Maharshi Valmiki College of Education
(University of Delhi)
Geeta Colony, Delhi 110 031
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**Minutes of the Staff Council Meeting held on 20 Jan 2014**

A meeting of the Staff Council was held on 20 Jan 2014 at 02.10 PM in the Committee Room of the college.

The following members attended the meeting:-

1. Dr PK Sharma – Acting Principal (in Chair)
2. Dr (Ms) Sushil Dhiman
3. Dr (Ms) Jyoti Kohli
4. Dr Sanjeev Kumar Verma – Secretary, Staff Council
5. Dr (Ms) Ila Mehrotra
6. Mr Raghavendra Prapanna
7. Dr Satveer Singh Barwal
8. Dr (Ms) Vandana Gupta
9. Dr (Ms) Kailash Goel
10. Mr Vinod Kumar A.
11. Ms Meenakshi Chawla
12. Ms Nisha
13. Ms Akanksha Sabharwal

**Business Transacted**:

1. **Agenda Item 1**:- The members placed on record their appreciation of the services rendered by Dr (Mrs) Prabhjot S Kulkarni as the Principal of the college for the last eleven years. The faculty members sincerely wished Dr Kulkarni, who retired from the college service on 31 Dec 2013 a happy, healthy and meaningful post- retirement life.

2. Before starting with the proceedings on the agenda item no. 2 circulated for discussion, Dr PK Sharma, the Acting Principal of the college, emphasised the following:-

   (a) Need for streamlining the schedule for holding the regular staff council meetings in a way that the regular staff council meetings were held at least once in the beginning of each of the terms so as to facilitate the faculty members discuss the academic programmes for the term well in advance. The members completely agreed with the Acting Principal on this point. It was decided that the emergent staff council meetings be surely held in emergent situations and not as a part of routine otherwise.

   (b) The minutes of the staff council meetings to record precisely the decisions arrived at in the meeting and not an account of the detailed discussions held during the meeting.

3. **Agenda Item No 2:-**

   (a) It was decided that sports activities for the B Ed students of the college will be organised by the college for two weeks w. e. f. 27 Jan 2014 to 10 Feb 2014 subject to the grant of permission from the concerned authorities for using the adjoining school playground for

the purpose. Dr Satveer Singh Barwal was named as sports in-charge for these activities. It was decided that the timings for the sports activities would be 09.00 AM to 10.00 AM on each of these days and that the existing timetable would be adapted in a manner that the first class starts at 10.10 AM on the days sports activities were held. 10 Feb 2014 was decided as the tentative date for the sports day.

(b) 24 Feb 2014 to 28 Feb 2014 (five days) were decided as the dates for the Internal Tests for B Ed students. It was decided that each paper will be of 3 hrs duration. Also decided was the date - 18 Feb 2014 by which colleagues would submit their question papers for the internal tests to the Internal Assessment Committee for further action at its end.

(c) 01 March 2014 was decided as the date for the Annual Picnic of the college.

(d) It was decided that a three day educational/ cultural event be organised in the college. Further details were decided to be discussed subsequently.

(e) It was proposed by the special assembly in-charge and agreed by the house that special assemblies be organised by the college on 30 Jan 2014 on the theme 'The Relevance of Gandhiji in Contemporary India' to mark Gandhiji's Martyrdom Day and on 08 March 2014 to mark Women Day respectively. It was decided that a special address would be given on 25 Jan 2014 to mark the occasion of the Republic Day.

4. **Agenda Item No 3**:- It was decided that the college will participate in the University of Delhi's Annual Festival Antardhwani 2014 in as much as Innovation Plaza and University of Delhi Flower Show were concerned. Dr Jyoti Kohli volunteered for guiding the students for Alpana & Rangoli entries in the Flower Show. The decision about the name of the faculty member for guiding the flower arrangement entries, however, could not be arrived at.

5. **Agenda Item No 4 (Any Other Item)**:- The Acting Principal informed the house that the college website was being updated and the work was in progress. The members were requested to give their latest particulars to the committee constituted for the purpose for facilitating its updating at the earliest.

6. The meeting concluded with a vote of thanks to the chair.

Dr Sanjeev Kumar Verma
Secretary, Staff Council

Dr PK Sharma
Acting Principal

Maharshi Valmiki College of Education
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**Minutes of the Staff Council Meeting held on 10 March 2014**

A Meeting of the Staff Council was held on 10 March 2014 at 02.00 PM in the Committee Room of the college.

The following members attended the meeting:-

1. Dr PK Sharma – Acting Principal (in Chair)
2. Dr (Ms) Sushil Dhiman
3. Dr (Ms) Jyoti Kohli
4. Dr Sanjeev Kumar Verma – Secretary, Staff Council
5. Dr (Ms) Ila Mehrotra
6. Ms Minu Talwar
7. Dr Gopal Rana
8. Dr Satveer Singh Barwal
9. Dr (Ms) Vandana Gupta
10. Dr (Ms) Kailash Goel
11. Dr Rakesh Kumar
12. Ms Meenakshi Chawla
13. Ms Nisha

**Business Transacted**:

1. **Agenda Item 1**:- The Minutes of the Staff Council Meeting held on 20 Jan 2014 were confirmed.

2. **Agenda Item No 2**:- It was decided that 25 March 2014 would be fixed as the last date by which the B Ed students would be asked complete and submit all their pending assignments. It was also decided that no faculty members would give any new assignment to the B Ed students after 25 March 2014, the cut-off date decided for the purpose.

3. **Agenda Item No 3**:- It was decided that the college will organise an Educational Gathering on 19 March 2014. The following committee was constituted for the purpose-
   (i) Dr Sushil Dhiman
   (ii) Dr Jyoti Kohli
   (iii) Dr Satveer Singh Barwal
   (iv) Dr Vandana Gupta
   (v) Ms Meenakshi Chawla

4. The meeting concluded with a vote of thanks to the chair.

Dr Sanjeev Kumar Verma
Secretary, Staff Council

Dr PK Sharma
Acting Principal

Maharshi Valmiki College of Education
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**Minutes of the Staff Council Meeting held on 04 June 2014**

A meeting of the Staff Council was held on Wednesday, June 04, 2014 at 10.00 A.M. in the Committee Room of the college.

The following members attended the meeting:-

1. Dr PK Sharma - Chairperson
2. Dr Sushil Dhiman
3. Dr Manjari Gopal
4. Dr Jyoti Kohli
5. Dr Neelam Mehta Bali
6. Dr Ila Mehrotra
7. Dr Gopal Rana
8. Dr Ramji Dubey
9. Dr Sanjeev Kumar Verma
10. Mr Raghavendra Prapanna
11. Dr Satveer Singh Barwal
12. Dr Kailash Goel
13. Dr Vandana Gupta - Secretary, Staff Council

**Business Transacted**

**Agenda Item 1**: The minutes of the staff council meeting held on 15 May 2014 could not be considered for confirmation as they could not be circulated among the staff members. It was decided that the minutes would be circulated and considered for confirmation in the next staff council meeting.

**Agenda Item II**: With reference to queries of staff members related to the e-mail by the Principal about the various assignments in 2014-15, the following points emerged

(a) Certain committees are more intensive in respect of the volume of work and its scale, hence it was suggested that each member of the regular faculty should be a part of *at least* one such committee.
(b) CCA committee, a new committee formed this year would address the co-curricular activities that relate to the mandatory part of the B. Ed. course. Its work would be different from the Panchayat Advisory Committee as Panchayat is the institutions choice and has a broader and more a kind of suggestion-oriented supplementary role.

**Agenda Item III**:-

(I) Dr Sushil Dhiman and Dr Kailash Goel opted to go for counseling at Department of Education on behalf of the college during B Ed Admissions for the year 2014-15.

(II) Dr Vandana Gupta was unanimously elected as the Secretary, Staff Council for 2014-15.

(III) The following were decided as the assignments of the faculty members for the academic year 2014-15-

| **Description of the Committee** | **Constitution of the Committee** |
|---|---|
| College Admission Committee | Dr Satveer Singh Barwal<br>Mr Raghavendra Prapanna |
| Orientation Programme Committee | Dr Gopal Rana<br>Dr Sanjeev Kumar Verma |
| Morning Assembly & Special Assemblies | Dr Jyoti Kohli |
| Time Table & Annual Calendar Committee | Dr. Gopal Rana<br>Dr. Sanjeev Kumar Verma |
| School Experience Programme Committee | Dr Sushil Dhiman<br>Dr Jyoti Kohli<br>Dr Neelam Mehta Bali |
| Physical Education & Sports Committee | DrSatveer Singh Barwal |
| Co-curricular Activities Committee | Dr.Neelam Mehta Bali |
| Students Panchayat Advisory Committee | To be decided |
| Internal Assessment Committee | Dr Ila Mehrotra<br>Ms MinuTalwar<br>Dr Kailash Goel |
| Library Utilization & Development Committee | Dr Ila Merotra<br>Dr Satveer Singh Barwal<br>Mr Raghavendra Prapanna |
| Students Attendance Committee | Dr Satveer Singh Barwal<br>Mr Raghavendra Prapanna |
| Seminar & Symposia Committee | Dr Gopal Rana<br>Dr Sanjeev Kumar Verma |
| College Magazine Committee | Dr RamjiDubey |
| Garden Committee | Dr IlaMehrotra<br>Ms.MinuTalwar |
| Aesthetics & Upkeep Committee | Dr Vandana Gupta |
| Discipline Committee | Dr Vandana Gupta<br>Dr Kailash Goel |
| Students' Grievance Redressal Committee | Dr JyotiKohli |
| Anti-Ragging Committee | Dr Sushil Dhiman<br>Dr Gopal Rana |
| Medical Facilities & Support Committee | Dr Manjari Gopal |
| Sanitation & Cleanliness Advisory Committee | Dr Jyoti Kohli<br>Dr Gopal Rana |
| Workload Committee | Dr Gopal Rana<br>Dr Sanjeev Kumar Verma |

The various teaching assignments were volunteered as follows

| COURSE | PAPER | TEACHER(S) |
|---|---|---|
| I | Basic Ideas In Educational Theory | Dr Sushil Dhiman<br>Dr Neelam M Bali |
| II | Educational Psychology | Dr Parmesh Kumar Sharma<br>Dr Manjari Gopal |
| III | Modern Indian Education | Dr. Gopal Rana<br>Dr. Sanjeev Kumar Verma<br>Dr.Jyoti Kohli volunteered to take this paper |
| **IV *** | **Methodology of Teaching** | |
| | Sanskrit | Mr RaghavendraPrapanna |
| | History | Dr. Satveer S Barwal |
| | English | Dr. JyotiKohli<br>Dr. Gopal Rana volunteered to take this paper |
| | Hindi | Dr. KailashGoel |
| | Maths | Ms. MinuTalwar |
| | Pol. Science | Dr. Ramji Dubey |
| | Chemistry | Dr. Vandana Gupta |
| | Biology | Dr. Ila Mehrotra |
| | Commerce | Mr. Vinod A |
| | Social Science | Dr. Gopal Rana |
| **V** | **Compulsory Electives** | |
| | History of Education in India | Dr Satveer Singh Barwal |
| | Primary Education In India | Dr Vandana Gupta |
| | Education of Children with Special Needs | Dr Gopal Rana |
| | Human Rights Education | Dr Kailash Goel |
| | Gender, School and Society | Mr Raghavendra Prapanna |
| | Health and Physical Education in India | Dr Sanjeev Kumar Verma |
| | Social and Adult Education | Dr Ramji Dubey |
| | Adolescence Education | Dr Jyoti Kohli<br>Dr Manjari Gopal |
| | Organization of Co-Curricular Activities | Dr Neelam Mehta Bali |
| | School Evaluation | Dr Ila Mehrotra<br>Ms MinuTalwar |

Other assignments were decided to be taken up later at the appropriate time.

The meeting concluded with a vote of thanks to the Chair.

Dr Vandana Gupta
Staff Secretary

Dr PK Sharma
Acting Principal

Maharshi Valmiki College of Education
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**Minutes of the Staff Council Meeting held on Saturday, August 09, 2014**

A meeting of the Staff Council was held on Saturday, August 09, 2014 at 02.00 PM in the Committee Room of the College.

Members Present:-

1. Dr Parmesh Kumar Sharma (in Chair)
2. Dr Sushil Dhiman
3. Dr Manjari Gopal
4. Dr Jyoti Kohli
5. Dr Neelam Mehta Bali
6. Dr Sanjeev Kumar Verma
7. Dr Gopal Rana
8. Mr Raghavendra Prapanna
9. Dr Satveer Singh Barwal
10. Dr Kailash Goel
11. Mr Vinod Kumar A
12. Dr Rakesh Kumar
13. Ms Meenakshi Chawla
14. Ms Anjana Chhiller
15. Dr Vandana Gupta (Secretary, Staff Council)

Members Not Present:

1. Dr Ila Mehrotra
2. Ms Minu Talwar
3. Dr Ramji Dubey

**Business Transacted**

1. The Officiating Principal extended a warm welcome to Dr Rakesh Kumar, Ms Meenakshi Chawla and Ms Anjana Chhiller who had joined the college as Assistant Professors in Education on *ad hoc* basis.

2. **Agenda Item 1** - The Minutes of the Staff Council Meeting held on 04/06/2014 were confirmed.

3. **Agenda Item 2**: Supplementary Decisions:-

(ii) **Decision regarding Sections**: The Officiating Principal informed the house that in view of the disproportionate strength of Section A, the Hindi Medium section, it was being bifurcated into A and E, A & E, therefore would be Hindi Medium Sections and B,C and D retained as they were would be English Medium Sections. The strength of each section, as a result would be approximately 30 – 35 students.

(iii) **Decisions regarding Foundation Papers**: The in-charge for Paper I would be Dr Sushil Dhiman. As per the arrangement, Dr Dhiman would address Paper I in Sections B and D Dr Neelam Mehta Bali would address Sections A and C. Both of them agreed to share Paper I in Section E.

(iv) The in-charge for Paper II would be Dr. Manjari Gopal. Dr Manjari Gopal agreed to take Part I (i.e. the development part) of Paper II in Sections A, B, C and D. The same would be taken by Ms Anjana Chhiller in Section E. The second part of Paper II will be taken by Ms Anjana in Sections A, B and C, and by Ms Meenakshi Chawla in Sections D and E. Dr Parmesh K. Sharma will meet all the sections for Part II, Paper II, depending on his availability.

(v) The In-charge for Paper III will be Dr Sanjeev Kumar Verma. He would take Paper III in sections A and E. Dr Gopal Rana would take Paper III in Sections B, C and D.

(vi) **Decisions regarding Paper IV:** Method of Teaching Sociology' would be taken by Ms Meenakshi Chawla. Methods of Teaching Economics A & B would be taken by Ms. Akanksha Sabharwal (Guest faculty). Methods of Teaching Geography would be taken by Ms Rama Negi (Guest faculty). Arrangements for Methods of Teaching Psychology were being explored. Meanwhile Ms Anjana Chhiller would address this option. Methods of Teaching Social Science will be taken by Ms. Meenakhi Chawla. Methods of Teaching Integrated Science as well as Physics A and B would be addressed by Dr Rakesh Kumar. The house was informed that the decision regarding Teaching of Punjabi and Urdu was likely to be taken soon.

(vii) **Decisions regarding Paper V**: Education for Backward Children, A Paper V option would be taken by Mr Vinod Kumar A. As such, there would be a total of 11 Paper V options this year.

(vi) **Decisions regarding various Committees:**

(a) Ms Meenakshi Chawla would join Dr Jyoti Kohli in the Morning Assembly Committee.
(b) Dr Sanjeev Kumar Verma would be the Convener of the Time Table Committee.

(c) Dr Sanjeev Kumar Verma volunteered to be the In-charge of Students Panchayat. The four House Advisors were decided to be Mr Vinod Kumar A., Dr Rakesh Kumar, Ms Meenakshi Chawla and Ms Anjana.

4. **Agenda Item 3** – The SEP Committee Convener, Dr Sushil Dhiman informed the house that -

(i) The process of arranging the schools for the SEP program was underway.

(ii) The tentative date of commencement of SEP was August 26, 2014. The program would initially begin with two days per week followed by three and subsequently four days per week. The information was recorded.

5. As regards the regular time table of the college, Dr Gopal Rana requested the Officiating Principal to formulate one for the college as the Time Table Committee would not be able to make it within the required time frame. Dr Sanjeev Kumar Verma opined that the time table committee would need a minimum of four days for the purpose. The Officiating Principal in the given conditions agreed to formulate the regular time table for the college.

The meeting concluded with a vote of thanks to the Chair.

Dr (Mrs) Vandana Gupta
Staff Secretary

Dr PK Sharma
Officiating Principal

Maharshi Valmiki College of Education
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**Minutes of the Emergent Staff Council Meeting held on Wednesday, Sep 03, 2014**

An Emergent Meeting of the Staff Council was held on Wednesday, Sep 03, 2014 at 01.45 PM in the Committee Room of the College.

**Members Present**:

1. Dr Parmesh Kumar Sharma (In Chair)
2. Dr Sushil Dhiman
3. Dr Manjari Gopal
4. Dr Jyoti Kohli
5. Dr Neelam Mehta Bali
6. Dr Ila Mehrotra
7. Dr Sanjeev Kumar Verma
8. Dr Ramjee Dubey
9. Ms Minu Talwar
10. Mr Raghavendra Prapanna
11. Dr Satveer Singh Barwal
12. Dr Kailash Goel
13. Mr Vinod Kumar A
14. Dr Rakesh Kumar
15. Ms Meenakshi Chawla
16. Ms Anjana
17. Dr Vandana Gupta (Secretary, Staff Council)

**Members Not Present**:

1. Dr Gopal Rana

**Business Transacted:**

1. The Chairperson apprized the house of the need for using the Cluster System for supervision of students in the SEP program for the year 2014-15. A cluster having, say, *n* schools would have *(n-1*) supervisors. The cluster supervisors would devise the program of supervision so that before the mid-term assessment each supervisor would have visited each of the schools in his/ her cluster at least three SEP days and supervised the students accordingly.

2. The SEP committee circulated the minutes of the Inter-institutional SEP meeting held in CIE. It was decided to take them up in the next staff council meeting.

3. The school Experience Program Committee apprised the members of the house of the following:

(a) There would be seven clusters consisting of 26 SEP schools for the year.
(b) SEP days would be 40 days in all. The program would begin on 04 Sep 2014 and conclude on 16 Dec 2014. There would be three SEP days per week.
(c) The School Supervisors (except Dr Zubeida Habib) would visit each school in their cluster at least thrice before the mid-term assessment.
(d) After the mid-term assessment meeting due feedback would be provided to the students.
(e) The cluster program was circulated by the SEP Committee.

The meeting concluded with a vote of thanks to the Chair.

Dr (Mrs) Vandana Gupta
Secretary, Staff Council

Dr PK Sharma
Officiating Principal

Maharshi Valmiki College of Education
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**Minutes of the Meeting of the Staff Council held on September 12, 2014**

A meeting of the Staff Council was held on Friday, September 12, 2014 at 1.45 P.M. in the Committee Room of the College.

Member Present:

1. Dr. Parmesh Kumar Sharma (Chairperson)
2. Dr. Sushil Dhiman
3. Dr. Manjari Gopal
4. Dr. Jyoti Kohli
5. Dr. Neelam Mehta Bali
6. Dr. Ila Mehrotra
7. Dr. Sanjeev Kumar Verma
8. Ms. Minu Talwar
9. Dr. Ramjee Dubey
10. Mr. Raghavendra Prapanna
11. Dr. Satveer Singh Barwal
12. Dr. Kailash Goel
13. Mr.Vinod Kr. A.
14. Dr. Rakesh Kumar
15. Ms Meenakshi Chawla
16. Ms. Anjana
17. Dr. Vandana Gupta (Secretary, Staff Council)

Members Not Present:

1. Dr. Gopal Rana

**Business Transacted**

1. As an addendum to the Minutes of the Staff Council Meeting [Agenda Item III (i)] held on June 04, 2014 and confirmed on August 09, 2014, it was requested by the concerned to add names of Dr. Neelam Mehta Bali and Dr. Vandana Gupta to the item of the confirmed minutes as the two were deputed by the College for undertaking the counseling for B Ed Admissions at the Department of Education for the Academic Year 2014-15. This request was agreed upon by the House.

2. **Agenda Item I**: The Minutes of the Staff Council Meeting held on August 09, 2014 were confirmed.

3. **Agenda Item II**:

(i) Dr. Sanjeev Kumar Verma withdrew his name as Panchayat Advisor for the session 2014-15, an assignment taken by him in the Staff Council when the assignments for the session 2014-15 were being decided.

(ii) It was decided that the Students Panchayat Elections for the five posts viz - President, Cultural Secretary, Literary Secretary, Aesthetics Secretary and Sports Secretary would be held on Friday 26, 2014. Dr. Rakesh Kumar was appointed as the Returning Officer for the Elections.

4. **Agenda Item III**:

(i) The Officiating Principal apprized the house of the status of the efforts being made by the college for the Assessment & Accreditation from NAAC. He informed the House that as communicated by the NAAC to the college on 17/06/2014 the *Letter of Intent (LOI)* sent by the college online to NAAC on 05/05/2014 has formally been accepted. The house was also informed that the college is expected to submit the *Institutional Eligibility for Quality Assessment (IEQA)* online to NAAC as a next step in this direction.

(ii) For developing the SSR, which would be a step further in the direction, the Officiating Principal stressed upon the need to constitute different subcommittees for working on specific aspects as needed so as ensure the optimal input from all faculty members for the purpose. This input would help the college finalize the SSR as needed. The various aspects identified for the purpose were:-

(a) Curricular Aspects
(b) Teaching and Learning; Evaluation
(c) Infrastructure and Learning Resources.
(d) Research Consultancy and Extension
(e) Student Support and Progression.

The sixth aspect Governing and Leadership would be taken care of by the Officiating Principal himself.

It was decided that the link to SSR would be sent to all the faculty members so as to enable them get a chance to assess and evaluate the nature of work needed to be undertaken for each of the mentioned aspects. The subcommittees were decided to be constituted in the next meeting.

(iii) The Staff Members were requested to activate the Resource Centre, Alumni Association, Placement Cell, Student Grievance Address Cell and Guidance and Counseling Cell.

(iv) The following Enrichment Programmes were envisaged for the growth of the institution:-

(a) A research discussion forum to be set up to address the research and development issues. It was opined that Research Presentations by the faculty members fortnightly besides others would add to the effort.

(b) It was decided that the School Aspect Project undertaken by students during SEP needs to be oriented as Action Research Project to enable the students gain insight into the nuances of Action Research.

(c) Subject teachers were requested to blend ICT in lesson planning, wherever needed.

(d) A need for an active Environment Club in the college was felt.

5. **Agenda Item IV**: Udbhav Diwas would be celebrated in the college on some day later 21st September 2014 being Sunday. The house was informed that the decision regarding the speaker for the occasion would be taken soon.

6. **Agenda Item V**: On account of the paucity of time, the discussion on SEP Assessment could not be held. It was decided that the same would be undertaken in the next meeting.

7. **Any Other**: The members aired some problems about the time table. The Officiating Principal assured the house that the same would be examined in consultation with the Time Table Committee.

The meeting concluded width a vote of thanks to the Chair.

Dr Vandana Gupta
Secretary, Staff Council

Dr PK Sharma
Officiating Principal

Maharshi Valmiki College of Education
(University of Delhi)
Geeta Colony, Delhi-110 031

**Minutes of the Meeting of the Staff Council held on October 01, 2014**

A Meeting of the Staff Council was held on Wednesday, October 01, 2014 at 01.45 P.M. in the Committee Room of the College.

Members Present:

1. Dr Parmesh Kumar Sharma (in Chair)
2. Dr Sushil Dhiman
3. Dr Manjari Gopal
4. Dr Jyoti Kohli
5. Dr Neelam Mehta Bali
6. Dr Ila Mehrotra
7. Dr Sanjeev Kumar Verma
8. Ms MinuTalwar
9. Dr Ramjee Dubey
10. Mr Raghavendra Prapanna
11. Dr Satveer Singh Barwal
12. Dr Kailash Goel
13. Mr Vinod Kumar A.
14. Dr Rakesh Kumar
15. Ms Meenakshi Chawla
16. Ms Anjana
17. Dr Vandana Gupta (Secretary, Staff Council)

Members Not Present:

1. Dr Gopal Rana

**Business Transacted**

Agenda Item I: The Minutes of the Staff Council Meeting held on September 12, 2014 were confirmed.

Agenda Item II: A committee comprising of the following faculty members was constituted for the effective implementation of *Swachata Abhiyan* in the College in accordance with the *Swachh Bharat Abhiyan* announced by the Hon'ble Prime Minister of India to be launched on the occasion of Gandhi Jayanti.

1. Dr Ramji Dubey - Chairperson
2. Dr Kailash Goel - Member
3. Ms Anjana Chiller - Member

The Committee was requested to facilitate the launching of the College *Swachchta Abhiyaan* by the Officiating Principal on 02 Oct 2014, and develop a well-structured schedule for its planned continuation and implementation in future.

Agenda Item III: With regard to the future long-term academic expansion of the college on its shifting to the proposed new building, the members unanimously resolved the following:-

'In addition to the existing B Ed, proposed M Ed and the B El Ed and MA (Education) courses proposed to be introduced in the College on its shifting to the new building, the courses in Special Education namely - B Ed (Special Education, MR), M Ed (Special Education, MR); B Ed (Special Education, VI), M Ed (Special Education, VI); B Ed (Special Education, HI), M Ed (Special Education, HI) be also projected as the courses to be introduced in the College as part of the long-term expansion plan of the College on its shifting to the new building subject to the rules in force at that time and subject to the approval of the Govt of NCT Delhi, University of Delhi, Rehabilitation Council of India (RCI), National Council for Teacher Education (NCTE) and /or other Relevant Bodies.'

Agenda Item IV:

It was decided that the Cluster In-Charges would devise a schedule of visit of Supervisors in their Clusters to the Schools in their Cluster and submit the same to the College.

It was also decided that the Assessment Criteria for SEP in the light of the Inter-institutional SEP Meeting held in CIE would be discussed at a special meeting to be organized by the SEP Committee very soon.

Agenda Item V:

The Officiating Principal informed the house that the college was expected to submit IEQA (Institutional Eligibility for Quality Assessment) to NAAC within six months of the date of acceptance of its LOI. He informed the house that while the needful was being done, there was a need to form five sub-committees, as discussed in the last staff council meeting, for contributing to the developing of SSR which would have to be uploaded by the college on the college website and submitted by the college to NAAC within five months and six months respectively of the acceptance of the IEQA by the NAAC.

Accordingly, the following sub-committees numbered 1, 3 & 4 were formed for contributing to the developing of SSR:-

| **S No** | **Assessment Components** | **Sub - Committees** |
|---|---|---|
| 1 | Curricular Aspects | Mr Raghavendra Prapanna, Dr Kailash Goel<br>Mr Vinod Kumar A. |
| 2 | Teaching and Learning; Evaluation | *** |
| 3 | Infrastructure and Learning Resources | Dr Neelam Mehta Bali, Dr Vandana Gupta<br>Ms Anjana |
| 4 | Research Consultancy and Extension | Dr Ramji Dubey, Dr Satveer Singh Barwal,<br>Ms Meenakshi Chawla |
| 5 | Student Support and Progression | *** |

*** To be decided by the Officiating Principal.

The other faculty members, Dr Jyoti Kohli, Dr Ila Mehrotra, Ms Minu Talwar, Dr Sanjeev Kumar Verma & Dr Rakesh Kumar volunteered themselves for one of the two other sub-committees mentioned at serial no 2 & 5 above but the final decision in respect of the two could not be arrived at on account of the uneven number of volunteers and for other reasons. The Officiating Principal was authorized to take the final decision in the matter.

The meeting concluded with a vote of thanks to the Chair.

Dr Vandana Gupta
Secretary, Staff Council

Dr PK Sharma
Officiating Principal

**Maharshi Valmiki College of Education**
**(University of Delhi)**
**Geeta Colony, Delhi 110 031**
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**Minutes of the Staff Meeting held on Friday, 10 October 2014**

A Staff Meeting was held on Friday, October 10, 2014 at 11.00 AM to discuss the B Ed SEP Assessment Criteria for the year 2014 - 15, in the light of Inter Institutional Meeting on SEP held on Monday, September 01, 2014 at the Department of Education, University of Delhi, Delhi.

**Members Present**:

1. Dr Parmesh Kumar Sharma - (in Chair)
2. Dr Sushil Dhiman
3. Dr Manjari Gopal
4. Dr Jyoti Kohli
5. Dr Neelam Mehta Bali
6. Dr Ila Mehrotra
7. Ms Minu Talwar
8. Dr Gopal Rana
9. Dr Sanjeev Kumar Verma
10. Mr Raghvendra Prapanna
11. Dr Satveer Singh Barwal
12. Dr Rakesh Kumar
13. Ms Meenakshi Chawla
14. Ms Anjana Chhillar

**Members Not Present:**

1. Dr Ramjee Dubey
2. Dr Vandana Gupta
3. Dr Kailash Goel
4. Mr Vinod Kumar A.

**Business Transacted:**

1. The Minutes of the Inter-institutional Meeting for SEP held at Department of Education University of Delhi on 01 Sep 2014, which were circulated among the faculty members earlier and the issues arriving there-from, were discussed. The following decisions were taken.

   (i) All the Cluster Supervisors would be equally responsible for both; the schools in their clusters as also the students in their cluster schools. All of them would be considered regular supervisors for all the students in the schools in their respective clusters.

   (ii) The following would be the minimum a student would do to make himself/ herself eligible for clearing the SEP:-
   (a) Twenty (20) lessons to be delivered in each of the two School Teaching Subjects.
   (b) Twenty (20) Peer Observations to be undertaken and recorded accordingly.
   (c) Reflective Journal to be maintained on weekly basis drawing from reflections on daily basis.
   (d) A small Action Research Project to be completed in SEP school.
   (e) Achievement Test to be undertaken in each of the two Teaching Subjects.

   (iii) The Attendance Records of the students would be properly maintained and intermittently data to be obtained by the SEP committee to keep track of the situation. A minimum of 75% attendance would be needed for a student to be eligible for qualifying SEP.

   (iv) The SEP Committee would circulate a descriptive format for Peer Observation.

   (v) One period per week would be allotted in the B Ed Time Table during the SEP where all the supervisors and students of the cluster would meet to discuss and share their understanding/ observations and for guidance/ feedback to the students in respect of the school related tasks.

(vi) Two rotations each for two days would be planned this year at the appropriate time and the assessment given as indicated in para 2 below.

(vii) The supervision schedule of each of the clusters would be submitted by the cluster in-charge to the college in the format to be circulated by the Officiating Principal for the purpose.

**2.** **Assessment Criterion for SEP**: In the light of the Minutes of the Inter Institutional Meeting on SEP, the following was decided:

(i) The following was resolved as the break –up for SEP assessment for the year 2014-15:-

| S No. | Assessment Break-up | Teaching Subject - I | Teaching Subject- II |
|---|---|---|---|
| 1. | Regular Supervisors | 60 | 60 |
| 2. | Rotation Supervisor I | 10 | 10 |
| 3. | Rotation Supervisor II | 10 | 10 |
| 4. | Subject Teacher | 30 | 30 |
| 5. | Average of the Assessment of Peer Observations & Reflective Journal (15+15) | 15 | 15 |
| **Total** | | **125** | **125** |

(ii) Each of the Cluster Supervisor (in the capacity of a Regular Supervisor) would assess each of the students in his/ her cluster out of 60 and submit the assessment to the SEP committee along-with a descriptive assessment note for each of the students. The SEP committee, after obtaining the independent assessment from each of the regular supervisors would prepare the assessment matrix accordingly and the average (mean) of all the assessments so obtained from the regular supervisors would be considered the assessment of the student in respect of component (1) of the break-up mentioned in Para 2(i) above.

(iii) The guidance and assessment of peer observation lessons and reflective journals would be decided by the cluster in-charges in a manner that all the cluster supervisors in their cluster get an opportunity to contribute equally to all the schools in their respective clusters. Similarly, the guidance and assessment of the Action Research Projects would be planned by the cluster-in-charges in a manner that all the cluster supervisors get almost an equal number of students in each school in their cluster. The plan, once charted out, would be conveyed by the cluster in-charges to the college at the earliest.

(iv) Mid-term assessment of the students would be shared with the students so as to enable them get an opportunity to improve their performance further. The regular supervisors providing the assessment of students in the percent range would also provide a descriptive note for each of the students to the SEP committee. The supervisors would also apprise the students about their strengths, weaknesses and shortcomings as part of the mid-term assessment feedback to be given to them.

The meeting concluded with a vote of thanks to the Chair.

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|---|---|---|---|
| **Dr Sushil Dhiman**<br>Convener<br>SEP Committee 2014-15 | **Dr Jyoti Kohli**<br>Member<br>SEP Committee 2014-15 | **Dr Neelam Mehta Bali**<br>Member<br>SEP Committee 2014-15 | **Dr PK Sharma**<br>Officiating Principal |