



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 11th September 2024 in the Seminar Hall of Janki Devi Memorial College at 12:30 pm. The meeting was attended by 130 faculty members. The following faculty members expressed their inability to attend the same:

Dr. Sudnya Kulkarni
Dr. Purna Arora
Dr. Poonam Kanwal
Dr. Gurinder Harnam Singh
Dr. Sipu Jayaswal
Dr. Sanatan Tiwari
Prof Sangeeta Gupta

At the onset of the meeting the Staff Council Secretary Prof. Ruby Bhardwaj expressed apologies to the Council for the delay in sharing the minutes of the previous meeting and assured that in future they will be shared in a timely manner.

The agenda of the meeting was as follows:

Agenda 1: Minutes of the previous Staff Council Meeting held on 4th March 2024.

Dr. Rajni Bala Anuragi pointed out an error in the recording of the event organized by Bhartiya Bhasha Samiti. Instead of *Kavi Sammelan* it should be recorded as *Antarrashtriya Kavya Mahotsav*.

The minutes were passed by the Council

Agenda 2: Reporting Matters and Announcements

The Principal thanked the staff members for their contribution in making it a significant academic session. She expressed her grateful thanks to the Admission Committee for the smooth conduct of admissions for the session 2024-2025. She invited the Convenor of the Admission Committee, Prof. Sandhya Garg to address the Council. Prof. Garg requested everyone to carefully follow the admission related guidelines. She further informed that at the end of the second list, 1109 out of 1240 seats had been filled up and the rest were likely to be filled up in the forthcoming lists.

Prof. Pal thanked the Examination Committee for the smooth conduct of exams and invited the Convenor, Prof. Ritu Arora to share her concerns. Prof. Arora urged the staff members to refrain from taking leave on the day of their invigilation duty and not to leave the invigilation hall for a long duration of time. The Principal endorsed and shared that she herself has noticed teachers taking a long break during invigilation duties. She reminded the teachers to take frequent rounds of the examination hall during invigilation duties, remain vigilant and not use phones to prevent use of unfair means by students. She also informed the teachers that measures were being considered to address the issue of cheating in the toilets and it was hoped that the incidents would no longer occur.

The Principal congratulated Ms. Vandana Madan and Dr. Deepak Rawat for participating in 30 Day Environmental Challenge and winning a State Award. She also congratulated Dr. Debahuti Brahmachari and Mr. Dinesh Ahirrao for the National Teachers Awards conferred upon them.

Prof. Pal thanked all the Departments for successfully organizing Pedagogy Sessions and Academic Audits.

The Principal informed the Council that the college had floated a tender for renovation and construction of rooms. She apprised the Council of the acquisition of more chairs and the repair and renovation of existing chairs including the ones in the Staff room. She further informed that OMR has now been converted into a new Computer Lab, AC has been installed in the mezzanine floor of the library, the Sports changing room is also due for renovation. On being asked, the Principal assured Dr. Sanjukta Naskar that the tactile path on the approach road to the main building will be restored; that there are processes like tender etc. that have to be followed and the civil works repairs etc. would include this.

Prof. Pal thanked the IQAC Coordinator Prof. Payal Nagpal and invited her to address the Council. Prof. Nagpal thanked the staff and her accreditation team for their cooperation.

Prof. Pal then congratulated the COC and Placement cell for the placements made in the last academic session and invited Prof. Bewtra to speak. Prof. Poonam Bewtra thanked the staff for their cooperation during the 33-hour course on Holistic Skill Training Programme, benefiting 200 students. She requested the staff that on showing the certificate of completion, they may give attendance to the students for the classes missed.

Prof. Pal thanked the ICT team for the workshops and training organized by them and invited Prof. Charan to speak about the placements etc. Prof. Amita Charan informed the Council that for 2023-24 session, 73 students were recruited through campus placements conducted by COC, further since March 2024, 51 students had received offer letters.

Prof. Rajshree Chandra enquired about the NIRF ranking of the college to which Prof. Pal responded that the college had raised a query and once it was resolved, the ranking would be shared with the Governing Body and faculty.

Prof. Pal appreciated the responsible manner in which Ms. Tannu Sharma conducted her duties as the Superintendent of Exams. Ms. Tannu Sharma thanked all the invigilators, Deputy Superintendents, office staff, Dr. Chugh and the nurse Mrs. Sushma who worked tirelessly during the heat of the summer taking care of the students who frequently needed care and medical attention.

The Principal was happy to announce the setting up of the Ninth Centre in the college – Skill Enhancement Centre, she appreciated Dr. Sakshi Bansal and Mr. Rohit for taking up the coordination of the Centre and wished them the very best.

Dr. Sanjukta Naskar raised a query regarding why classes could not be taken during the long assembly by recording it in the Emergent Changes Register instead of having to seek permission from the Principal. The Principal responded that if classes were taken during the long assembly then participation of students in the activities is jeopardized; she urged the teachers to use the activity period for mentorship of students, in case needed if the students were not involved in any programme. She announced that the teachers will have to take permission to take extra classes during the long assembly.

Dr. Saumya Gupta requested the event coordinators to limit the event to one hour only and not to let it spill over into class time. Prof. Payal Nagpal and the Principal endorsed the same. The Principal further added that time management is extremely important especially in the case of seminars and conferences.

Prof. Poonam Bewtra requested the event organizers to write the full name of the event and sign along with their full name on the Student Proforma

Agenda 3: Time Table

The Principal once again reminded the faculty members that no time table preferences should be stated by the staff or entertained by the TICs, every teacher should have a time table with, at least two days where it overlaps with the break. She requested the time table committee to finalize the room chart at the earliest.

Prof. Poonam Bewtra requested the TICs and the Option Form Committee to be ready with the data before giving the time table requirements. In the case of second, fourth and sixth semesters, the data should be ready by November. The Principal requested the teachers to refrain from asking the students from exiting their course. Prof. Chandra explained that sometimes the students are asked to exit the course for equitable distribution of students and to make other options viable.

Prof. Pal requested the staff to be punctual and regular with their classes and comply with the time table schedule.

Prof. Saumya Gupta shared with the Council that making a time table had become a very tedious task because of SEC and VAC classes.

Prof. Nagpal requested one more slot for GE and DSE courses, she also urged the workload committee to be more invested and have separate meetings with the departments to finalize the workload. The Principal reiterated that the workload committee should have detailed meetings with each department and that the departments are duty bound to inform the workload committee in case there are no takers for the courses, so that the workload could be redistributed. She emphasized that the Workload Committee needed to work all through the year to factor in revisions.

Dr. Namita Sethi requested that the Saturday first period slot for GE be moved to another slot.

Dr. Teena Kohli explained that capping at 60 students is done as per the guidelines from the University. She further assured that there will be no delay in option forms for semester II/IV/VI. They will be floated in early October. Students should strictly adhere to the options selected.

Prof. Garg asked the Council whether a student can get a second chance to change her paper in case, due to capping of seats, she is unable to pursue her minor degree. Dr. Kohli informed that changes can be permitted only under special circumstances, if routed through the TICs.

Prof. Nagpal said that in case a student wants to avail a minor degree in a given subject, it is mandatory for all departments to float GE Courses especially those that are mandated by the University. In such a case they should be given a chance to shift.

Mr. Shivam Sharma enquired whether the deadlines with respect to mandatory GE papers could be reconsidered. Further, he added that the students complained about too many gaps in the timetable. The Principal advised the teachers to counsel the students about using the gap productively.

The Principal acknowledged that the problems related to the new courses will continue to recur because the system is evolving and that we need to find solutions to deal with the issues.

Prof. Rajshree Chandra requested the Principal to reconsider the decision with respect to teachers having to mandatorily have time tables that overlap with the long assembly on at least 2 days a week. She pointed out that there were not enough infrastructural facilities in the college such as chairs etc. and it is not in the interest of the teachers to mandatorily stay back. She also spoke about the fact that teachers' conveniences no longer seemed to be discussed.

The Principal objected to this submission and informed the Council of the extensive developments made in the infrastructure (apart from hostel, tutorial block, computer labs, e-resources centre, recording studio, activity room and so on) including the two research rooms for teachers which remain underused, the mezzanine floor of the library and better facilities like study tables in the staff room; she advised that these be used for study and research. The Principal pointed out that stackable chairs could be kept for meetings in case chairs fell short and that she often saw rooms completely empty including Department rooms. And finally she spoke about the unfairness of only some people having a time table that had both pre and post long assembly classes; she spoke about the necessity for parity among teachers. Hence, it was possible for a teacher to do academic work within college when not in class.

With regard to teachers conveniences being discussed, the Principal pointed out that whether it be appointments, promotions, acquiring and then disbursing arrears, providing facilities like the centralized air conditioning in the staff room and department rooms, ensuring that leaves of all kinds including sabbatical leave which was recently introduced during Prof Pal's tenure, facilitating teachers to fill up forms including APAR forms for which training was provided, providing ICT facilities as well as training to teachers for the use of ICT, streamlining accounts to ensure salaries came in timely and taking care of other financial issues, and so on, every attempt was being made, as never before, to actually look into conveniences of faculty members. Hence it was unfair to state otherwise. On being asked by Dr Naskar as to whether the decision to have periods pre and post long assembly was minuted or not and it being pointed out that it had not been minuted, Prof Pal pointed out that this decision had been taken in the previous Staff Council meeting and there had been no objection to it; Prof Pal pointed out that the same could be minuted in this meeting. So, every teacher needed to have at least two days on the time table with pre and post long assembly periods.

Agenda 4: Attendance, Skill Enhancement & Internships

Prof. Poonam Bewtra requested the Council to consider permitting students to take up internships that extend up to 6 weeks. Presently students are permitted to take up those spanning 4 weeks only. The Council agreed that the student may be compensated for attendance & CA requirements up to 6 weeks, in case she is pursuing internship. This is applicable to all internships, whether facilitated by the college, or otherwise. The student is required to take a NOC after receiving the offer letter and present the certificate of completion to seek compensation of attendance. This shall be permitted not more than once in an academic session.

The Principal pointed out that the University had opened migration in the IInd yr. and all colleges were subscribing to it. Many students from JDMC had left for other colleges. She said that from the next academic session, JDMC too would need to allow migration into the college but that the rules needed to be looked at to ensure that there were no problems related to choice of subjects etc.

Agenda 5: Guidance from IQAC

Prof. Payal Nagpal thanked the faculty members for filling up APAR forms. She informed that portal for societies/ clubs will close on 16th September, 2024.

The log-in for Departments is active and that the data should be uploaded by 20th September. The Principal advised everyone to stick to timelines and reminded all criterion writers to be available for the meetings scheduled in the coming week.

Agenda 6: Official Events

The Principal reiterated that faculty members must limit the duration of the events to the Long Assembly only and follow the procedures laid out for the same. Prior permission is required in case a resource person with controversial views is invited.

Honorarium to the visiting resource persons should be settled within a week of the event. The name of the Event is to be clearly mentioned on the bill, **including on bills for refreshments**. All financial matters must be handled by the convener, and not by students.

Agenda 7: Any other matters

Dr. Babita sought for the simplification of the procedure for the application to the duty leave. The Principal explained the stipulated procedure for the same.

Ms. Vandana Madan and Dr. Deepak Rawat requested the faculty members to cooperate in the implementation of guidelines from the Ministry of Forests and Environment to make the JDMC campus cleaner and sustainable and reduce the carbon footprint within college as advised by the Environment auditor. This entailed participation in activities through the year. The faculty was requested not to bring their private vehicles into the college premises for 2 days in a semester. This would help curtail the carbon emissions in the institution and keep it cleaner. The four days dedicated for the curtailment of vehicular emissions would include 22nd April, 5th June, 26th September, and one day during the college festival Symphony. Vehicles could not be entered from the main road to the college though they could be brought up till the main road and parked elsewhere. Goods vehicles and vehicles of visitors would be allowed.

The meeting ended with the Principal urging the faculty to contribute generously towards the funds maintained by the college for assisting students in times of critical illness or providing fee assistance to the needy.

There was a lot of discussion regarding the length of time given for Freshers welcome parties and third year farewell parties; since it was inconclusive, it was decided to defer the matter to the next Staff Council.

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



Prof Ruby Bhardwaj
Secretary, Staff Council



Prof Swati Pal
Principal