



# JANKI DEVI MEMORIAL COLLEGE

(UNIVERSITY OF DELHI)

Sir Ganga Ram Hospital Marg, New Delhi-110060  
Website: [www.jdm.du.ac.in](http://www.jdm.du.ac.in) E-Mail: [info@jdm.du.ac.in](mailto:info@jdm.du.ac.in)

## Minutes of the Staff Council Meeting Held on 10<sup>th</sup> May, 2022

An online Staff Council Meeting was held on Tuesday, 10<sup>th</sup> May 2022 at 11:00 AM on Zoom Platform with Prof. Swati Pal in the Chair and Dr. Neeru Vasishth as the Staff Council Secretary. Letter of regret was received from Dr. Indu Jain, English Department for not being able to attend the meeting.

The staff council meeting commenced with the Principal requesting everyone to join with their actual names instead of using any other names as it becomes difficult to identify an attendee if they use any other name in the Zoom Meeting. The Principal greeted everyone and asked the faculty members to switch on their cameras for their active contribution to the discussions.

Dr. Neeru Vasishth welcomed the staff members to the second Staff Council Meeting for the academic session 2021-2022. She briefly introduced the agenda for the meeting.

### **Agenda No 1: Passing of the minutes of the previous Staff Council**

Minutes of the previous staff council meeting held on 20<sup>th</sup> December, 2021 were passed by the Council.

### **Agenda No. 2: NAAC (AQAR and SSR), NIRF and NEP related issues**

(1) The Principal informed everyone that NAAC has come up with a completely new system of submitting SSR for those institutions who would be submitting their Report after 1<sup>st</sup> June, 2022. She stated that the IQAC Coordinator, Dr. Shilpa Choudhary would conduct a separate meeting to discuss the changes in NAAC and the load of NAAC-related work has to be shared by all. The Principal motivated everyone to work in harmony as all other colleges also have to work according to the new system. She mentioned that efforts would be made to keep things simpler, painless and participative by asking the faculty members to pitch in their suggestions regarding the efficient management of NAAC-related work. She informed everyone that Dr. Shilpa Chaudhary will conduct NAAC-related meetings and directed that every faculty member should attend them. She talked about keeping these meetings online and short in duration as long meetings might not allow the attendees to absorb the discussions and that would defeat the purpose of such meetings. The Principal highlighted that the time period from now onwards to 7<sup>th</sup> June, 2022 is quite crucial for managing these meetings and NAAC-related work as the teaching workload is less due to examinations of 2<sup>nd</sup> and 3<sup>rd</sup> years, although invigilation and evaluation work is being done. The same is applicable to NIRF and NEP-related work.

(2) The Principal thanked everyone for joining the previous Meeting with the Staff despite the absence of Principal due to medical issues and asked if there were any unresolved issues that need to be resolved in the presence of the Principal. She was informed that there were no such issues.

(3) She asked everyone to optimize their time as teaching workload is less currently and other things can be managed simultaneously. She offered that anyone can approach her in case he/she needs her assistance for the previously discussed agendas.



(4) Regarding NEP-related issues, the Principal stated that whatever changes will be there under the New Education Policy (NEP), they will be implemented accordingly.

### **Agenda No. 3: AISHE – Timeline related issues**

(1) The Principal urged everyone to adhere to timelines related to submission of documents for various purposes especially AISHE. She emphasised the fact that non-adherence to certain timelines can lead to unfavorable consequences.

(2) Dr. Antara Datta pointed that some faculty members from English Department had reservations regarding the AISHE form asking for some personal details like Passport, Religion Social Category, etc which led to the delay in submission of the forms. The Principal explained that if a Government-authorized agency asks for such details, we cannot refuse it. The most that can be done is that a polite and formal mail can be sent to such agency stating such reservations and the reasons behind them but details have to be mentioned and the submission would not be complete without them. Dr. Amita Charan also emphasized the same point.

### **Reporting Matters**

(1) The Principal expressed gratitude towards Staff Advisors' Quartet – Prof. Anupma Rajput, Dr. Khurshid Alam, Dr. Debahuti Brhamchari and Ms. Shilpa Mago for the splendid job they did while conducting events.

(2) The Principal appreciated all the staff members for their work in various committees. She urged all faculty members to check out the college e-resource center and recording room for which the equipment will be bought soon to turn it into an effective recording room.

(3) The Principal informed everyone that the College has received the permission to build a mezzanine floor in the reading room of the College library for which tenders are out. She also pointed that the staff room, departmental rooms and the seminar room will be soon equipped with centralized air conditioners and the work of computer lab will be over soon.

(4) The Principal pointed out that the three departments – Hindi, English and Sanskrit need to provide proofs of using the language software in the form of Geo-tagged photos as well as recordings. She asked everyone to speed up the process of providing proofs and informed other departments also to do so if they wish to use this software for the six languages provided by it – Hindi, English, Sanskrit, Chinese, German and Spanish.

(5) She informed everyone that the College hopes to submit its SSR Report by September/October, 2022 and after December 2022. The NAAC-visit could be expected any time.

### **Agenda No. 4: Appointment of Staff Advisors to Students' Union and corrections/ additions in the existing Committee's List**

(1) The Principal asked the faculty members to volunteer for the post of Staff Advisors to the Student's Union. Dr. Rajyalakshmi from the Sociology Department, Mr. Raju and Mr. Pavan from the Political Science Department, Mr. Ravindar from the Commerce Department and Mr. Tarun Sharma from the English Department were appointed as the new Staff Advisors quintet.

(2) The Principal asked all the faculty members to check their names in the Committee's list and make the corrections, if any by Friday, 13<sup>th</sup> May, 2022. She also discussed about the tenure of Centres' Directors which was agreed to be of 3 years but mentioned that directors should continue till the NAAC visit.



**Agenda No. 5: Any other Matter**

(1) The matter related to invigilation duties was discussed. The Principal praised Dr. Poonam Kanwal and Dr. Ritu Arora for dividing the invigilation duties equally among faculty members and also taking into consideration the medical issues of members. She also highlighted a persistent problem of teachers taking leave on the days when they have invigilation duties. She suggested to the staff to have a Staff Association meeting to find a solution to this problem. She shed light on the fact that taking leave on the days of invigilation duties creates a lot of trouble for the College administration and should be avoided. She also stated that double duties are not allowed.

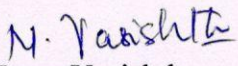
(2) Dr. Poonam Bewtra from the Commerce Department raised the issue of allowing attendance to students who miss their classes while they join internships. The Principal stressed that solution to this issue has to be a collective one as it affects all the departments.

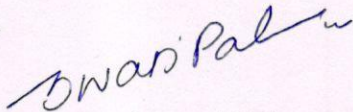
It was decided that—

1. If the student starts the internship in the break and the internship overlaps with the classes once they start, the student should be allowed to continue on the condition that she signs an undertaking that she will not hold the College responsible for her missed classes and agrees to make up for those missed classes by attending remedial classes and taking extra measures.
2. The student has to give a fixed date for joining the classes, ratified by Dr. Poonam Bewtra and Dr. Amita Charan (Placement Cell Convenors). In this case, her attendance will be marked by the teachers from the date she joins the classes so that she does not suffer the loss of attendance for the spillover period. The student has to make up for the internal assessment herself.
3. For attendance of a student who gets internship opportunity in the middle of the semester, it was decided by majority voting that a leeway of 4 weeks be given to students whose internship spills over after any break (summer break/mid-semester break/winter) provided she takes responsibility for her internal assessment and signs the undertaking. Attendance of such a student will be counted from the date of re-joining the classes, discounting the period of her internship, i.e. reducing the total lectures attended by her for the period of internship.
4. A letter indicating proof of completion of internship has to be submitted by the student to substantiate her claim for attendance.

A point was also made about the option to do internship under the New Education Policy (NEP). The Principal mentioned that if this gets implemented under NEP, then it would be factored in, but till its complete implementation, rules have to be made for consideration of such cases.

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

  
Dr. Neeru Vasishth  
Secretary, Staff Council

  
Prof. Swati Pal  
Principal