



# जानकी देवी मेमोरियल कॉलेज JANKI DEVI MEMORIAL COLLEGE

(दिल्ली विश्वविद्यालय)/(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-110060  
Sir Ganga Ram Hospital Marg, New Delhi-110060

दूरभाष/Tel. : 49876630, ई-मेल/E-mail : jdmcollege@hotmail.com, वेबसाइट/Website : <http://jdm.du.ac.in>

**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**

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## MINUTES OF THE STAFF COUNCIL MEETING

A meeting of the Staff Council was held on Monday, 1<sup>st</sup> May 2023 at 01:00 p.m. in the Seminar Room chaired by Prof. Swati Pal and Dr. Prerna Arora as the Staff Council, Secretary. The meeting was attended by 123 faculty members. The following faculty members regretted to attend the meeting:

1. Dr. Nisha Malik (Hindi Dept.)
2. Dr. Manisha Sharma (History Dept.)

At the outset, everyone rejoiced in the A+ accreditation of JDMC in its second NAAC cycle.

The agenda of the meeting was as follows:

- 1) Minutes of the previous Staff Council Meeting held on 30<sup>th</sup> January 2023 to be passed.
- 2) Reporting matters and Announcements.
- 3) To decide the names of Staff Advisors.
- 4) Appointments of Teacher-in-Charges.
- 5) Committees, Centres and Societies List for the Academic Session 2023-2024 and 2024-25
- 6) ISO and NAAC Recommendations.
- 7) Any other matter with prior permission of the Chair.

### Agenda No. 1-Passing of the minutes of the previous Staff Council

Dr. Zubeer suggested that the word 'Studies' needs to be included in the 'Centre for study of disability and inclusion'. The minutes were passed thereafter.

### Agenda No. 2- Reporting matters and Announcements

The Principal congratulated all the Faculty members for a well-earned A+ NAAC Grade. She spoke of the tremendous changes and developments in the infrastructure of the College, ICT, College website (improved thrice), Workload and Time Table (specially during COVID Time) over the last five years.

The Principal also congratulated all the AQAR Criteria Writers, Departmental point persons, Directors of all the Centres and Society Convenors for all the hard work put in over the Last 5 years.



She also welcomed Prof. Payal Nagpal as the new IQAC Coordinator.

The Principal welcomed and congratulated new permanent faculty members appointed in Sociology, Philosophy, Physical Education, Sanskrit and EVS Departments.

Prof. Pal also mentioned that the dates for interviews of four Departments: Commerce, English, Maths and Hindi, had been decided.

The Principal also congratulated the college for its ISO Certification and thanked the ISO Team as also all who cooperated with the process.

### **Agenda No. 3- Names of Staff Advisors**

The Staff Advisorship for the Academic Session 2023-2024 was volunteered by Dr. Vijay Kumar Badetia, Dr. Akanksha Kumar, Ms. Pouriangthanliu and Ms. Mansi Anand.

### **Agenda No. 4 – Appointment of Teacher-in-Charges**

The Principal welcomed and congratulated new TICs and also announced that Dr. Tanuja Rawal had become Associate Professor.

### **Agenda No. 5- Committees, Centres and Societies List for the Academic Session 2023-2024 and 2024-2025**

It was decided by the council that:

- Every Society would have two convenors or co-convenors and rest will be members (at least for 2 years).
- No Society would hold any Fresher's welcome/ Farewell program from next year onwards.
- The Register for booking the room has to be filled in by the Faculty Members only and not by the students.
- If a room of a teacher is taken for any event, then the consent of the concerned teacher should be taken first before booking the room. Moreover, the room should not be booked for the entire day if the event is only for 2 hours.
- There will be a separate Internship Cell which will have one or two persons from each Department as members.
- Annual Day will be on 1<sup>st</sup> of June 2023.
- Prof. Payal Nagpal would be holding a meeting in the month of June for appointing new Criteria Writers and Point Persons i.e. only after completion of current AQAR year.
- It was decided that Orientation of the newly appointed teachers would be done by the concerned Departments.

### **Agenda No. 6- ISO and NAAC Recommendations.**

It was decided that:

- The recommendations will be discussed in the Departmental Meetings by the Teacher-in-charges.
- There would be an increase in the number of Smart Boards in terms of enhancement of digital infrastructure.



- There should be more use of the Recording Room.
- A Research Advisory Committee with external members should be constituted to guide the Research Centre.
- Add-On Course Committee should consider some courses from NSDC.
- There should be an increase in the Entrepreneurship Program initiatives.
- There should be more efforts to improve placement for the students. The ICT committee should send bulk messages to parents to inform about placement opportunities.
- Prof. Amita Charan suggested that an incentive could be given to the students for placement like 3 Best placements Awards; interns could be invited to give talks and 3 day camps for training could be held.
- Small videos could be made of students who are well placed and circulated.
- There will be a mentorship day for each Department i.e. slots will be given and then can have follow-up meetings and hold further mentorship sessions.
- The Principal requested the Council to reconsider the signing-in option and revert after discussion within 2 weeks.
- The Principal asked the Physical Education department to enhance Indoor sports facilities.
- The question of collaborations for faculty/ exchange programs was brought up. It was agreed that departments should explore academic tie-ups with institutions in India and abroad.
- A suggestion was made that hostel facility for international students should be explored.
- It was decided that departments should identify slow and advanced learners through various innovative methods.
- It was agreed that peer mentoring i.e., mentorship program could be done by the students.
- It was agreed that remedial classes should be mandatory. (Students can be given the benefit of attendance) Fifty percent of the staff can take remedial classes in the first semester and 50% in the next semester.
- It was agreed that the student's proforma should be signed by the concerned teachers with his/ her full name and Department.
- It was agreed that Students should be allowed to practice for extra-curricular activities only after 1 P.M.
- It was agreed that there should be no DJ during Freshers' welcome.
- It was decided that farewells/ freshers' welcome were to be completed for all departments within Four days only.
- It was decided that the date for freshers' welcome and farewells should be decided in advance according to the academic calendar.
- It was agreed that faculty members need to hold meetings to decide the requirement of auditorium and rooms by various departments.
- It was agreed that Staff Advisors should fix the dates for events according to the academic calendar well in advance.
- It was agreed that meetings of societies held by the Teacher Convenor should be included in the student proforma.



**Any other matter: -**

- Dr. Jayanti Sahoo requested for two Research Associates for the Philosophy Department. To this the Principal explained that there is no provision for Research Associates by the University.
- The Canteen Committee proposed to have fresh tender for canteen. The Principal informed the Tender process would take 2-3 months.
- Dr. Namita Sethi pointed out that as per ISO certification requirements all the teachers will have to maintain records of paper setting and paper moderations.
- It was agreed that there would be no online class by any faculty member.

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



Dr. Perna Arora  
Secretary, Staff Council



Prof. Swati Pal  
Principal