

JANKI DEVI MEMORIAL COLLEGE
NEW DELHI

Minutes of the Staff Council Meeting held on 19th May, 2017

A Staff Council meeting was held on 19th May, 2017 at 12 noon, with Dr. Swati Pal, Principal (Officiating), in the chair and Ms. Madhulika Singla as the Secretary, Staff Council. The meeting was attended by 147 faculty members.

AGENDA

1. Passing of minutes of the previous Staff Council meeting

- i) The Principal requested for a show of hands, asking the Council if minutes of the previous Staff Council meeting (held on 16th December, 2016) could be considered as passed.
- ii) A few faculty members said that they had not received the minutes. Dr. Pal informed that the minutes were sent to the TICs of the respective departments and it is their responsibility to make the minutes available to each and every department member.
- iii) Ms. Sushma Maurya of the Commerce department raised an issue regarding the reporting of minutes about Workload- Time Table allotment. The discussion was on the number of practical classes and lectures to be allotted in case the practical exam is less than 50 marks. She said that the Council had decided in the previous meeting that a minimum bar of 6 lectures has to be maintained and tutorials and practicals could be added over and above them. However, the minutes mentioned that "the council agreed that 4 lectures can be part of timetable along with 8 practical classes."
- iv) Though, it was decided to add a corrigendum to the previous Staff Council minutes, the Principal underlined that the College will go by the University of Delhi rules mandated for such issues.
- v) Dr. Shilpa Chaudhary said that the college is concerned about the impending NAAC visit and it is important, as the Principal has suggested every time in Staff Council meetings, that there are certain practices and procedures that have to be followed and they should become part and parcel of our modes of working as faculty of the College. Dr. Chaudhary emphasised that though the NAAC visit and the subsequent grade were important, it should be an endeavour for all-times to come. The Principal also informed that the NAAC authority will give us a 15-days notice before their visit. Also, the NAAC revises their credit every five years and there has to be a continuous updation and upgradation in this context.
- vi) The Principal once again exhorted all faculty members to seriously engage with the minutes of Staff Council meetings and pursue them in detail.
- vii) The Principal collectively thanked the previous TICs, Staff Council Secretary, Ms. Madhulika Singla for rendering their services to the College. She also said that a new Staff Council secretary has to be appointed.
- viii) The Principal also extended thanks to the non-teaching and administrative staff as they had been working hard and thus she believed that there is a need to acknowledge this at the Staff Council.

2. Reporting Matters

- i) Dr. Pal informed that the College has to hold Open days for Undergraduate admissions, as mandated by the University, from 22nd May to 31st May 2017. During this time, parents can come and ask questions regarding the Undergraduate admissions with teachers. The University shall also provide a PPT containing all information regarding admissions for the session 2017-18, so that colleges could utilise it for their benefit during the Open days. The presentation will be held either in the Committee room or seminar room.
- ii) Dr. Pal asked the teachers to volunteer for Open days so that the University could be informed about the same. A list of teachers was prepared to this effect.
- iii) It was further decided that 2 per cent advantage will be given to candidates who are offered Sanskrit as MIL for B.A. Programme and 1 per cent advantage will be given to candidates who are offered Sanskrit as MIL for B.Com.
- iv) A disadvantage of 3 per cent is to be given to candidates from Commerce stream taking B.A. stream. Similarly, a disadvantage of 3 per cent is to be given to candidates from Arts stream taking B.Com.
- v) Dr. Jitender Gill asked for clarification regarding vocational courses, that is, is 5% still valid or not.
- vi) Dr. Pal informed that a tower will be constructed within a week for better call connectivity in the College campus.
- vii) Debarring of Students from exam due to Shortage of Attendance
 - a) Dr. Pal informed that the Attendance Committee decided not to allow students who had below 25 per cent attendance to sit for their end-semester examination. However, 40 parents with their wards and Delhi University Students' Union (DUSU) went to Dean and Proctor's Office, protested against the College's decision and even got violent. She also got a call from the Dean's Office in this regard. She was asked to be compassionate towards these students.
 - b) Dr. Pal had an emergent meeting with the Attendance Committee and Teacher In-charges who were present in College, where it was decided that these students should be debarred from writing their first two exams as per their date sheet. They were issued Admit Cards from the day of the third exam.
 - c) Dr. Pal further underscored that attendance and internal assessment of the students have to be taken seriously. The Attendance and Internal Assessment Committees could give a set of broad rules regarding this, which could be attached with admission forms. Parents of First year students shall be required to sign the guidelines at the time of their ward's admission.
 - d) Dr. Pal further clarified the norms regarding medical leave. When a student has a medical problem, she has to submit a medical certificate both for illness as well as fitness. The submission has to be made within seven to ten days. Teachers are to write 'Medical leave' against the student's name in their respective registers. However, the students will not be given attendance in lieu of medical leave. The medical leave application with attachment including of fitness, would have to be signed by the TIC of the Department concerned and then submitted to the Office.

- e) Ms. Rita Sinha pointed out that the College faced a problem with attendance defaulters and their parents at the time of issuing Admit Cards. Therefore, the Attendance Committee must ensure that its senior members are present along with the Principal during these days so that the administrative office has some kind of support when they deal with the students and their parents.
- f) Dr. Pal reiterated that there is a need to make parents aware of their ward's attendance and thus letters are to be sent each semester informing parents about shortage. In fact, letters to this effect were sent to parents some time back but the College had to discontinue the practice due to two reasons:
- The departments would give a list to the Administrative Office, asking them to post letters to respective parents. However, they didn't use to provide these lists during the stipulated time period and the Office objected to it. They emphasised that the Office could not keep sending letters throughout the semester.
 - Secondly, it was considered useless since attendance was put up on the College website on a monthly basis.
- g) However, since parents do not read the website, it has been decided to send letters to parents of defaulting students just before the mid-semester break.
- h) A few faculty members also gave their suggestions to this effect. For instance, Dr. Ruplekha Khullar reiterated that the letters must not be sent randomly. A template must be made and the college should send the letters before the Mid-Semester break to truly know the defaulters. Dr. Madhu Gupta requested the Staff Council to fill up Google spread sheets to calculate and highlight the shortage of attendance since there are so many inter-disciplinary courses that departments teach on a regular basis after the introduction of the CBCS. Dr. Chanchal Chopra suggested that instead of sending letters to parents, students should be handed over these letters and asked to get signatures from their parents. Ms. Tara Negi requested that the College should provide the faculty with relevant software that could assist them in calculating and uploading attendance on a regular basis:
- i) Responding to Ms. Negi's request, Dr. Pal informed the Council that such a project has been in the pipeline for a long time. In fact, a special committee to look into technical matters had spent a long time deliberating ways to devise relevant software in this context. Also, there is a lot of money involved in this. Since, Google spread sheets do the same work, the faculty could learn how to utilise the spread sheets.
- j) Dr. Payal Nagpal said that as per the resolution passed by the English department in their meeting on 18th May, the department will not calculate shortage of attendance on a monthly basis. In fact, teachers should take it upon themselves to inform students after the end of every month so that they are warned timely.
- k) The Council also discussed suitable ways to inform the parents regarding shortage of attendance of their wards. The council suggested three options:
- Parent teacher meeting on a specific date during semester, as of now a tentative date could be provided.
 - Contact periods could be used for the parents to get in touch with the respective teachers and discuss attendance apart from the other issues related to students.

- Specific time of the year when the parents may access teachers. The Council agreed that the information regarding contact periods of faculty should be made available with the Senior P.A. Mr. Surender Kumar, and put on the College website and College notice board in order to facilitate parent teacher interaction. However, the departments which still wanted to continue with a separate Parent-Teacher Meeting on a specific day must be allowed to follow their discretion.

In the end, the Council decided that each department must be allowed to devise their own mechanism to tackle the shortage of attendance and inform the parents in due time. All the departments must inform the Principal and the Office of their adopted strategy by 1st June 2017.

3. Handing over the Secretaryship of the Staff Council and appointment of new Bursar

- Principal thanked Ms. Madhulika Singla for rendering her service as Secretary, Staff Council. She also said that a new Staff Council secretary has to be appointed.
- Ms. Manju Pal is to be appointed as Secretary, Staff Council, and the new Bursar (applicable from 1st August, 2017) shall be Dr. Sharda Gautam.

4. & 5. Announcement of Committee List for 2017-18 and 2018-19 and inclusion of faculty in college as well as departmental committees role of the convenors

- Dr. Pal informed that it was decided in previous Staff Council meetings that every faculty member has to be a member of at least two committees of the College. Every convenor(s) is to provide the Office/ Principal with regular updates and reports regarding the workings of the Societies. This has to be documented because it will be converted into points when teachers go for promotion and appointment. All recruitment forms now ask for division of work into hours.
- However, Dr. Pal added that if someone leaves on her own accord and / or is unable to cope with committee work due to other reasons, she could be allowed to leave. Having said this, she reiterated that convenors have to take on their responsibility regarding committee work seriously.
- Dr. Jitender Gill will be the PIO for the session 2017-18.
- Staff Association Secretaries will be Ms. Rita Sinha and Dr. Payal Nagpal.
- Staff Advisors to Students' Council will be Dr. Sangeeta Gupta and Dr. Poonam Yadav.
- Liason Officers for appointments/ roster regulation will be Ms. Tara Sheemar, Dr. Poonam Yadav and Dr. Kaushal Kishore (A.O.).

6. , 7. & 8. Internal Assessment and Attendance related Issues; Workload Time Table issues and college rules and norms Vs. the individual: some clarifications

- Dr. Pal affirmed that Time-Tables have to be made keeping in mind the interest of students.
- Dr. Pal announced that advertisement for recruitment against permanent vacancies will be publicized shortly. However, she added that the advertisement will not contain any post

of Assistant Professor in the Department of Physical Education. Dr. Mukesh Sagar's post was that of the DPE, which was later regularized as a teaching post. However, the U.G.C. has raised an objection lately, regarding the conversion of DPE posts into Assistant Professor Positions in all Delhi University colleges. Thus, the University has advised colleges to remove such vacancies from their roster. However, Dr. Pal informed that the College has retained the post's serial number but recruitment against the said post will be contingent on the U.G.C. and the University's decision.

iii) Dr. Pal also informed that as per Ms. Vandana Madan's suggestion, a Wednesday every month will be scheduled for departmental activities.

iv) Dr. Pal informed the Council that the History department faced some Internal Assessment issues this time and she would like to discuss the same. She informed that Dr. Shubhra Dey had availed a month long leave on medical ground this semester. She was told that if she rejoined before 26th April, she would be required to do the work of Internal Assessment. Though the last day to submit Internal Assessment was 5th May, Dr. Dey wrote an application to the Principal saying that she would submit Internal Assessment of the paper concerned only if her method of calculating the Assessment was approved by the department. The department refused this proposition as there was no precedent in this regard. Responding to the issue, Dr. Pal firmly suggested that such matters should be discussed at the department level only.

a) Dr. Pal further suggested that since the History department had not raised an objection to it, Dr. Dey could consider her method of calculating the Internal Assessment as approved. Dr. Dey was again asked to complete the Internal Assessment work. However, Dr. Pal's recommendations were not paid any heed to. Instead she received letters by Dr. Dey, accusing Janki Devi Memorial College of not observing the Internal Assessment regulations. It was further claimed that there were discrepancies in the calculation of Internal Assessment across the departments of the College.

b) In the interest of the students, Dr. Pal asked Ms. Smita Mitra to call the adhoc teacher who had been working against Dr. Dey. Mr. Ritesh Shah was also called to work on the Internal Assessment since he had also shared a paper with Dr. Dey. Each and every aspect of the Internal Assessment work was calculated in front of the Principal. At the same time, Dr. Pal was verbally told by Dr. Dey that it had been noted that Internal Assessment was put up without the signature of the subject teacher concerned. On the completion of Internal Assessment calculation, the Internal Assessment sheets were signed by the TIC of the History department.

c) The issue was raised in the Council to remind the faculty that no subject teacher can refuse to do her duties. Moreover, the Monitoring Committee's permission was sought in this regard and, in the interests of the students, it was advised:

- The departments should frame a common moderation policy so that marks are awarded to the students in a balanced way.
- The Council then decided that an individual teacher is not over and above the College. They can record their individual dissent; but the Principal will put it across the Council so that decisions could be made in a democratic manner.

v) Apart from these specific Internal Assessment issues, Dr. Pal spoke about the fact that grievances made by students in writing vis-à-vis Dr. Dey had been put to the Apex Grievance Redressal Committee of the College. Dr. Dey had been unable to be present and had asked for the minutes of the meeting held by the Apex Grievance Redressal Committee. This was refused. The council agreed that:

- If teachers are asked to appear in the Disciplinary Committee meeting held against them, they have to take this seriously; otherwise suitable action can be taken against them.
- The minutes of the Grievance Committee may not be available to the absent member. These members cannot be given a chance to dissent against the minutes at a later date.

9. NAAC Work:

- a) Dr. Pal informed the Council that the NAAC visit for the college should be expected anytime between 15th to 31st August, 2017. She also requested full participation of faculty to ensure a successful accreditation of the college in the impending visit.
- b) She also asked all societies to get their respective presentations and display boards prepared, with all relevant material arranged showcasing their accomplishments and workings.
- c) The Council was informed about the Academic Audit Form which would be made available on the College website by the 31st May 2017. All faculty members were asked to submit the form by the 6th June 2017. Two more Audit forms will be made available online to be filled by the Final year students and their parents. These audit forms are meant to record their feedback regarding the learning experience and various career opportunities made available to the students during their academic pursuit in Janki Devi Memorial College.
- d) Dr. Pal suggested that faculty must give their full support to and participate in building an ECO ZONE in college. Ms. Vandana Madan shall be providing the faculty with a list of requirements to this effect.
- e) She also said that the College website must be ready for use before the scheduled visit by NAAC. Dr. Payal Nagpal requested all department TICs to visit the website and inform the website committee in case of any discrepancies and ascertain that relevant details pertaining to all departments were added.

10. Reminder about Admission Committee work and departmental meetings during break

Dr. Pal requested faculty members on admission duty to be punctual as the parents have only three hours a day as per University timings to get through the entire process. Also, she requested them to collect the sheets regarding internal assessment rules to be signed by the parents, assembled and kept in a file with the Office. She requested all TICs to hold departmental meetings only during the break.

11. Examination duties after 19th May, 2017

The Chair, on the behalf of the Examination Superintendents, alerted the Council that there were several problems experienced during invigilation duties. Dr. Pal advised the Council to facilitate the commencement of examinations by reaching on time, providing question papers and answer sheets/ supplementary sheets as required. Teachers must avoid making long phone conversations and/ or reading on Kindle. She also requested all faculty members to opt for atleast two invigilation duties after 19th May, 2017.

12. Information regarding add-on courses and conducting of one week FDPs

Dr. Pal informed the Council about the proposed add-on course by the Sociology Department on Safe Cities and Inclusiveness. She encouraged all departments to offer add on courses and also to conduct FDPs in their discipline in the coming academic session.

13. Any other matter

- a) Dr. Pal announced that the Research Room would be soon available for the use of staff members. Each department would be provided with 500 A4 sheets and 1 cartridge to take the print outs for official purposes.
- b) She informed that Mr. Manoj, STA (Computers) is available for computer literacy-teaching attain modules during the summer.
- c) Finally, Dr. Pal also requested all faculty members to be careful about maintaining distance from the non-teaching staff in the context of not using inappropriate language with them/ conniving with them / inciting them or bailing them out. She advised faculty to maintain professional distance and not encourage familiarity.

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

Madhulika Singla

MS. MADHULIKA SINGLA
SECRETARY, STAFF COUNCIL

Swati Pal

DR. SWATI PAL
PRINCIPAL (OFFICIATING)