

Department Meeting  
Date: 21<sup>st</sup> July '16, Tuesday

- The Teacher In charge, Ms Nidhi, Kulkarni began the meeting with a warm welcome of all the faculty members to the new session.
- She also informed that the present I<sup>st</sup> year batch will be the tenth batch. Given this milestone, the Department will be looking forward to organise Department fest and Alumni Meet. The funds for the same can be taken from the SOCIETY FUND, which the students of all the 4 years are charged and amount to Rs 400.
- Dr Jasmeet and Ms. Anshika were asked to inquire about the fund and pursue the matter further.
- Dr Jasmeet and Ms. Manisha were asked to settle the groups for different optional papers in the III<sup>rd</sup> year. They will also coordinate with the respective optional subject teachers.

- Dr Aarti Mathur advised to ask the III<sup>rd</sup> year students to orient the II<sup>nd</sup> year students about the nuances of making choices for optional papers. This may help the latter to be more clear about the same.

- Dr Ms. Nidhi informed that the duty allocation for teachers for this year will be discussed in the next meeting i.e. on Tuesday, 26<sup>th</sup> July '16. However some practicum allocation was discussed which are as follows:

\* CNS will be taught by Ms Divya and PEVS by Dr Aradhana. She will also be taking up classes in Education Department with Dr. Radhika.

\* Ms Anshika, Dr Jasmeet, Ms. Neelam and Ms Neha will take CRM this year

\* SCP will be taken up by Ms. Ruchi Garg, Ms Neelam, Ms. Neha & Ms. Anshika

- Dr Jasmeet & Dr Harjeet were asked to close the placement file.

- Dr Aarti Mathur, the Internship Coordinator for the present year informed that permissions have been sought from 17 schools and the final schools will be shortlisted after these schools are visited by the faculty once. The school visit allocation is as follows:

- Sarvodaya Schools:-

- Ali Ganj - Ms. Neelam & Ms. Anshika
- Darya Ganj - Ms. Neha & Ms. Aradhana
- Kitchner Road - Ms. Neha & Ms. Aradhana
- Def Col, C Block - Ms. Neelam & Ms. Anshika
- Jangpura - Ms. Divya, Dr. Harjeet & Ms. Shubhi
- Andrews Ganj - Ms. Divya, Dr. Harjeet, Ms. Shubhi
- Sadique Nagar - Ms. Divya, Dr. Harjeet, Ms. Shubhi
- INA, Colony - Ms. Ruchi & Dr. Jasmeet

- NDMC Schools:

- Tilak Marg - Ms. Divya, Dr. Harjeet, Ms. Shubhi
- Babar Road - Ms. Divya, Dr. Harjeet, Ms. Shubhi
- Gele Market - Ms. Neha, Dr. Aradhana, Ms. Haris
- Gele Market - Ms. Neha, Dr. Aradhana, Ms. Haris
- Lohi Estate - Ms. Neelam & Ms. Anshika
- Lohi Road - Ms. Neelam & Ms. Anshika
- Netaji Nagar - Ms. Ruchi & Dr. Jasmeet
- Kidwai Nagar - Ms. Ruchi & Dr. Jasmeet
- Sarojini Nagar - Ms. Ruchi & Dr. Jasmeet

The teachers were requested to look into the aspects like school accessibility, infrastructure, student strength etc. and also take contact numbers of teachers etc.

The school visits will be over by 25<sup>th</sup> July '16 and time table will be implemented from 26<sup>th</sup> July '16. In the meantime Ms Neelam was asked to prepare a working time-table for these days.

- Dr Aarti & Ms Dnyu were asked to also plan dates for holding Orientation sessions for the IV<sup>th</sup> year. Dr Aarti informed that these will be held on 22<sup>nd</sup> July '16.

- Ms. Nidhi informed that as the 1<sup>st</sup> year admissions are still ongoing classes for students will start accordingly. In the meanwhile the 1<sup>st</sup> year teachers can begin with other practicum.

- Ms. Rameet suggested that the respective practicum teachers can begin holding meetings regarding the same & plan accordingly. The Teacher In charge furthered the same.

- Copies of the time table were distributed to the teachers and teachers were asked to send individual time tables on the Dept mail.

- Regarding the classes for the 1<sup>st</sup> year, a mail was sent to the Dean, CE, Prof. Poonam Balra and the Admission Committee 2016. Also telephonic conversation with B-Ed coordinators was done on the same day i.e. 20<sup>th</sup> July '16. Response on the matter is awaited.

Rameet

Aarti

Nidhi  
21/7/16

Neelam

Dnyu

Neelam (only)

Rameet

Aarti

Nidhi

Neelam

Dnyu

Rameet

Department Meeting  
09 August 16

The meeting was started with submission of Academic Calendars for different practicals. These included CRM, Storytelling, Internship. The calendar will also be mailed on the Department Mail.

Ms Neha and Ms Ruchi were asked to compile the calendars into the Department Calendars.

Dr Jasmeet, Ms Anshika & Dr Jasmeet Harjeet were asked to follow up the joining letters of resource persons by Ms. Nidhi.

The first year teachers informed that they have started taking the first year classes. The tutorial groups will be formed after the dates for undergraduate admissions are met. Till now a working time-table was followed but as all faculty decided, the formal time table will be followed from 10<sup>th</sup> August '16.

Ms. Nidhi shared the issues related to the Digantar visit. She told that owing to the budgetary increase this year, suggestions were taken about cost-effectiveness. As teachers suggested that costs can be curtailed on train charges, Jaipur visit etc. Further suggestions were also invited.

Ms. Nidhi shared that letters mentioning the time-table requirements and the requesting schools to allow students to reach ~~sen~~ college on Friday for Gender & Schooling classes at 3:00. The General Supervisors were requested to deliver the letters at the school.

Ms. Divya shared the feedback form for internship and school calendar. The copies of the same will be given to the teachers.

All faculty members were asked to submit the orders for their subject books to Mr. Neeraj, Ms. Manisha, by 23<sup>rd</sup> August '16. The essential readings in different subjects can be kept at priority by the teachers.

The decision to grade each LP and RJ was again deliberated upon. Teachers shared their concerns about it like quantification of the grade, grading each & every plan etc. Ms. Divya and Dr. Aarti will take up the issue again for reconsideration. However most teachers were of the view that than grading each plan each theme map can be graded.

It was decided that Dept. laptop will be with Mr. Sagar and that he will install the laptop and de-install laptop in the 1<sup>st</sup> class and 1<sup>st</sup> class respectively. The teachers taking the classes were requested to follow the same with him. Also the smart board is now operational for use.

Ms. Neelam was updated about school division for block teaching. She informed that schools have been approached and the students have also been allotted to schools. The final list will be shared shortly.

Ms. Nidhi shared the idea of making students observe the schools twice so that the <sup>teachers</sup> students can see the improvements and engage in comparative analysis of the same.

Ms. Divya shared the feedback sheets and invited feedback on the same. Teachers were of the view that the items in the feedback is too many. Also scope for qualitative analysis needs to be done made. The same will be further deliberated upon.

It was decided that this week, the IV year Gender & Schooling classes will be taken by Dr. Radhika Menon on 11<sup>th</sup> August from 11-1 pm. The change has been intimated.

for this week as the students are not going to school.

Rameed

~~Quig~~

Melabala

~~Zahid Hussain~~

Shubhant

~~Arif~~

Mareela Akhla

~~Aseerathra~~

Neha Saam

~~Arif~~

~~Arif~~

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## Department Meeting

Date - 16 August '16, Tuesday

Ms. Nidhi briefed the preparations regarding the Deqantar visit. Decisions regarding the faculty members to be visited with the students was done. Names were invited from faculty members. Post deliberations, the following teachers volunteered their names:

- 1) Ms Neha
- 2) Dr Jasmeet Kaur
- 3) Ms Ruchi Garg

Name of 1 more teacher is yet to be decided.

Dr Harjeet briefed that the dates have been taken. Budget has been worked out. The ticket booking is still to be made.

Ms. Ruchi will be co-ordinating with Ms. Manisha regarding the processing of the visit formalities. Dr. Harjeet will be leaving the Department for and resigning shortly.

Dr. Rashika Nemon shared that she will let us know the Department

know about her availability for the visit. It was also decided that Ms. Ncelam may be another faculty visiting Deqantar. The final name will be decided shortly.

Ms. Nidhi informed that the smart board is operational in 311. The styler is to be issued from Mr. Sadar and the laptop will also be taken from him.

The order for books is to be placed with Ms. Manisha & Ms. Neerja.

The student advisers, Ms. Anshika, Ms. Neha & Dr. Jasmeet were asked to hold a GBM with students, orient them for student elections, smart board etc.

The year coordinators were requested to update teacher details for each year to Ms. Ranmeet

- Dr Aarti suggested that the craft resource persons can be invited to meet the 1st years.

- Dr Jasmeet was asked to follow up with the office regarding letters of the resource persons.

- Ms. Nidhi informed that as per a college notice, the Department has to submit an innovative plan about its activities and Academic Calendar. Dr Aadhana and Ms. Shubneet were asked to look into the innovative plan.

One innovative plan is the school collaboration project. Dr Ms. Ravneet suggested holding a 'alumni meet'. Dr Aarti suggested that school collaboration can be extended to other schools. Dr Aadhana & Ms Shubneet will be following up with the same.

Ms. Nidhi suggested that alumni & acad

alumni meet can be combined into one event:

- Dr Aarti suggested that Education Day ~~can~~ be celebrated.

Ms. Shubneet shared that students of II year have made complaints about the Political Science LO teacher, Ms. Khushboo. The complaints are about regularity of political science classes, the duration of classes taken by her. Ms. Neelam and Ms. Shubneet were asked to take complaints of students in writing. It will be taken up by Ms. Nidhi the Department with Pol. Sc Department.

- Dr Aarti requested Dr Jasmeet to visit Nelayi Nagar & Sarejni Nagar schools of Duhajpet given her unavailability further for delivery. Also teachers who visited those schools that have not been taken for internship, were asked to inform schools to about non-conduction of class internship there.



- Dr Aarti shared the idea behind grading the internship submissions. It was decided that there will be a range of marks for each grade. Also it was decided that than grading each lp, the unit maps will be graded. Ms. Nidhi suggested that the subject wise parameters will be developed. Also each <sup>for each week</sup> ~~unit~~ will be assessed through grading. The parameters for the same will be developed. However it was decided that the ~~the~~ grading will be implemented for ~~a~~ the months till October and then a review of the same will be done.

The ~~ij~~ teachers were requested to ~~make~~ conduct a meeting regarding the parameters for grading the ~~ij~~s.

Dr Aarti also discussed the feedback form. While the <sup>earlier</sup> feedback form can be ~~is~~ being modified and the new version will be shared in the next meeting. For this week the last year's feedback form will be used.

- Ms. Raveet <sup>made some suggestions on</sup> informed that ~~she~~ on review of the feedback form put forth in the last meeting; ~~the~~ <sup>some</sup> suggestions ~~are~~ were submitted to Dr Aarti. Also suggestions from other teachers were invited.

- Dr Harjeet briefed about the readings & course done in Curriculum Studies. Dr Also status of MD, STC and Reflective Journals was shared. She will be sending the details on Dept. mail officially. Also she shared that she will be donating books for Resource Room. Further attendance will be compiled and given to Ms. Nidhi and also mailed before she resigns.

- Ms. Shubmeet informed that the following students are highly irregular in II year classes:
- RAMSHA, MALIKA GAUR, SHRUTI, HARSHITA, AKANSHA MANAV, AKANSHA

These students will be spoken to tomorrow

- Ms. Nidhi informed that the Department has a stock of folders given by the psychology dept. These can be taken by the teachers and the IV year students.

- Ms. Neha, Dr Jaameet, Ms. Neelam informed that IV year observation reports have still not been submitted by the students.

- Dr Radhika suggested that given that there is a parallel content in courses of BA (edu) & B.Ed common activities can be planned with the same.

Alawalam  
Aarti  
Neha Sharma  
Jaameet  
Nidhi  
Neelam  
Shubhmeet Kaur  
Anshika  
Mansi  
Neha  
Aarti  
Neha Sharma  
Jaameet  
Nidhi  
Neelam

### Department Meeting Date - 23 August '16, Tuesday

The meeting began with Ms. Jaameet taking a stock of the status of book orders from teachers. The faculty was requested to provide the list by today evening. Ms. Anshika and Ms. Mansha were asked to follow up with the order further.

As suggested by Dr. Aarti and Ms. Neeya, it was decided to give the order with more than 1 publisher.

Ms. Shubhmeet was requested to do the result analysis and conclude the same soon.

Ms. Neelam and Ms. Anshika briefed about the status of III year school observation task. They informed that the letters are ready and the students will be visiting schools 29<sup>th</sup> August & Monday. Ms. Neelam also informed that the timetable for Monday for Ms. Mansha as she will be accompanying students. It was decided that Ms. Divya will take her slot. Also for Ms. Shubhmeet, Ms. Neeya will take the class on Monday. For rest supervisors, the time table doesn't need any adjustments.

Students

Dr. Jasmeet shared that Gurni Har Krishan Public School principal shared that permanent positions exist for which our students can apply. The phone numbers of HR from BNPS and Presidium were also shared.

In the end Dr. Radhika proposed that letters of invitation can be sent by the 6<sup>th</sup> of December, 2016.

*[Signature]*

01 December 2016

*[Signature]*  
4/12

*[Signature]*

*[Signature]*

Department Meeting  
Date - 3/1/17, Tuesday

- Ms. Nidhi began the meeting by wishing all a happy new year & welcoming Ms. Pallavi to the Department. She was also told about her other departmental duties.
- It was also informed to all that the sheet of attendance meeting with parents will be on 7<sup>th</sup> for I & II year and 9<sup>th</sup> for III year. Also it is observed that the dip in attendance comes for II year students. The data is as:  
I year: 16, II year: 28, III year: 23.
- As it was discussed we need to reflect on the dip. The II year teachers shared that on picnic days, the students tend to be absent. Ms. Jasmeet shared that we need to talk to the students about their absenteeism. It was discussed that we need to tighten up from our end. The year coordinators were requested to see the trend & tap upon it.
- Dr. Jasmeet shared that one suggestion

would be keeping theory classes,  
on practical days.

- Mr. Nishi further shared that the next Dept duty will be Sarang Annual Day. For these grounds need to be done. For Annual Day result compilation needs to be done. So a committee is formed including:  
Neelam, Dr. Jaimeet, Ms. Mansha, Ms. Neha.

Dr. Aarti shared that Dr. Harinder can be met regarding details of the prizes to be given for different Departments. Also a meeting with Ms. Capra Shalwal & Dr. Hakeem.

- The Annual Day coordinators will be done to know the details. The committee was asked to look at the existing data, & the no. of prizes given, & present their suggestions next time.

- Dr. Jaimeet shared, a format can be built in which TIC's can fill marks.

- Mr. Divya suggested that as Bank file has to be closed, we need

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to give whatever pending they have. Mr. Ruchi was asked to help Mr. Divya.

- The teachers were requested to evaluate the papers & show marks to students. They can give the list to year coordinators.

- It was decided that half yearly paper for LA, NOL will be kept in January end & Feb 1st week.

- Ms. Neelam & Dr. Aradhana will be organising Heritage Walk by Mid February. They will be working on it shortly.

- The story telling teachers were asked to take II year students for Book Fair. Ms. Pallavi will also accompany them. Classes of Ms. Pallavi will be a display. The school students will go on 12<sup>th</sup> January.

- Ms. Anshika & Ms. Shubhneet were asked to look for disposal of Raddi material by inquiring with Mann Sir.

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- Mr. Nidhi informed that the Department needs to suggest purchases for the Dept. A Committee including Dr. Aarti Malhotra, Mr. Nidhi, Dr. Jasmeet Kaur & Mr. Ravneet Kaur will look into the matter.

- Ms. Taruna & Ms. Neha shared that the list for expenses of Rs 5100/- given by Dr. Satnam Kaur. These included Microwave, Hot plate etc. Other suggestions include, Printer & Scanner. Growing amount for ~~the~~ farewells, events keeping video recorders, buying crochery, one time prize, series of books, partial support in fees, edited volume from Dept, external hard disk, dvd series of documentaries, cds.

- Ms. Anshika & Ms. Manisha were requested to keep a talk on New Education Policy in March, focusing on higher education.

- Placement committee informed that BNPS, DPS, Presidium have been contacted for recruitment. Lower

BSP Heritage school Presidium has asked us to shortlist names on our side, but it was decided that these won't be done & recruiting will be done.

- 'No Detention Policy' - a talk is being organised on 13<sup>th</sup>, with IV year. in 311 at 2 pm.

- Dr. Adadhana informed that Idegy an workshop is on 11<sup>th</sup> Jan from 10-1

- Block teaching, as Dr. Neelam shared will tentatively begin from 23<sup>rd</sup> Jan. School coordinators have been asked to contact schools. The schedule will be finalised soon.

- Ms. Durga shared that Middle intervention has begun. Dr. Agati shared that not all teachers have sent them marks of primary level. So they were requested to submit it. List of 2nd project is received and so teachers are requested to meet them.

Ms. Teachers reported defaulters.

- Ms. Neha shared that students (6) gave 20 days earlier rjs to her which increases bondancy.
- Mrs. Rameet also shared the defaulters with her.
- Ms. Neha shared that Taranjeet has not submitted primary exam reports & 2 months rjs of primary (late submission)
- no middle Rj submitted.

Ms. Neelam shared that no students had submitted middle rjs & almost all haven't made complete submission of primary rjs except Sheela.

- Ms. Taruna shared that no submiss on for middle has been made by any student. Two-Three students haven't submitted primary rj in marks.

*Handwritten signatures and names:* Rameet, Anuraj, Anshu, Neha, Taranjeet, Sheela, Neelam, etc.

Sheet of attendance cases : July to Dec, 2017.

I YEAR			II YEAR			III Year		
1	BEL/16/1	SIMRAN KAUR	1	BEL/15/1	ANANYA SHARMA	1	BEL/14/001	RISHU
2	BEL/16/7	SANMEET KAUR	2	BEL/15/4	JASKIRAN KAUR	2	BEL/14/010	ARPANA
3	BEL/16/8	ASHMEET KAUR	3	BEL/15/6	SHIPRA	3	BEL/14/011	SHIFA HAFEEZ
4	BEL/16/12	ISHITA KAPILA	4	BEL/15/8	NEHA	4	BEL/14/012	PALLAVI SINGH
5	BEL/16/18	TARANPREET KAUR REKHI	5	BEL/15/9	YUKTI	5	BEL/14/014	MEHZABI
6	BEL/16/21	VIDYA BHARTI	6	BEL/15/12	KAJAL RATHORE	6	BEL/14/019	NISHA BHARDWAJ
7	BEL/16/23	MANPREET KAUR	7	BEL/15/14	MALLIKA GAUR	7	BEL/14/022	DIVJYOT KAUR
8	BEL/16/25	MANNAT KAUR	8	BEL/15/21	VIDYA JYOTSNA	8	BEL/14/024	PRIYADARSHINI SAINI
9	BEL/16/31	ANUREET KAUR	9	BEL/15/23	ARUSHI TANWAR	9	BEL/14/026	SHALINI CHOUDHARY
10	BEL/16/32	SIMRANJEET KAUR	10	BEL/15/24	MONIKA MEENA	10	BEL/14/028	SHIVANI KESHERWANI
11	BEL/16/47	AAKRITI BHARDWAJ	11	BEL/15/25	HASHMITA SHABBI	11	BEL/14/029	MANISHA SAH
12	BEL/16/50	SIMRAN KAUR	12	BEL/15/26	RAMSHA	12	BEL/14/030	ARUSHI SIROHI
13	BEL/16/55	GURPREET KAUR	13	BEL/15/27	SRISHTI TANWAR	13	BEL/14/031	PRIYANKA BALYAN
14	BEL/16/56	JASMIN KAUR	14	BEL/15/35	HIMANSHI PANDEY	14	BEL/14/032	RIYA GOGNA
15	BEL/16/58	HARSHITA	15	BEL/15/36	MAHIMA	15	BEL/14/033	MEENU
16	BEL/16/29	TANVEER KAUR CHHABRA	16	BEL/15/37	KRIKA SHARMA	16	BEL/14/035	AISHWARYA BUTOLA
			17	BEL/15/38	MEHAK SUNEJA	17	BEL/14/037	MAHAK
			18	BEL/15/39	ANJALI SHARMA	18	BEL/14/038	MONIKA
			19	BEL/15/042	JANVI SHARMA	19	BEL/14/040	DEVIKA
			20	BEL/15/043	KRITI SHARMA	20	BEL/14/041	SONAL
			21	BEL/15/044	DISHA JOHAR	21	BEL/14/050	MAHIMA BANSAL
			22	BEL/15/045	PRIYANSHU YADAV	22	BEL/14/053	SHWETA
			23	BEL/15/047	TARANMUM	23	BEL/14/049	JAYA SATI
			24	BEL/15/048	AKANKSHA MANAV			
			25	BEL/15/049	RINKI JINDAL			
			26	BEL/15/050	SONAM PATEL			
			27	BEL/15/051	KRIKA PATHELA			
			28	BEL/15/053	HIMANI SHARMA			

Department Meeting  
Date: 28/3/17, Tuesday.

- Ms. Nidhi began the meeting by congratulating the 'sparang' team for completing the required work to perfection.

- Teachers were requested to complete their respective syllabus and prepare internal assessment as the last working day of the academic session is 27 April, 2017.

- Ms. Taruna was requested to join the internal assessment team. Following members comprise the team now:

Dr. Aarti Pradhan

Ms. Nidhi Kumwal

Ms. Danya Sharma

Ms. Neha Sharma

Ms. Taruna Jain

- All the teachers were requested to utilise the tutorials and practical classes for their regular classes.

- The department was informed by Ms. Nidhi that the following teachers would be attending curriculum renewal meeting at C.T.E on 28 March, 2017.

- Ms. Nidhi
- Ms. Divya
- Ms. Neelam
- Ms. Manisha
- Ms. Poochi

Tentative time-table for their classes has been put up.

- Ms. Vandana Tiwari would be coming to the department on 28 March, 2017 for a talk on RTE: A Critical Inquiry.

- It was discussed and decided by the department that the organisation of farewell can be carried out by the third year students.

Internship related issues:

- Ms. Divya shared that the second project presentations have been rescheduled for the week 3 April, 2017 to 8 April, 2017.

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- RJ (Reflective Journals and Summative Reports) Non submission reported by

- Ms. Ashu:
1. Preeti Mann
  2. Tanya
  3. Pooja Meena
  4. Deepika Tiwari
  5. Kavya
  6. Shekhar

Dr. Radhika: Ms. Neelam:

- |                |           |
|----------------|-----------|
| 1. Priya Sadar | 1. Tarika |
| 2. Shanti      |           |
| 3. Vishakha    |           |
| 4. Prema       |           |
| 5. Sonika      |           |
| 6. Divya Jagal |           |
| 7. Pritika     |           |

- The internship team requested the Reflective Journal teachers to send their assessment by 3 April, 2017.

- Ms. Divya requested the RJ teachers to send their specific concerns regarding their students to her.

- Dr. Aarti shared with the department that projects

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of Tarika and Visakha were found to be copied from the internet sources by their respective project supervisors. In the above mentioned students admitted the said act in writing. It was decided in the meeting that they would be marked 'zero'.

- Ms. Achu reported that Ananya of second year has not submitted her second and third 'observing children' practicum files.

Ashu Sh...  
 Pallavi...  
 Tarun Jain...  
 Adhikari... 28/3/17  
 Anami...  
 Anjali...  
 Anjali...  
 Anjali...  
 Anjali...  
 Anjali...  
 Anjali...

Department Meeting

Date: 11/04/17, Tuesday

- Ms. Nidhi initiated the meeting by requesting the teachers to hold extra theory classes in the Tutorials. Thus, tutorials to be dissolved for extra theory classes.
- Ms. Nidhi shared with the department that reminder has been sent to short of attendance students.
- The teachers taking practicums were requested to close the practicums (if required) and those slots to be utilised for conducting extra classes.
- Teachers were requested to submit the assessment of their paper(s) [Marks and Range] latest by 18 April, 2017.
- Teachers were also requested to proof-read the Internal Assessment criteria and make revision for their paper(s), if required.

Department Meeting.  
18<sup>th</sup> March 17, Tuesday.

Ms. Nidhi began the meeting by reminding all faculty members to sign the certificate printouts & also sending the marks of internal assessment, before 25<sup>th</sup> April. Also they should give improvement assignments if needed.

Ms. Tarika, IV year student had been a defaulter case, so she has been given alternative task to make up for the non-submissions & poor <sup>quality</sup> submissions as informed by Ms. Nidhi.

- Ms. Tarika & Vishakha have been given alternative tasks as there were issues reg. plagiarism for both as informed by Ms. Pallavi & Ms. Nidhi.
- Ms. Neelam informed that Pooja Lodhi has been given a task as she had done late submissions of ejs.
- Dr. Jasmeet will give alternative task to Shwani Mann as she submitted very late. Also the work is too sketchy.
- Dr. Kadhika will be giving alternative live task to Priema Bhandal and Priya Sadar as they did not submit ~~GOOD~~ and have not submitted all

stipulated no. of rjs. Perna had submitted all middle RIs & only 40 rjs of primary. Priya had submitted all work few days back but the work is shabby.

- Dr. Aarti & Ms. Nidhi put forth the suggestion that next year the students should not be allowed to teach unless the rjs are not submitted on the day of submission, to ensure timely submissions.

- Also for RI moderation meeting, for next year it was suggested by Ms. Nidhi, needed to be more elaborate, detailed where lots of rjs in different ranges can be compared. Also other strategies

- Dr. Aarti informed that the ey ranges have been reviewed at by all rjs. Highest is 64.5 & lowest is 37.5.

- II year default cases - Jashwan and Yukti Mittal - both have missed SD assessment. Jashwan hasn't been regular at all & her father came to meet the department yesterday and she has been informed about non-submission & sheet of attendance and missed SD assessment. She has no specific reason for absence. She hasn't

given assignments, story folders & missed SDW assessment. Yukti Mittal has been suffering from ill health (Measles) and Depression earlier. They will be coming to meet the Department faculty later. She has not submitted story folder & has missed SDW assessment.

It was decided that letters reminding non-submission & sheet of attendance cases status will be sent to Jashwan, while Yukti will be asked to come & meet teachers.

- Dr. Jasmeet informed CRM has been wound up, SDW, Theatre, STCL, MD have also been wound up. However physical education Practicum is still ongoing and Ms. Taruna has been asked to ask Mr. Charanjit to wind it up & finalise the marks by this week.

Aarti  
Dikhi  
Pallavi  
Abhishek  
Shikhar  
Neelam  
Amrangi  
Bal  
Taruna  
Nidhi  
Jashwan  
Yukti  
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Department Meeting  
25<sup>th</sup> March '17, Tuesday.

The Department meeting began with a discussion of duty list & tasks to be done tomorrow for Annual Day prize distribution. These are:

- Scholarships to be distributed today: Ms Divya & R...
- Reporting time for all teachers - 9 AM
- Duty list will be put up on board, these task division

Neha & Jasmeet - Announcements.

Dr Aarti, Ms. Nidhi, Ms. Neelam, Ms. Anshika, Ms. Kadhika - on stage for trophy certificate disbursement.

One side of stage: Ms Divya & Ms. Ashu  
Other side " " Ms. Kuchi & Ms. Shubhmeet

Only I & II prizes to be given on stage.

Rest to be disbursed to President  
Sushree by - Ms. Pallavi, Dr. Anshika & Ms. Tanuka along with Anil for the event in 302.

- Ms. Nidhi asked Ms. Shubhmeet to send another letter to Jasmeet

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II year & a formal SMS about her case. It is the final reminder for her. Multi came & made submissions, all her medical have come

- It was informed that on 26<sup>th</sup> April, criteria of assessment has to be circulated, so all teachers need to ensure if criteria is finalized signed

- Also range has to be circulated by 29<sup>th</sup> April '17, so a stock of marks range submitted by teachers will be taken. The teachers whose marks have been pending were requested by Ms. Nidhi & the IA team to submit the same asap.

- Ms. Divya informed that the IV year students doing compulsory work are doing the same. Also pending projects (re-submissions) need to come by 26<sup>th</sup> April '17.

- Ms. Anshika informed that LEAD, India came for placement session on 24/4/17 and will be coming for further sessions.

- It was also discussed that the letters for permission for conducting internship in various

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authorities need to be prepared.

~~Yes~~  
 Anjali  
 Neha Sharma  
 Anurag  
 Tarun Jain  
 Rishi  
 Neelakant  
 Ashwath  
 Manika  
 Pallavi  
 Shubham  
 Rajesh

Department Meeting  
28<sup>th</sup> April 2017, Tuesday

- Mr. Nidhi began the meeting by congratulating the Annual Day team for successfully doing the prize distribution ceremony on 26/4/17.
- All were informed the IA criteria has been sent to colleges marks & ranges will be cross checked by teachers & it will be sent to colleges on 29/4/17
- Rishi, III<sup>rd</sup> year student has been informed that she has scored 9.5/30 in her LO, Mathematics. Despite the opportunities for improvement by the LO teacher, the student failed to secure the passing marks in Internal. The student is well aware that she is failing in the internal. She was also unable to clear the ER LO II year exam till date.
- The newsletter team was informed to begin the work asap.

- Ms. Nidhi informed that Sagar will be doing the resource room checking & Mr. Shubhreet will be following up the same.
- Ms. Divya will be doing the Science lab stock checking.
- Ms. Divya was also asked to prepare the practicum permission letters for the next session. These letters will have to be delivered to the respective authorities. It was suggested by Ms. Divya that the Secy M of C can be approached later in case the permissions are not sought from any other source.
- Mr. Ruchi was asked to take preferential of 1st year students about TO online.
- Ms. Nidhi informed that sheet of attendance committee will meet B. Ed. Ed students on 5th May '17. The teachers have been asked to submit final attendances July-April to year coordinators to submit sheet attendance calls to the committee of college. Also,

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- Anshika
- Ms. Ruchi, Ms. Shubhreet, Ms. Neelam will be representing the department level. These sheets of attendance cases will be given admit cards later than 5th May, the day for others to get the admit cards.
  - The moderation meeting at CIE on 4th will be attended by Ms. Nidhi, Ms. Ruchi, Dr. Aarti, Ms. Divya & on 5th Ms. Nidhi, Dr. Jasmeet & Ms. Ruchi.
  - Ms. Namsha was asked to prepare Department letters & budget.
  - Ms. Shubhreet was asked to maintain & Jaswan Kaur's (1 year) file with all documents.
  - The team for letter disposal are:
    - MCD - Ms. Anshika, Dr. Akadhana, Ms. (Cuzi Zone) Shubhreet
    - NDMC - Ms. Neelam Dalal, Ms. Divya
    - Sarodaya - Ms. Ruchi Garg, Ms. Manis, Ms. Sa Subba
    - Kamlesh Balika - Dr. Jasmeet Kaur
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The letters will be delivered accordingly.

The marks list will be signed by students during exam days and by April.

Ms. Nidhi shared that no formal pending submissions have been done till date by Mr. Jasheer in II year. even after final reminder has been sent to her already. She is also failing in EDW, STC, Physical education, ~~EPB~~, LAC, ~~EP~~. She has been informed about the status of internal assessment marks. well in advance.

~~of~~ ~~Atkinson~~  
~~Anshu~~ ~~Chakri~~  
~~Neel~~ ~~Neha Sharma~~ ~~Pallavi~~  
~~Shubham~~ ~~Tarun~~ ~~Shubham~~  
~~Abhy~~ ~~M. Datta~~ ~~Meha Datta~~  
~~Chaman~~  
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