

CORE COORDINATOR

Notice:

Meeting of Subject Co-ordinators on 24.08.20 on Google Meet.


Agenda: Online teaching in the 'new normal'.


Minutes:

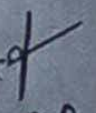
The Core-coordinator and the stream coordinators met online to discuss the dissemination of syllabi through online classes. It was decided to hold not more than three classes per day so as to enable students and teachers to learn and give their best in the 'new normal' times. Thus, it was decided to request the Time-table committee to schedule classes accordingly. The classes were to begin on Google meet initially till the IDs of all faculty and students was made for MSTEAMS, which will be the official mode of online teaching.

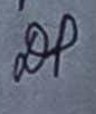
The meeting ended at 2.45pm

Members present:

Anuja Sharma-Core coordinator 

Sapna Sharma- Science coordinator 

Manu Mahajan- Commerce coordinator 

Deepti Pajni- Humanities coordinator 

CORE COORDINATOR

Notice:

Subject Co-ordinators meet on March 30,2021 in the staff room.

Agenda: Assessing the mode of Online teaching.


Minutes of the meeting:


The subject coordinators met for the second time on March 30,2021 in the staff room at 12.15 p.m. The meeting was held to assess the pros and cons of online teaching. All coordinators agreed on one thing that online teaching allowed the complete usage of one hour allotted and the syllabi could be completed well in time. The drawback was that a lot of class room activity was curtailed due a 'face-less' class, especially peer teaching and general discussions related to the topic covered could not be enjoyed.


Secondly the CIA was discussed. How to fairly assess the students as the Govt. had declared that only Final year students would have their exams and the First and Second years would be promoted based on their CIA. In consultation with the IQAC it was decided to mark CIA based on assignments (online), active participation in class and regular attendance and the Minor Test taken both online and offline.


The meeting ended at 1 p.m.

Members present:

Core-coordinator-Anuja Sharma 

Science -Sapna Sharma 

Commerce- Manu Mahajan 

Humanities-Deepti Pajni 



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Minutes of the Meeting- Humanities

A meeting of the faculty of Humanities was held on 6th August, 2020. The coordinator requested the teachers to start with online teaching even if the no. of students was less as the date of admissions had been extended by the H.P University. The teachers were to tell the students about the syllabus, books, etc, of their respective papers. If there were any clashes in the timetable, they were to contact the Time Table Committee. With this the meeting came to an end.

The following teachers attended the meeting:

Dr. Deepti Pajni (Academic Coordinator- Humanities)

Dr. Anupama Tandon Tomar

Dr. Gitanjali Mahendra

Dr. Ravi Bhushan

Ms. Unnatti Chauhan

Ms Punam Chauhan

Dr. Kanu Mehta

Ms. Neha Jhoita

Mrs Sangeeta Sharma

Dr. Deepti Pajni

AT

Gitanjali Mahendra

Ravi Bhushan

Unnatti Chauhan

Punam Chauhan

Kanu Mehta

Neha Jhoita

Sangeeta Sharma



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Minutes of the Meeting- Humanities

A meeting of the faculty of Humanities was held on October 10, 2020, at 10.30 am in the staff room. The co-ordinator welcomed the teachers. The teachers discussed their problems regarding the students 'irregular attendance, poor performance in class tests, etc. It was decided that slow and advanced learners should be identified and remedial classes be started to give extra attention to the slow learners. Also their attendance sheets had to be made separately. The meeting ended at 11.00 am.

Following members were present:

Dr. Deepti Pajni (Academic Coordinator- Humanities) *DPajni*
Ms. Anuja Sharma *Asharma*
Dr. Anupama Tandon Tomar *Ata*
Dr. Gitanjali Mahendra *gmahendra*
Ms. Unnatti Chauhan *Unnatti*
Ms. Punam Chauhan *Punam Chauhan*
Mr. Mohit *Mohit*
Ms Neha Jhoita *Neha*
Mrs Sangeeta Sharma *Sangeeta*



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MINUTES OF MEETING

A meeting of Heads of Science Departments and Academic Coordinator (Science) was held online on August 1, 2020 at 10.40 A.M. to discuss the admission process for the session 2020-21. It was decided that coordinator should make a duty list with two science teachers on duty every day, so that the verification of documents submitted by students could be done. It was also decided that the list of verified students with their form numbers will be deposited in the office to Ms. Poonam Bakshi for further action.

Following members attended the meeting.

1. Mr. V.K. Sanoria (Physics)

2. Dr. Shramja Munjal (Botany)

3. Mr. Susheel Gupta (Maths)

4. Dr. Shweta Thakur (Zoology)

5. Mr. Nishant Kumar (Chemistry)

6. Dr. Sapna Sharma (Academic Coordinator)




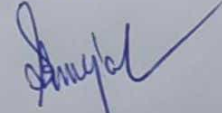
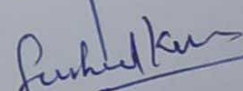
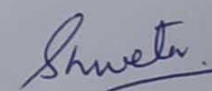
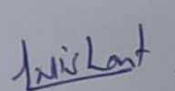

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Department of Science

MINUTES OF MEETING

An online meeting of Heads of Science Departments and Academic Coordinator (Science) was held on October 4, 2020 at 10.40 A.M. to discuss the activities to be undertaken in session 2020-21. It was decided that all departments should organize some workshops/ seminars or talks for the students. So that students should remain in touch with the world in the period of Covid Pandemic. Dr. Shramja Munjal apprised the house that Botany department is organizing a lecture for all science students on World Food day (15.10.2020). Dr. Sapna Sharma told the house that Physics department is also organizing a webinar on 19.10.2020. HOD's of other departments assured that they will also fix the dates for the activities of their departments.

Following members attended the meeting.

1. Mr. V.K. Sanoria (Physics) 
2. Dr. Shramja Munjal (Botany) 
3. Mr. Susheel Gupta (Maths) 
4. Dr. Shweta Thakur (Zoology) 
5. Mr. Nishant Kumar (Chemistry) 
6. Dr. Sapna Sharma (Academic Coordinator) 



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MINUTES OF MEETING

A meeting of Heads of Science Departments and Academic Coordinator (Science) was held on February 8, 2021 at 11.45 A.M. to discuss practical classes be undertaken for the session 2020-21.

Since due to Covid Pandemic the theory classes were conducted online and now the colleges are reopened with students to be presented offline. It was decided that all departments should conduct the practical classes for the students.

HOD's of all the departments agreed to reframe the timetable for the practical classes for the whole week and it was also decided that the students should be divided into small groups of 10 students only so that a proper physical distance between them is maintained for the safety.

Following members attended the meeting.

1. Mr. V.K. Sanoria (Physics)

2. Dr. Shramja Munjal (Botany)

3. Mr. Susheel Gupta (Maths)

4. Dr. Shweta Thakur (Zoology)

5. Mr. Nishant Kumar (Chemistry)

6. Dr. Sapna Sharma (Academic Coordinator)

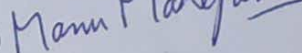
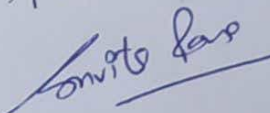

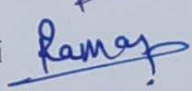

Minutes of the Meeting of Academic Monitors 2020-21

Department of Commerce & Management

An online meeting of Academic monitors with teachers of the department was held on August 1, 2020 at 10:30 am. The issues discussed were:-

- 1.) Admission Process for the session 2020-21
- 2) Duty list of teachers to be made separately for both B.Com and BBA so that verification of documents submitted by students could be done.
- 3) List of verified students with their form numbers will be deposited in the office to Ms. Annie for B.com Classes and to Ms. Poonam Bakshi for BBA for further action.

Following members attended the meeting:-

1. Mr. Manu Mahajan (Academic Coordinator BBA) 
2. Dr. Savita Rana (Academic Coordinator B.Com) 
3. Mr. Ashish Kumar 
4. Ms. Raman Bassi 
5. Ms. Priyanka Mehta 

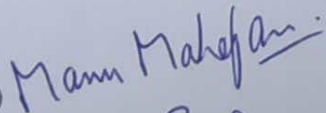
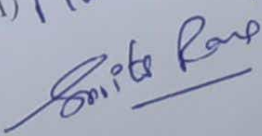

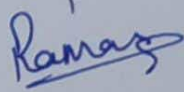

Minutes of the Meeting of Academic Monitors 2020-21

Department of Commerce & Management

An Online meeting of Academic monitors with teachers of the department was held on November 17, 2020. The issues discussed were:

- 1) Assignment of mentors for BBA VIth sem. and M.Com IVth sem. for their project work.
- 2) Dates to be finalized for winter internship of the students.
- 3) Minor test dates of BBA to be decided.
- 4) Lesson Plan to be prepared.

Following members attended the meeting:-

1. Mr. Manu Mahajan (Academic Coordinator BBA) 
2. Dr. Savita Rana (Academic Coordinator B.Com) 
3. Mr. Ashish Kumar 
4. Ms. Raman Bassi 
5. Ms. Priyanka Mehta 

**MINUTES OF THE MEETING WITH TEACHERS OF BIOTECHNOLOGY AND
MICROBIOLOGY 2020-21**

A meeting of Academic monitors with Core Coordinator was held on August 19, 2020. The issues discussed were:

1. Academic monitors to check the admission forms of the students and to look into the admission process so that the merit list could be displayed on the website at the earliest.

Academic Monitor

Dr. Shweta Thakur

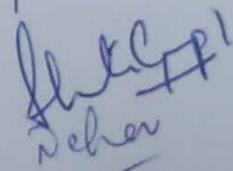


Teachers

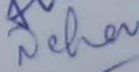
Ms. Reena Thakur



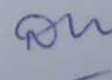
Ms. Shruti Gupta



Dr. Neha Gautam



Dr. Navdeep



MINUTES OF THE MEETING WITH TEACHERS OF BIOTECHNOLOGY AND MICROBIOLOGY 2020-2021

A meeting of Academic monitors with Core Coordinator was held on May 18, 2021. The issues discussed were:

1. Academic activities to be uploaded for Website updation from (2016-2020) in PDF format.
2. Vermicompost unit to run efficiently by means of microorganisms.
3. Green Auditing of the campus has to be renewed.
4. Formulation of Lesson Plan
5. Emphasis on interdepartmental activities.
6. Smart classes report, peer teaching report, remedial classes report and bridge classes report to be compiled after completion of these activities.
7. A feedback questionnaire to be filled by the students after completion of each unit or chapter. This shall be solely topic dependent.

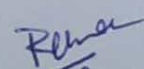
Academic Monitor

Dr. Shweta Thakur

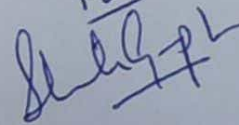


Teachers

Ms. Reena Thakur



Ms. Shruti Gupta



Dr. Navdeep





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Department of computer Science Minutes of the meeting 2020-21

August 3, 2020

A departmental meeting took place online on August 3, 2020

Agenda

- Meeting for the FDP to be conducted on 4th and 5th August, 2020
- Online classes for students to be conducted

Faculty members

- Neha walia *Neha*
- Nivedita Bhardwaj(Coordinator) *Nivedita*
- Madhu Pahwa *Madhu*



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Department of computer Science Minutes of the meeting 2020-21

December 5, 2020

A departmental meeting took place on December 5, 2020 online.

Agenda:- Minor test date sheet.

It was decided that minor test will be conducted from December 15-22, 2020 online on MS-Teams.

Test will be conducted for the respective classes for one hour.

Faculty Members:-

- Neha Walia

Neha Walia

- Nivedita Bhardwaj (Coordinator)

Nivedita

- Madhu Pahwa

Madhu