

**JANKI DEVI MEMORIAL COLLEGE**  
**NEW DELHI**

**Minutes of Staff Council Meeting held on 8<sup>th</sup> May 2019**

The Staff Council Meeting was held on 8<sup>th</sup> May 2019 at 12:15 p.m., with Dr. Swati Pal, Principal in the chair and Dr. Neelam Sharma as the Staff Council Secretary. The meeting was attended by 124 faculty members. Letters of regret were received from Dr. J. Gill, Dr. S. Dey, Dr. L. Pillai, Dr. Rajshree Chandra, Dr. S. Kulkarni, Ms. Indu Jain about their inability to attend the Meeting.

**Agenda**

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

The point related to 'Special Remedial Classes', mentioned in the Minutes of previous meeting (Page 3) held on 10<sup>th</sup> October, 2019, was discussed and it was agreed upon to add the phrase "on voluntary basis". In response to Dr Saumya Gupta's query regarding the difference between 'remedial classes' and 'special remedial classes', Dr. Swati Pal responded that 'remedial classes' are conducted towards the end of the semester for students who are weak in their respective subject/ who missed their classes due to extra-curricular activities or other reasons whereas 'special remedial classes' are held for bright as well as weak students and are factored in the time-table. The Principal added that these classes would help in achieving academic excellence as well as improving our examination results and informed that the Economics department has already implemented by adding 'special remedial classes' in their time table.

The minutes of the previous Staff Council meeting were then passed by a show of hands.

**2. Reporting Matters and announcements:**

- i. The Principal thanked the Superintendents for the May, 2019 examinations- Dr Shilpa Chaudhary (Morning) and Ms Meenakshi (Evening). She also thanked the Superintendents for Nov-Dec 2018 examinations - Dr Vibha Jain (Morning) and Ms Tara Negi (Evening).
- ii. The Principal congratulated the Staff Advisors, Dr. Jayanti Sahoo and Dr. Sipu, for new landmarks achieved during the session.
- iii. The Principal thanked Dr Sipu Jayswal, the Hostel Warden and the Hostel Committee for their good work and appreciated them for running the hostel in smooth order.
- iv. The Principal informed that a new Compost plant has been successfully installed in the college and will be functional very soon.
- v. Dr. Pal apprised the Council of future plans to improve infrastructure:
  - Increase in seating capacity of canteen
  - Separate research room for teachers in the library
  - Repair of approach road to staff quarters
- vi. As suggested by the NAAC Peer Team, three new Science courses will be introduced: Computer Science, Statistics and Operational research. Two inspection team visits have been held and the third inspection team visit is due on the 9<sup>th</sup> of

- vii. May 2019. Thereafter the application shall be transferred to the EC and AC for their final approval. The Principal clarified that there would not be any reduction in the present number of faculty for existing courses to make space for new courses.
- vii. The new EWS roster meeting is scheduled to held on 14<sup>th</sup> May 2019 and the new EWS roster will be approved soon. The Liaison officer for the EWS category shall be from the General Category.
- viii. The Principal informed that the Vice President of India has agreed to be the Chief Guest on the 60<sup>th</sup> Founder's Day. He has also agreed to be the first Distinguished Speaker of the 'Eminent Lecture Series' to be held during the academic session 2019-20. The Vice Chancellor, University of Delhi has also given his confirmation to attend.

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

The Principal announced that the next Staff Council Secretary shall be Dr. Anshu Suri and the next Bursar shall be Dr. Vibha Jain.

### 4. Committees List for the academic session 2019-2020 and 2020-2021

The Principal announced new convenors for following Committees:

- The Staff Advisors for the session 2019-2020 will be Ms. Sanjukta Naskar and Ms. Meenakshi.
- Applications for Incharge, NCWEB are invited till 10<sup>th</sup> May, 2019.
- Dr. Nisha Malik shall be the Liaison Officer for EWS.
- There shall be re-tendering of the Canteen vendor. The Principal suggested that one faculty member from each department should be a part of the Canteen Committee and that their names can be added in the list with Mr. Surinder. The Principal suggested that the faculty members should get a replacement for Jaffriji who could be paid a nominal amount for taking care of the canteen needs of teachers. Dr. Suman Gupta said that Jaffriji was under the employment of Mr. Sethi. Dr. Payal Nagpal suggested that a pantry be opened for teachers in the staffroom area. Dr. Swati Pal agreed to the idea and with a show of hands among the faculty members, the suggestion was accepted.
- The Convenors of B.A. (Prog) Admission and Attendance Committee are Dr. Tara Sheemar (History), Ms. Tara Negi (English), Dr. Sangeeta Gupta (Hindi) and Dr. Chanchal (Political Science). They would take over from Dr. J. Gill (English) and Ms. Nirmala Murlidhar (HDFE) who have been handling the Committee for the last 15 years and who would continue as members in order to assist the new Convenors.
- The Convenors for Time-Table Committee are Dr. Ritu Arora (Mathematics) and Dr. Sandhya Garg (Hindi).
- Dr. Shilpa Chaudhary will be the new IQAC Co-ordinator. The Principal expressed her sincerest appreciation for the current IQAC Co-ordinator Dr. J. Gill for relentlessly guiding us to meet the IQAC requirements.
- Ms. Sushma Maurya pointed out difficulties with the E-cell and expressed desire to quit the E-Cell. The Principal emphasized that she should continue the good work and also stated that the E-Cell should be interdisciplinary in nature and more departments should pitch in and assist students in guiding towards start-ups/ becoming entrepreneurs.

- Dr Poonam Bewtra suggested that 'Enactus' must be introduced in the college.
- In response to Dr. Poonam Bewtra's (Convenor, Placement Cell) request, it was decided to induct one member from each department in the Placement Cell.

#### 5. Workload Issues:

The Principal informed the Council that the sanctioned faculty strength of 142 has already been exhausted and that the college may give Guest Teachers to departments (that have workload much more than the existing sanctioned strength) as mentioned below, subject to confirmation from the University:

Department	Sanctioned	As recommended by Workload Committee
Commerce	28	28+ 1 Guest
Economics	10	10+ 1 Guest
English	17	17
Hindi	12	12+ 1 Guest
History	15	15 + 2 Guests
Mathematics	14	14 + 2 Guests
Philosophy	08	08+ 1 Guest (depending on number of students opting for GE and SEC)
Political Science	16	16 + 2 Guests
Sanskrit	07	07
Sociology	06	06
HDFE	02	02
Music	02	02
EVS	02	02
Sports	02	02
Computer Application	01	01

However, the number of additional post shall only be confirmed after the meeting of 14<sup>th</sup> May 2019.

#### 6. Research Proposals:

The Principal encouraged faculty to take up more research projects in order to improve our performance, as also pointed out by the NAAC Peer Team. She announced that the research project money is being made available twice a year and that a portion of it has been factored in the students' fees.

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Dr V. Rajyalakshmi and Dr. Sangeeta Gupta informed the Council that while last year, they had requested departments to submit research proposals, this year individuals, societies, departments and teachers across departments can put forward proposals in order to avail of the research grant from the College. Two adhoc faculties can also submit short-term project proposal jointly. They announced that the proposal must clearly mention the title, objective and outcome of the project. Students' involvement is compulsory and it was clarified that ex-students are not allowed. A detailed report has to be given once in three months. Bills for the same have to be regularly submitted. The last date for submission of the proposals is 15<sup>th</sup> of May 2019.

#### 7. 60<sup>th</sup> Founder's Day and

#### 8. Teachers attendance at College functions

The Principal requested all teachers to be seated in the auditorium by 8:30 am on the Founder's Day, 1<sup>st</sup> of August 2019 as the Vice-President will be in the college at 9 a.m. sharp since the Parliament will be in session at that time.

The Principal emphasised that all teachers should be present at the College functions/ events. And students have to be brought along with them.

#### 9. NAAC-AQAR Issues:

The Principal reminded that the timeline for the AQAR for this year is from 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019. Since the Report is to be uploaded in August 2019, all convenors, point persons and teachers are requested to stick to the deadline which is not extendable.

Dr. Rooplekha sought clarification on the permissible proofs for paper-setting work done by faculty. The Principal requested teachers to get a formal letter from the department for the same. Dr. Payal Nagpal pointed out that mails sent by department regarding paper-setting should not be shared as there are issues of confidentiality. It was pointed out that for NAAC purposes, this was an essential requirement.

The Principal praised Mr. Zubeer Ahmed and Dr. Kush for the excellent work done for 'Pratibha'. She requested more departments/societies to come forward and introduce Add-on courses.

#### 10. Any Other Matter:

a) Dr. Vandana Madan announced the initiative by *Avani* regarding collection of relief material for Odisha Fani Cyclone victims. They can be deposited in the Sociology room.

b) The Principal shared the students' entries that were received for designing the logo for the 60<sup>th</sup> year of JDMC and the best logo was selected.

c) Following matters submitted by Staff Association were then discussed.

i) In response to the issue that the matters associated with teachers should not be raised in TIC meetings, the Principal clarified that TIC meetings are used as a platform to convey ideas/ issues as it is not possible to directly address all teachers frequently. TICs can always get back to their departments/ Staff Association and discuss the issues. Dr. Payal Nagpal stated that there is a structural difference as at times,

decisions are received without discussion. To this, the Principal stated that TICs can ask for deferment of decisions.

- ii) Staff Association raised the issue of the rule of the college that teachers cannot avail Study Leave before completion of five years of service since the date of joining as a permanent faculty in this college as against University rule of three years. This has led to postponement of Ph.D.s and huge financial losses due to loss of Ph.D. increments in recent times.

Dr. Swati Pal clarified that the present rule in the college to grant Study Leave after five years of completion of service is a Trust decision and not a Staff Council decision and hence cannot be undone at Staff Council level. The Trust has certain discretionary powers in making rules for the College. The Principal assured that she would forward this issue with a strong recommendation in the Governing Body Meeting.

- iii) Responding to the Association's request to change the tenure of TIC from two years to one year, the Principal stated that the tenure would continue to be two years as continuity is required keeping in mind NAAC and AQAR work. She also pointed out that it takes time to learn and understand things as TIC.

- iv) Regarding daily signing in the college, Dr. Swati Pal put forth that she has been able to resolve issues of dereliction of duty with the help of signing sheet. She pointed out that it is not possible for the Principal to constantly take rounds and that daily signing is a good practice.

Dr. Antara Datta pointed out that the work conditions have changed and the conditions that existed at the time when the signing was introduced, do not exist anymore. Dr Swati Pal responded that we all work on mutual trust and that the Principal needs information on teachers present. Dr. Payal Nagpal said that many changes have been taking place since 2013 and that signing has not made any impact. There are enough number of colleges that do not have signing and have got better grade, therefore no watch dog of this kind is needed.

Dr. Ruplekha Khullar said that it is time to assess whether signing has produced the desired results. These, she said, are impositions we make on ourselves as the realities of college teaching have changed. Also a measure such as this has created divisiveness among the permanent and the ad hoc teachers.

Dr. Saumya Gupta said signing does not ensure classes are being held and that we should follow University rules in this regard. Dr. Manisha Agnihotri said that she agreed with both Dr. Khullar and Dr. Saumya Gupta. Dr. Nagpal pointed out that the scheme of presence of five hours in college came with FYUP and since there has been FYUP rollback, we must relook into the matter. Dr. Poonam Sharma agreed that we need to reconsider the earlier Staff Council decision to introduce daily signing.

Dr Swati Pal said that it was her duty to warn that there might be negative outcomes of this revoking.

The Council decided to revoke the decision of daily signing of teachers.

v) On the issue of having separate leave forms for various types of leaves. Dr. Swati Pal said that recording of leave needs to be done properly and internal audit requires a single form to be used for the purpose of leave application.

The Principal clarified that in case a teacher takes Earned Leave (EL) or Medical Leave (ML), Saturdays and Sundays have to be mentioned as they are counted in the period of leave. The form may or may not be signed by Teacher-in-charge but it is important to inform TIC via email or phone. The Principal said that the section on 'replacement teacher' is to be ignored while filling up the form.

Dr. Manju Pal pointed out that the faculty is eligible for twelve Earned Leaves in a year but they are being credited as 6+6 on 1<sup>st</sup> January and 1<sup>st</sup> July respectively. The Principal would seek clarification from the University regarding crediting of ELs and whether the leave credited on 1<sup>st</sup> January and not availed, lapses after 1<sup>st</sup> July.

vi) Dr. Antara Datta pointed out that the salary slips do not come in time and deductions made are arbitrary in nature. The Principal stated that there is every endeavour by Accounts department to send soft copies of salary slips to faculty on monthly basis and requested to mail her any queries and complaints related to salary slips which will be answered by Ms. Deepti, Accounts Department.

vii) The Principal reiterated that she has always been prompt in sending information and emails in hard and soft copies and will continue to do so.

Regarding permission for FDPs/ Refresher Courses etc, the Principal clarified that she has always encouraged teachers for such things and had even introduced Duty Leave for Adhoc faculty for the same. However, it not possible to send many teachers for FDPs etc at the same time and that the Principal can exercise her discretion in this matter.

Dr Payal Nagpal sought clarification on what constitutes FDP as only three Delhi University colleges are allowed to conduct FDPs and any other FDP is not counted. However, information about the revoking of the UGC order of FDPs is not available with the College. Dr Nagpal also pointed out that FDPs are for minimum of seven days whereas the rest are all considered as 'workshops'.

Dr Antara Datta said that FDPs are necessary for our promotions as well as for NAAC purposes. She stated that two seven-day FDPs are allowed in lieu of one Refresher Course.

The Principal said that she would find out further details about FDPs.

d. Dr Suman Gupta thanked the Principal for making available the latest 'List of Hospitals on Delhi University Panel' and also for crediting salary on the last day of every month. She also appreciated the Principal for the PF (Provident Fund) Passbooks being signed which was being asked for a long time and done for the first time.

e. Dr. Payal Nagpal raised the issue of the maximum number of students in each section before there can be a demand for a separate section. Dr. Swati Pal said due to the current intake of EWS students, it will be difficult to give an exact number and that additional sections create pressure on Time Table Committee to provide rooms for the same. Also,

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the department-wise workload has already been worked out and requested departments to manage within that workload.

Dr. Suman Gupta asked if any additional faculty will be provided in light of increase in intake capacity due to EWS. The Principal stated that the situation may ease if second tranche of sanctioned strength of faculty is released by the University.

Dr Saumya Gupta suggested that cut offs should be calibrated across departments so that there is a parity and balance and no discrepancy exists.

The Principal thanked Dr. Neelam Sharma and congratulated her for successful completion of her term as Staff Council Secretary.

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

*NSharma*

Dr. Neelam Sharma  
Secretary, Staff Council

*Dr. Swati Pal*

Dr. Swati Pal  
Principal