



JANKI DEVI MEMORIAL COLLEGE

(UNIVERSITY OF DELHI)

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Minutes of the Staff Council Meeting held on 4th June 2021

An online Staff Council meeting was held on 4th June 2021 at noon on the Zoom platform with Prof. Swati Pal in the Chair and Dr Lakshmi Pillai as the Staff Council Secretary. The meeting was attended by 126 faculty members. A letter of regret was received from Ms Smita Mitra and Dr Manisha Sinha.

Agenda

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

- a. The Principal pointed out a correction on Page 1, Para (g): Dr Tara Shéemar's name to be added in the Editorial Team, E-Journal.
- b. Dr Tanuja Rawal from the Sanskrit department pointed out that the following discussion by Dr Poonam Sharma on a minimum number of students in a particular section and its impact on total workload was missing on Page 4 Agenda 6 'GEC/SEC':

There are some courses such as Sanskrit, Music, etc. which are less popular and hence may be permitted to continue with SECs even with less than 8 students in a section, provided they do not ask for a hand and suggested that such small sections may not be even counted in the department workload.

The Principal sought the endorsement of such discussion in the previous Staff Council Meeting from at least two faculty members. The discussion was endorsed by Dr Prerna Arora, Music Dept. and Dr Mamta, Sanskrit Dept. Hence, the Principal announced that this discussion will be added in the Minutes. The Principal added that since most departments teach large sections, having small sections in a few departments leads to inequitable distribution of the overall workload.

The minutes of the previous Staff Council Meeting dated 13th January, 2021 were duly passed after making the above corrections.

2. Reporting Matters

- a. Prof. Swati Pal appreciated and thanked all faculty and Committees for their hard work.
 - i. The Principal congratulated Dr Sudnya Kulkarni, Nodal Officer and the Examination Committee for the smooth conduct of OBE.
 - ii. The Principal congratulated the Editorial Team comprising Dr Ruplekha Khullar, Ms Vandana Madan, Dr Saumya Gupta and Dr Tara Sheemar for the recent launch of the first issue of the college E-Journal '*Perspectives*'.
 - iii. The Principal congratulated the Coffee Table Book Team comprising Dr Ruplekha Khullar, Ms Smita Mitra, Dr V. Rajalakshmi, Ms Vrinda Kapur and the Principal herself for their hard work in coming out with a spectacular piece of art and informed that it will be launched soon.

- iv. The Principal appreciated the efforts of the Website Committee - Dr Payal Nagpal, Dr Anshu Suri and other members- for the new website being created for various Centres.
 - v. The Principal thanked the Time Table Committee and the Workload Committee for doing the work promptly.
 - vi. She applauded the outstanding work done by the Staff Advisors- Dr Saumya Gupta, Ms Tarini Pandey, and Ms Tanu Sharma. The Principal said that they have set a new benchmark. The Staff Advisors handled all the work smoothly and cordially even though all the events were held online this year.
 - vii. The Principal appreciated the IQAC for organizing several activities.
 - viii. The Principal put on record the appreciation for the Annual Report Committee and the Magazine Committee.
 - ix. She congratulated the Philosophy department for taking out its department magazine 'Miraki'.
 - x. The Principal thanked the Internal Audit Committee and the Promotions Committee.
 - xi. The Principal thanked the outgoing TICs and welcomed new TICs.
 - xii. The Principal congratulated all departments/ societies/ Centres for numerous webinars conducted. She shared that our college webinars have received tremendous appreciation for their quality and content from people across the university.
 - xiii. She also appreciated the Alumni association for its various contributions and conduct of activities.
- b. The Principal informed that except Centre for Gender Equity Studies, all the Centres have become operational and have completed one year of their existence.
- i. She congratulated Dr Jitender Gill, Dr V. Rajyalakshmi and Dr Sangeeta Gupta for the successful functioning of the Research Centre. The Research Centre has conducted several webinars/ workshops and is handling several projects. The Principal appreciated the student research unit 'Khoj' which is also functioning very well.
 - ii. The Principal congratulated other Centres also for doing a good job.
- c. The Principal informed that 84 faculty promotions have taken place at various levels throughout two and a half months. She extended her heartiest congratulations to all those who have been promoted. She also informed that CAS 2010 promotions shall also start very soon. Also, the work of the Scrutiny Committee for promotion cases to Professorship will begin and that their interviews will also be conducted soon.
- Dr Payal Nagpal, on behalf of all promotees, thanked the Principal for expediting the entire process of promotions.
- d. The Principal appreciated the efforts of faculty members in initiating new Add-on/Certificate courses in response to feedback received from NAAC in the AQAR Review Report.

- e. Regarding Infrastructure, Prof. Pal informed the Council that:
- i. The Fire Exit staircase is under construction.
 - ii. A lot of other development work has been stalled because of the unavailability of labour due to pandemic/lockdown. The work of renovation of the Committee Room got stalled. The work on Computer Lab near Seminar Room had started but stopped in April. She hoped the work will soon start.
 - iii. The Open Gym in the college campus has been expanded and more state-of-the-art facilities will be added soon.
 - iv. A Digital board for the library has been purchased.
 - v. The order for Smart Board has been placed and the college will soon have Smart Classrooms. She appreciated the ICT Committee for expediting the same.
- f. The Principal congratulated the COVID Task Force for doing tremendous work in the face of the ongoing pandemic. She informed the Council about the donation of Oxygen Concentrator from Nikita daughter of a friend residing in the USA and that the college had to pay only the duties/taxes to get its possession.
- i. The Principal appreciated the work done by the Counselling Committee and applauded it for conducting numerous counselling sessions.
 - ii. The Principal applauded the excellent work done by the NCC students in preparing and updating the database of available COVID resources; and congratulated the NCC Caretaker.
 - iii. The Principal congratulated the NSS team for joining the efforts made by the University Team and conducting webinars in addition to the preparation and updation of the database for COVID resources.
 - iv. The Principal appreciated the non-teaching staff who have been very supportive and have worked immensely and tirelessly throughout.
 - v. The Principal also appreciated all faculty members who have contributed from time to time towards Covid relief.
- g. The Principal informed the house about two RTPCR Testing Camps conducted by the College last year. These camps received a positive response. This year the college conducted an RTPCR Testing camp in collaboration with TATA on 16th April 2021. The total bill came to around Rs.30,000/-. She informed that Dr Chillani, Retired Faculty, Ramjas College and one of the External Auditors, Academic Audit sponsored a total of Rs. 4000/-. The Principal suggested that few departments may come forward to sponsor the remaining amount as a gesture of their extension/outreach activity. Dr Poonam Bewtra offered to sponsor Rs. 11,000/- through a family member.
- h. The Principal prayed for everybody's health and shared that she had personally reached out to all those teaching and non-teaching staffs who were Covid-affected and did everything she could such as arranging for oxygen support etc.
- i. The Principal informed all that the 'Plantation drive' was held in the college on the eve of World Environment Day.

3. Appointment of Staff Advisors

The Staff Advisors for the forthcoming session are Dr Anupama Rajput, Ms Debahuti Brahmchari and Dr Khurshid Alam who will take over after the Annual Day is conducted. The Principal announced that one more faculty member can be added to the team if needed.

4. Appointment of TIC of NCWEB

Since Dr Nisha Malik expressed her inability to continue with the responsibility, the Principal invited names for TIC, NCWEB for the coming session. Interested faculty members may send the mail by Monday. The Principal announced that Dr Sandhya Garg will discharge the duties of TIC of NCWEB in case no other faculty volunteers to do so.

5. Committee Lists for 2021-22 and 2022-23

Prof. Swati Pal announced the revised policy regarding the composition of Committees that each Committee should have at the most two Convenors/ Co-Convenors and all others would be mentioned as Members. She also highlighted that there are no extra points for being the Convenor or Co-convenor of the committees in the APAR framework. She reminded the Council that every faculty needs to be a part of at least two Committees and that in some Committees, members are nominated/ ratified by the college/Governing Body. The Principal reiterated that she has always honoured the changes requested by the faculty to the best extent possible.

The Principal added that Dr Sandhya Garg, being the Vice-Principal, is the Ex-officio member of several committees. She reminded that some departments are yet to send their list of nominated members for various committees and mentioned that

- Dr Ritu Arora will be the Co-convenor for the Workload Committee (replacing Dr Poonam Sharma who retired recently) along with Dr Sandhya Garg.
- Since Dr Ruplekha Khullar has retired, co-convenors of the Admission Grievance Committee will be Ms Vandana Madan and Dr Sangeeta Gupta.
- Dr Poonam Bewtra will continue as the Co-Convenor of the Timetable Committee.

Dr Rajni Anuragi sought clarity on the maximum number of committees that a faculty can be a part of and raised concern over the continuation of the Convenorship for some teachers which results in denial of opportunities for others. She suggested that there should be some maximum limit on the number of years that a faculty can be a part of a particular Committee.

Prof. Pal clarified that so far, there are no laid-down rules regarding an upper limit on the number of committees that a faculty can be part of or an upper limit on several years in a committee. But she added that every faculty should be a member of at least two committees and at least for two years. The Principal pointed out that some Committees needed a certain kind of expertise and that over-crowding in committees will not be permitted. She suggested that the matter may be discussed in Staff Association as well and can be taken up later after putting sufficient thought into it.

6. NAAC and AQAR for 2021 and SSR For the accreditation

The Principal shared the discussion/suggestions made in the IQAC meeting, dated 24th April 2021, with all faculty members:

a. Strengthening Industry-academia linkages:

- Research Centre can try approaching publishing houses or agencies such as ICSSR, Delhi Commission for Women etc. to help faculty expand their research projects further that can then be converted into a monograph/ book.
- Departments can explore undertaking consumer surveys in collaboration with industry or take up projects that fall within the purview of CSR of industries/companies that they will be willing to fund.
- Try to get research projects sponsored through the industry in return for providing promotion avenues to them.
- Initiating Certificate/Add-on courses in collaboration with industry.
- Collaborating with industry to give practical exposure to students in certain papers that are a part of the curriculum e.g., Marketing. Departments can identify such papers and explore collaborations with the industry.
- Students/ Alumni/ Career Opportunity Cell could also explore options for industry-academia linkages

b. Guidelines from IQAC regarding the preparation of calendar for each department/ society/ centre

Departments/ societies/Centre's are requested to plan the academic session, prepare a department calendar and ensure that they organize, in addition under their aegis, a range of activities that aim at providing an enabling and stimulating environment for holistic development of students. A checklist of activities/sessions/events is as under:

Soft skills, Language and communication skills, life skills, career counselling, gender equity promotion, ethics/ universal values, Intellectual Property Rights (IPRs)/ copyrights/ plagiarism, govt. schemes/initiatives, research methodology, providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities, celebrates/organizes national and international commemorative days, events and festivals.

- ### c. AQAR, 2020-21:
- The online forms are being revised due to changes in the AQAR questions. So the work of filling up AQAR forms will begin in a few days. In the meantime, the questions and the data needed will be shared with the point persons so that they can start collecting/compiling the info needed.

Dr Shilpa Chaudhary, IQAC Coordinator, congratulated all the members for the successful completion of the NAAC year. She thanked Prof. Swati Pal for her constant support and guidance. She announced that:

- The link and login details for the Faculty Self-assessment Forms are being sent to the official email ids.
- The second round of External Academic Audit has been completed.

- The first NAAC accreditation cycle will get completed in September 2022 and hence the college will be applying for the second cycle and submitting its SSR (Self Study Report) next year.

Dr Chaudhary requested faculty to avoid duplication of entries for AQAR purposes. For example, if faculty members involved in Research Projects belong to different departments, only one department should make the entry. This could be based on Principal Investigator or alphabetical order or by mutual consent.

Agenda 7: Evaluation of Answer Scripts of OBE

Dr Sudnya Kulkarni, OBE Nodal Officer and also a part of the University Team shared her observations and suggestions to ensure smooth conduct of OBE:

- a. She shared with the members that many scripts of OBE December 2020 are not yet checked.
- b. She informed faculty, as evaluators, to avoid discrepancies in the mail-id and advised to give one official email-id to the university. If multiple email-ids have been shared with the university for different semesters, evaluators need to check all such mail-ids for information coming from the university.
- c. Dr Kulkarni informed the Council that she had shared a PPT with TICs that instructed students regarding the conduct of OBE. She announced the information which students are supposed to write on the first page of the answer script. There should not be any personal details such as the name of the student, email id, college name and signature on the answer scripts. The inclusion of personal details would be considered as unfair means.
- d. The time allowed is 3 hours +1 hour for scanning/uploading the answers.
- e. Students must submit answers on the portal as submitting through email leads to delays in the declaration of the results.
- f. Regarding SEC papers, the allotment is done at the college level and it is ensured that there are no discrepancies.
- g. She cautioned faculty to double-check the details before choosing "Auto Submit" as no changes in marks allotted to students can be made once auto-submit is done.
- h. In response to Dr Suman Gupta's query as to what would happen if students write their personal information on the answer script, Dr Kulkarni replied that we should tell and remind our students not to mention any of such information else will be counted as unfair means.
- i. Dr Kulkarni clarified that if the evaluator is unable to check the scripts or is on medical leave/ study leave/ long leave, they should write a mail to the Principal, giving the name of an alternate examiner, and the mail will then be forwarded to Dean Examination via Principal. However, the medical certificate needs to be submitted in case of medical reasons.
- j. In response to Dr Rajni Anuragi's suggestion that the names of alternate evaluators should be allotted by the Examination branch, Prof Pal clarified that this is being done to facilitate the whole process of evaluation. Dr Kulkarni suggested that the teacher, who is unable to check, can seek alternate names not just from within the college but also from other colleges.

- k. Dr Vandana Madan pointed out that sometimes evaluators are not given sufficient time to check.
- l. Dr Madhu Gupta suggested more office phone numbers to be given to students that they can contact in case they are unable to submit the answers.
- m. Dr Kulkarni requested the faculty to complete the evaluation on time. She also informed that pending "Result Awaited" December OBE cases will be taken up by the Examination branch in July.

The Principal informed the faculty that they can contact Dr Kulkarni in case of any queries.

Agenda 8: Codes of Conduct

The Principal announced the following codes of conduct that need to be followed by the faculty:

- a. Prof Pal reminded all the faculty members that they must read the emails carefully and follow the instructions given therein. She particularly asked the TICs to read the mails before forwarding them to department members and also to acknowledge the receipt of the mails.
- b. Certain codes of conduct need to be kept in mind while conducting an event. The posters of the events held by the college must have the Principal's name, and that there is no need to mention the word 'Patron' before her name. The college logo needs to be placed either in the top centre or top right corner of the poster.
- c. The Principal asked the council to maintain patience regarding governmental procedures and that asking the Principal to trust those rules in the name of empathy was not fair.
- d. She reminded the members that it is necessary to visit the college at least once a month to avail the TA. She reiterated that if a faculty visits the college by the 24th of the month, then the TA will be given the same month's salary. However, if the faculty visits the college after the 24th of the month, then the concerned faculty will get TA for that month along with next month's salary. The Principal added that not all departments should hold their meetings on the same day to maintain social distancing.
- e. The Principal issued an advisory-cum-warning that all faculty members must be circumspect towards each other and exhibit professionalism in their communication including those on social media and public forums. She added that ignoring the codes of conduct does have its repercussions.

Agenda 9: Date of Annual Day

It was decided to hold the Annual day on 22nd June 2021.

Any Other Matter:

Dr Gurinder Singh requested the Principal not to close the TA matter and also enquired as to where they could raise their concerns related to TA. The Principal stated that for TA and other administrative matters, teachers can approach the Principal as individuals, departments or staff association members. She reiterated that she is open to dialogue and that she has never avoided any discussions/ suggestions. The Principal added that she can place the TA matter before the Chairperson, GB.

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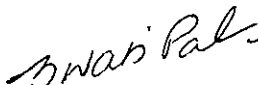
In response to Dr Rajshree Chandra's query as to whether only academic matters are to be discussed in the Staff Council, the Principal clarified that administrative matters have been allowed to be raised in the Staff Council in her tenure but advised that such issues need to be resolved outside Staff Council.

Dr Poonam Bewtra requested the Principal to send emails related to financial matters to all faculty instead of routing them through TICs. The Principal responded that she would try to keep it in mind.

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



(Dr. Lakshmi Pillai)
Secretary, Staff Council



(Prof. Swati Pal)
Principal

2/11/13