

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 was held on Monday 30th January 2023, in the Seminar Room from 1 P.M. onwards chaired by Prof. Swati Pal and Dr. Prerna Arora as the Staff Council Secretary. The meeting was attended by 116 faculty members. The following faculty members regretted to attend the meeting:

1. Dr. Shubhra Dey of History Department
2. Dr Deepti Sethi from Economics Department
3. Dr Seema Sharma from Hindi Department
4. Dr Bhawna Pal from commerce Department
5. Dr Renuka Singh from Political Science Department

Regret letters are awaited from the remaining members who did not attend the meeting.

The meeting commenced with the Principal welcoming Dr. Prerna Arora as the new Staff Council Secretary. The agenda of the meeting was as follows: -

- 1) Minutes of the previous Staff Council Meeting held on 2nd September, 2022, to be passed
- 2) Reporting Matters
- 3) NAAC Peer Team Visit, AQAR and ISO Certification
- 4) Any other matter with prior permission of the chair

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

1. Ms Vandna Madan pointed out an error point no. 5 of Goonj being mentioned for collection instead of Avani and requested this to be rectified.
2. The minutes of the previous Staff Council Meeting held on 2nd September, 2022, were passed by the Council.

Agenda 2: Reporting Matter

1. The Principal welcomed the faculty members in the New Year.
2. The Principal announced that Prof Payal Nagpal had consented to be the next IQAC Coordinator. She thanked Prof Nagpal and wished her good luck.
3. The Principal announced that the Vidya Vistar Scheme had now got a second tie up with Devnar Foundation for the Blind and thanked Dr. Zuber Ahmad who coordinated and facilitated it.
4. The Principal announced the opening of a new 'Centre for disability and inclusion' which will be taken care of by Dr. Zuber Ahmad and Dr. Raju Keshari.

5. The Principal thanked all the Faculty Members, Committee Members and Staff Advisors for successfully completing Admission work, Examination work, Time Table work and NAAC work, events conducted successfully. She also acknowledged the efforts of all individuals who contributed to the college in any way.
6. Prof. Pal reiterated the need for celebration of important days by each department. Prof. Payal Nagpal suggested that an Academic Calendar with the Master Plan could be uploaded on the website.
7. The Principal proposed to hold the annual Prize distribution ceremony in April and also to club the Annual Report Presentation with Founder's Day on 1st August every year in which the data could be included up to 31st of May. The faculty agreed to the proposal. The Principal said that she would try to obtain approval for the same from the GB for the same.
8. The Principal pointed out that the college was falling short of National and International Seminars and that there should be at least four-five National Seminars and two-three International Seminars with minimum of four Speakers in National and two Speakers for International Seminars.
9. The Principal also pointed out that the faculties were running low on publications which form an important part of the academic brief. She emphasized the requirement of publications by the Faculty in the UGC Care and Scopus Indexed Journals. This is essential for both NAAC/NIRF as well as promotion purposes to accrue points for self and college.
10. The Principal encouraged the teachers to complete their Ph.Ds. as there had been audit objections in academic audits of some departments regarding non enhancement of qualifications by the faculty. She reminded faculty that Ph.D is mandatory for promotions and that study leave is also granted for the purpose.
11. The Principal encouraged faculty members to take on Research Projects which would be funded by the College Grant. The Principal appraised about the following three types of Projects presently funded by the college:
 - i) Projects taken up only by Teachers
 - ii) Projects proposed only by the students
 - iii) Projects proposed by students and mentored by the Teachers.
12. Prof Pal talked about the Pedagogy Series and complimented the Hindi, English, and Sanskrit departments for their excellent work. Furthermore, she shared the Chairperson, Dr Kusum Krishna's appreciation for these books.
13. The Principal expressed that there was a dip in the Add on Courses and that the college must target for minimum of twenty-four Add on Courses in a year.
14. The Faculty was also informed that twelve Earned Leaves per year would be credited to the leave Account of each teacher. Prof Nagpal enquired whether this would be a continuous process or was it a onetime measure to which the Principal replied that she would seek clarity from the University and revert when she got a reply.
15. Prof. Pal asked the teachers to be punctual and refrain from taking on-line classes.
16. The Faculty was asked to reach out to students Alumnae. Dr. Antara Datta suggested that all 3rd year students be registered in the Alumnae Association and be issued Registration numbers and Alumnae ID Cards.
17. Prof Pal said that all staff and students should be more active in the Social-Media like Twitter and Instagram.
18. Dr. Antara Datta suggested that there should be collaboration with well-known Universities for more visibility.

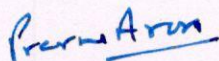
Agenda No. 3: NAAC Peer Team Visit, AQAR and ISO Certification

1. Prof. Pal firmly conveyed that since the NAAC Peer Team visit is expected in March, the teachers need to adhere to the timelines given for various tasks very sincerely and strictly and that teachers should avoid taking leave in February and March till NAAC visit. The Principal conveyed that ISO Audit dates would also be shared once the dates were confirmed.
2. Prof Pal proposed that's since the quantum of work for the IQAC Coordinator had increased exponentially. It was decided by a majority vote that in future, the IQAC Coordinator Prof Payal Nagpal would be given a workload of nine lectures per week and the rest of her teaching hours could be spent in doing IQAC work at college.
3. A Sample PPT for NAAC was screened by the present IQAC Coordinator Dr. Shilpa Chaudhry. It was suggested that the updated Departmental PPTs should be submitted by 9th February, 2023.

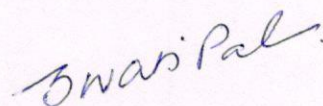
Any other matter with prior permission of the Chair

A query was raised by Dr. Dinesh whether recorded lectures would still be considered for teachers' awards to which Prof. Pal replied that an email would be required to be sent, stating willingness for the same.

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



Dr. Perna Arora
Secretary, Staff Council



Prof. Swati Pal
Principal