

जानकी देवी मेमोरियल कॉलेज
(दिल्ली विश्वविद्यालय)

JANKI DEVI MEMORIAL COLLEGE

(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-११००६०

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MINUTES OF THE STAFF COUNCIL MEETING

A meeting of the Staff Council Meeting was held on Friday, 2nd September, 2022 at 11:00 AM in hybrid mode with Prof. Swati Pal in the chair and Dr. Neeru Vasishth as the Staff Council Secretary. Letters of regret were received from Dr. Sonal Jain and Ms. Richa Sharma from Commerce Department and Dr. Shubhra Dey of History Department for not being able to attend the meeting.

The meeting commenced with Dr. Vasishth greeting everyone and reading out the agenda which included passing of the minutes of previous staff council meeting held on 10th May, 2022, discussion on issues related to NAAC, SSR etc., appointment of bursar w.e.f 15th September, 2022, discussion on constitution of committees, revision of annual college fees and any other matter with the permission of the Chair.

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

- 1) Dr. Ritu Arora from the Mathematics department pointed towards point number five of agenda three relating to reporting members "and after December, 2022, the NAAC visit could be expected anytime"
- 2) The Principal explained the time line for submission of documents to NAAC and the subsequent NAAC visit.

Minutes of the previous staff council meeting held on 10th May 2022 were passed by the Council.

Reporting Matters:

- 1) The Principal expressed her gratitude towards Examination Committee and TICs for successful completion of the academic session, 2021-22. The Principal also welcomed the newly appointed staff advisors and congratulated them for successfully conducting 'The Founder's Day'.
- 2) She thanked various committees and societies, including Career Opportunity Cell for successful placement of 23 students in EY.
- 3) She appreciated the brilliant work done by Physical Education Department for beating JMC and LSR in Football.
- 4) She appreciated the work done by Robin Hood Army.
- 5) She complimented Goonj for the amount of relief material sent this time.
- 6) She asked the TICs to introduce the new appointees and welcomed Dr. Ravi Dutt of Sanskrit Department and Mr. Ravindra of the Commerce Department.
- 7) The Principal regretted the inconvenience caused due to major infrastructural repairs undertaken in the College, particularly Staff Room and departmental rooms. Prof. Rajshree suggested that till the time centralized air conditioners are installed in the staff room, necessary arrangements can be made for pedestal fans for a few days. The Principal explained this was a temporary problem and air conditioners will ensure adequate temperature for work.

- 8) The Principal congratulated the new professors in the college: Prof. Chanchal Chopra, Prof. Madhu Gupta, Prof. Neeru Vasishth, and Prof. Manisha Sinha, from the Commerce Department, Prof Sudha Upadhyaya, Prof Seema Sharma and Prof Sangeeta Gupta from the Hindi Department.

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

- 1) The Principal mentioned that NIRF scores need to be improved on student perception and publications. She requested everyone to look at UGC care list and Scopus indexed journals, including multi-disciplinary journals for publication.
- 2) As far as public perception is concerned, the Principal requested everyone to invite students on Twitter and Instagram. Students should be motivated to share and spread messages on Instagram. Tweets need to be retweeted.
- 3) The Principal complimented the Hindi Department for conducting their student-faculty meetings in detail and solving the students' problems, with respect to issues related to teachers, academics, non-academic matters, college matters etc.
- 4) She complimented Commerce Department for being proactive in fulfilling the checklist given by the IQAC Co-ordinator, Dr. Shilpa Chaudhary.
- 5) The Principal invited Dr. Shilpa Chaudhary to add a few points on the agenda. Dr. Shilpa talked about the ICT drive and requested all the faculty members to obtain external funding.
- 6) The Principal added that ICT training is mandatory for every faculty member which may last for one or two days.
- 7) The Principal asked teachers to submit research proposals and applauded the efforts of Research Centre for its excellent work.

Agenda No. 3: Seminars, Conferences, Workshops etc.

- 1) The Principal announced that honorarium to the speakers henceforth is moved up from Rs. 2,000 to Rs. 3,000. She advised the departments to conduct inter-disciplinary seminars and national/ international conferences to optimise the use of budgetary allocations within the prescribed time period, that is, 31st of March.
- 2) Regarding society budgets, bills related to speakers' money, judges' money, and prize money should be submitted in the voucher titled 'Conferences, Seminars and Workshops'. This will facilitate the accounts department in effective disbursement of funds. She also advised not to use association money for speakers' payment. Dr. Vasishth suggested that amount under this head should be fixed for every department. As of now, the Principal allowed for six speakers per department but this should not be taken as the limiting factor.

Agenda No. 4: Appointment of Bursar from 15th September, 2022

- 1) The Principal expressed her gratitude towards Dr. Poonam Bewtra for her diligence shown as Bursar and with her term ending on 15th September, 2022, Ms. Vandana Madan took over as Bursar for the next term.
- 2) The Principal also thanked Dr. Neeru Vasishth for her work as Staff Council Secretary and announced Dr. Prerna Arora as the new Staff Council Secretary with effect from 1st November, 2022.

Agenda No. 5: To discuss the constitution of committees and inform about the new committees.

- 1) The Principal asked convenors of various committees to ensure that all members actively contribute in the committee events. While no disciplinary action would be taken against members not working, their names must, however, be struck off from the Committee.
- 2) The Principal highlighted that discipline was going down in the College and steps must be taken to improve the same.
- 3) She talked about two new Committees: (1) International Collaborations Committee and (2) Bhartiya Bhasha Samiti. The members include Dr. Rajni Bala Anuragi (convenor) and Ms. O. Mary from the Hindi department, Dr. Tanuja Rawal and Ms. Jyoti from the Sanskrit Department and Ms. Tarini and Ms. Tanu from the English Department as co-convenors. Ms. Himanshu suggested that the committee should be expanded to include other regional languages also, to which the Principal replied that the focus right now is on Hindi.
- 4) The Principal added that Director for the Centre for Gender Equity Studies is Dr. Rajyalaxmi and Deputy Director is Dr. Namita Sethi.
- 5) Dr. Vandana Madan highlighted that there was lot of overlap between the Centres and Societies while compiling the Annual Report. She suggested that the process of recording information should be streamlined so that doubling of report could be prevented. The Principal advised for a separate meeting to discuss this issue.
- 6) Dr. Vibha Jain requested the Principal to introduce Girls Up देवी to everyone. The Principal explained Girls Up देवी as a United Nations Foundation initiative to support UN agencies for empowering girls, which was adopted by the college. The Principal suggested renaming of the club based on the College name i.e. Girls Up Janki.

Agenda No. 6: Revision of Annual College Fee

- 1) The Principal informed everyone that fees is revised every three years. As per the University directions, fee slips of all the Colleges will have three to four broad headings. However, the structure can be different for different colleges. As the University has increased the quantum of fees that it claims by 40% i.e. Rs. 890 to Rs. 1,600, the total existing annual fee (Rs. 14,585) has been increased by Rs 4,200.
- 2) The Principal informed that association money at a uniform rate i.e. Rs. 500 per student will be part of the fees so that teachers do not have to chase students for collecting the same.

Agenda No. 7: Any other matter:

Introduce examination related reforms

The Principal mentioned that the cases of cheating during examination are on an increase and the classrooms of the College are being used for various undesirable and unwanted activities, detrimental to students as well as teachers. It is utmost necessary to curb such activities. Since, it is impossible to man the classrooms at all times, the idea of installing CCTV cameras in classrooms is in pipeline. She explained that the camera would face the students and not the teachers as it is not a surveillance of teachers but only a preventive measure of last resort to curb undesirable activities in the classrooms. Some teachers put forward their reservations about equipping classrooms with cameras to which she mentioned the matter would be put forward to the Governing Body including the reservation of the teachers and the Governing Body would decide in the best interest of students and teachers.

Decide the manner of conducting upcoming Students' Union Elections

Dr. Rajyalakshmi discussed the procedure of upcoming Students' Union Election. She proposed that the forthcoming elections should be conducted in a manner similar to the last two years where students apply for a post and get selected through interview process rather than holding elections. The interview panel would consist of staff advisors, Principal and two College teachers. The reason cited ~~behind this~~ was minimal interaction amongst students as third year students are not in a position to interact with second year students who have just joined and the first year students have not yet taken admission. Voting in this case will not present a fair picture of student perception. The staff council agreed to conduct the elections in the proposed way.

Help a student who has suffered severe burn injuries

Dr. Nirmala Muralidhar made an appeal to the Staff Council that 'The Centre for Extension and Outreach Activities' would like to support Aarti Prajapati – a second year student of B.A.(Hons), History who has suffered serious burn injuries in a fire accident. Her father and brother have succumbed to these injuries and she has gone through a lot of trauma and needs financial and non-financial assistance to cope with the situation. She made an appeal to the faculty members, alumnae association and students to augment their resources and help this student to the extent possible.

She expressed gratitude towards the Principal, faculty members and students for making donation drive by Robinhood Army a huge success.

The Principal asked the History department and other departments to ensure that her studies do not suffer. Besides sending the study material, there is need to provide her emotional and psychological support as well. Online classes and remedial classes need to be organised for her as she will not be able to attend classes in person. The Fee Assistance Committee, Dr. Nirmala Muralidhar & the Centre for Extension Activities will look after matters related to the child.

Clarity on Station Leave

The Principal informed that there is nothing called 'Station Leave'. Whenever a teacher leaves the station, he/she should inform the College and fill the template designed for the purpose by availing her Casual Leave and Earned Leave.

Announcement by the Fee Assistance Committee

The Fee Assistance Committee suggested that teachers can contribute Rs 50, voluntarily on a monthly basis to provide a steady stream of income to the Committee since the number of students who seek financial help is high and the funds fall short of providing the needed support. The Principal suggested that the contribution can be on annual basis rather than monthly at the beginning of the academic year.

At the conclusion of the meeting, the Principal and Dr. Neeru Vasishth thanked everyone and the meeting ended with a vote of thanks to the Chair.

N. Vasishth

Dr. Neeru Vasishth
Secretary, Staff Council

Swati Pal

Prof. Swati Pal
Principal