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JANKI DEVI MEMORIAL COLLEGE

(UNIVERSITY OF DELHI)

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Minutes of the Staff Council Meeting held on 20th December, 2021

An online Staff Council meeting was held on Monday, 20th December, 2021 at 11:45 AM on the Zoom platform with Prof. Swati Pal in the Chair and Dr. Neeru Vasishth as the Staff Council Secretary. The meeting was attended by 129 faculty members. No letter of regret was received from any faculty member.

Agenda 1:- Handing over the Secretary ship of the Staff Council to the New Secretary

Dr. Neeru Vasishth was welcomed by the Principal, Prof. Swati Pal as the new staff council secretary.

Dr. Neeru Vasishth greeted all the staff members and gave a brief introduction of the agenda of the meeting.

Agenda 2:- Passing of minutes of the previous staff council

(1) Dr. Vandana from Sociology department pointed out that she is not in Admission Grievance Committee.

(2) Dr. Poonam Bewtra pointed that she is the convenor of timetable and not the co-convenor. However, convenor and co-convenor were discussed to be the same.

(3) Dr. Ritu Arora from workload committee enquired about the number of co-convenors a committee can have. It was suggested that a committee should desirably have two convenors as decided in the previous staff council meeting. Departmental representatives can be named as core committee or extended committee members.

(4) Regarding Agenda 5 of the previous staff council meeting, the Principal pointed that there should be proven evidence for any member of having worked in a particular society. Convenors of the society/committee should ensure the contribution of the members. Failing their active contribution, an email should be sent to the person to explain reasons for inability to perform the given task. After three emails of non-performance, Principal be informed and suitable action be taken. Signing of annual performance form shall be done accordingly.

(5) Regarding Agenda 8 of the previous staff council meeting, the Principal pointed that it was the staff council decision that everyone should come at least once a month to claim the TA. There was further a collective decision that teachers would come at least twice a week and sign by 24th of the month to claim TA for that month. Signatures after 24th would be considered for TA along with salary for the next month.

(6) The Principal reminded the staff members that as per rules, one cannot go to his/her hometown and teach from there. We are all expected to follow the rules and regulations of the University of Delhi since we are its employees. Furthermore, in the same vein, the

University rule Para 4 regarding putting up of things on electronic media and social media in a derogatory manner against the university and college was read out by Prof Pal. She informed the Council that it was disappointing to note that some faculty members were constantly flouting this rule and speaking about the college /authorities in a malicious manner which was damaging and could lead to disciplinary action as per rules. Public perception of an institution is very important and Code of conduct in this regard should not be flouted. In certain instances, the Principal observed, that posts put up by faculty members could be self damaging especially if they spoke of /implied breaking University rules and regulations such as not being present in the city and working from someplace else.

(7) The Principal apprised the Council of Rule 48A about following proper channel of representing grievances by the faculty. One cannot send grievances directly to higher authority without first taking the matter to the Principal and allowing her to deal with it.

Minutes of the previous staff council meeting held on 6th June, 2021 were passed, following the above mentioned discussion.

Agenda 3:- Reporting matters

(1) The Principal thanked Prof. Sandhya Garg and the admission committee for effectively conducting the admission process.

Prof. Sandhya Garg pointed out that Rules/Clarifications from the University are put up on the whatsapp group for convenience of admission committee members, and everybody should read the rules carefully. Reasons for rejection of admission of any candidate should be mentioned properly and phone calls should not be missed by admissions committee members during the admission process.

Queries of students regarding classes and time table should be promptly addressed.

(2) The Principal appreciated Dr. Sudnya Kulkarni and her team for effective management of OBE. Dr. Sudnya Kulkarni thanked the non-teaching staff for their support. However, she pointed that students are careless in filling the exam form or registering on Samarth Portal. She advised that they should fill the examination form using computer and not mobile for better output. She also recommended that teachers teaching the paper should tell the Unique Paper Code to students and not the non-teaching staff.

Principal suggested that from next semester exam, two mentoring sessions be held for students with each department before start of exams. Detailed email should be sent to them with pointers so they don't miss out on important information.

(3) The Principal congratulated all those who got promoted to the post of Professor in the College. This included:

Commerce Department: - Prof. Anupama Rajput

English Department: - Prof. Payal Nagpal

(Prof. Pal had become Professor at the time of the Principalship in 2018 as per the EC Resolution)

Hindi Department - Prof. Sandhya Garg

Political Science Department: - Prof. Rajshree Chandra and Prof. Chanchal

She thanked the Screening Committee and the Scrutiny Committee for the efforts put in expediting the process of promotion. She also welcomed the new Promotion Committee, consisting of IQAC Coordinator and all professors.

She motivated all Associate Professors to work towards professorship with complete support from her and the existing Professors to clear any doubts and queries regarding the matter.

(4) The Principal thanked all the departments for successful completion of the Academic Audit, the Internal Audit Committee, Time Table Committee and Workload Committee for effective functioning.

(5) The Principal thanked the Website Committee for creating the new, dynamic and inclusive website. She requested that every information should be sent to website committee on timely basis, on the template designed by the committee in the light of the approaching NAAC year.

(6) The Principal appreciated the IQAC Coordinator, NAAC mentor and all faculty members and non-teaching staff for tremendous IQAC initiatives, for conducting the National/International Webinars, FDPs, Workshops and other activities.

(7) The Principal thanked and congratulated Career Counselling Committee (Dr. Poonam Bewtra and Dr. Amita) and other Centres for organising various activities including extension activities (Dr. Nirmala) in reaching out to schools and organising add-on courses (Dr. Jayanti and Dr. Sipu). All the ad-hoc faculties were congratulated for starting add-on courses.

(8) The Principal thanked and congratulated the Research Centre and its Khoj cell, Gender Equity centre, and Chetna society for conducting various activities. She especially appreciated the efforts of the Khoj unit of the research centre which has brought two excellent publications. She requested for more research projects to be initiated by students, particularly the first year students.

(9) The Principal appreciated Maths Department, for the add-on courses run by their students. She encouraged other departments to motivate students to offer add-on courses.

(10) The Principal thanked Counselling Committee, Prospectus team and all those who did mentoring sessions with their students.

(11) She highlighted the developments on the infrastructure front:

- Training sessions conducted for use of smart board and that two such boards will be set up in due course of time.
- Language lab software is available in 50 computers. Languages available are English, Hindi, German, Chinese, Spanish and Sanskrit.
- A Lab is under construction behind the seminar room. Non-teaching staff quarters are also reconstructed.

(12) She appreciated the efforts of the Covid Task Force for organising the one week long RTPCR and vaccination camp.

(13) She thanked the Fee Assistance Committee and all those who contributed to its financial corpus. Out of 105 Students who applied for fee assistance, 77 students received the money.

(14) The Principal thanked the new Staff advisors and the Students Union for organising the events so well.

(15) She remembered Dr. Smita Mitra and expressed profound grief over her loss to the College. She requested all the activities of History Department to be dedicated to her memory for one year. She also expressed her condolences for all those who lost their near and dear ones.

(16) She thanked all those involved in the Swachhata activities being undertaken by the college such as EVS Department, Avani and the Covid Task Force.

Agenda 4:- GE/SEC issues of 1st Year students

(1) Dr. Jitender Gill pointed out that the information of GE is not sent on time.

The Principal mentioned that students admitted in special drive are late and cannot be given all GE options. They have to choose out of the available options.

(1) Dr. Chanchal Chopra suggested that first day of the session can be fixed for taking GE/SEC options to solve the problem of updating the list of students as students keep migrating from one college to the other. The option/s which is/are not available should be eliminated from the list of GE/SEC papers.

(2) Other faculty members also expressed their experience with issues related to GE/SEC and proposed a centralised form to fill the GE options.

Agenda 5:- AQAR and SSR related to NAAC

There was special mention of the fact that

(1) All events need to be reported. There should not be under reporting of any information. Geo tagged photos of events must be recorded. Attendance and feedback for all events must be documented.

(2) There should be regular updating of CV by everyone for smoothening the process of academic audit.

(3) Minutes of the meeting of clubs and societies should be recorded and proof of everything needs to be maintained.

(4) NAAC work needs to be finished by 31st May, 2021 to facilitate the upcoming NAAC visit.

(5) All criterion writers should update their criterion information since 2017 and analyse the missing matter by 31st January, 2022. They need to compile all data uploaded and check that the links carry the documentation properly. Any discrepancy/ missing link/incorrect or incomplete information needs to be carefully noted so that when the SSR is compiled, these are corrected as this is the last window of opportunity to correct the documentation. She also asked that all hard copies of Publications/certificates etc. be put together by every department/club/society/association right away so that no time is wasted. An external agency is likely to be approached for help and advice in the compilation of SSR report.

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(6) The Principal emphasised that IQAC checklist has to be followed by all departments and necessary information should be filled in the specified templates.

(7) The Principal informed that Smart Board is available for teaching for effective use of ICT and generation of e-resources. She also announced the system of "My Best Class" where at least 50% teachers of all departments should record lectures on the smart board by 15th March, 2022. Faculty can start applying for My Best Class from 4th January, 2022.

She announced a competition amongst faculty where a team of jury will select the best three classes to be awarded.

Agenda 6:- Decide date for Annual Fest, Symphony

(1) The tentative date was decided as starting from mid to end February, 2021 (15th to 24th February).

(2) It should be of a shorter duration and not a month long festival.

(3) It should be in hybrid mode, with both online and offline activities.

Agenda 7:- Any other Matter

(1) Dr. Manisha Agnihotri urged all teachers and students to subscribe to Twitter Account and YouTube channel for better public perception of college activities.

(2) Prof. Rajshree Chandra suggested that twitter post needs to be re tweeted.

(3) The Principal made certain announcements regarding:

- University Centenary Celebrations and urged teachers to encourage students to participate in the logo competition.
- She announced that Dr Lakshmiya IAS institute offered an honorarium of Rs. 2,500 to SC/ST/OBC students under Jai Bhim Mukhyamantri Pratibha Vikas Yojna of the Delhi Govt..
- Teachers should apply for leave on the days they don't take classes.
- There should be parity amongst teachers in their teaching schedule. As there is no vacation, everyone must have workload to teach.
- Council meeting/ General Assembly with non-teaching staff can be conducted in mid-January, to be called special staff council meeting/General assembly.

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

N. Vasishth

DR. NEERU VASISHTH
SECRETARY, STAFF COUNCIL

Swati Pal

PROF. SWATI PAL
PRINCIPAL