

DEPARTMENT MEETING

DATE AND TIME: 22<sup>nd</sup> July, 2021

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

Dr. Shweta Tanwar *Shweta*

Dr. Richa Sharma *Richa*

# B.El.Ed Dept Meeting Minutes

Date: Held on 22-7-2021

Agenda: The following issues were discussed in the meeting :-

Dr. Richa was requested to take a record of one page from all school related practicum teachers regarding details of how the practicum was conducted.

Ms. Divya was requested to initiate maintenance of Academic and event records separately for the session 2021-22.

Duty list for the session 2021-22 was shared with the teachers.

Dr. Radhika reported that GHPS school permission for internship would be granted soon. Most probably the same schools as in the previous academic session would be taken up.

Ms. Divya shared the distribution of students in internship schools and their respective general and subject supervisors.

Dr. Jasmeet reported that GHPS will send official mail to the principal next week.

Ms. Divya reported that internship would begin from 9th August and in the interim the tentative time table for IV year to be followed. It was shared with all the teachers.

Dr. Manisha requested teachers to keep record of attendance till 4th year list is uploaded on the portal and share absentee record with her.

Dr. Radhika shared that 4th year students would be required to handheld and supported more since they have not had exposure of offline or online interaction with classroom teaching learning processes with learners. Ms. Ruchi reported that issues related to filling of exam forms were being dealt with by Mr. Kapil. Dr. Ravneet pointed out that theatre resource persons to begin taking classes only after there joining applications are approved from the principal. Dr. Radhika reported Harshita is irregular in classes and not submitting assignments. Dr. Shweta and Ms. Shubhneet reported that internal marks were shown to students. Issues in second year marks were reported by Ms. Shubhneet to Ms. Divya which were forwarded by her to Mr. Kapil for necessary correction.

DEPARTMENT MEETING

DATE AND TIME: 27<sup>th</sup> July, 2021

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

Dr. Shweta Tanwar *Shweta*

Dr. Richa Sharma *Richa*

# Minutes of The Department Meeting

Date: 27/7/2021

Agenda: The following issues were discussed in the meeting:

Ms. Divya shared that the GHPS Director suggested that internship team has a meeting with her and gave verbal assurance that internship can begin from 9 august and process can begin from 2nd august.

Dr Manisha reported that all 4th yr sessions were being held as per timetable. She also shared that Portal will be updated for theory papers and she is waiting for permission letter from director for the internship before finalising groups on the portal.

Dr. Ravneet shared her concern that more time and exposure needs to be given to 4th year so it would be better that internship begins from 9th. The initial processing for internship can be done from 2nd August.

Dr. Ravneet shared that first year assessment be finalised soon and marks finalised once session ends on 2nd.

Ms. Ruchi reported that Shukrant and Harshita are facing issues in filling exam forms. Both have gone to university to sort out their respective issues.

Ms. Ruchi also reported that Komal has left classroom and has not filled the exam form. and she has not been able to get in touch with Komal. Dr. Ravneet suggested that since it is not a formal withdrawal she will have to submit an application. Ms. Ruchi was requested to send her a mail for clarifying her status of withdrawal.

It was discussed that LO preference list to be taken from first year students and orientation to be scheduled after 2nd August.

Dr. Ravneet suggested that practicum teachers meet in their smaller groups to plan out the course of the practicums for their smooth conduction during the session.

Mr. Manish reported that Harshita submitted her pending assignment to Dr. Radhika.

Dr. Ravneet suggested that Ms. Neha and Dr. Shweta speak to Ms. Anshika for the block teaching permission process to avoid any hiccups in the process.

Dr. Jasmeet reported that the webinar on overseas high education prospects was appreciated by 4th year students.

# DEPARTMENT MEETING

DATE AND TIME: 11<sup>th</sup> August, 2021

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*

Dr. Manisha Subba *Manisha Subba*

Ms. Ruchi Garg *Ruchi*

Ms. Shubhneet Kaur *Shubhneet Kaur*

Ms. Neha Sharma *Neha Sharma*

Mr. Manish

Dr. Shweta Tanwar *Shweta*

Dr. Richa Sharma *Richa*

# Minutes of the Department Meeting

Date: 11/8/2021

Agenda: The following issues were discussed in the meeting:

Dr. Ravneet reported that a Detailed moderation meeting was held for 1st year. Assignment questions were also read out for some of the subjects. Scaling down for practicums such as theatre was suggested to colleges to maintain the essence of the practicum and it was suggested that no more than 20% of the class strength should be in the highest range. For MSC, Changes in highest marks for cs and cns were suggested. Komal Verma's case was reported at the meeting. Similar cases were observed in other colleges at the meeting.

Dr. Ravneet shared that inter college Meetings for conducting practicum are likely to be held in the third and fourth week of August, so teachers can begin taking stock of last year's conduction and future plans for conducting practicums.

Dr. Ravneet reported that 2nd year classes will begin from 16th August instead of 31st August as University has issued another academic calendar in this regard.



Ms. Divya shared that 4th year Students settled in all schools for internship and that General supervisors are working towards getting the minimum number of periods for the interns.

Dr. Jasmeet reported that she is working on getting teaching slots before 1 pm in her schools so that students are able to attend classes at college.

Dr. Radhika reported that there is disparity in the number of periods allotted for teaching to the interns across schools so a minimum number of teaching days to completed by all will have to be decided.

Dr. Ravneet suggested that the data from all schools be collated regarding the time table so that a decision can be taken. Dr. Radhika suggested that accurate data in this regard can come up once apprenticeship teaching begins.

Ms. Divya shared that in Hargobind enclave interns were being asked to plan an event for 15 August which included interaction with students 'parents. She suggested that it was too early for them to do so and she had advised students to proceed under school teacher's guidance only.

Dr. Manisha reported that 4th year student Ekta missed her observation yesterday. She has been irregular in all sessions since July.

Ms. Divya reported project orientation was conducted for 4th year and they can start contacting teachers Thursday onwards and Tuesday a follow up session will be taken from them. They were encouraged to work in pairs. Dr. Ravneet suggested that all teachers should have 2-3 pairs of students for project.

Dr. Manisha reported 4th year result of the 2020-21 batch had been declared and that she is in the process of collecting result from students since collated result has not been made available by the university.

Dr. Ravneet reported that in the light of new academic calendar the first year teachers have to share workload with 2,3,4 year teachers. She shared the redistributed workload with the faculty.

Dr. Ravneet suggested that Initial project discussion Mr. Manish should take up and later Dr. Ravneet can take over.

Dr. Shweta reported that a third year student Anshika is unable to cope with LO Maths in third year. But there is no provision of choosing different LO subjects in 2nd and 3rd year.

Dr. Ravneet shared that the Newsletter team floated the draft of the 7th issue in the department for any suggestions. After incorporating changes, if any, it can be forwarded to Sangeeta for uploading.

August 17, 2024

Ms. Shubhneet shared that LO teachers will be orienting 2nd year students in this week so that their screening tests can be organised in the upcoming weeks.

Dr. Ravneet shared that activities calendar should be finalised before 23rd August as there is an IQAC meeting wherein the calendar needs to be discussed.

DEPARTMENT MEETING

DATE AND TIME: 28<sup>th</sup> September, 2021

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*

Dr. Manisha Subba *Manisha Subba*

Ms. Ruchi Garg *Ruchi*

Ms. Shubhneet Kaur *Shubhneet Kaur*

Ms. Neha Sharma *Neha Sharma*

Mr. Manish

Dr. Shweta Tanwar *Shweta*

Dr. Richa Sharma *Richa*

# Minutes of the Department Meeting held on 28/9/21

Agenda- The following issues were discussed in the meeting:

- ✓ Dr. Radhika suggested that a stock be taken regarding internship situation and report any student lagging behind in submission and conduction of plans. General supervisors were requested to take an update from students regarding number of checked and executed plans.
- ✓ Dr. Aarti shared in that block A Chitra was lagging behind in plan submission and conduction.
- ✓ Dr. Ravneet also shared that Chitra's observations were delayed because of issues at Chitra's end. She has not submitted past Two weeks' RJs to Dr. Ravneet.
- ✓ Dr. Manisha shared some schools have allotted interns some duties such as invigilation or paper setting.
- ✓ Dr. Shweta shared about some block b students having been asked to prepare revision plans to simply share google forms. It was discussed that teachers can

on their discretion decide whether revision plans include something substantial to be counted or not.

- ✓ Mr. Manish inquired about how to hand over to the department his share of RJ submissions and students' reports. Dr. Ravneet suggested that he can take prints of submissions made to him and submit the submissions along with the marks he has given them at the department.
- ✓ Mr. Manish also shared that 4th year students inquired regarding the Examination report and what is to be written if no classes are given to interns for observation. Dr. Ravneet and other faculty members suggested that tasks such as question paper analysis and result analysis could be taken up by students.
- ✓ Ms. Divya reported that ptm with 4th yr defaulter students and TIC, internship coordinators and general supervisors on September 15th was held at the department and they were communicated clearly that their absence and non submissions will will not be accepted. These students admitted to being engaged in part time jobs but gave an assurance that they would work seriously towards internship.
- ✓ Ms. Neha shared that 1st year SCP & 3rd year Block Teaching permission will be pursued with MCD & NDMC.

- ✓ From the library team of the dept Ms. Neha shared that teachers should share their suggestions from lists shared by sk n Rajeshwar by next week
- ✓ Regarding upcoming events Ms. Divya shared that on 11th Oct 21. 4pm talk by Dr Gunjan Sharma, AUD For 2nd year Academic enrichment has been scheduled. And, Ms. Neha shared that Padma Sarangpani's lecture is scheduled on 30/9/21 for 3rd years.
- ✓ Dr. Aarti inquired about when to schedule research mentoring sessions with students. Dr. Manisha suggested that it can be decided after having a look at time table.
- ✓ Dr. Jasmeet shared that a preliminary meeting about short-term course with Dr Jayanti Prakash from Brighter Me foundation was held. Dr. Jasmeet sought suggestions from the department regarding the date of the STC. It was suggested that the date will be post Diwali and might extend after November 16 when the classes for this semester end.
- ✓ Dr. Jasmeet shared that she has been included in the ECA Admissions team for the divinity based admissions.

DEPARTMENT MEETING

DATE AND TIME: 30<sup>th</sup> November, 2021

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*

Dr. Manisha Subba

*Manisha Subba*

Ms. Ruchi Garg

*Ruchi*

Ms. Shubhneet Kaur

*Shubhneet Kaur*

Ms. Neha Sharma

*Neha Sharma*

Dr. Shweta Tanwar

*Shweta*

Dr. Richa Sharma

*Richa*

Dr. Garima Aggarwal

*Garima*



# Minutes of the Department Meeting held on 30/11/21

Agenda- The following points were discussed with the students-

## I Year-

- ✓ Ms. Ruchi reported that student ids are being generated and attendance portal is also being updated for them
- ✓ Theory class in place of tutorials to continue for one more week.
- ✓ Ms. Ruchi reported that SCP to begin with from this week
- ✓ Dr. Jasmeet suggested a craft workshop with 2nd year students as mentors can be held on 8th December for the first year students. This can be done under with peer mentoring initiative

## III YEAR

- ✓ Dr. Garima shared that she will continue to take SPM till exams.
- ✓ Dr. Manisha reported that Eklavya sessions were completed successfully. Billing process to be completed in the following two days.

- ✓ Dr. Shweta shared that students of all years can proceed for fee payment.

IV year-

- ✓ Dr. Manisha shared that simulation classes are going on, teachers with pending supervisions can observe simulation classes.
- ✓ Next set of simulation can be slotted for January in case required
- ✓ Primary phase to go on till December 10. It may be extended if need be. Middle observations and primary observations can take place simultaneously if required.
- ✓ Dr. Ravneet suggested that an online meeting with the following defaulting students and their parents be held on December 2, from 12-1 pm:

Chitra

Ekta

Dilpreet

- ✓ Dr. Ravneet suggested that First project submission deadline be reworked since project students are lagging behind in various stages of the project as reported by various faculty members.
- ✓ Dr. Manisha shared that from 13 December middle observations to begin tentatively.
- ✓ Ms. Divya shared that students will be shared a template to fill their resource room materials and share with their supervisors.

- ✓ Middle Lp orientation can be done for planning after 8th December
- ✓ **Miscellaneous :**
- ✓ Internal Assessment criteria- teachers were requested to send criteria for assessment to Ms. Harpreet.
  
- ✓ Election - Dr. Jasmeet shared that Department election will be held on 6th December from 3-4 pm.
  
- ✓ Bills - Ms. Ruchi requested resource person's coordinators to submit the dates of Zubair and Rashmi ji for the month of November so that billing can be done on 1st Dec.
  
- ✓ Examinations- Reminder to be sent to LO teachers for question papers.
- ✓ Teachers need to share a copy of question paper on beledmsc email.
  
- ✓ Students to be Oriented for exams by following teachers-
- ✓ Ms. Neha- 2nd year  
Dr. Shweta- 3rd year

## Minutes of the Meeting of B.El.Ed Department held with Principal on 1/12/21

Time- 1 pm

The following teachers from the B.El.Ed department attended the meeting:

Dr. Ravneet Kaur(TIC) Ravneet  
Dr. Radhika Menon Radhika Menon  
Dr. Aarti Mathur Aarti  
Ms. Neerja Singh  
Ms. Divya Sharma Divya  
Dr. Jasmeet Kaur Jasmeet  
Dr. Manisha Subba Manisha Subba  
Ms. Ruchi Garg Ruchi  
Dr. Shubhneet Kaur Kharbanda Shubhneet Kaur  
Ms. Neha Sharma Neha Sharma  
Dr. Shweta Tanwar Shweta  
Dr. Richa Sharma  
Dr. Garima Aggarwal Garima

Agenda- The following points were discussed in the meeting :

- ✓ Principal madam suggested the college website be updated with all the departmental record as per Ms. Sangeeta's latest format. She suggested all faculty members to review the website and give collective feedback of teachers to make it better. The B.El.Ed faculty shares feedback regarding it through Ms.

Divya and agreed to further cooperation in updating all records.

- ✓ Principal Madam suggested that a record of minutes of all meetings held is to be maintained. The principal suggested that atleast two meetings in every semester have to be properly minuted. The TIC, Dr. Ravneet Kaur, shared that all record of department minutes is maintained regularly.
- ✓ The principal asked for a comprehensive departmental PPT of previous 5 years to be created( events, results, faculty profiles etc). The B.El.Ed faculty shared that the department has been working on it.
- ✓ Principal Madam suggested that interactions with department students should be be conducted online at regular intervals and its record should be maintained. Dr. Ravneet shared the department had been holding interactions and will continue to do so in the future.
- ✓ Principal Madam suggested that email ids for students should be active and operational and should be used to post information regularly for students ( notices/ information/ event links to be posted there). The department faculty agreed to doing so for having open communication channels with students.
- ✓ Principal Madam suggested that any student grievances should be addressed at the earliest keep and a record of it be maintained. The department TIC

shared that they ensure speedy redressal of all student grievances.

- ✓ The Principal suggested that alumni interaction should be held and alumni record to be kept updated. The TIC shared that a team of department faculty ensure that regular alumni interactions are scheduled annually and records are maintained for the same.
- ✓ The Principal suggest that all departmental data should be maintained. She stressed that Individual data also should needs to be highlighted and therefore the department's faculty profiles to be updated on the college website. The TIC shared that teachers are updating their profiles on the website.
- ✓ Principal madam suggested that Peer mentoring and interaction should continue. The TIC shared that initiatives in this regard were being regularly planned.
- ✓ Principal madam suggested that the Teacher mentoring record should also be maintained. ( details such as record of counselling, Record of name of teachers and students, topic of counselling, hours spent counselling, number of students counselled to be maintained). The TIC shared that teachers were engaging in counselling students regarding various issues and a record was being maintained for the same.
- ✓ The Principal and faculty also deliberated that too many tabs on websites can be avoided and one tab "Academic and cultural events" can have distinct

tabs under it. Ms. Divya shared that it has been communicated to Ms. Sangeeta and she will remind her again in this regard.

- ✓ Dr. Lokesh shared that Departmental data of activities and events organised should be uploaded with Central Data Committee of the college. (CDC). He shared that google forms can be taken from CDC and filled within 3 days of the event. Ms. Divya shared that the department's record was complete and updated with CDC.
- ✓ The meeting concluded with agreeing to offer full cooperation in carrying forward the Principal's suggestion and continuing to maintaining and updating all records in future as well.