

Department of Elementary Education

Minutes of Department Meeting

Date: May 16, 2018
Venue - Room No 302

Meeting attended by

Dr. Radhika Menon	Ms. Ravneet Kaur
Ms. Nidhi Kunwar	Ms. Neeraj Singh
Ms. Divya Sharma	Ms. Anshika Srivastava
Dr. Jasmeet Kaur	Ms. Neelam Dalal
Ms. Neha Sharma	Ms. Shubreet Kaur
Ms. Ruchi Garg	Dr. Manisha Subbiah
Ms. Tamara Jain	

Absent: Dr. Aarti Mathur, Ms. Ashwina Mishra

Agenda

- updated status of
 - prospectus
 - internal assessment
 - internship letters
- Team formation for
 - admission committee
 - diversity committee
- others
 - June T.A. Meeting
 - S.D. Sharma Medal
 - IQAC Report

Decisions taken

In the meeting it was updated that write-up for the prospectus and photograph has been finalised and mailed to Ms. Sangita, who would be uploading it on the college website

Ms. Kunwar informed that letters for school internship and other teaching practicums have been circulated amongst the faculty members, in order to pursue for permissions.

Letters for aided school permissions also need to be given to the respective school by the faculty members. Following teachers were allocated responsibility for the same

- GHPS Mata Sundri & Sardarni Sada Kaur School
- ~~Sri~~ Khalsa School Sishganj & Amar Colony
- PNT & Harcourt Butler School
- S.G.T.B. Khalsa Aliqanj & Sita Ram Bazaar

reported by Ms. Anshika Srivastava.

reported by Ms. Nidhi Kunwar & Ms. Divya Sharma

responsibility allocated to Dr. Jasmeet Kaur

Ms. Tasnuva Jain
Ms. Neelam Dalal
Ms. Anshika

Divya Sharma
Ms. Shubhreet
Ms. Neha
& Dr. Manisha
Ms. Shubhreet Kaur & Dr. Manisha

- Navshakti School, Rouse Avenue Ms. Ruchi

NDMC permission letter has already been dropped at the office by Ms. Divya Sharma & Ms. Neelam Dalal on 16.5.2018.

Dr. Menon congratulated the internal assessment team to be able to timely complete the task.

She informed that from next time I year internal assessment marks need to be rounded off as it is a requisite for uploading. Any moderation in practicums need to be discussed with entire team rather than decision taken by coordinator.

Dr. Menon formulated various committees
Admission committee members would be → Ms. Shubhreet Kaur & Ms. Ruchi Garg.

In case of unavailability of Dr. Menon (most likely 23rd June 4th July), Ms. Nidhi Kunwar would take charge of it.

• Divinity committee tasks will be updated in detail as soon as the session begins. However, it was informed that on the I day of college Path begins at 9:00 followed by Kiran, Ardas and Kara Prasad distribution, which needs to be completed by 9:45.

Two of the members would co-ordinate upon it on the I day, when college begins and supported by staff of the department faculty.

- It was suggested that prasad may be arranged through contribution by the faculty.
- Responsibility for arranging prasad and amount collection was allocated to

- Dr. Munon informed that TA Meeting will be held on June 05, 2018

- Data required for the report of IQAC needs to be finalised. & data ~~was~~ for 2 of the

reported by
Dr. Jasmeet Kaur

responsibility allocated to
Ms. Ravnish Kaur & Ms. Neeraja to coordinate

suggested by
Ms. Nidhi Kaur

Responsibility allocated to
Dr. Jasmeet Kaur

Responsibility allocated to
Ms. Ruchi Garg, Ms. Neha Sharma

~~the~~ components were asked by the members i.e. off campus placement & research grant. Members will send the complete report by April 17, 2018.

& Ms. Jasuna Jain

- On the basis of ~~the~~ the performance of Ms. Kajal Gupta (II year) in extra curricular activity, her name has been selected & finalised for S.D. Sharma Medal.

- Block Observations for MCD school (III year) is going on properly.

informed by M.C. Thirna to P.S. Anshika

DELTA
Date

Minutes of the Meeting

Date: 05 Sept '18
Venue: Room No 302

Meeting attended by

Dr. Radhika Menon <i>Radhika</i>	Ms. Nidhi Kulkarni <i>Nidhi</i>
Dr. Aarti Mathur	Ms. Ruchi Garg
Dr. Jasmeet Kaur	Ms. Shubhmeet Kaur <i>Shubhmeet</i>
Dr. Manisha Subba <i>Manisha</i>	Ms. Ruchi Garg <i>Ruchi</i>
Ms. Divya Sharma <i>Divya</i>	Ms. Neha Sharma <i>Neha</i>
Ms. Anshika Srivastava <i>Anshika</i>	Ms. Bhawana Mishra <i>Bhawana</i>
Ms. Ravneet Kaur	Ms. Neelam Dalal
Ms. Neeraj Singh <i>Neeraj</i>	Ms. Taruna Jain <i>Taruna</i>

Absent - Nil

Agenda -

- result analysis
- update on block teaching, internship, visit to Dlgantar
- Bani-Kirtan
- Divinity
- School Collaboration Project

a I year student. There are few more students who require financial assistance. Mechanism for that needs to be generated. Faculty is advised to ponder over it.

- II session of scheduled for Oct 11, 2018. However, they won't be going to school because of delay in submission.

- The auditor's fee for National Seminar will be given to Ms. Neerja Singh from the amount fee given by Dr. Satnam for the department.

informed by Ms. Neha Sharma

Ms. Anshika Srivastava ~~Ashwastin~~
Ms. Shubhneet Kaur ~~Shubhneet~~
Dr. Jasmeet Kaur ~~Jas~~
Ms. Neha Sharma ~~Neha Sharma~~
Ms. Bhawana Mishra ~~Bhawana~~
Ms. Neelam Dalal ~~Neelam~~

Dr. Radhika Menon ~~Radhika~~
Dr. Manisha Subba ~~Manisha~~
Ms. Divya Sharma ~~Divya~~
Ms. Ruchi Garg ~~Ruchi~~
Ms. Taaruna Jain ~~Taaruna~~
Ms. Neerja Singh ~~Neerja~~

Absent - Dr. Anurag Mathur
- Dr. Ravneet Kaur
- Ms. Nidhi Kaur

Agenda - update & feedback on Bani-Kistan competition
- update on Dlgantar, Half Yearly Exam
- Update on internship & absentees
- Responsibility related to career Guidance Fee
- Update on library purchase

DEITA
Date: _____

Department Meeting

24/10/2018

Room No-302

Meeting attended by

In the meeting it was discussed that upon the following

- Meeting began with congratulating the faculty members on the success of Ban-Kirton Competition. It was appreciated by other departments as well. Core team was specially congratulated for their efforts.

- Feedback was shared on the same that a letter to the Directorate of Education seeking information of schools wherein Punjabi is taught. Moreover, reporting time may be mentioned in the letter.

+ In different segments/ levels, classes should be mentioned to avoid confusion.

+ A list of registrations done online by schools should be provided at the registration desk.

+ A clarity on travel allowance is to be sought & same is to be mentioned in the letter for their convenience. Teachers refrain participating in case there is lesser number of teams & even T.A. is not provided.

* Banner for standie need to be of size 7X4 instead of 8X4.

congratulated by Dr. Bal Kaur

shared by Ms. Anil, Ms. Neel, Ms. Taran

response given

standie may be required to be replaced. This needs to be followed by Ms. Neerja Singh.

- For stationery, a list of requisition needs to be sought from Divinity Society students.

- Ms. Anil & Ms. Sagar need to be oriented before every event & explained their responsibilities.

- It was shared that external judges didn't receive the letters on time. To ensure the receiving, these letters need to be sent by speed post.

- It was also shared that an objection was raised that internal faculty judge is also the teacher for the participating team. This needs to be avoided.

- There were far too many volunteers in langar than required. Team needs to be ensure that letter should be timely sent & pursued. & langar is timely sent from Gurdwara.

- Remaining disposables can be stored in Gurdwara store room for next event.

- The allocation of level to external judges need to be discussed with the Principal.

- A feedback has been received

Ms. Neerja Singh.

Shared by Ms. Neha & Ms. Shubh Kaur

Shared by Dr. Jasmeet Kaur.

that Kirtan for college level can be conducted in Gurudwara, if possible.

- Settlement of bills to be ensured by Ms Neha Sharma.
- It was decided that 1 Nagar Kirtan can be independently conducted by Music Dept.
- Divinity Society students to be thanked for their effort & support in Bani-Kirtan.
- It was shared that contact number of prize committee co-ordinator to be added in the letters for prize related queries.

responsibility
to
Ms. Neha
Sharma

- Regarding Half Yearly Exam
- * Request from L.O. teachers is that their respective teachers papers are to be kept initially in the date sheet.
- * Political Sci. Dept. has requested that duty list to be handed over to them.
- * Ms. Neerja Singh & Dr. Aarti Mathur to ensure half yearly exams are properly done.

responsibility
to
Ms. Neha
Sharma
Ms.
Bheshu

- It was informed that a workshop is being conducted by Ms. Poochi Kaur as a part of STCL practicum on Oct 25, 2018.

Informed
by Ms.
Shubmeet
Kaur

- Career Guidance fair is to be held at Rakabganj Gurudwara.

* Dr. Jasmeet Kaur, Ms. Shubmeet Kaur, Ms. Neelam & Ms. Taruna to accompany to this.

informed
by Dr.
Manon

- Update on Digantan file work is that file work is done. Medicines ^{remaining} have been returned & Stationery is kept in dept.

||

- ^{Dept.} Alumnae Meet can be held in the II week of Jan

- Dr. Jasmeet Kaur. to pursue on the joining of guest faculty. so that bills can be processed.

||

- Regarding Library Purchase * Quotations have been received from various publishers.

Informed
by
Ms. Neha
Sharma

- III year student Manpreet Kaur has missed Digantan visit. Suggested list of ~~best~~ schools.

can be told such as Shikshanki,
Mizambika, Shri Ram School,
✓ Student can try to seek permission
at her level.

— Internship
* Request to all the teachers to
compile the attendance. Last date
for uploading is 7 Nov.

* IV year teachers to submit
the attendance by 31st Oct '18
to Dr Subba.

* School coordinators to submit
the summary of regular
absentees.

* RJ teachers were informed
that examination report is to
be submitted by students by
26th Oct '18.

* Corrected RTs are to be
compiled along with index
by 31st Oct

* RJ meeting to be held tomorrow
to discuss upon different
RT slots.

* Lesson plan files are also
to be asked from students for
submission by Oct 31, 2018.

* A stock of visits was taken
and teachers were suggested to
phase out their visits.

informed
by
Dr. Manon

suggested
by
Dr. Manon

— In Andrews Gary school, ^{school} teachers
have requested for interns to
~~come~~ to school on 23rd Oct '18.
However, the request was declined
by Dr. Manon after discussion.

informed
by
Dr. Jaash
Kaur

— Suggestions for & feedback for
resource room to be given

— It was reported that ^{Malika's} no
^{in language} supervision has been conducted
because of her absentism &
in 2 visits & in one of the
supervisor's visit she didn't
come back.

informed
by
Dr. Subba
&
Ms. Kaur

General supervision out of 3
for her home could be done
for some reasons.

Maths supervision - she has missed
out 1 visit out of total 1 visits
conducted by the supervisor

informed
by
Ms.
Dadal

E.V.S. supervision - 1 has been
missed due to her absentism.

informed
by
Dr. Subba

— Himanshi (12 year student) has
missed 2 of her language
supervisions & Deepthi, Vidhya
has missed out 1 language
supervision

informed
by
Ms. Kaur

has started. Ideas were pooled in

Meeting attended by

Department Meeting

5th Dec, 2018
Room No-302

- Meeting attended by

- | | |
|---------------------------------------|-------------------------------------|
| Dr. Radhika Menon | Ms. Neha Sharma <i>Neha</i> |
| Dr. Manisha Subba <i>Manisha</i> | Ms. Bhawana Mishra <i>Bhawana</i> |
| Ms. Anshika Srivastava <i>Anshika</i> | Ms. Shubhreet Kaur <i>Shubhreet</i> |
| Ms. Neelam Dalal <i>Neelam</i> | Dr. Ravneet Kaur <i>Ravneet</i> |
| Ms. Neeraja Singh <i>Neeraja</i> | Ms. Taruna Jain <i>Taruna</i> |
| Ms. Divya Sharma <i>Divya</i> | |
| Dr. Jasmeet Kaur <i>Jasmeet</i> | |

In the meeting, following aspects were discussed.

- Internship.

• It was reported that parents of 5 students were invited for the PTM because of being defaulter. However, Priyadarshini & Himanshi's parents didn't turn up even after a reminder also sent yesterday. They were again called but didn't respond to the calls.

In addition to it 2 other students Nishu & Himani were also called & informed about the status of their internship.

A few more students i.e. Vidhya, Deepti, Tanannu, Yukti, ^{and Monika} are also to be talked about it. They were not available today as they had gone for a workshop.

• It was reported

* It was discussed & finalised that by ~~17th Dec~~ ^{Base} 12th Dec, 2018 students have to submit all their primary internship plans as well as middle internship plans of December.

• All the students who are reported defaulters will be allowed to continue with primary internship along with observations & middle internship. ^{by} Department is extending its support on humanitarian ground.

• It was reported that observation week for all schools is 10-15th Dec but in Lakshibai Nagar School it is 14-19th Dec because of unit plan in the already scheduled week.

• Students whose lesson plans were being supervised by Ms. Nidhi Kulkarni and are left with one or two plans to be checked need to get that corrected from general supervisor.

• It was reported that Himanshi has not been going to school & even after counselling hasn't turned up.

• It was discussed that resource rooms of ~~II~~ ^{III} year students can be visited by III year students.

to help them get a preview of it.

It was reported by Ms. Shubhmit Kaur that Ms. Deepthi has submitted an already checked rationale for a fresh theme. Ms. Neelam Dalal also reported that she hasn't submitted RJs since September.

inform by Ms. Shubhmit Kaur & Ms. Neelam Dalal

- Time Table

It was informed that there has been a change in time table because of unavailability of some rooms. New time table will be put up & teachers need to take account of it. In case of any issues, they need to report immediately.

report by Dr. Manoj

It was informed that out of 5300/- Rs given by Satnam Mam for the department, 1000/- Rs was given to Ms. Nusrja Mam for the audit of the seminar (national) held in 2013, the bills for which was given in 2018.

inform by Dr. Manoj

- Divinity

It was informed that bills of Bani have been cleared. From now on only

"

proper bills (with GST) has to be submitted.

II Nagar Kirtan will be held on 12th Dec. The team include Ms. Neha, Ms. Ruchi & Ms. Neelam Dalal. Team is required to make the arrangements.

reported by Dr. Jasmeet Kaur.

Floral arrangement is to be properly taken care of.

Nagar Kirtan will start from ~~Rakabganj~~ Seeshganj to Rakabganj Gurudwara.

- Library & Purchase

Teachers are requested to mark the preference of books because of budget constraints.

informal by Ms. Neha

- IQAC

Reports of events will be submitted today.

It was informed that the Department is planning to collaborate with the team from Switzerland.

It was reported that Davinder (I year student) hasn't been attending classes in November & didn't submit

reported by Ms. Sabharwal

I assignment of CD&CI which had to be submitted in the month of Oct & Nov respectively. She has also missed 3rd & 4th session of SCP held on 2nd & 14th Nov. ~~It was~~ It was decided that she'll be making assignment submissions asap to teachers. She has been counselled along with her parents by the TIC.

Meeting attended by

Department Meeting.

Date - Jan 3, 2019
Room No - 302

- | | |
|--|--|
| Dr. Aasthi Mathur <u>ms.</u> | Ms. Neerja Singh |
| Dr. Radhika Menon <u>Radhika Menon</u> | Ms. Divya Sharma <u>Divya Sharma</u> |
| Dr. Ravneet Kaur - | Ms. Neha Sharma <u>Neha Sharma</u> |
| Ms. Shubhmeet Kaur <u>Shubhmeet Kaur</u> | Ms. Rajni <u>Rajni</u> |
| Ms. Anshika Srivastava <u>Anshika Srivastava</u> | Ms. Tasuma Jain <u>Tasuma Jain</u> |
| Ms. Manisha Subba <u>Manisha Subba</u> | Ms. Neelam Dabral <u>Neelam Dabral</u> |
| Dr. Jasmeet Kaur <u>Jasmeet Kaur</u> | Ms. Bhawana Mishra <u>Bhawana Mishra</u> |

Absent: Ms. Rechi Garg
Dr. Ravneet Kaur

Agenda :

- Joining of Ms. Rajni in the department.
- Half Yearly
- Divinity Society: Nagarkilan : 6th
- International workshop
- Admission Meeting.

Department Meeting

Date - Feb 13, 2019
Room No - 302

Meeting attended by

Dr Radhika Menon
Dr Aarti Mathur
Ms Neelam Dalal
Ms Neha Sharma
Ms Ruchi Garg
Ms Shubneet Kaur
Ms Neerja Singh
Ms Divya Sharma
Ms Anshika Srivastava
Dr Manisha Subba
Ms Rajni
Ms Taluna Jain

Absent - Dr. Ravneet Kaur
Ms Bhawana Mishra
Dr. Jasmeet Kaur

Agenda -

1. Update on the practicums & theory papers of all 4 years.
2. Divinity Society related update.
3. Stock of books
4. Visits as a part of different practicums
5. Distribution of responsibilities in place of Ms. Bhawana Mishra.
6. Alumnae Meet.

In the meeting, following aspects were discussed.

- Practicums & update on the 4 years
- Ms. Lokesh Jain has proposed to take I year students for theatre walk. A stock on the syllabus for I years was taken by Dr. Menon. A permission letter for the same for 19th Feb '19 is to be pursued for the theatre walk for I years.
- It was proposed that visit to craft museum can be scheduled for 23rd Feb '19 from 11:00 am onwards.

• Last session of SCP will be conducted on 20th Feb '19.

• 4 students of I years didn't turn for PTM i.e. Pooja Bhardwaj (B), Sakshi and Guramit.

9 students of II years didn't turn up for PTM i.e. Manpreet, Yujjeet, Gurleen, Prabhleen, Himani, Anjali, Kajal, Sonali & Dilpreet.

3 students of III years - Harshita, Ananya & Vidhya.

Students are supposed to submit an undertaking ^{on the same} & again an email to parents needs to be sent.

• It was reported that Ananya hasit submitted 2 assignments of BCE, even

shared by Dr. Subba & Ms. Divya Sharma

responsibility of Ms. Srivastava

Ms. Neha Sharma informed

reported by year coordinators

reported by Ms. Neelam Dalal

for MDE teachers had to provide a lot of support & motivation. She is irregular for classes as well.

- Defaulters of PTM & who didn't turn up for PTM were called during the department meeting ~~reason~~ for the reasons behind the same. They were explained about the importance of regularity & hard work. They were motivated for performing better.

- It was informed that Deepthi (IV year) hasn't been able to get 6 Maths plans for primary checked. In the middle, she has executed so far 13 plans. She has been a defaulter & didn't turn up for PTM as well.

- Regarding leave

- It was informed that for ^{any} leave all the teachers have to inform Poonam as well in addition to informing in the department.

- Book Stock

Teachers were informed that they need to check for the issued books & replace the same in case they have it.

- Placement

- IV year students have gone today for interviews to BNPS. Rest of them would be coming to college for discussion & some to school for internship.
- A session by 'Books for All' for II years will be scheduled to give them exposure. Date is to be fixed.

updated by Dr. Menon.

Shared by Dr. Menon

- Visit to Biodiversity Park

On 5th March, III years will visit Yamuna biodiversity park. They ~~classes~~ would be there for the entire day & it's an imp. part of their PEVS paper. Dr. Aarti Mathur's classes will be rescheduled.

informed by Dr. Divya Sharma

- Update on Ms. Bhawana Mishra

Ms. Bhawana Mishra is not keeping well. She is going to submit all the marks.

requested by Dr. Menon responsibility given to full.

Ms. Rajni was requested to ~~check~~ take care of last sessions for SCP in her place. She was also requested to take up other responsibilities in case of Ms. Mishra.

Ms. Rajni

TOC teachers were requested to divide the ~~the~~ file checking file.

OC teachers

Ms. Garg & Dr. Mathur will coordinate on III task of MDE in place of Ms. Mishra.

Ms. Garg & Dr. Mathur

PEVS syllabus update & stock
will be taken by Dr. Divya Sharma.
A decision on the same will be
taken thereafter by the end of
this week

• PSS visit
PSS visit tentatively in the
first/2nd week of March will be scheduled
Teachers were requested to give
their name for the same.

- Ms Neerja Singh will be on leave
on 14th & 15th Feb. Teachers were
requested to take classes in her
place, if they want.

- ~~IX~~ Internship
• Teachers were requested to submit
internship marks
• LP & RJ teachers to meet &
fix up for the sessions ahead.
• Tentative date for projects' presentation
was discussed, possible dates were
13-15 March '19.

Submission of II project is for
second week of March & presentations
will be in April.

- Alumnae Meet
An interaction for departmental
alumnae can be done on the same

day as Central alumnae idea. This idea
was put forth. It is yet to be decided.

- Divinity Trip
• Due to financial constraints, a
decision on trip needs to be taken.
In case it is conducted, it is to
be done on a Sunday & the finances
would also be sought from students.
• This is yet to be discussed by
the Principal.

- Samapan Samaroh was held today in the morning marking the end of academic year.

- It was reported that moderation meeting will be held on May 3, 2019 as per the information received from CIE, D.V.

Department Meeting

DELTA Page No. _____
Date _____

Date: May 6, 2019
Room No: 302

Meeting attended by

- | | |
|-------------------------|------------------------|
| Dr. Radhika Menon | Dr. Jasmeet Kaur |
| Dr. Ravneet Kaur Darned | Ms. Bhawana Mishra |
| Ms. Nidhi Kumari | Ms. Anshika Srivastava |
| Ms. Neelam Dalal | Ms. Ruchi Garg |
| Dr. Manisha Subba | Ms. Neha Sharma |
| Ms. Divya Sharma | Ms. Shubhreet Kaur |
| Ms. Taruna Jain | |

Absent :-

- Ms. Neerja Singh
- Dr. Aarti Mathur

Agenda :-

- internal assessment
- admission process
- newsletter
- AQAR
- letters for ~~parent~~ school permission

In the meeting, all aspects were discussed

- Dr. Jasmeet Kaur congratulated the TIC on the successful completion of an academic year under her leadership
congratulated by Dr. Kaur

- Dr. Rashika Menon informed regarding the admission process. The team will comprise of Ms. Ruchi Garg, Ms. Shubhnet Kaur, Ms. Bhawana Mishra & Dr. Menon
Dr. Menon informed

- Dr. Menon congratulated the internal assessment team on the compiling of the result so well. Only for physical education, CIE ^{has} asked the department to increase the marks. Rest all is suitably done
Dr. Menon congratulated & informed

- Short attendance cases were addressed today i.e. April 6, 2019 under the guidance of Principal Ma'am. Students for next academic year are to be addressed about it.
Dr. Menon informed

- L.O. teachers should be requested that if 2 or more teachers are teaching then they should be well coordinated. Criteria and ranges can be shared with them for guidance
Dr. Rashika Kaur requested

- Dr. Menon requested the faculty members to upload monthly attendance so that students are well informed. Short attendance cases will be strongly dealt by the college. *requested by Dr. Menon*

- ~~Prof~~ Guest faculty taking practicum also need to update monthly attendance online from the next academic year.

- June meeting will be held in the 1st week of June

- It was informed that certificates from 'STEP' organisation have been sent by the organisation. *Dr. Subba informed*

- National Museum is conducting the Summer workshop for which they have invited 20 entries. 11 years will be preferably sent.

- Marks will be shared with students, signature undertaken by May 14, 2019

- The work for internship has started. Teachers are requested to follow up

- NDMC - Ms. Srivastava, Ms. Neha Sharma
- MCD - Ms. Divya Sharma, Ms. Neelam Dalal
- Directorate - Dr. Manisha Subba, Ms. Ruchi Garg
- SDMC - Ms. Tasuma Jain, Ms. Bhawana Mishra
- Aided Khalsa Schools - Dr. Jasmeet, Ms. Shubhnet Kaur

- Next teacher incharge, Dr Ravneet Kaur is also requested to join for admission process.

- Faculty members were requested to send individual achievements for AQAR

- Teachers are requested to send articles for newsletter

- Dr. Menon congratulated Ms. Kumar & Ms. Mishra for welcoming their baby

- Ms. Neelam Dalal is requested to continue working on timetable & workload