The Staff Advisors for the next academic session 2020-21 are Dr. Saumya Gupta, Ms. Tannu Sharma and Ms. Tarini Pandey.
  - o Dr. Jayanti Sahoo is the new Programme Officer, NSS.
- f. Principal announced the formation of the COVID Task Force to decide and ensure implementation of the changing norms related to social distancing, sanitization measures etc. The Task Force will comprise TICs of all departments, members of Building & Maintenance Committee and Discipline Committee along with the Principal and the administrative staff.
- g. The Principal requested all teachers to have their internet and Wifi facilities in place as online teaching and administration is expected to continue in the coming days. She

announced that if any teacher needs a laptop, he/she can inform Mr. Manoj in advance and collect the laptop from the college.

- h. The Council was informed that the Form 16 will be issued after mid-August 2020 and that the date of filing the ITR has been extended to 30<sup>th</sup> November, 2020.
- i. Prof. Pal reiterated that all committees have the tenure of two years and are valid till 2021. The list will be shared and any errors or additions may be intimated to the college.
- j. On Dr. Antara Dutta's request to be relieved from the Magazine Committee, the Principal requested her to continue for the coming academic session and train a few teachers and assured that Dr. Antara would be relieved next year.
- k. Regarding admissions, the Principal requested all departments to carefully decide the cutoffs and ensure that neither over-admissions nor under-admissions happen. She also announced that the meetings would be held on the last day of at least first five Admission Cut-off Lists to discuss and decide the cut-offs for the next list.
- l. Dr. Poonam Sharma suggested the name of Dr. Manisha Sinha for the admissions committee in place of Mrs. Manju Pal who had retired.
- m. Prof. Pal said that the Alumni association should make sure that ex-students are also a part of the talks/ counseling sessions being organized.
- n. She asked all departments to remind students to fill the feedback forms.
- o. The Principal congratulated Dr. Saroj Gupta, Dr. Anupama Rajput, Dr. Smita Mitra, Dr. Shubra Dey, Dr. Himanshu Jagateb, Dr. Rajshree Chandra, Dr. Poonam Kanwal, Dr. Charu Kala and herself for completing 25 years of service in the college. The Council extended its heartiest congratulations to all these faculty members.

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

Prof. Pal thanked Mrs. Anshu Suri and congratulated her for successfully completing her term as Staff Council Secretary.

She announced that Dr. Lakshmi Pillai will take over as the new Staff Council Secretary for the next academic session and Dr. Madhu Gupta will take over as Bursar with effect from 15<sup>th</sup> September, 2020.

### 4. Decision regarding continuation of NCWEB's Centre at the College

The Principal apprised the Council about several difficulties faced by the NCWEB Centre at our college during the academic session 2019-20. With a change in the NCWEB policy, teaching was now allowed by only those who were not otherwise employed leading to a delay in getting the list of teachers. Further there were severe delays in financial payments to teachers as well as non-teaching staff. However, these issues were being faced by all NCWEB Centres.

She further added that due to extreme hardships faced and difficulty in managing the centre, Dr. Nisha Malik, Coordinator, NCWEB-JDMC had given her resignation and the non-teaching staff was also not interested in continuing to work for it. Dr. Jayanti

P. Sahoo, who was assisting Dr. Nisha Malik, also expressed her inability to take over as Coordinator as she will now be working as the Programme Officer, NSS.

Principal asked for the Council's opinion regarding the continuation of the Centre giving due consideration to the fact that JDMC is well-known as a NCWEB Centre and that it constitutes a good extension and outreach activity being performed by our college. She suggested that we could give the NCWEB Centre one more year and if problems still persist, we can then take a considered decision regarding its discontinuation.

The Principal asked faculty to volunteer for taking up the task of Coordinator and Assistant Coordinator of the NCWEB centre. She requested Dr. Nisha Malik to reconsider her decision. But Dr. Nisha Malik expressed her inability to continue and also shared the problems that she faced as Coordinator, NCWEB Centre. She stated that the classes go on from morning till evening and it is difficult to coordinate due to her health issues.

The Principal requested Dr. Sandhya Garg to consider taking up the responsibility. Dr. Sandhya Garg pointed out that she has already handled NCWEB Centre for seven years and that she is now handling the SOL Centre that is a huge task in itself. She also pointed out various difficulties faced in running the centre including multiple shifts due to the semester system, non-payment of financial dues and delays in availability of teachers.

Prof. Pal asked Dr. Jitender Gill and Dr. Shilpa Chaudhary if there were any implications for NAAC in case of discontinuation of the NCWEB centre. To this, both replied that there was no significant impact as per both new and old rules of NAAC.

Dr. Ruplekha stated that we should not immediately discontinue the Centre since it is certainly a good practice and socially relevant. Dr. Payal Nagpal pointed out that it is indeed difficult to run the Centre under such circumstances and that there is a need for NCWEB to sort out the issues to ensure smooth running of the Centre. Dr. Lakshmi Pillai suggested that the college may discontinue for a while and take it up again when circumstances improve.

The Council was asked to vote on this matter. Majority of the members voted for discontinuation of the NCWEB Centre. The Principal announced that she would write a letter to the University stating the inability of the college to continue with the NCWEB centre at JDMC due to severe problems faced and that we may resume the Centre in times to come. In case the University does not agree and insists that the Centre must be continued, then we would request them to provide their staff to run the Centre.

The Principal requested the faculty members to give a second thought to the discontinuation of the JDMC-NCWEB centre and not let it go despite the challenging times. She announced that the names for the Coordinator and Assistant Coordinator for the Centre can be given by 20<sup>th</sup> June 2020 (Monday).

5. **Setting up of Centres as approved by the IQAC &**
6. **Discussion on setting up of an e-Resource Centre**

The Principal shared a brief background about setting up of the Centres. It was observed by the IQAC that many colleges have set up Centres and that it was one of the buzzwords vis-a-vis the NAAC. On scrutiny, it was discovered that the work

being done in these Centers is similar to the work being done by some of the Committees/Clubs/Societies of our college. A budgetary allocation is made for Centers in much the same way that a budgetary allocation is made in our Committees/Clubs/Societies. Hence, the IQAC felt that perhaps the best way forward was to create Centres that could be run by those committees/clubs/ societies that were already handling such work. In some instances of course, new centres would have to be created (for which as of now, there is no society/club etc dedicated to doing that particular work). The Centres could collaborate with other institutions/industry.

The Principal apprised the Council of the details of the functioning of the Centres that are as follows:

**Structure of the Centre:** Each Centre will have a Director, a Secretary, a Treasurer along with a team of people who work under the supervision of the aforesaid. Depending upon the nature of work involved within a centre, we could decide upon the team ranging from four to six members. We could also keep a time of two years, extendable by two more years if nobody else volunteers/is found suitable. The names could be volunteered in the Staff Council and the Council could approve. The IQAC Co coordinator would be a part of each Centre by default as it is an IQAC initiative.

**Mission:** Each Centre must have its own vision, mission statement as well as short term (annual) and long term (at least next five years) goals. These must be documented and made available on the website as well as at all other forums.

**Budget:** As is done with the allocation of finances to the different clubs and societies of the college, each Centre must submit a proposal with expenditure details and the college would then allocate the funds accordingly.

**Infrastructural requirements:** Each Center would be allocated spaces (rooms).

The Principal then announced the centres that can begin functioning from the forthcoming academic session 2020-21:

#### 1. *Research Centre*

The Research Committee already exists with Dr. Rajyalakshmi and Dr. Sangeeta Gupta as Conveners. Dr Jitender Gill has also volunteered to be a part of it and Dr. Anupama Rajput has also agreed to join in.

Furthermore, apart from the fact that we have research projects by faculty members and faculty-mentored student projects, we could also expand the scope of research to those in the non teaching staff who may want to take on a research project since some now have the credentials to do so. Of course, they, like all else, would need to go through the proper procedure.

Dr. Gill had shared the fact as regards the faculty mentored student projects that some students were keen to be actively involved, as a student body, in the process of acquiring research proposals, vetting of research proposals and the screening of the proposals. The Principal welcomes this initiative of the students and would request the Centre to work out the way to do this; it is good that students show such enterprise but we must set the guidelines for the same.

**2. Centre for Career Counseling, Employability Enhancement and Skill Development**

The work of this Centre could be taken on by the Career and Counseling Cell and the Add-on Courses Committee whose Conveners are Dr. Poonam Bewtra, Dr. Amita Charan, Dr. Jayanti Sahoo and Dr. Sipu Jayswal. The coordinators of the running Add-on courses would automatically be a part of the Add-on Courses Committee team.

**3. Centre for Extension and Outreach Programmes**

This Centre could be handled by the NSS, NCC, Equal Opportunity Cell and Enabling Unit. As of now, the NSS PO is Dr Jayanti Sahoo, NCC Caretaker is Debahuti Brahmachari, EOC Coordinator is Dr. S. Kulkarni who is also the convener of the Enabling unit along with Dr. Nivedita Sharma and of which Dr. Mamta Chaudhury is the Co-convener.

The Principal requested all departments and clubs/societies that are doing extension and outreach programmes to share their programmes with this Centre; it will still be their own outreach work but under the umbrella of the Centre; they can also collaborate with the Centre. The Principal further requested Dr. Gill, who has been handling the Students' Financial Assistance/ Support to be a part of this Centre and work out a formal procedure for the same along with other members of this Centre.

**4. Centre for Gender Equity Promotion**

This Centre could be handled by the Women's Development Centre whose conveners currently are Dr. Rooplekha Khullar, Dr. Rajyalakshmi, Dr. Sandhya Garg, Dr. Nisha Malik and Dr. Sangeeta Gupta. All departments/ societies that conduct Gender Equity Promotion events could collaborate with this Centre.

**5. Centre for Promotion of Universal and Environmental Values and Ethics**

This could be handled by the Chetna Society as well as the Gandhi Study Circle. Currently the conveners of the former are Dr. Purna Arora and Dr. Sudha Upadhyaya and of the latter is Dr. Saumya Gupta. Also, Ms Vandana Madan, Convener, Avani could join in with her team.

**6. Centre for E-Resources**

This could be handled by the Website Committee and the ICT and Automation Committee. The Conveners of the former are Mrs. Anshu Suri and Dr. Payal Nagpal and of the latter Dr. Poonam Sharma. Also, Dr Ruplekha Khullar and Ms Vandana Madan have done some spade work for the proposed e-journal by faculty; Dr Gill has proposed an e-journal for students. So they would also be a part of this Centre.

Prof. Pal emphasized that this Centre must get active right away given the current scenario. We must work out a way whereby we put in place e-resources created by our own faculty members; for example recorded lectures of our own faculty members such as the Foundation lectures given by members of the English Dept.

Principal announced the names of the centres that were also proposed by the IQAC and that these centres can be functional from the academic session 2021-22:

7. Centre for Industry Academia Interaction (This could be considered by Impreneurs and Aamdani.)

8. Centre for Capability Enhancement of Students (This could be considered by *Pratibha*)
9. Centre for Capability Enhancement of Teaching and Non teaching Staff (This could be considered by Academic Excellence Committee)
10. Centre for Honours and Recognitions
11. Centre for Vocational Education and Training

Dr. Saumya Gupta asked whether a society like Gandhi Study Circle could choose to be a part of 'Centre for Promotion of Universal and Environmental Values and Ethics'. or 'Centre for Extension and Outreach Programmes' since the Gandhi Study Circle also provides financial assistance to needy students. The Principal clarified that the GSC will be a part of 'Centre for Promotion of Universal and Environmental Values and Ethics' and will share details of its extension activities with the 'Centre for Extension and Outreach Programmes'.

Dr. Payal Nagpal queried whether the Website Committee will now be functioning independently or under the 'Centre for E-resources'. Dr. Ruplekha Khullar also raised a query as to how the existing societies will be merged into Centres.

To this, Prof. Pal clarified that all the societies and clubs will retain their individual status. Since we are in the initial stages, the societies and clubs having expertise and knowledge in similar areas are being clubbed and being given an extended task of setting up the Centres. She further stated that the Centre may function independently of the societies once the period of formalization is completed. Dr. Shilpa Chaudhary stated that the existing structure of societies and clubs is not being altered. At present, events/ activities with a common objective are being organized by several departments/ societies/ clubs and are hence scattered. The setting up of Centres will help in bringing all similar activities under the umbrella of Centres. She reiterated that the relevant Centre should be involved if an activity is organised that falls under its purview. For example, if the Economics department organizes an event/ activity towards Gender Equity Promotion, then it needs to be mentioned on the Poster that the activity is being organized by 'Economics Department and Centre for Gender Equity Promotion' or 'Economics Department in collaboration with Centre for Gender Equity Promotion'. As a result, all information related to initiatives taken for Gender Equity Promotion by the college would be available with the Centre.

The Principal further clarified taking the example of HDFE department that does lot of work in the areas of gender, teaching-learning processes and extension, would now report to three centres. Similarly Sociology would report to 'Centre for Gender Equity Promotion' for its various activities done towards gender sensitization.

Regarding E-resource Centre, Prof. Pal suggested that each department should, on an yearly basis, contribute at least four recorded lectures that would become a part of E-resources that can be uploaded on the college website. The concern for plagiarism should not stop us from proceeding further in this direction. She cited the examples of YouTube videos created by Dr. Sudha Upadhyaya, lectures recorded by Dr. Payal Nagpal and Foundation lectures recorded by English department. Prof. Pal also mentioned that till the time Language Lab is ready, the recording of lectures can take place in the Research Room or we can approach JDVC for a suitable space.

Mr. Zubeer Ahmad shared that *Pratibha* can send its fifteen recorded modules to the Centre for E-resources and its audio resources can be sent to the Enabling Unit.

Dr. J. Gill suggested revival of Women's Studies Research Centre (WSRC) under 'Centre for Gender Equity Promotion'. Dr. Ruplekha Khullar also sought clarification regarding the status of Women's Studies Research Centre (WSRC) and suggested that students' research can be encouraged under this centre. The Principal requested the WDC and Centre for Gender Equity Promotion to devise methods to revive WSRC.

Dr. Rajyalakshmi suggested that each Centre should have a Director, Co-director, Secretary and Treasurer and 4-6 members appointed for a period of two years with a set of objectives for a two year period and that Centre should be audited after the completion of two years. The Principal thanked her for the suggestion and agreed that that the Centre would undergo an Audit, both in terms of financial audit as well as in terms of target achieved after every two years.

Dr. Saumya Gupta pointed out that now departments would have to think of which Centre they need to approach. Dr. Antara Dutta pointed out that each centre should technically have a separate infrastructure and separate budget allocation to facilitate good collaborations. To this Prof. Pal said that since we are at the stage of initiation, we need to start with only the available resources and that we would expand with time. She shared the suggestion that Dr. J. Gill put forth in the IQAC meeting that in the initial stages, the same rooms may host multiple Centres. The Principal further added that gradually the college will be expanding its infrastructure.

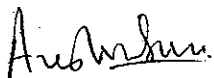
Ms. Sushma Maurya expressed the need to induct more permanent members in Impreneurs as the work would increase after the setting up of 'Centre for Industry-Academia Interaction'. Mr. Zubeer Ahmad raised queries regarding the status of *Pratibha* whether it would remain an independent Centre or become a part of 'Centre for Capability Enhancement of Students'. The Principal clarified that these two are the proposed Centres and that they would be functional only from academic session 2021-22.


Dr. Poonam Bewtra appreciated the initiative of setting up the centres and requested the Principal to mail the list/ details of the Centres to faculty.

The Principal requested the newly formed Centres to work out the modalities.

Mrs. Vandana Madan suggested that the Committees should be reconstituted every two to three years. Dr. Poonam Bewtra also felt that others should learn. Prof. Pal said that while she agreed in principle, it becomes difficult to relieve existing members till more teachers volunteer to take over.

The meeting concluded with a vote of thanks by the Staff Council Secretary, Mrs. Anshu Suri.

  
(MS. ANSHU SURI)  
SECRETARY, STAFF COUNCIL

  
(PROF. SWATI PAL)  
PRINCIPAL