



जानकी देवी मेमोरियल कॉलेज JANKI DEVI MEMORIAL COLLEGE

(दिल्ली विश्वविद्यालय)/(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-110060

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आइ एस ओ 21001 : 2018 व आइ एस ओ 9001 : 2015 प्रमाणित एवं NAAC प्रत्यायित A+ महाविद्यालय
An ISO 21001 : 2018 and ISO 9001 : 2015 Certified and NAAC Accredited 'A+' College

Minutes of Staff Council Meeting, 10 January 2025

A Staff Council Meeting was held in the Seminar Room on Friday, 10th January 2025 at 1 PM. The meeting was attended by 114 faculty members. The following faculty members informed the college about their inability to attend the meeting:

Dr. Sanjukta Naskar
Prof. Neeru Vashisth
Ms. Richika Rana
Dr. Nirmal Kumar
Dr. Ankita Kumar
Ms. Bhawna Pal
Ms. Tannu Sharma
Ms. Anuradha Goel

The Principal, Prof. Swati Pal, started the meeting by welcoming all the faculty members.

1. She began with item no. 3 of the agenda, which is the appointment of the Staff Council Secretary and Bursar. She thanked Prof. Ruby Bhardwaj and Ms. Nirmala Murlidhar for successfully completing their duties as Staff Council Secretary and Bursar, respectively. She expressed her appreciation for Ms Murlidhar going beyond the term for bursarship to help Dr Saroj Gupta who was unwell and on leave. She welcomed Dr. Jitender Gill and Dr. Poonam Kanwal to commence their term as Council Secretary and Bursar, respectively. Dr. Gill joined Prof. Pal to continue the proceedings.
2. The next item of the agenda was the passing of the minutes of the previous Staff Council meeting held on 11 September 2024. The minutes were passed unanimously.
3. The Principal then began with reporting matters:
 - a) She informed the Council that the AQAR had been successfully uploaded, the NIRF report was about to be submitted, and the ISO Audits was partially completed. She thanked Prof Nagpal, the IQAC Coordinator, the NIRF Committee, the ISO Committee, the Accreditation Team, Criterion writers, various point-persons and the non-teaching staff.
 - b) Prof. Pal thanked the Examination Committee and the Superintendents for the smooth conduct of examinations.
 - c) She also thanked the Timetable Committee for working efficiently on the master timetables during the staggered semesters.
 - d) Prof. Pal congratulated and thanked the Centre for International Programmes for successfully signing MoU with Sherubtse College, Bhutan. She also informed the Council of the recently signed MoU with Rekhi Foundation, as well as an impending tie-up with BITS Pilani.

- e) The Principal congratulated Lt Dr. Debahuti Brahmachari for her successful completion of her NCC ANO training. She expressed her appreciation at the fact that Dr Debahuti got an Alpha grade and various awards received by her during the rigorous training period.
 - f) Prof. Pal announced to the Council that the dates of college cultural festival “Symphony” have been shifted to 6th – 8th February due to the Delhi Assembly Elections polling on 5th February.
 - g) Prof Abha Jain spoke about the various commendable achievements of the sports students especially Riddhi Jain who had won a bronze medal at the Inter University Netball Championship at Jaipur; Himanshi who won a gold medal in the Delhi State Volleyball Championship, 2024; Lavanya who won a gold medal at the inter College Weight lifting Championship 2024-2025 and the selection of 6 JDMC students for DU Hockey team for North Zone Inter University Hockey tournament
4. Dr. Gill moved to the next item of the agenda i.e. the setting up of a Student Progression Cell. The Principal spoke about the need to further streamline the process of collection of data regarding student progression from the outgoing batches. Hence, she informed the Council that on the advice of the IQAC Coordinator a Student Progression Cell could be set up. Prof. Nagpal clarified that the Cell will work probably for a week in March to meet students, department-wise, to fill the forms and collect their data. Prof. Pal asked two members of the Alumni Association – Ms. Chanpreet Kaur and Ms. Shilpa Maggo to coordinate the Cell for the current year.
 5. Prof. Pal then moved to the item of Conferences and Seminars. She urged the departments to submit proposals for seminars and conferences that can be funded by the college. She explained that the funds need to be spent by 31st March i.e. the financial year for the expenditure to be included in the NIRF data. This data is extremely important for the college. She proposed the setting up of the Conferences and Seminars Committee. Dr. Vinita Rani, Dr. Kailash Rani and Dr. Narayan Singh volunteered to coordinate this. Prof Pal requested them to meet with her discuss how they should proceed in this matter.

Prof Rajshree Chandra asked that if the Centre for International Programmes can help in connecting with international speakers for such conferences and seminars. Prof. Pal said that both the CIP team and the Vidya Vistar team can help with such ventures.

6. Prof. Nagpal spoke about the need to collate and present the data regarding conferences and seminars in a particular format for the upcoming SSR. She explained that a huge number of events conducted in the college are not included in NIRF as they were titled as ‘invited lecture,’ ‘workshop’ or ‘talk.’ Prof. Pal suggested that efforts should be made to conduct single speaker events within a panel and renamed as ‘Seminar’ or ‘Webinar’. Workshops should be named as ‘Seminar-cum-Workshop.’

Prof. Nagpal also spoke about how the information that is available on the website regarding conferences and seminars is very haphazard. Hence, all point-persons of departments, centres, etc will have to send reports of the conferences/seminars from 2022 till date to the website. The deadline for the same is 27th January. Prof. Nagpal also presented the new Event Expenditure Form that has been designed by the Accreditation Team to streamline the submission of bills and expenditure of events to the Accounts Office. The form is comprehensive and will collate all important aspects like conveyance/honorarium, food bills, etc. This will also help in augmenting the financial data for NIRF purposes.

7. The Principal then moved to the next item – IQAC matters and again invited Prof. Nagpal to speak. The IQAC Coordinator spoke on the Best Practices of the Institution that should be highlighted. The first practice is events under IKS or Indian Knowledge Systems. Prof. Pal also stressed that such flagship events of the GOI are appreciated by NAAC and hence, more events should be organised under them. She also suggested that Viksit Bharat can also be made a part of themes for IKS events.

Prof. Nagpal spoke about the success of the Pedagogy series and the importance of continuing this series from both the NAAC and NEP point of view.

8. Prof. Nagpal also spoke about her plans to update the Mobiquel software. She explained that earlier the reports were uploaded separately on the website and mobiquel software. She planned to update the software so that event reports could be generated on Mobiquel and directly sent to the website for upload.

Dr. Md. Zubeer Ahmed spoke about the attendance software that is available with the Mobiquel package and the possibility of using it in college. Prof. Pal and Prof. Nagpal both spoke about the dangers of data security with such vendors and the ICT challenges for all faculty members. They also assured Dr. Ahmed of taking this discussion further to look at ICT options for visually challenged faculty members.

9. Dr. Gill moved to the next item in the agenda – timetable and workload issues. Prof. Pal reiterated that timetables must be made keeping in mind the convenience of students only. She explained that preferences of faculty members should not be entertained, parity should be maintained amongst the department members, papers should be revolved in three years and teaching of Honours papers should be made available to all department members.

Prof. Bewtra clarified that no 8th period was allotted in the master timetables to ensure convenience of students. Dr. Rajani Bala Anuragi pointed out that timetables have not been uploaded on the website since 2023. She also mentioned that workload of departments be uploaded on the website. Prof. Nagpal clarified that since the college has been working on integrating the timetables to the Mobiquel software, timetables were not uploaded on the website. Prof. Pal assured Dr. Anuragi that they will be uploaded from now on. The majority in the Council decided against uploading the workload on the website at a time when there was so much transition happening and the workload was dynamic. However, Prof Pal asked all TICs to share workload details with the faculty in the department and answer queries where required

10. The Principal moved to the next item i.e. invigilation issues. She strongly urged the faculty to not apply for leave during invigilation duties as it creates problems for the Superintendents and Deputy Superintendents to allot requisite invigilators. She also warned about the steep rise of cases of cheating/using UFM's by students and urged invigilators to be extremely vigilant during their duties.
11. The next item on the agenda was the Student Faculty Meetings. Prof. Pal mentioned that many students have complained about speaking in SFMs as they are anxious about some teachers' reaction to their feedback. She strongly urged departments to encourage students to speak freely and SFMs should be made a safe space for students to express their concerns.
12. The Principal again revisited the item of Constitution of Committees. She announced the constitution of the HEFA Committee to work on the college's application for the HEFA loan. Ms. Vandana Madan, Dr. Sudnya N Kulkarni, Dr Shweta and Dr Varun Rai were faculty members that are part of the HEFA Committee. Prof. Pal also mentioned

that the Centre for Universal Values and Ethics has been renamed as Centre for the Study of Indian Knowledge Systems.

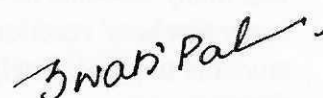
13. Prof Chandra proposed that Societies/Clubs that are affiliated to Centres should also feature under the Centres in the Annual Report, whereas reports of standalone societies should be featured under the head of Societies/Clubs. Prof. Pal agreed to the suggestion.
14. The next item on the agenda i.e. Code of Conduct. Prof. Pal urged the faculty members to maintain polite and professional behaviour at all times, including during Staff Association and departmental meetings to ensure a positive professional environment in the college.
15. Finally, the Principal opened the Council to faculty members who wished to raise any matter, with prior permission of the Chair.
 - a) Dr. Kulkarni raised the issue of the one-hour activity period held from Monday to Friday and requested if it can be reduced to a half-hour coffee break. Prof. Pal accepted the suggestion, except on Wednesday which would have a one-hour long assembly. She also reminded the teachers that as per previous Council decision, two weeks prior to the commencement of the college festival students could be given attendance for rehearsal etc on submission of duly signed proformas. It was also agreed that on a need basis, only if required, a long assembly period could be held on another day of the week too.
 - b) Dr. Kulkarni also raised the concern of two different departments offering the same SEC/VAC papers in the same semester, which creates confusion amongst students and teachers. Prof. Pal suggested that teachers share a list in advance and that departments avoid offering the same SECs and Vacs so that students get more choices. She urged the teachers to cooperate and resolve this issue.
 - c) Mr. Dinesh Kataria (without prior permission) raised the issue of relaxation of invigilation duties to differently abled faculty members. The Principal informed him to follow Council protocol in future; however, since the matter had been raised, she confirmed that adequate relaxation was provided to such teachers. Dr. Ahmed and Dr. Raju Keshari also said that the teachers received the requisite benefit as per university rules and did not require any further relaxation.
 - d) Dr. Brahmachari raised the problem faced in Nritya society, where many students quit after college resources have been spent on their training, costumes and choreography. She suggested that taking membership fee and a signed bond from students may discourage them from leaving the society. The Council agreed to this suggestion. Prof. Pal also accepted this suggestion.

The Staff Council meeting ended with a vote of thanks to the Principal and the Council by the Staff Council Secretary.



Dr. Jitender Gill

Secretary, Staff Council



Prof. Swati Pal

Principal