



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

Minutes of the staff council meeting

A meeting of the staff Council was held on Monday 9th October 2023 at 2:30 p.m. in the Seminar Room chaired by Principal Prof. Swati Pal and Dr Perna Arora as the Staff Council Secretary. The meeting was attended by 133 faculty members.

The following faculty members regretted to attend the meeting:

1. Dr. Jitender Gill
2. Dr. Sanjukta Naskar
3. Dr. Ravi Dutt Sharma
4. Ms. Meenakshi (Hindi)
5. Ms. Orgina M Lakadong
6. Ms. Poonam Kanwal
7. Ms. Poonam Jorwal

The agenda of the meeting was as follows:

1. Minutes of the previous staff council meeting held on 1st May 2023 to be passed
2. Reporting matters and announcements
3. To discuss the migration in 3rd semester
4. Appointment of a Bursar
5. Handing over the Secretaryship of the Staff Council to the new Secretary from 1st November 2023
6. Any other matter with prior permission of the chair

Agenda no. 1. Minutes of the previous Staff Council meeting held on 1st May 2023 to be passed.

Minutes of the previous Staff Council meeting held on 1st May 2023 were e mailed and shared with all the faculty members. Dr Rajshree Chandra suggested that minutes of the meeting should be shared soon after the meeting to which the Principal agreed and it was decided that the minutes will be shared within 2 weeks from the date of the meeting. The council agreed to this.

Agenda no. 2. Reporting matters and announcements

- Principal congratulated all the faculty for the dynamic activities being conducted in the college. Gratitude was expressed to the Nodal Officer Professor Sandhya Garg and all the faculty members for carrying out the admission work very effectively.
- All faculty members were congratulated for completion of Jan Bhagidari events.

- Staff advisors Prof. Rajyalakshmi, Dr. Tarun and Dr. Ravinder Meena and Dr. Raju Kesri were congratulated for very efficiently and successfully holding all the events during the session 2022- 2023.
- New Staff advisors Dr. Vijay Kumar Badetia, Dr. Akanksha Kumar and Ms. Pouriangthalin were welcomed and congratulated for holding Students Union Election, Founder's Day and Orientation Program smoothly.
- Prof. Poonam Bewtra, Ms Debahuti Brahmchari and Prof. Payal Nagpal were congratulated for successfully heading G20 team which would also organise the G20 events on 20th and 21st November 2023 in JDMC which is one amongst the 15 Nodal Centres of University of Delhi.
- Prof. Pal informed the staff about replacement of chairs in canteen and appreciated the efforts put in by the Students Union regarding this.
- Principal thanked Bhartiya Bhasha Samiti and Rajbhasha Samiti for successfully organising their events.
- Prof. Pal thanked IQAC Coordinator Prof. Payal Nagpal and mentor Dr. Shilpa Choudhary.
- Principal congratulated the following Departments and Societies for successfully organising various events and training sessions etc. Dr. Jitendra Gill and team from Research Centre for its research work; ICT training conducted by Prof. Amita, Ms. Vrinda Kapoor and Ms. Tannu Sharma; Paraag Society for Hindi Saptah; Option Form Portal handling team; Dr. Deepak for SDG Champion Title to the college; NCC and NSS units; HDFE Dept. for Joy of giving; Avani for Goonj drive; Centre for Universal Values and Ethics for Heart Health and CPR training workshop etc. All other Societies and Committees were also thanked along with this.

Agenda no. 3. To discuss the Migration in 3rd semester

A concern was taken up by the Principal regarding migration of students in semester-3.

Dr Saumya Gupta raised a query whether migrating candidate was aware of the papers and paper combinations offered by us before migrating?

The Principal informed that no such guideline has been issued by the University.

Prof. Payal Nagpal then raised the concern of non-availability of the Subject that migrating student is required to study in her program. She also informed that college has written to the university but has not received any response. Prof. Nagpal felt that it was not possible to know the subject combinations of each student before she migrates. Therefore, it was finally decided that our college will not accept migration in the next Session but if the University asks us to review this matter then the college will take it up.

Agenda 4. Appointment of a Bursar.

Principal announced next Bursar to be Ms. Nirmala Muralidhar and expressed gratitude to Ms. Vandana Madan.

Agenda 5. Handing over the Secretaryship of Staff Council to the new Secretary from 1st November 2023.

Principal also thanked Dr Prerna Arora for her stint as Staff Council Secretary and welcomed Professor Ruby as the new Staff Council Secretary.

Agenda 6. Any other matter.

Principal congratulated Staff Association for organising the new hotcase for Pantry.

Regarding Stakeholder's report, professor Pal informed that there are certain observations for the faculty and canteen etc., therefore the stakeholder feedback will be mailed to all the Departments.

Prof. Pal acknowledged the hard work done by canteen committee. Dr Vibha Jain thanked her and expressed her desire to step down from the Canteen Committee Convenorship since she had already put in good 30 years into it but the Principal requested her to continue until next year. However, Ms Ekta and Dr. Khurshid volunteered to take up the next Convenorship of the Canteen Committee.

Prof. Pal emphasized on enhancing the usage of ICT. She also said that students must be informed about the change in the class time. Principal expressed the need to design the add on courses according to the needs of the students. She also requested all to run the societies in a democratic manner. Prof. Pal also said that information of placement and internship activities must reach students in time. Principal also asked teachers to have a compassionate attitude towards students. Prof. Pal reiterated the need to increase the number of Library books specially the books in Hindi medium Prof. Pal suggested that more ICT sessions of pedagogy should be held for teachers. She said that students should be made aware of the career and other opportunities on the website. Principal added that students should be advised to choose their societies judiciously and that some training also needs to be given to the students during workshops and conferences.

Professor Pal expressed regret regarding not been able to provide wifi facility immediately. She informed that Wi-Fi facility is most likely to be ready by January 2024. Dr. Saumya Gupta suggested that Dongle could be provided for departments.

Prof. Swati Pal encouraged the teachers to increase the presence of college on social media.

The Principal objected to continuing with online classes as there were complaints from some students. She emphasized that for university meeting mere rescheduling of classes would not suffice and the teachers must take duty leave for the same. Professor Pal advised teachers not to indulge in divisive politics and requested staff to be collegial with each other and not use unparliamentary language. Principal specified the rules of instruction specially to new recruits that they are to first inform the Principal before inviting a political guest and that the first call would go from JDMC office as a standard procedure.

She also said that JDMC doesn't charge any money from the contestants of any competition. Prof. Pal said that Society Convenors must submit the budget well on time. After an event was over, she said that one should write both sanctioned and non-sanctioned expenditure while submitting the bills. Prof. Pal informed that some societies take registration fee from students which should be done carefully and the Principal needs to be informed of registration amount and also that the society must have account of all expenditure (statements of receipts).

Prof. Pal spoke about holding a minimum of 3 meetings of the Societies with students which need to be minuted, first Planning meeting, second Follow up meeting and the third Assessment cum Future Plan meeting which is a NAAC requirement too.

Prof. Payal Nagpal spoke about the composition of Student Faculty Committee and told that we must stick to the seniority. Saumya Gupta said that the panel should be category wise. Principal clarified that a query has already been put to the university and once the clear guideline is received from University, the seniority list will be formed. Principal expressed her desire that all categories of students should also be part of Student Faculty Committee and requested IQAC coordinator to think of its composition on these lines. She also expressed her consent to composition of Student Faculty Committee along roster to which IQAC Coordinator also agreed. Professor Payal Nagpal

-4-

appraised teachers of structure of the Student Faculty Committee which would comprise of TIC, ex TIC and senior most from appointment panel. Professor Nagpal also said that we have to be vigilant that the BA programme students should not opt for a GE course. Dr. Vandana from Hindi Department raised a similar issue of a B.Com. student. Professor Payal Nagpal cautioned that such a mistake can invite an RTI. The Principal requested faculty to check and double check students' subjects.

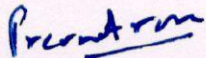
Professor Payal Nagpal requested Principal to shorten the duration of TICship. Dr. Saumya Gupta said that some respite be given to the current TICs. The Principal said that we should continue with two-year TIC ship till we complete one round of NEP.

It was agreed that from 2025 session we will have one year TIC ship.

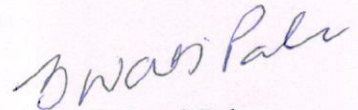
Dr. Saumya Gupta requested that Sundays be given exemption from official messages.

Prof. Rajshree Chandra spoke in favour of unencroached private time and requested Principal not to send emails or WhatsApp messages beyond office hours and on holidays. However, the Principal said that this was not possible as it would lead to piling up emails and messages from the University. Therefore, needed to be sent as and when received.

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



Dr Prerna Arora
Secretary, staff Council



Prof. Swati Pal
Principal