



जानकी देवी मेमोरियल कॉलेज JANKI DEVI MEMORIAL COLLEGE

(दिल्ली विश्वविद्यालय)/(University Of Delhi)

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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 the staff council meeting

A meeting of the Staff Council was held on Monday, 4th March, 2024 at 2:00 p.m. in the Seminar Room. The meeting was attended by 122 faculty members.

The following faculty members regretted inability to attend the meeting:

1. Mrs. Saroj Gupta
2. Dr. Poonam Bewtra
3. Prof Manisha Sinha
4. Dr. Indu Jain
5. Mr. Varun Kumar Rai
6. Mr. Rohit K. Singh
7. Dr Manisha Sharma
8. Prof Madhu Gupta
9. Dr. Anil Kumar
10. Dr. Sangeeta Gupta
11. Ms. Bhawna Pal
12. Dr. Nisha Malik

The agenda of the meeting was as follows:

1. Minutes of the previous Staff Council meeting held on 9th October, 2023 to be passed
2. Reporting matters and announcements
3. Issues related to time tables
4. Issues related to SECs etc.
5. Workload of departments
6. Student results
7. Society activities and Centre activities
8. Achievement of benchmarks for NAAC and challenges/ weaknesses to be addressed
9. Any other matter with prior permission from the Chair

1. Minutes of the previous Staff Council meeting held on 09th Oct, 2023 to be passed

The minutes of the Staff Council meeting on October 9, 2023, were emailed and shared with all faculty members. Dr. Shilpa Chaudhary proposed combining paragraphs 2 and 4 under Agenda 6, which the Principal accepted. The minutes of the previous Staff Council meeting were passed.

2. Reporting matters and announcements

- The Principal, Prof Pal appreciated that the college had achieved success with the G20 program, showcasing excellence in academics and culture. Prof. Pal expressed gratitude to Prof. Poonam Bewtra, Prof. Payal Nagpal and Dr. Debahuti Brahmachari for successfully conducting G20 Programmes.
- Prof. Pal expressed gratitude to the examination committee for the smooth conduct of the exams. She reiterated that all invigilators should undertake a full 3-hour duty, avoid taking leave during invigilation duties, and refrain from using mobile phone during invigilation duties.
- Gratitude was also extended to members of Centre for International Programmes (CIP), especially, Prof. Rajyalakshmi and IQAC coordinator Prof. Nagpal for the self-financed visit to Uzbekistan with the aim of elevating the college to a global level. Full funding from Oriental University was granted for one delegate, Dr. Namita Sethi who presented a paper at the International Conference hosted by the University in person. Prof. Pal and Prof. Nagpal also presented papers in online mode during the conference. CIP was also congratulated for organizing an International Conference. Prof. Pal congratulated all faculty members who presented papers during the international conference organized by CIP and encouraged others to participate in future International Conferences.
- The Principal congratulated the staff advisors Pouriangthanliu, Dr. Akanksha Kumar, and Dr. Vijay Kumar Badetia for the success of Symphony 2024. She notified that henceforth Rangoli competition will be excluded from Symphony events due to poor participation.
- The Principal acknowledged the commendable hard work of Dr. Shilpa Chaudhary, Prof. Ruby Bhardwaj and Prof. Nagpal and their pivotal roles in the successful ISO Audit conducted by COAE. Some of the recommendations of the audit team include preparation of rubrics to facilitate uniform guidelines for External Academic auditors, strengthening the library processes such as purchase policy, policy for replacement of lost books, policy for the recovery of books that are overdue and feedback mechanism. It was suggested that the feedback results should be backed by root cause analysis. Prof. Nagpal pointed out that the department meetings held with the Principal should be documented as a measure towards root cause analysis of teaching-learning process.
- Prof. Pal emphasized that faculty is expected to attend college events with timely registration and that off-days are not to be observed during college events.
- Mr. Dinesh Kataria, Ms. Vrinda Kapur, Ms. Tanu Sharma and the media team was congratulated for their outstanding work.
- Prof. Pal appreciated the recent developments at JDMC that showcased progress in various domains:
 - She informed that a fountain has been successfully installed, adding aesthetic value. Additionally, preparations are in progress for a Nescafe outlet. Tenders have been issued for upcoming civil work, marking a significant step in furthering development of the campus.

- Notably, the Garden Committee's diligence resulted in winning two major awards at the Garden Show. Suggestions were invited, in case anyone knew of a horticulture or landscape artist.
- Special appreciation was extended to the ICT Committee for the smart boards. It was also reiterated that these facilities should be regularly used for enhancement of teaching learning processes.
- In academia, five members of the faculty—Dr. Sushma Maurya, Dr. Meenakshi, Dr. Sanatan Tiwari, Dr. Shiwani Burnwal and Dr. Abhinav Mishra and received their Ph.D degrees at the 100th convocation of the University of Delhi.
- The Principal congratulated the Mathematics Department for organizing a commendable conference, the History Department for successfully organizing Young Scholars Conference and The Research Centre's (Khoj) for cultivating a conducive research environment in the college.
- Special mention was made of Bharatiya Bhasha Samiti for hosting *Kavi Sammelan* and paper presentations.

Overall, these achievements reflect the diverse and thriving academic and cultural atmosphere at JDMC, said Prof Pal.

3. and 4. Issues related to Time Table and SECs

The Principal acknowledged that the Time Table Committee faced challenges due the increased number of courses. She requested that the teachers should refrain from asking for preferences in the timetable. She also pointed out that many classrooms remained vacant in the morning. It was suggested that a teacher should go beyond her/his specialization take up new papers.

Dr. Sudnya Kulkarni questioned the possibility of altering SEC slots from 4 to 2 hours. Prof. Nagpal conveyed that, as per the meeting, 4-hour slots are given to all the cluster colleges. However, as our college does not have mobility for SEC and VAC, the slots can be reworked upon (2 hrs + 2 hrs). Prof. Chanchal Chopra suggested that in case there are no students from the cluster, the four-hour slot could be reduced to 2 hours.

It was decided that Major and Minor classes should not be fixed in SEC or VAC slots without the Time Table Committee's approval.

Prof. Abha Jain proposed two morning and two afternoon periods. Prof. Kulkarni highlighted issues with SEC practical and absenteeism. The Principal suggested that SEC-related concerns should be discussed again after the university-level meeting. Given the transitional year, we can continue as it is.

Prof. Pal expressed her disturbance at student absenteeism and suggested that teachers investigate into its causes.

5. Workload of Departments

The Principal requested that faculty members volunteer for the workload committee since vacancies were coming up in the department on the retirement of teachers. Ms. Shweta Gupta from Commerce and Dr. Saumya Gupta from History volunteered to be part of the team. Prof. Nagpal suggested that the core team of the workload committee should have regular meetings with VAC/SEC Coordinators and at least one session dedicated to teacher workload calculations and that workshops should be conducted for calculation of workload and roster since many teachers are retiring.

6. Students' Results

It was reported that the results have significantly dropped, prompting the need for an immediate action plan.

- It was recommended is that the recorded material with the E-Cell be utilized for advanced and slow learners.
- Inadequate teacher-student interaction during contact periods was highlighted by the Principal
- The Principal suggested that there was a need to review the I.A. scores, and a more flexible marking approach could be adopted.
- It was emphasized that no online classes will be held.
- Prof. Pal announced that signing of attendance by the teachers was being reintroduced as an administrative measure. She informed that the Register will be kept at the reception permitting teachers to sign at their convenience through the day.
- Prof. Rajshree Chandra said that signing does not curtail absenteeism among teachers. She suggested that institutional mechanisms such as SFMs are a forum where students could register absenteeism among teachers. She also complained about the noise from the auditorium that interfered with teaching learning. Prof Pal reiterated that students are not comfortable complaining about a teacher in an SFM as they feared consequences in IA.
- Dissent, on the issue of signing, was voiced by Prof. Nagpal, Prof. Rajshree Chandra, Dr. Saumya Gupta and Dr. Sanjukta Naskar. Prof. Pal proposed written dissent from those in disagreement. Dr. Zubeer Ahmed recommended an alternative system of recording presence for inclusivity of the visually challenged. Dr. Amita asked whether the decision could be put to vote or introduced as a pilot project for 3 weeks. Dr. Naskar also asked whether the decision could be re-visited.
- The Principal informed that as an administrative decision, signing by the teachers would be implemented from Monday, 11th March, 2024.

7. Society activities and Centre activities

A query was raised regarding the naming of a centre for an event. It was agreed that each center has its arms, hence, if an arm hosts an event, the center's name will be associated with that event.

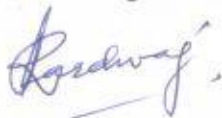
8. Achievement of benchmarks for NAAC and challenges/ weaknesses to be addressed

Concerns were raised about the insufficient publications by the faculty members. Prof. Pal encouraged the members to publish journal articles in Scopus or UGC journal and chapters in the book. She also suggested that the college could facilitate publications for the faculty.

9. Any other matter with prior permission from the Chair

Mr. Kataria, from the Media Team, requested the departments and societies without a Twitter account to create one. He emphasized maintaining account activity and suggested faculty point persons to keep password and account details for future use. Departments were advised to keep accounts active by posting events, conference participation, and more.

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



Prof Ruby Bhardwaj
Secretary, Staff Council



Prof Swati Pal
Principal