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Date: 20/7/17

Tuesday

- The meeting began with Ms. Nidhi welcoming all to the new session.
- She shared the time table with all. The individual time table has to be tallied with the master time table. Also each teacher from this year has to upload their timetable on their college portal profile. The id's for the teachers will be given by Mr. Kapil. This task will be coordinated by Ms. Neelam.
- Ms. Nidhi specified the duties of all the teachers. The same is attached herewith.
- The year coordinators were asked to make the tutorial groups. The practicum teachers were also requested to form the practicum groups.
- It was decided that tutorials for all the years will begin post 15th August.

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Ms. Shubhneet was requested to finalise LO optional choices for the II year. Also she was asked to request the LO teachers to present students for subjects. The preliminary data collected by Ms. Ruchi last year will be submitted to her.

- Ms. Neelam & Ms. Shubhneet will be coordinating a meeting with the LO teachers in the coming week. The agenda for the meeting is the upcoming LO classes, syllabus etc.

- It was also decided that the coordination for Ist year will be done by II year in 1st week of August. The teacher coordinators will be Dr Jasmeet & Ms. Anshika.

- Dr Aarti informed that the blocks of schools for internship are being worked upon. Preference will be given to schools nearby college. For some schools, the

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teachers will have to go and establish correspondence. The duties will be allotted for the same soon.

- Ms. Nidhi informed that the RT periods have been kept at the end of the day in the time-table on Monday & Tuesday. However she also told that the teachers can rework their slots depending on the feasibility of teachers availability and students & inform the department before finalisation of the time-table.

- The duties for the prize committee for different events. The Convener will be Ms. Nidhi, and co-convener will be any 2 permanent teachers. The list of duties is attached herewith for other faculty members.

- Ms. Nidhi clarified that every food bill will be signed by either her or the co-convener mainly. In case if they aren't there, then the other sub-members

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can sign them.

- Ms. Shubhreet informed that the stock checking work is almost done and the lists prepared of the stock will be shared soon.

- The time-table committee also informed that Academic enrichment has been shifted to II year.

Shalvi
Aswadhara

Richa

Shubhreet

Shubhreet

Tarunjeet

Ashishkumar

Neha

Devi

Harshita

Harshita

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week students will teach. The R. exam report will be submitted on Monday post the exam week ends.

It was decided that given the status of assessment profiling, students may be asked to profile 5 students for each subject. Also it was decided that general & subject supervisors can make surprise visits.

Nidhi
Anshu
Alkumar
Ajay
Abhinav
Anshu
Anshu
classmate

Department Meeting
Date - 19/9/17, Day: Tuesday.

Ms. Nidhi began the meeting by discussing the status of LOptions in II year. She informed that this year as there is only 1 student Hareshita for Hindi, it has been dropped. Also as per the consultations across colleges, the minimum no. to take liberal option has been set. So the idea of setting a minimum number needs to be considered, as also suggested by Principal Ma'am in giving not giving an LO. It was also decided that Hareshita may be given the idea of migrating to other college offering Hindi.

- The last date for EL forms is 20th September so all year incharges need to follow up with students.
- The Bani case team has been modified to include Kuchi, Taruna, Benya and Bhawna.

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The Heritage walk will happen in January. As the month of Feb March will be engaging in college events; so the walk will be postponed. Ms. Anshika & Ms. Neha were asked to start working for it.

All teachers teaching full papers were asked to give 1st assignment as term is ending.

Ms. Nidhi raised the concern that the last week teachers not taking classes or leaving students early has been observed. All teachers were requested to take classes timely as per time-table properly.

Ms. Nidhi requested Dr. Aarti to conduct KI meetings with all faculty and also plan related meetings to review planning & if working for students. Here priority the working students can be worked upon by discussing samples - best & worst.

- Ms. Manisha reported that the Maths MD submission, is on 7th October. So the ER students can be exempted from making submission, if the exam happens that day.

- Due to Ms. Pranita now taking class on Saturday, the following changes in it have been made in her other classes on other days of the week. Her other classes will be taken by other teachers. The change is as follows:

	Pranita's class	Now to be taken by	Subject
I st Yr	Tuesday (2)	Ms. Manisha	CSS
	Thursday (1)	Ms. Ruchi	CM
II nd Yr	Thursday (1)	Ms. Shubhneet	LAC
	Friday (1)	Dr. Jasmeet	CL

On Saturday Acad. Enrichment has been postponed to VI-VII period.

Ms. Vishakha (V year) has been caught copying the plans of Preena's (V year) last year's plans (2016). The theme map has been kept for reference in the Department. Also, Ms. Shubhneet reported that Vishakha has put Preena's worksheet (in Preena's handwriting itself) in her large plan. Preena has accepted her worksheet. Both Preena and Vishakha have been asked to give a written explanation of the same.

Dr. Radhika informed that school principals of schools under collaboration will be attending the talk on 25th September. After this, there will be an interaction session with the

Ms. Kushi informed that parents of Ms. Kanchan, who is a PH candidate, request to allow her to come to class 15-20 min late. But as the Department decided that such relaxation cannot give

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any benefit to her herself. & Ms. Kushi & Ms. Yamsha have been asked to talk to her.

Dr. Radhika reported that the Deekshie has submitted her RTI's late - from 11th - 14th she has submitted ^{medical} RTI for late submission, but she has taught all these days. Ideally she ^{no student} should not be allowed to do teaching if RTI's are not submitted. She was called & asked to submit a proper medical certificate & details like name of hospital/centre and number of medical leave missing & have to be put. Also she has missed 3 days at school, she was asked to be regular.

- Ruby, V year has been not attending school for 2 weeks due to health issue of Dengue. She has submitted medical certificate for the same.

- Sapna V year & Rishu V year were called as Ms. Anshika reported they had the same ^{similar} rationale in EVS. As they informed, the rationales were seen from another V year's

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III year plan and pointers developed
by Shalini 11 years for rationale work
They were called and asked to copy
in writing - Both confessed copying
the rationale from the mentioned
2 students.

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MDE Meeting

Faculty Present - Ms. Bhawna Mishra ~~Tharun~~
Ms. Parvika ~~Sulbo~~ ~~Parvika~~ ~~Shreya~~
Ms. Ruchi Garg ~~Ruchi~~
Ms. Shubreet Kaur ~~Shubreet Kaur~~

13 Nov, 2017

Minutes of the Meeting:

1. MDE teachers updated about the status of their students with regards to lesson planning - across groups and subjects.
2. Same subject teachers would sit for discussing faculty across their groups.
3. Students would be discussing Theme Map, Rationale, Objectives and Lesson Plans with teachers between November 13-16, 2017. Also, students will be submitting practice drafts during the said period.
4. Students would be submitting Full Draft of Plans (Theme Map, Rationale, 4 Lessons) and have Discussion with teachers on November 27, 2017.
5. Teachers can return checked Plans on December 06, 08, 11, 14 (Exam Days)
6. Modifications to be incorporated by students and Full Plans to be submitted on January 01 and 02, 2018.

Meeting Day: Tuesday
17

with the
third year
sit 'Mirambika'
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to 30 November.
hers will accompany

KA	ARK
et	Ms. Neelam
sha	Ms. Taruna
a	Ms. Bhawna
shreet	Ms. Anshika

visit the schools
of 11 to 12 students.

Students will be
'Museum of Master'
outdoor SDH sessions
November and 17th November
teachers will accompany
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- Ms. Bhawna
- Ms. Neha

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Faculty Pres

Minutes of the

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Department Meeting
Date: 14/11/17, Day: Tuesday

Ms. Nidhi shared with the
department that third year
students will visit 'Mirambika'
and 'ARK foundation' from
20 November to 30 November.
Following teachers will accompany
the students

	MIRAMBIKA	ARK
20 Nov.	Dr. Jasmeet	Ms. Neelam
21 Nov.	Ms. Manisha	Ms. Taruna
22 Nov.	Ms. Neha	Ms. Bhawna
23 Nov.	Ms. Shubhneet	Ms. Anshika

Students will visit the schools
in a batch of 11 to 12 students

Second year students will be
visiting the 'Museum of Master
Pieces' for outdoor SDH sessions
on 16th November and 17th November
Following teachers will accompany
the students:

16th Nov.	-	Ms. Bhawna
17th Nov.	-	Ms. Neha

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- Third year students will be having 'FVS doubt class' with Ms. Bhawna on 17th Nov from 10:00 a.m to 1:00 p.m.
- Ms. Nidhi shared with the department that Alumni meet will be held on 28th Nov. from 1:00 p.m onwards. All the faculty members will be requested to attend the interaction.

Ms. Anshika and Ms. Shubneel will be attending a meeting on 22nd November at Garg college from 9:20 a.m onwards. The agenda of the meeting is to compile Hindi translation of readings from all the B. Ed colleges.

A practicum update was taken from all the teachers. Ms. Anshika shared a concern of non submission of reports in CRM. It was suggested that a next deadline be

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provided to them. All server practicum were going smoothly and no major concern was reported.

- Ms. Anshika and Ms. Manisha held a meeting with the union members and asked them to explore ideas for bringing out the next edition of the Newsletter.

Heritage walk for the first year has been scheduled for 3rd Feb, 2018. Ms. Anshika and Ms. Neha will coordinate the visit.

Internship

- The project submission deadline has been extended to 27th Nov.
- Dr. Aarti communicated to the department that middle school observation will begin from 4th December, 2017. Students are expected to observe 6 periods of their subject. General Supervisors

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- short cases and poor performers will be called with parents in January last week.

- The Block teaching dates as per ed by Ms. Neelam would be in 4th week of Jan to 2nd week of Feb tentatively.

- The Heritage walk team shared that the application process of the walk has begun.

- The newsletter team was asked to begin the work around the same and the newsletter will be uploaded by 30th April '18.

- Ms. Bhawna & Ms. Manisha were requested to start working for the field trips which are a part of the courses taught.

- Ms. Manisha shared that the NCEET, NBT, books have come.

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additional the books if ^{can} to be suggested. can be

- All teachers were requested to send in primary internship marks. to internship team shortly!

- The internship team shared that student (18 year) have been asked to submit lpx and rj files. The teachers have been asked to check the dates and sequence. and so. The files will be submitted tomorrow. It was also shared that 16 students still haven't submitted projects. They will be asked to submit the projects tomorrow.

- Ms. Raveet suggested that the rj files complete in all respects can be called collected on Friday i.e 5/1/18.

- The lp file will be put in to be collected by Jagar.

Case of Preema Benival and Praya-Dareshni were also discussed.

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Both of them haven't executed primary level plans. in till date Prayadaashni has executed 34 plans, 34 EVS plans & 36 Maths plans. In middle she has executed only 3 instead of 6 plans. till date Ms. Manisha also told that only 1 observation for EVS for Prayadaashni has been made due to her ^{uninformed} absence & non-submission of language plans. Ms. Ruchi shared that only 2 observations in Maths have been made for Prayadaashni due to uninformed absence

Nidhi
Jas
Neha
Darnest
Shubh
Manika
Abir
Neha
Tanya
Ruchi
Anjali

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Department Meeting Date: 16.1.17, Tuesday.

The meeting began with discussion of events to be done by the Department. These are:

- Heritage: By Ms. Anshika & Ms. Neha
- PSS: Ms. Manisha
- EVS: Ms. Bhawna
- Newsletter: Ms. Manisha & Anshika
- Sareang: The team made for the purpose
- Annual Day & The team made for the purpose.
- 50th Celebration will be the same

The updates were taken by Ms. Nidhi & the faculty.

- Year incharges were requested to calculate sheet of attendance cases so that letters can be sent. Also those failing in internal need to be identified.
- Ms. Nidhi informed that the meeting with parents needs to be decided soon. It was proposed that I & II year can be called on 27th 3/2/18 14th Year parents can be called on

Date: 23/4/18.
Day: Monday

Ms. Nidhi began the meeting with discussion of Annual Day duties of faculty members. The list is attached herewith. All teachers are requested to be on time. Prizes will be given on stage as well as in 302, post auditorium prize distribution ceremony ends.

All I & II position in all courses, Societies, Union members will be given prizes. Subject topper prizes will be given in 302 (80 in number).

Ms. Ravneet suggested that an additional non teaching staff member can be requested to join the Pay Committee. The request for the same will be made by Mr. Mann. Ms. Nidhi & the team will follow up on the same.

The reporting time for teachers is 9:30 AM tomorrow.

- All teachers were requested to submit Internal Assessment asap. On 28/3/18 criteria will be circulated.

- The teachers were also requested to submit sheet of attendance cases.

- Ms. Nidhi informed that Dr. Aarti will be leaving on 27/4/18 for 3 weeks. She was requested to ensure that marks & attendance are given. Ms. Ruchi Garg was requested to be present on the day of UME exam in her absence. The change will be notified to Exam Committee.

- National Museum is organising a workshop on Museums. It is on 1 & 2nd May. The faculty members & students can join in.

- The moderation meeting is on 3rd & 4th May. Ms. Nidhi, Ms. Ravneet, Ms. Neelam & Mr. Darya will go on 3rd May & Ms. Nidhi, Dr. Jasmeet & Ms. Ruchi on 4th May 18.

Prayadaashini hasn't submitted any assignments, documents now has established any correspondence. The case of failing in 11 year is prepared & will be forwarded to University for N.A.

Ms. Nshauka, 11 year has submitted all medicals, pending for 1 assignment, and II project. She will be appearing for a G.S. set on 25/4/18 and she will also ask Dr. Radhika about making improvements in G.S. Assignments.

- Ms. Nidhi requested the teachers that if they fail any student in I. A. marks they may submit a written explanation for the same. And if any teacher gives an assignment for improvement they should submit it finally shortly.

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- It was decided that the teachers will meet on 26/4/17 to check their criteria and mark sheets at 12:00 pm.

- It was reported by the CRM-MDE teachers that Ananya is failing in these practicals. She will be scoring less than 50% marks in both. She might not be permitted to appear in Annual exams '18 as she is securing less than 50% in practicals taken together. This same has been intimated to her parents & has been called for a meeting.

Dhikhi
 Anchi
 Neeladatta
 Parvitha
 Shubhashree
 Neeha
 Anasara
 Suchi

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