

DEPARTMENT MEETING

DATE AND TIME: 13th July, 2020 at 3:30pm

MODE: Google meet app

Present Members:

Dr. Radhika Menon *Radhika Menon*

Dr. Ravneet Kaur (Teacher In-charge) *Ravneet*

Ms. Neerja Singh *Neerja*

Dr. Aarti Mathur *Aarti*

Ms. Divya Sharma *Divya*

Dr. Jasmeet Kaur *Jasmeet*

Ms. Anshika Srivastava

Dr. Manisha Subba *Manisha Subba*

Ms. Ruchi Garg *Ruchi*

Ms. Shubhneet Kaur *Shubhneet Kaur*

Ms. Neha Sharma *Neha Sharma*

Mr. Manish

Ms. Shweta Tanwar *Shweta*

Ms. Richa Sharma *Richa*

Agenda:

- **Sharing of the information regarding upcoming academic session as discussed in meeting of the TIC's of all Departments with College Principal Prof. Harpreet Kaur.**
- **Doing broad deliberations on the way practicums can be conducted in online mode if need be in the upcoming academic session**
- **Fixing of date and time for next department meetings to discuss ideas and nuances of conducting practicums in online mode to be put up at the upcoming meeting at CIE.**
- **Discussion of case of Deepti Rani, III year student.**

Discussion:

- The meeting began with Dr Ravneet Kaur briefing all the faculty members about the issues and concerns discussed in the meeting of the TIC's of all the Departments of the College with College Principal Prof. Harpreet Kaur. The following information was shared:
 - Principal Ma'am discussed the uncertainty around the time for the beginning of the new academic session. While earlier the classes were to begin from August 2020 for all the years, but the postponement of examinations for the final year students to 15th August 2020 raises uncertainty about the same as it was shared by her.
 - She also highlighted the likelihood of the beginning of the classes in online mode (whenever the session begins after the final year examination and assessment of other years) being high. She encouraged the faculty to keep these classes live and interactive in nature rather than being only limited to sending/receiving of study material and tasks.
 - Principal Ma'am also shared that the teachers need to be prepared well in advance in terms of the teaching-learning materials and their knowledge about different platforms for the conduction of the online classes. For the latter she informed that the college will be organising training workshops for the teachers.
 - Dr. Ravneet also reiterated the need to be prepared in anticipation of taking classes in online mode. She suggested that the present time can be used to build upon resources and our knowledge base for the purpose. She also informed that the College is organising a 2 day workshop on Google Classrooms and Meet on 15th and 16th July

- Finalisation of the date and timings for the upcoming meetings was followed by some broad deliberations on the way practicums can be organised in online mode. The following suggestions came up:
- Dr Ravneet suggested that keeping the flexibility alive, some common readings and ideas can be decided upon for all the sub groups for a practicum assigned to different teachers, which they can administer differently. To economize on the energy of the teachers, they can divide the task of finding/enriching readings for different topics/components amongst themselves (in discussion with each other) rather than each teacher looking for readings for each component/topic.
- Teachers taking various practicums welcomed the idea and also shared how each practicum already has a list of readings that is followed commonly across the sub groups and that these can be further enriched in the mean while.
- Ms. Anshika, Dr Manisha, Ms.Divya and Ms. Ruchi shared how common readings were used for group discussions and common tasks were built around during the online classes in lock down period. The sessions were successful and hence the same idea can be well implemented for the reading based component in each practicum.
 - Dr Radhika also reiterated that for practicum components like Reflective Journals and Classroom Management a common readings list is already in place and that having this gives common reading resources and parity across sub groups.
 - Ms. Ruchi emphasized on the need to be prepared with online reading resources in advance. Ms Neha added that as not all readings are available in soft copy, so a compilation of all the readings in soft/scanned copies needs to be done in order for them to be available for online classes. Ms. Richa suggested that all readings can be put in Google drive up till a final draft is prepared for the purpose.
 - After this the case of Deepti Rani, III year was discussed. As already shared in last Department meeting, she fails in III year because of failing in the practicums MDE and CRM. It was informed by Dr. Ravneet that her father has sent a DU notification dated 4th June 2020 yesterday, highlighting that it mentions that if a student fails in any paper he/she can reappear in it again in next year to which he/she will be promoted. All faculty members discussed if this applies only to theory papers or practicums as well. Ms. Neerja Singh suggested that her father's concern can be reported to B.El.Ed Coordinator at CIE through a mail asking for official clarification and a copy of the same can be sent to the Dean, CIE.

- Dr Ravneet shared that she will be sending a mail regarding the issue to the concerned at CIE.
- The meeting then came to an end after the above mentioned discussion.

DEPARTMENT MEETING

DATE AND TIME: 17th July, 2020 at 3:00pm

MODE: Google meet app

Present Members:

Dr. Radhika Menon *Radhika Menon*
Dr. Ravneet Kaur (Teacher In-charge) *Ravneet*
Ms. Neerja Singh *Neerja*
Dr. Aarti Mathur *Aarti*
Ms. Divya Sharma *Divya*
Dr. Jasmeet Kaur *Jasmeet*
Ms. Anshika Srivastava
Dr. Manisha Subba *Manisha Subba*
Ms. Ruchi Garg *Ruchi*
Ms. Shubhneet Kaur *Shubhneet Kaur*
Ms. Neha Sharma *Neha Sharma*
Mr. Manish
Ms. Shweta Tanwar *Shweta*
Ms. Richa Sharma *Richa*

Agenda:

- i. Sharing of minutes of the sub group meetings on the way practicums can be conducted in online mode if need be in the upcoming academic session, associated challenges and possible solutions
- ii. Deliberations by all faculty members on the ideas put forth for each practicum with reference to (i) and sharing of suggestions on the same.

- iii. Consolidating all the ideas on conducting practicums in online mode, the associated challenges and solutions to be put up at the upcoming meeting at CIE.
- iv. Reporting of other issues/concerns.

Discussion:

The meeting began with Dr Ravneet Kaur briefing to all that small group meetings of teachers engaged in various practicums were held last week. The group discussed logistics involved in conducting the practicum in online mode (if need be) in the coming session, the challenges that may arise and the possible ways to deal with them. She further informed that each coordinator shared the minutes already and now the same are being put up for further discussion and suggestions by all present today. This exercise as she shared would help not only in updating all faculty members about the ideas proposed, but would also enable sharing of new ideas and suggestions by them for making the practicum conduction more effective in online mode. These suggestions and ideas would then be incorporated by the coordinators in the drafts of minutes and the consolidated pool of ideas will later be shared in the meeting at CIE on 28th July 2020.

After this minutes of meeting of each sub - groups were shared and discussed. The details of the deliberations are mentioned below for each practicum in the order in which they were discussed.

1. SCHOOL INTERNSHIP

The discussion began with fourth year practicum of school internship. Dr Manisha Subba shared the details regarding the various components like logistics of online conduction of internship as a whole, lesson planning in that mode, observations by teachers, conduction of project and writing of reflective journals etc. **The detailed minutes are attached herewith.** The following points were raised during the discussion of the minutes.

- Dr Aarti Mathur proposed that to begin with, stimulated teaching can be undertaken by students before they begin to teach independently. The observations and reflections by the peers during this process can give the students significant insights and confidence to teach. Ms Neha and Ms. Divya added that micro teaching can be an alternative to classroom teaching in exceptional scenario if the classes happen in online mode throughout.
- Dr. Aarti also suggested that given the online mode, students can be encouraged to prepare PowerPoint presentations and other technology based learning material for their online classes. They can be trained for the same beforehand.

- Ms Divya Sharma also affirmed the fact that with change in the mode, students will have to think of a change in terms of including tech based material in their teaching aids.
- Dr Ravneet Kaur then opened up the discussion on the time frame for school internship in this academic session. Ms Divya highlighted that the present B.El.Ed handbook (Page 244) stipulated 17 weeks for internship. It was felt by all present that if the session begins late in August or later then it seems less possible that the internship may finish in 17 weeks.
- Ms. Divya and Dr. Manisha highlighted the cutting short of syllabus in schools, conduction of classes in online mode for specific hours only as recommended by the government, having no permission from schools till date etc. as challenges to complete the internship in the given time frame of 17 weeks.
- Dr. Radhika Menon made the following suggestions with reference to the above mentioned challenges:
 - Firstly she shared that completing all plans across 17 weeks in online classes may be a source of pressure and stress for the students as they will be under constant observation of the school teacher, the school supervisor and the management. So if the number of plans are decreased it may help. But she also underscored that even though the plans they teach may be relatively lesser in number, they will be as rigorous as they are otherwise. She suggested that the minimum number of plans to be taught this year can be taken up with CIE in its meeting where views of other colleges can be taken as well.
 - Secondly she suggested that the interns may begin as assistant teachers to regular school teachers for some time. This will help them learn teaching and managing the online sessions from them and gain from their experience before beginning to teach independently. Also this way they will get an idea about teaching through the new mode and materials.
 - Thirdly she also put forth that in lieu of the above, the school observation phase can be increased where the interns observe the online classes, interact with the stake holders for a relatively longer period of time than what it is otherwise.
- All faculty members agreed to the above suggestions and finalised the following plan for unfolding of school internship this year, to be proposed for further discussion at CIE regarding school teaching component of internship:

Phase 1: Longer observations of the online classes and interaction with stakeholders.

Phase 2: Teaching as assistant teacher and conducting stimulated teaching lesson plans. Students will be trained to develop and use online and tech based material as well.

Phase 3: Independent teaching of lesson plans.
(The number of lesson plans should lesser)

- Ms .Neerja Singh suggested that we can also have a session by alumni and the last year batch to deliberate on challenges and solutions pertaining to the components of internship in the present circumstances. The insights can help the students and teachers to devise respective strategies.
- She also suggested exploring the option of increasing the teaching at middle level more as she felt taking online classes with middle level students may be easier than the primary. The same as she mentioned could be put up for discussion in the meeting at CIE.
- After this, the component of Reflective Journals as minuted in sub group meeting was shared by Dr. Jasmeet Kaur (**the minutes are attached herewith**). The same was taken up for suggestions and feedback.
- Ms. Neha suggested that some online teaching sessions of each student can be recorded for discussion and reflections with the supervisor and peers during reflective journal sessions.
- Dr. Radhika added to the idea of observing alumni as discussed in the sub group meeting and shared by Dr. Jasmeet. She mentioned that some initial observations of different alumni teaching in various schools can be made by the interns. However this will be subjected to the permission granted by school authorities. If the permission is not given, then some alumni can be requested to record their classes and share their videos with the interns.
- Ms. Divya pointed out that in many cases it is the school which is the host of online classes and records the sessions for their reference. Hence permissions will have to be sought from the schools even for sharing of recorded sessions by the alumni.
- She also proposed that the alumni and school teachers (of schools where the interns teach) can also be requested to share their teaching plans and the materials prepared. This will supplement the training in lesson planning and material development given to the interns by college supervisors
- In addition she also suggested the idea that the alumni can give hands on training in teaching in online mode to the interns. To this Dr. Jasmeet added that letters can be written to the schools regarding the same. She also suggested that schools like BNPS where our students are placed can be contacted for this initiative.
- The component of School Project was then discussed. In response to the minutes shared by Dr. Manisha the following deliberation was done:

- The aspect of the nature and number of projects (1 or 2) was first addressed.
- Ms. Neerja suggested that instead of two, one detailed project can be done this year given the limitations on field visits as of now and circumstances in the times of pandemic.
- Dr. Ravneet shared that given that internship has not begun till now, it will be too early to decide upon the number of projects. However she felt that doing 2 projects is better as it gives them advantage of getting more opportunities for field research and understanding the methods. Also given their present training as a part of the curriculum, doing 2 small research topics helps to equip them with research skills and build an understanding better than doing single dissertation type project which some colleges do. Also if one session is online and other offline, she felt that doing only one project (conceived largely through online mode) may take away the chance to have field experience.
- Dr Radhika Menon added to above, mentioning that the idea of doing project in IV year is not about doing it as dissertation but getting sense of research methods and using the knowledge gained and findings revealed in teaching. And that doing two small projects will be better. She also felt that if the number of plans are reduced, the number of projects can in any way be more than one.
- Ms. Neha then proposed if students can do a research proposal. All faculty members felt that the students are not given in depth training as a part of the B.El.Ed curriculum as it is the case while pursuing research at higher level. Thus doing full justice to a research proposal may not be possible at the students' end here.
- Regarding the nature of the project as mentioned in the minutes, it was felt that the project may be primary or secondary data based given the situation in the coming times. The Department will be open to both and both will be proposed in the meeting at CIE.
- Dr Ravneet also suggested that the alumni students (of last year batch) can be asked to orient the present batch about their projects, their experiences etc.
- With this, the discussion on IV practicums was winded up and III year practicums were taken up for deliberation. The discussion began with the practicums CRM and MDE

2. CLASSROOM MANAGEMENT AND MATERIAL DEVELOPMENT

- Ms. Anshika Srivastava and Ms. Ruchi Garg shared the minutes (**the minutes are attached herewith**). The following suggestions were made by the members:

- Dr. Aarti suggested that given the present situation, it may be difficult to have an innovative school visit in the field. If that is the case then while virtual and online visits as mentioned in the minutes can be done this year, visit to Digantar or other centres can be planned next year for this batch. Dr Ravneet added that this depends on the availability of funds at college and the nuances can be discussed with the authorities accordingly.
- Dr Manisha put forth that other schools can be identified for alternative visit and smaller groups can be taken to different schools if the situation permits.
- Along with the visit component of the practicums, the need for training the students for teaching in the online mode was highlighted by Ms. Neerja. She suggested that students can be exposed to and be made well versed with developing tech based materials in MDE sessions.
- Rest of the suggestions made in the sub group meetings were accepted by all. After this the remaining practicum of theatre was taken up for discussion.

3. THEATRE

- Regarding theatre, Dr Jasmeet shared that the meeting with the resource persons will be held in coming days and the minutes will be updated to all for discussion. However she informed that Ms. Jaya may not take any session this year and may suggest some other resource person in her place.
- Dr Ravneet suggested that Dr Jasmeet and Ms. Ruchi can talk to her and get briefed about the tasks done throughout the year. Also the other person can be briefed later by her and them, which will help in easy transition for the new resource person.
- Ms Divya suggested that the previous batch students can also be spoken to, to get an idea about the tasks done last year.
- After III year practicums, II year was taken up for discussion. The deliberations began with discussion of Self Development Workshops (SDW) as given below:

4. SELF DEVELOPMENT WORKSHOPS(SDW)

- Ms Neha shared that the practicum has been taken up by Ms. Jaya for the past many years and as she will not be here this year, she will be suggesting another resource person for the same. Also a meeting with her will be done to discuss the other aspects regarding the practicum.

- Dr. Ravneet underscored the need for Ms. Neha and Ms. Jaya (if possible) to induct the new resource person in conducting the practicum in online mode and otherwise. Reflecting on the feasibility of conducting the practicum in online mode, Ms. Neha shared that after lock down Ms Jaya and she herself took online sessions and they went well. However she highlighted the limitation of the missing human connect and real time face to face interaction. These aspects will be discussed with Ms.Jaya and be worked upon with the new resource person.
- To this Dr. Ravneet suggested if some small group sessions can be done in college if the situation permits and given that all necessary precautions will be taken there. It was then decided that the call on this can be taken as and when the session unfolds.
- Dr. Aarti suggested that Ms. Jaya can be requested to take some sessions in the online mode with students irrespective of her location. It was decided that this can be pursued with her by Ms. Neha.
- Ms. Anshika added to it suggesting that the new person can be inducted by her through online sessions as well.
- With this the discussion on SDW winded up and the next practicum of Observing Children was taken up:

5. OBSERVING CHILDREN:

- The minutes of Observing Children practicum were shared by Ms. Shweta Tanwar (**the minutes are attached herewith**). The pointers discussed were fine by all. This was followed by discussion on Physical Education practicum.

6. PHYSICAL EDUCATION:

- The minutes were shared by Dr. Jasmeet Kaur (**The minutes are attached herewith**). She shared that month wise plan of tasks has been sent to her by the concerned faculty member and details of all activities have been discussed.
- Dr Ravneet Kaur suggested Dr Jasmeet to confirm with other Departments in College if all physical education tasks have been planned to be done in online mode and if yes to find out the details about the feasibility and logistics.
- Ms. Divya, Ms Neerja and Ms. Ruchi also shared their concerns regarding the feasibility of doing actual physical tasks in online sessions especially where specific sports are concerned that need the respective set up. The same will be put up for discussion by Dr. Jasmeet with the Physical Education faculty again.

After this the practicum of Story telling was discussed.

7. STORY TELLING AND CHILDREN'S LITERATURE (STCL):

- Ms. Shubhneet Kaur shared the minutes of STCL meeting (**the minutes are attached herewith**). The following suggestions were made by the members:
- Dr Ravneet Kaur suggested that the last year batch of II year students can be asked to share their material with the present batch and can also hold orientation sessions with them. To this Dr Jasmeet also added that the previous batch students can be asked to scan books and share with the present batch as per the need.
- It was clarified by Ms. Shubhneet to a query raised regarding the issue of copyright if the students download or print any online literature. She shared that there will be no copyright issue with downloading and scanning story books as the students use them and share at personal level and not put them for public access. The same was highlighted by Ms. Richa in order to eliminate any possibility of copyrights issue.
- Ms. Shubhneet also informed that many publications' like Eklavya and Pratham books are available for access and download online. Dr Radhika shared that NBT books are also available online now.
- Ms. Neerja suggested exploring if some sites for downloading children's literature may be paid. In that case institutional subscription for the same can be thought about.

Winding the discussion on II year practicums, the members then discussed the I year practicums. Discussion began with School Contact Programme Practicum (SCP) as shared below:

8. SCHOOL CONTACT PROGRAMME (SCP)

- Ms. Neha then shared the minutes of the meeting on School Contact Programme (SCP) (**the minutes are attached here with**).
- All the members were of the view that taking online sessions with children may be difficult for I year students. Hence necessary trainings need to be organised for them.
- Dr. Ravneet underscored that utmost care will have to be taken as far as conduction of online classes by them is concerned given that they are just beginning their interactions with children this year. It was felt that online interactions with students should be kept as last option for the first year.
- Ms Divya suggested that students will have to be prepared by simulations in the sessions with college faculty before they conduct actual sessions with children.
- Ms. Neha shared that another possibility of holding back to back offline sessions beginning late this year/ early next year can also be explored for the students. Till then faculty interactions in online mode can be organised.

- Rest of the aspects were agreed upon by the members as shared by Ms. Neha. This was followed with a discussion on Performing Arts and Crafts practicum.

9. Performing Arts and Crafts practicum.

- Dr Jasmeet shared that a meeting of the resource persons is scheduled in the coming week where the modalities of conducting the practicum in online mode, the issues and challenges at hand and possible solutions will be worked upon. Ms. Ruchi will also be joining Dr. Jasmeet in coordinating the meeting and the practicums. Other teachers were also invited to join the meeting. Minutes of the same will be shared after the meeting.
- With this discussion on each practicum winded up. After this some common challenges and strategies for all practicums were broadly looked at. These are as follows:

10. SOME COMMON CHALLENGES IN ONLINE MODE:

- It was felt for all practicums that as lot of tasks are based on experience with the group, and exploring what students might otherwise are not exposed to, there lie issues and challenges with the online mode. Though strategies and alternatives have been worked upon, but the feasibility of these will be known in actual circumstances when they are implemented.
- Also not all students may have access to internet and devices throughout or easily. The economic viability of the online mode may be an issue for some. In such circumstances it was felt that the college may have to pitch in as far as provisioning of resources for students is concerned. However the issue of financial constraint, connectivity and availability of digital devices still remains there.
- Further some common practices were identified. It was decided that that for all practicums, interactions with previous batches of students can be attempted in a moderated way by the faculty. Orientations by them can be incorporated as per the discretion of the faculty members. Also reading lists for all practicums can be updated and online materials can be added.
- After this, the platform was opened for discussion and reporting of any other issue by teachers.

11. OTHER ISSUES TAKEN UP FOR DISCUSSION:

- Dr Manisha pointed out that other than the practicums, some theory papers also have field based components which may have to be reconsidered this year. She shared that the Slum visit in the paper Core Social Sciences (CSS) and field visit in Pedagogy of

Social Sciences (PSS) may not be possible this year due to the pandemic concerns. Hence the alternatives to the same will have to be worked upon in consultation with CIE. Whatever is suggested from there will be followed.

- Similarly Mr. Manish shared that the visit component in the paper Curriculum Studies will have to be reconsidered as shared for CSS and PSS as well. He suggested that the visit components can be done later next year if things turn back to normal. To this Ms. Neerja also added that in subjects we could move around units and may take up units and sections which are more easily doable as of now.
- Ms. Anshika and Ms. Shubhneet shared that the Liberal Optional Choices have been taken from I year students who have also been informed about the screening rules for allotment of an option. Dr. Ravneet suggested that a meeting with the respective teachers and I year students can be arranged in the coming weeks.
- Dr. Radhika reported that parents of first year student Vertika (who has dropped the year) called to ask if she can be promoted to II year under the new norms. She has been told that the rules regarding promotion without giving external exams applies to students who are regular students. Firstly she has herself dropped the first year and has neither has made any submissions for internal assessment, nor attended any Practicum, thus she is not eligible for promotion as per the B.El.Ed ordinance. However Dr. Radhika still reiterated the need for her case to be discussed at CIE. It was agreed by all present that the Department will go by what CIE and the University decides.
- The meeting ended with revisiting the major issues to be discussed in meeting at CIE. These are listed below:
 - Sharing of the plan for conducting the practicums in online mode if need be and the challenges identified. Clarifications with CIE and University regarding each practicum as highlighted in the minutes above will be taken up as well.
 - For all practicums easing of norms can be proposed so that there is flexibility for both schools and colleges to work as per their own needs and circumstances. It needs to be reiterated that if the session ends by April as it has happened up till last year, then closing of the practicums timely may be difficult. Thus, in such circumstances how will the practicums be managed will have to be discussed.
 - Norms regarding promotion of students especially in specific cases where student has dropped a year (in case of Vertika, I year) or has failed in practicums in a year(like the case of Deepti Rani, III year) need to be clarified. While the B.El.Ed ordinance does not make them eligible for promotion, clarification by CIE needs to be sought in these cases and the decisions will be implemented by the Department.
 - It also needs to be clarified if the existing norms about the nature of tasks in the practicums, stipulated time duration of various components, attendance and assessment for all practicums from I- IV year will change or remain the same this year

too. If yes, then what changes will be brought about and if not, then how will these be managed given that the session still hasn't started and limitations on the field based/physical conduction of the tasks unlike previous years will have to be put up for clarification.

- Applicability of the NCTE norms too will have to be confirmed as far as the present situation is concerned.

DEPARTMENT MEETING

DATE AND TIME: 8th September, 2020 at 12:00pm

MODE: Google meet app

Present Members:

Dr. Radhika Menon *Radhika Menon*

Dr. Ravneet Kaur (Teacher In-charge) *Ravneet*

Ms. Neerja Singh *Neerja*

Dr. Aarti Mathur *Aarti*

Ms. Divya Sharma *Divya*

Dr. Jasmeet Kaur *Jasmeet*

Ms. Anshika Srivastava

Dr. Manisha Subba *Manisha Subba*

Ms. Ruchi Garg *Ruchi Garg*

Ms. Shubhneet Kaur *Shubhneet Kaur*

Ms. Neha Sharma *Neha Sharma*

Mr. Manish

Ms. Shweta Tanwar *Shweta*

Ms. Richa Sharma *Richa*

Agenda:

- **Discussion on year wise issues/aspects.**
- **Reporting and discussing any other issues.**

Discussion:

- The meeting began with conformation of the minutes of the meeting held on 1.9.2020.
- After this a discussion on the status of the internal assessment of first, second and third year for the session 2019-2020 was done.
- Dr Ravneet Kaur shared that as communicated by the University dates for uploading of marks for all the years is 8th-11th September 2020.

- Dr Manisha Subba shared that while suggestions were made in the last meeting that the first year students can be shown marks out of 15/30 and the second and third year can be shown prorated marks for this year only, after conformation from Mr.Kapil, only the internal assessment marks (out of 30/15 and the marks of practicums) have been shared for all the years. The students have been asked to verify their details like names, roll numbers and report discrepancies if any.

- She also informed that Mr.Kapil will send the final mark sheets (with marks out of 100/50 for all years and practicum marks) to her by today evening. The year coordinators were requested to meet for final verification of the same with herself, Ms. Divya Sharma and Ms. Richa Sharma.

After the discussion on the above, year wise issues were discussed.

- **IV year:**

- Ms. Divya shared that a meeting of all lesson plan teachers was held last week, the minutes of which have been shared already. In the meeting challenges regarding plan submissions, giving of feedback etc. in online mode were discussed. Given these

challenges, it was decided that some changes in the modalities regarding these aspects can be brought about for some initial time wherein, students teaching same class (within one school and even across the block if the syllabus followed is the same) can collaborate together to make one theme map and activity plans for the theme where each student provides input for it. Students can take turns in making theme map and detailed plan. While the number of plans can be lesser to begin with, but it would be ensured that the quality of planning remains intact and involves all students equally. This practice will be adopted for an initial period of time and the further decision regarding it will be taken depending on its feasibility and the outcomes.

- Also it was decided that given the limitation of the screen time and interaction in the online mode, students can be asked to meet (online) the subject supervisors in class wise groups during their lesson plan periods.
- Dr.Ravneet Kaur and Dr.Radhika Menon reiterated that as long as there is justification to the practices followed and the quality of planning is upheld, they can be adopted and the feasibility can be evaluated with time. This was agreed upon by all.
- Ms.Ruchi Garg then clarified if the help provided by the interns during the teaching assistance will be included in and counted as lesson plans. To this the Dr Radhika and Ms.Divya highlighted that the nature of assistance as per the preliminary data varies across the schools and classes within the same school and that not all interns may get an active role to play in teaching- learning daily. Also as highlighted by Dr.Manisha, students will not develop lesson plans per se for this period. Thus, on all these grounds, counting them their inputs as lesson plans may not be possible.
- However it was suggested by the internship team that the interns can keep a record of the assistance they are providing to the teachers. They also proposed that the material made may be counted as resource room material if it is not fully teacher directed and has been conceptualised and developed by the intern independently. The subject teachers as they shared, can take the decision regarding the inclusion of the material in resource room.

- The general supervisors were requested to inform the schools that the observations by interns end today and that they will be assisting teachers from tomorrow onwards. They were also asked to clarify the time table to be followed during teaching, exam schedule and the expected role of the interns during assistance teaching. This as Dr. Radhika and Dr. Manisha shared, would help the internship team to plan more precisely and also help the interns to be better prepared for their role during the assistance teaching period. Dr. Manisha was requested by other faculty members to share ideas that can be discussed regarding interns' role during assistance teaching with the schools. This, as put forth will ensure parity in role requirements across the schools.
- Dr Radhika then shared issues related to time tables that will be followed by the schools during internship teaching. As she informed, in some schools the interns may not teach all three subjects each day and/or get to teach all 3 subjects on Saturday. Ms Neerja Singh highlighted that in some schools the time table may shift each week as well. This arrangement as Dr. Radhika shared will have implications for teachers' supervision because in such a case, the supervisors may have to observe some/all students in a school on another day than their supervision day. Adding to this, Dr Jasmeet Kaur informed that in one of her schools, the interns have EVS teaching period scheduled on Monday and Tuesday, the days the interns have classes in college. Despite request the school has still not changed the time table. Dr. Ravneet and Ms. Neha Sharma shared the same concern.
- The internship team took cognizance of the issues. The general supervisors were requested to also take up the same concerns with the schools. It was also decided that once the data from all the schools regarding the time table is obtained and the time tables are not modified accordingly, more specific intervention plan can be thought of.
- After the above, issues regarding social profiling task were discussed. The general supervisors informed that many schools are not comfortable in sharing data for social profiling with the interns. The need to think for an alternative was highlighted by the internship team before the internship teaching begins. The general supervisors were requested to again negotiate on the same with the schools.

➤ Ms. Shubhneet Kaur shared that in some schools, the interns have been asked to make material for English despite not being allowed to observe the same. Also Ms. Richa shared that a student (Harshpreet) in one of the schools is teaching Punjabi. As she specified, the intern agreed to it voluntarily, given her knowledge and comfort in teaching the language. Also another intern (Gurleen) with knowledge of Punjabi has volunteered to help her classmate in the task.

➤ Ms. Shweta Tanwar shared that the IA marks have been shown to the students (presently the IV year batch 2020-2021) and confirmation regarding details have been received by all including Deepti who will be repeating the third year. She also informed that a student had a query regarding her MDE marks. She and all others have been explained how rigorous the assessment process has been and that the marks have been subjected to moderation. The query of the student has been settled.

➤ After this, III year issues were taken up for discussion.

III year:

➤ Ms. Shubhneet shared that the IA marks for II year have been shown to the students (presently the III year batch 2020-21) and confirmation regarding details have been received by all including Inderpreet Kaur who will be repeating the II year. Some students had queries regarding the OC marks. They too have been explained how rigorous the assessment process has been and the marks have been subjected to moderation. The query of the students has been settled.

➤ Then II year issues were taken up for discussion.

II Year:

➤ Ms. Anshika Srivastava also shared that the IA marks have been shown to the students (presently the II year batch 2020-2021) and confirmation regarding details have been received by all including Vertika Baghel who will be repeating the I year. No queries were shared by the students regarding marks etc.

- After this other issues were taken up:

Other issues reported and discussed:

- Ms. Shubhneet informed that a student who is currently a student of B.El.Ed in Aditi Mahavidyalaya has inquired about migration to our college through a present third year student. It was clarified that the candidate can approach the college and the Department regarding the same.
- Dr. Ravneet reiterated that the teachers can plan for online workshops, talks etc. for students.
- Dr Jasmeet shared that she contacted 'Scholastic' for organising a mathematics workshop along with Dr.Aarti Mathur. The details are being finalised.

DEPARTMENT MEETING

DATE AND TIME: 10th November, 2020 at 12:00pm

MODE: Google meet app

Present Members:

Dr. Radhika Menon *Radhika Menon*

Dr. Ravneet Kaur (Teacher In-charge) *Ravneet*

Ms. Neerja Singh *Neerja*

Dr. Aarti Mathur *Aarti*

Ms. Divya Sharma *Divya*

Dr. Jasmeet Kaur *Jasmeet*

Ms. Anshika Srivastava

Dr. Manisha Subba *Manisha Subba*

Ms. Ruchi Garg *Ruchi Garg*

Ms. Shubhneet Kaur *Shubhneet Kaur*

Ms. Neha Sharma *Neha Sharma*

Mr. Manish

Ms. Shweta Tanwar *Shweta*

Agenda:

- Discussion on year wise issues/aspects.
- Reporting and discussing any other issues.

Discussion:

The meeting began with confirmation of the minutes of last department meeting held on 3.11.2020 by all the members. After this, year wise issues were discussed.

I year:

- The admission team shared that the third list of students was declared on Monday this week and admissions are in process. Total number of confirmed admissions that have happened so far are 25.
- Ms. Ruchi informed that Vertika has sent her readmission application to her. The same will be sent by her to the Department.
- After this II year issues were discussed.

II year:

- Dr. Jasmeet shared that students are facing issues in submission of assignments especially that of files in practicums like OC online. They have been asked to send the pages of conclusion for now. A call regarding submission of the file will be taken up in consultation with other teachers.

- She also informed that 2 students suffering from Covid are attending classes but have shared about difficulty in doing and submitting assignments. These include Harsimran and Anshika.
- Ms. Neha reported that a student Tanu has developed an eye condition which makes it difficult for her to spend more time on screen and has been advised to minimise screen time for 2 weeks by the doctor.
- Taking into account the above issues, it was agreed by all that the teachers need to take into consideration the difficulties students are facing in submissions/ attending classes as shared and take a discretionary call about the same.
- Some fee related issues were also reported. Ms. Neha and Ms. Shubhneet informed that some students have shared about the difficulty in paying fees and have asked if they can do so in instalments.
- Ms. Shweta shared that Jaswinder is facing problem in processing of the NSP scholarship. The same is being looked at.
- With respect to the issues about fee submission, Dr. Radhika suggested that a letter intimating students' name and the problems faced should be sent to the college by the Department for resolution by the institution. The same was agreed upon by all.
- Ms. Shubhneet informed that Inderpreet has been messaged regarding applying for readmission in II year but she has not acknowledged the message. Nor she has been responding to the calls and that she has not communicated her decision for readmission so far. It was suggested by Dr. Ravneet that a detailed mail should be sent to her seeking her response on the issue.
- After this, III year issues were taken up for discussion.

III year:

- Ms. Anshika Srivastava reported that the students have concerns about the opportunity for scholarships available at college. Ms. Shweta was requested to inform them about any upcoming opportunity. Ms Shweta highlighted that she is in touch with the Scholarship Committee regularly and will inform accordingly. Dr. Ravneet added that as per her correspondence with scholarship committee, the students who missed upon consideration for fee concession earlier may be reconsidered as and when the same is done for the first year students after their admission.
- Ms. Anshika also informed that Deepti has sent her readmission application to her. The same will be sent by her to the Department.
- Ms. Ruchi and Dr. Manisha, Innovative Visit Coordinators shared that confirmation from Digantar for online sessions (as an alternative to physical innovative visit given the pandemic times and as already discussed at CIE in the practicum meeting) has been received. Detailed plan on the same will be worked upon. They also informed that other organisations will be approached for the same. Dr.Ravneet suggested that a concept note along with approval from Digantar can be mailed to the college and amount for the same as against the budget sanctioned for the visit each year can be discussed further.
- Ms.Anshika and Dr.Shweta, Block Teaching Coordinators shared that letters requesting conduction of block teaching will be resent to MCD, NDMC and Sarvodaya schools this month. If the permission is sanctioned block teaching can be done there . Else private schools will be approached in January for the same. The mode of conduction will depend on the mode of operation of the schools as and when the block teaching is scheduled.

- After this IV year issues were shared about.

IV Year:

- Dr Ravneet informed that Damanpreet is suffering from Covid and has shared that she wants to continue online teaching until she can physically do so and has asked for relaxation in submissions. The teachers were requested to be considerate towards her case.
- The idea of conducting middle and primary level internship parallelly was then explored. The idea as proposed by Dr.Ravneet was taken up for discussion. Dr.Radhika suggested that while the idea seems feasible, a call has to be taken if we want to continue middle teaching in the same schools or wait for reply for the government schools (the letter for permission has already been sent). Ms. Divya highlighted that the clash of time table for interns at both the levels will have to be sorted in this case. It was decided that the final decision on it can be taken in the days to come.
- Ms. Divya and Dr.Manisha shared that the simulation teaching begins from 11th November to 13th November for students who are lagging behind in plan conduction and the same will be planned for others later. It was also deliberated if the III year students can be included in simulation sessions after classes are suspended and their innovative visit task can also be done at that time. If this is the case then as proposed their exams can be taken later. Also the idea of conducting class tests than exams was put up. In response, Dr Ravneet highlighted that the decision will have to be taken with respect to our past practices as well as that of other B.El.Ed colleges that are also seeking clarification on the same.

- A confirmation on the number of visits done by teachers was then taken. While Ms. Neerja could not do her second round of observations on account of her ill health as informed to the Department already, others reported to have finished the second round (lp teachers) and third (general supervisors).
- It was informed by the internship team that the material for school collaboration will be collected from students after Diwali. It was also underscored that the mid term assessment of resource room material is also to be thought about.
- Ms Anshika informed that Kajal Dabas at GK school is being asked to do revision of the chapters already taught and revised by her so far. No new chapters are being given up till the unit tests happen in the school. It was decided through discussion with all, that she will be teaching revisionary plans with different activities till the unit tests are conducted.
- After this other issues were taken up:

Other issues reported and discussed:

- Dr Aarti informed that the mathematics workshop has been organised for 17 th November.
- Ms.Anshika informed that the Academic Enrichment talk with Ms.Smita from Itihaas will be held in last week of November.
- Ms. Divya highlighted that the ground work for the webinar for IV year will also have to be done. She was requested to plan the same and share it with Dr.Radhika and Dr.Manisha

- Ms. Shweta shared that she may be preponing the EVS workshop to November/December .
- Dr Manisha shared that the IQAC format for reporting of the events and related details have been mailed to all. All faculty members were requested to submit the IQAC report within one week of conduction of the event. Dr Ravneet added that the respective event coordinators can follow upon the bills of the resource persons with the concerned person in accounts. The name of this staff member will be confirmed by Dr Ravneet shortly.
- Dr Ravneet further informed the year coordinators to check the mail regarding filling of the exam forms by students and do the needful.
- She also shared that the revised time table will be followed after the first year take admission in the course and their classes begin.
- As she underscored, Mr Lokesh will be taking III year theatre and SDW classes most likely from this week. His Gsuit id will have to be made by the college for classes. It was also decided to make a whatsapp group with the teacher coordinator and resource persons
- With this the meeting came to an end.

DEPARTMENT MEETING

DATE AND TIME: 1st December, 2020 at 12:00pm

MODE: Google meet app

Present Members:

Dr.Radhika Menon *Radhika Menon*

Dr.Ravneet Kaur (Teacher In- charge) *Ravneet*

Ms.Neerja Singh *Neerja*

Ms.Divya Sharma *Divya*

Dr.Jasmeet Kaur *Jasmeet*

Ms.Anshika Srivastava

Dr.Manisha Subba *Manisha Subba*

Ms.Ruchi Garg *Ruchi Garg*

Ms.Shubhneet Kaur *Shubhneet Kaur*

Ms.Neha Sharma *Neha Sharma*

Mr. Manish

Ms.Shweta Tanwar *Shweta*

Ms.Richa Sharma *Richa*

Agenda:

- Discussion on year wise issues/aspects.
- Reporting and discussing any other issues.

Discussion:

The meeting began with confirmation of the minutes of last department meeting held on 24.11.2020 by all the members. After this, year wise issues were discussed.

Other Issues:

- The meeting began with Dr Ravneet reiterating that the library team needs to circulate the list of book's received from Rajeshwar distributors. The order formalities as told will be completed by them in one day and hence the finalisation of the order needs to be looked at the earliest. She also suggested that the department can look for other distributors too. She shared that contacts have been taken from Ms Iqbal in library.
- After this, the issue regarding conduction of classes and internal exams during the time designated for semester exams as scheduled in the academic calendar of the university was taken up. Dr Ravneet informed that as per the information received from college, teachers may take theory classes during exams as well and that other departments are also preparing alternative time table for the same. This was followed with a deliberation regarding scheduling classes and conduction of internal exams. Suggestions were invited from the teachers on the same:
- Dr Jasmeet suggested taking exams for students highlighting that it will help them get exposure of online examinations in case they have to appear for online exams finally next year. She proposed taking shorter exams for them.

- Ms. Neerja shared that exams will help students revisit the content and also provide exposure to online practice of examination. She also highlighted that as the marks of these exams are not considered for final marking, in case of low performance too the student assessment would not be impacted and that they can experience the practice.
- Dr. Ravneet shared that other colleges are also taking internal exams. She felt exams will help teachers know students' understanding and give them the practice of online examinations. She added that exams can be made on the OBE pattern.
- On the basis of the deliberations, the following decisions were arrived at:
 1. The online internal exams will be conducted for II and III year students.
 2. I year will be having regular classes as per their official time table.
 3. For II, III and IV year practicums will be carried on as usual and teachers can take theory classes (across years) as per need. Their classes can be placed in the revised time table (for the month of Dec, 20).
- There will be a centralised time table incorporating the above aspects.
- The exam team was requested to make a date sheet, duty list and look after other requirements.
- It was also decided that for each exam, the duties will be fixed like earlier years for online mode. The duty list will be made in line with duty list prepared during OBE held in Aug, 2020 where TIC, subject teacher and one teacher from the examination team were on duty during exam time.
- The concerned teachers were asked to prepare question papers and submit by the 7th of December.
- The LO coordinators were asked to convey the same to LO teachers.
- It was also clarified again that no weightage of these exams will be kept like past years.

- Dr. Ravneet suggested that the teachers can post questions on the GCR at 9 and teachers can confirm the attendance to exam team once students are there. Students can then post back the response after the designated time. Also checking and marking for the OBE can be variable. Dr Radhika suggested that a combination of questions can be given like multiple choice, short and long answer.
- Dr Manisha shared her experience on evaluating the OBE sheets for DU examinations. Insights from that were gained by all.
- It was proposed that the exams can begin from 12 th and preparatory days can be given to students.
- It was also decided that 10 teachers will not have classes here but in their own Department.
- After these issues year wise issues were discussed:

IV Year:

- Dr Manisha informed that all internship schools are closed today so the IV year students will have regular classes.
- She also shared that the previous IV year batch needs clearance and will be called any day this week for the same. She also informed that she will make a schedule keeping in mind precautionary norms these days. It was suggested by all that Ms, Harpreet can collect the books and process clearance further like each year.

III year

- Ms Anshika informed that Deepti has completed readmission formalities in college and will be issued roll number by the college soon. She is following up with Mr. Purshottam on the same.
- She and Dr Jasmeet informed that a student Jasmeet has asked for swapping of her theatre class from Tuesday to Saturday as she has to attend some other classes (add on class) . It was discussed that the possibility of doing so is not there as the groups are officially made. The same will be communicated to her.

➤ I year:

➤ Ms Ruchi informed that spot admissions are happening now and new students will be joining soon.

➤ She also informed that a student, Jasleen has got selected for NCC. She has already been told about the issues concerning attendance and classes in doing so and that given the course is professional and has different attendance norms, her absence cannot be compensated.

➤ II year:

➤ Ms.Shubhneet shared that the issue regarding unresponsive g suite is has been resolved.

➤ Details of Mr.Lokesh for generation of g suite id will be sent to Mr. Suresh.

➤ She also shared that the first session of STCL mentorship has taken place on 27 November.

➤ As informed, a student, Jasmeen has forwarded an application regarding extension of date for fee payment to the department. She will be asked to contact the college for the same.

➤ Ms.Neha shared that SDW classes have begun from 28 November 2020

➤ With this the meeting came to an end.

DEPARTMENT MEETING

DATE AND TIME: 22nd January , 2021 at 5:00pm

MODE: Google meet app

Present Members:

Dr.RavneetKaur (Teacher In- charge) Ravneet

Dr.Aarti Mathur Aarti

Ms.Divya Sharma Divya

Dr.JasmeetKaur Jasmeet

Ms.AnshikaSrivastava

Dr.ManishaSubba Manisha

Ms.RuchiGarg Ruchi

Ms.ShubhneetKaur Shubhneet Kaur

Ms.Neha Sharma Neha Sharma

Mr. Manish

Dr.ShwetaTanwar Shweta

Dr.Richa Sharma Richa

Agenda:

Sharing about:

- **Details of the meeting held on 21.1.21 at 5 pm with the NAAC steering Committee members.**
- **Block teaching**

Discussion:

- The meeting today was held to brief all the faculty members about the meeting of Dr. Ravneet Kaur and the members of the Documentation team of the Department with the NAAC Steering Committee of the College. The information shared is as follows:
- As shared, the teacher specific data and the proofs had to be sent by this week to the NAAC College Committee, but given that not all teachers had sent the information, the task could not be completed. Hence an extension of the date for submission was requested from the Committee and now the same has to be done by 25/1/2020. While, the documentation team has organised all the data received so far in the given format, the remaining teachers were requested to upload the same now on their own at the earliest for final compilation by the team. All faculty members were requested to treat it as urgent.
- The Department has been asked to take up additional research projects involving its teachers and students across years. The same as proposed yesterday could be done in collaboration with other departments. It was clarified that the IV year projects cannot be considered for the purpose as they are a part of the curriculum itself. Suggestions regarding the same were taken from the faculty members present.

- Dr. Ravneet suggested two alternatives. One that the teachers taking same practicums/ from same specialisation may team up for the project and second that the teachers can tie up with each other, otherwise as well.
- Dr Aarti and Dr. Manisha were requested to look into the same and take the required clarifications and other details from Dr. Lokesh and Dr. Garima (Psychology Department).
- It was shared that the peer mentoring initiative of the Department was appreciated yesterday. Ms. Neerja and Ms. Shubhneet who are coordinating the same were requested to fill in the necessary details in the given template as explained to Ms. Shubhneet in the meeting yesterday.
- Dr. Manisha and Ms. Divya suggested conducting two peer mentoring sessions by Kajal Verma and Kamalpreet of IV year with I and III year on e resource development.
- The Department has been asked to organise skill based counselling sessions. The Department has been conducting orientation sessions and skill based sessions for students. Dr. Jasmeet and Ms. Ruchi were requested to tie up with Ms. Neha regarding the respective template and other details.
- A form has been circulated regarding details on the FDP and any Short term course conducted by the department. Ms. Divya is following up on the same. The FDP report writing team was asked to expedite the report writing process and send both detailed report and the summary report by 27th January 2020.

- Also, Department's summative evaluative report has to be made. Ms. Divya was requested to build upon the same.
- The documentation team updated that year wise google folders have been made where the details and proofs of the respective components are being added. The concerned teacher coordinators of all curricular and co curricular activities in the past years were requested to upload the needed information in the same. Dr. Ravneet suggested that those uploading the data/document should also send the same to the member of the documentation team looking after the respective year's documentation.
- As informed in the meeting yesterday, all the photographs of the events should be geo tagged from now on.
- All teachers were requested to encourage students to join short term courses being organised by the college. Further, the feedback of the students and their grievances should be put up for resolution and can also be shared with College NAAC Committee.
- The year coordinators were requested to inform the students to surely respond to the Student Satisfaction Survey sent by NAAC if received by them. The mails will be sent on the official ids only. Also Ms.Divya shared that they also have to fill in the survey form sent by the college NAAC team as well.
- The teachers were requested to encourage student presentations in their classes.
- After the above briefing, block teaching was discussed.

➤ Ms. Anshika shared that the students will be interacting with the school principals and the teachers in the coming week. While students of 3 schools that is Rouse Avenue, Gali Bnsi Koyala and Phool Mandi have been asked to come to school for interaction, others will do it in the online mode. The school coordinators will initiate the students in the same (through physical visits or virtually). She also shared that given the non-fixity of the interaction schedules with the schools, the time table will not be rescheduled and the existing one will be followed. As decided, students will attend the classes as per time table. However they will be marked present for the periods in which they are engaged in interaction with schools. The same will be conveyed to the Liberal Optional teachers. The interaction schedules will be communicated to the respective teachers by Ms. Anshika and Dr. Shweta as and when received from schools.

➤ With this, the meeting came to an end.

MARCH 2021

DEPARTMENT MEETING

DATE AND TIME: 2nd March, 2021 at 12:00pm

MODE: Google meet app

Present Members:

Dr.RadhikaMenon *Radhika Menon*

Dr.RavneetKaur (Teacher In- charge) *Ravneet*

Ms.Neerja Singh *Neerja*

Dr.Aarti Mathur *Aarti*

Ms.Divya Sharma *Divya*

Dr.JasmeetKaur *Jasmeet*

Dr.ManishaSubba *Manisha Subba*

Ms.RuchiGarg *Ruchi*

Ms.ShubhneetKaur *Shubhneet Kaur*

Ms.Neha Sharma *Neha Sharma*

Mr. Manish

Dr.ShwetaTanwar *Shweta*

Dr.Richa Sharma *Richa*

Agenda:

- Discussion on year wise issues/aspects.
- Reporting and discussing any other issues.

Discussion:

Year wise issues were discussed.

IV Year

- The internship team shared that the Internship 2020-21 has successfully been completed. The teacher-in-charge, Dr. Ravneet Kaur, thanked and congratulated each and every one from the Internship team (Dr. Radhika Menon, Ms Divya Sharma and Dr. Manisha Subba) for efficient planning, management, and conduction of one of the most important component of IV year course during the pandemic efficiently and diligently.
- Dr. Ravneet also thanked Dr. Jasmeet for her contribute. on for forging the collaboration with GHP Schools for the Internship.
- All the colleagues also congratulated the internship team each-other.
- Internship team informed that 'Thank you letter' to be sent to schools, and general supervisors to call the schools and thank them.
- Internship team informed that simulation classes for pending primary plans to begin from March 9. Monday, march 8 to be continued for checking pending plans.
- Dr.Subba informed that visit cum workshop held at National Museum for PSS students on February 26.

III Year

Dr. Richa , in the absence of Ms Anshika (the III in-charge) communicated to the department that:-

- Innovative session report will be done in the march and simulation teaching in April, given that Lesson Plan preparation needs time as per the discussion with MDE teachers.
- Time-Table for practicum classes have been shared. Ms Anshika will come on Thursday March 4th, 2021 and other CRM teachers can take a call in case they wish to take practicums off-line from college.
- Ms Ekta (III year) is falling into the category of default students, given that despite repeated reminder she hasn't joined all the GRCs. She has also been absent in 3 Sessions on Eklavya (Series Innovative School Practices).
- Dr. Manisha and Ms Ruchi informed that 6 sessions held with Eklavya foundation as part of innovative practices in the month of February. The resource persons appreciated the active participation of our students .

II Year:

Ms. Shubhneet shared that there are no major issues to be reported.

I Year

- Dr. Ravneet Shared that Ist years will have their Half Yearly Examinations as per the latest DU academic calendar.

- It is decided that the pattern which was followed for the HYE of the other years, will be followed for the 1st years as well. Theory classes will be suspended and practicums will continue as it is.
- Ms Neha Shared that HYE for first years can also be conducted on the similar fashion as has been done for rest of the years.
- Timings and logistics with respect to use of GRC and nature of question paper were also discussed and agreed upon.
- Virtual Visit of National Museum was Organised on February 19th by Dr. Manisha Subba.

Additional concerns/updates

Dr. Ravneet Kaur requested the theatre facilitators Dr. Jasmeet and Dr. Richa to sought a discussion with the Principal for the online theatre show that Mr. Lokesh Jain (guest faculty) wish to stage for III students. Details of which she has already.

Again with the mutual appreciation and encouragement for Department's activities and responsibilities the meeting came to an end.

DEPARTMENT MEETING

DATE AND TIME: 4th May, 2021 at 12:00pm

MODE: Google meet app

Present Members:

Dr. Radhika Menon *Radhika Menon*

Dr. Ravneet Kaur (Teacher In- charge) *Ravneet*

Dr. Aarti Mathur *Aarti*

Ms. Neerja Singh *Neerja*

Ms. Divya Sharma *Divya*

Dr. Jasmeet Kaur *Jasmeet*

Ms. Anshika Srivastava

Dr. Manisha Subba *Manisha Subba*

Ms. Ruchi Garg *Ruchi Garg*

Ms. Shubhneet Kaur *Shubhneet Kaur*

Ms. Neha Sharma *Neha Sharma*

Mr. Manish

Dr. Shweta Tanwar *Shweta*

Dr. Richa Sharma *Richa*

Agenda:

- Discussion on year wise issues/aspects.
- Reporting and discussing any other issues.

Discussion:

- The meeting began with confirmation of the minutes of last department meeting by all the members.
- Dr Ravneet shared about the University notification that the classes are suspended till 16th May, due to the pandemic condition.
- After this, year wise issues were discussed.

IV year:

- All teachers were requested to enter marks for internship and other theory papers in the assessment sheet shared by the team by 10th May 2021 if possible.
- Dr. Manisha informed that due to health concerns, submissions by students are delayed.
- She also shared that examination forms by the students have been filled.
- After this the issues regarding III year were discussed.

III year:

- Dr. Shweta informed that the examination forms by the students have been filled.
- Dr. Ravneet shared that theatre criteria has been shared by Mr. Lokesh with the department.
- After this, II year issues were discussed.

II year:

- Ms. Shubhneet shared that while most students have filled examination forms, some faced difficulty in downloading the admit cards. She is following up on the same.
- Dr. Ravneet shared that for some students OC file submission is awaited. Reminders have been sent to them.
- She also shared that the SDW assessment for students has begun.
- After this I year issues were discussed.

I Year:

- Dr. Ravneet informed that new time table is being followed for theory and tutorials for the year. Teachers sharing tutorials can work out the tutorial groups they meet accordingly.
- Ms. Ruchi shared that the addition of teachers' names on the portal as per new time table will be done by Ms. Ramneet soon.
- She also informed that in response to the mail sent to Harshita intimating about her poor attendance and non-submissions, she has sent a reply mail sharing that on account of her ill health she won't be able to make submissions, but can attend classes. On discussing her case it was decided that another mail will be sent to her sharing the significance of submissions for assessment and that the Department would like to extend its support in making the submissions in the best possible way. Ms. Ruchi will be drafting the same.

Other issues reported and discussed:

- Dr Ravneet informed that the bills of guest faculty for last month have been submitted to the accounts department already. However due to the pandemic, their processing is taking time.
- The newsletter team was requested to work towards the draft of Aalekh.
- Ms. Divya suggested that marks of practicums can be finalised as they will remain the same even if the assessment pattern of last year is followed, owing to the pandemic. The teachers can work upon theory marks and keep individual files ready. These marks can be prorated later if needed as per the scheme of assessment applicable this year. The marks can be sent to the department id.
- Teachers were also requested by the documentation team to send the reports, posters, recordings and pictures of the events organised by them this year if not sent so far.

DEPARTMENT MEETING

DATE AND TIME: June 15th, 2021 at 12:00pm

MODE: Google meet app

Present Members:

Dr. Radhika Menon
Dr. Ravneet Kaur (Teacher In- charge)
Ms. Neerja Singh
Dr. Aarti Mathur
Ms. Divya Sharma
Dr. Jasmeet Kaur
Dr. Manisha Subba
Ms. Ruchi Garg
Ms. Shubhneet Kaur
Ms. Neha Sharma
Mr. Manish
Dr. Shweta Tanwar
Dr. Richa Sharma

Agenda:

- Discussion on year wise issues/aspects.
- Review of Departmental activities and responsibilities for the current academic session.

Announcement:

At the beginning of the meeting it was informed by Ms. Anshika Shrivastava that due to unexpected circumstances and newer responsibilities she would be joining a position offered to her by the Bank where her Late. husband was employed; therefore, she has requested the college to relive of her duties here. She would be resigning today i.e. June 15, 2021.

Dr. Ravneet Kaur, briefly talked about Ms. Anshika's long and meaningful association with the department since 2012 onwards and, expressed that it is an irreplaceable loss to not just the department, but for the college as well.

While Ms. Neerja and Ms. Neha shared their memories of working with Ms. Anshika, others wished Ms. Anshika a great and successful journey ahead.

Discussion

Year-wise issues were discussed.

IV Year

- Ms. Manisha and Ms. Divya informed that IV year students' Internal Assessment have been shared with them and 48/48 students have confirmed their marks.
- The IV year had their first OBE on 14th, after a few initial glitches rest of the process went smooth as issues related to submission got resolved.
- As we have received the confirmation from students., we will inform Mr. Kapil, so that he will further send the marks to the university.

III Year

- Dr. Ravneet informed that the Internal Assessment Moderation for II and III years will take place on June 28th 2021. Therefore, she requested to complete the compilation of marks, ranges and criterion by this week.
- Dr. Shweta requested all the third year teachers to submit the marks and updated on the submissions so far.

II Year

- Ms Shubhneet informed that her attempts to reach out to Ms. Hansveen (II yr student) have met with zero response.
- It is suggested that a polite yet firm mail be sent to her asking her for the final submissions and, it is agreed upon that her parents be contacted.

I Year

- Ms. Ruchi informed that Ms. Komal Veram (I yr student) could not be reached out to. It is suggested that the same course of action- sending mail- be taken in all such cases.

Dr. Ravneet Kaur requested all the year (except the IV year) in-charges to plan Parent-Teachers meet and asked Ms Shubhneet to lead the work. With consensuses from all faculty members it was decided that only parents of defaulter students and parents who wish to interact with teacher be invited.

Committee/Activities/Responsibilities Updates

Academic enrichment (AE)

- Dr. Richa reported that a three lecture series on "Delhi: The Heritage City" is done along with the regular movie/documentary screening and discussion and dialogues around newspaper articles and essays during the AE slots.
- It is requested that a comprehensive report of all the AE activities be made and shared.

Half Year Exam Committee

- Ms. Neha informed that they need to update the I year data, rest everything has been updated and the report will be shared at the earliest.

Placement Cell

- Dr. Jasmeet updated the department with placement cell activities in detail.
- Students were given exposure to issues like resume writing, work ethics in school and, placements in schools etc through various workshops and talks conducted between January to April 2021.
- It was shared that due to lockdown and Covid crisis the career counselling session couldn't be conducted, however we can invited our alumnae working in different sectors for the purpose.

Alumni Meet

- Ms Ruchi informed that there are a few first year students' parents who would like to interact with teachers.

- It is proposed that Placement Cell and Alumni Meet could combinedly be organised. A letter of appreciation be given to the invited alumnae.

School Collaboration Program

- Dr. Radhika informed Mr. Manish has the primary report ready and will be shared soon.
- She further informed that Kamlesh Balika Vidyalaya has effectively turned dysfunctional due to infrastructural issues with respect to online teaching-learning. While Mata Sundari School is working in online mode.
- A meeting has been planned with these schools to prepare the roadmap for the new session ahead, to explore how can the collaboration be strengthened in the face of fresh challenges.
- The resource room teachers are requested to share the links of sharable material which can be further shared with the schools. Mr. Manish to compile and share them with schools.

Students Advisor

- Dr. Jasmeet updated the department with Student Advisor activities in detail.
- She further informed that in collaboration with an NGO students also distributed ration to those in need. It came to their notice that some of the 2yr students' families were in need of ration as parents have lost job.
- She is requested to make a comprehensive report of the collaborative activity and share.

Newsletter Committee

- Ms. Shubneet informed that the team screening the entries received so far. She also requested for the Principal and TIC's note for the same.
- She also requested all the colleagues for their contribution.

Innovative School Visit

- Dr. Manisha informed that since this year travel was not possible, the place of the annual Digantar Vidyalaya Visit, the Department conducted sessions with Institutions based on innovative practices. These include Tinkering Labs, Eklavya and Umang.
- In total 8 sessions took place. Prakriti Initiative (1 session), Eklavya (6 sessions) Umang (1 session).

Heritage Walk

- It is reported that Due to the mobility restriction the three part heritage lecture series was conducted.
- It was left to decide whether the lecture series be included in AE or HW. Accordingly the department records be updated.

Documentation Team

- Ms Divya informed that the NAAC and IQAC documentation was completed successfully.
- Reports, photos and posters of all the events and, result analysis have been updated for both the website and record purpose.
- All the updates are available in the drive.
- She informed that the department webpage is ready. The individual faculty can update/edit her profile using their individual ID and Password.

Stock Team

- Dr. Jasmeet informed prior to the lockdown, almost 80-85 % of stock taking was completed. Story Books and Magazines are reminded to be checked.
- Ms. Harpreet will be asked to complete the task and update as soon as college opens up for physical visit.

Library Purchase Team

- Ms. Neha informed that purchase process for the year is complete.
- Books have been purchased from SK Distributor and Mr. Rajeshwar.
- Ms. Neha would write to the librarian seeking new purchase details for the documentation.

Meeting Concluded on the note that all the practicum reports and other reports, Internal Assessment marks, ranges and criteria, if pending, be updated at the earliest so that we are able to wind up documentation and record keeping for the session by 25th June 2021.