

GOVT.COLLEGE OF EDUCATION SECTOR 20 D, CHANDIGARH

Dated- 01-11-23

NOTICE

A meeting of Curriculum Planning and Enrichment Committee and Academic coordination and monitoring committee is scheduled to be held on 10-11-2023 at 11:00 a.m. in the Dean's office to discuss various issues related to Curriculum Planning and Enrichment.

Members: -

- Dr. Sapna Nanda (Principal & Chairperson) *Sapna*
  - Dr.A.K.Srivastava (Dean) *A.K.S.*
  - Dr. Mukhtiar Singh (Assistant professor) *M. Singh*
  - Dr.Anjali puri (Associate professor) & ( PGD&C Incharge ) *Anjali*
  - Dr.Balwinder Kaur (Associate professor)& ( M.Ed Incharge) *B.K.*
  - Dr.Anurag Sankhian(Associate professor)&(B.Ed Incharge ) *Anurag*
  - Dr.Sanjeev Kumar (Examination Incharge ) *S.K.*
  - Dr.Sheojee Singh (Associate professor) *S.S.*
  - Dr kusum(Associate professor)& (Skill-in-Teaching Assistant)
  - Dr Suman(Assistant professor)&( Lecture shortage incharge ) *Suman*
  - Dr Upasana (Assistant professor) *Upasana*
  - President NSS (Mr. Shivam Jha ,Mr. Pinku) *Pinku*
  - President Cultural Society (Ms. Preeti)
  - Class Representatives of M.Ed., B.Ed. and PGD Guidance &Councelling
1. *Shikha* (M.Ed) 2. *Hanish* (B.Ed-A) 3. *Rishi* (B.Ed-B) 4. *Rishi* (B.Ed-B) 5. 6.  
7. 8. *Suman*

- AGENDA :-
1. Syllabus covered before commencement of House Examination
  2. Lecture shortage.
  3. Internship Programme.
  4. Any Other

*Sapna*  
Dean  
01/11/23

*Sapna*  
Principal  
11/11/2023

\*Note: - Dr. Upasana will note down the minutes of meeting of curriculum committee





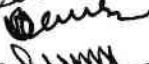


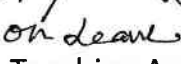


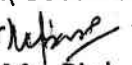

GOVT.COLLEGE OF EDUCATION SECTOR 20 D, CHANDIGARH

Dated- 10-11-23

Attendance


A meeting of Curriculum Planning and Enrichment Committee and Academic coordination and monitoring committee is scheduled to be held on 10-11-2023 at 11:00 a.m. in the Dean's office to discuss various issues related to Curriculum Planning and Enrichment.

Members: -

- Dr. Sapna Nanda (Principal & Chairperson) 
- Dr.A.K.Srivastava (Dean) 
- Dr. Mukhtiar Singh (Assistant professor)  10/11/23
- Dr.Anjali puri (Associate professor) & ( PGD&C Incharge ) 
- Dr.Balwinder Kaur (Associate professor)& ( M.Ed Incharge ) 
- Dr.Anurag Sankhian(Associate professor)&(B.Ed Incharge )  10.11.23
- Dr.Sanjeev Kumar (Examination Incharge ) /  CD Nisha
- Dr.Sheojee Singh (Associate professor)  on leave
- Dr kusum(Associate professor)& (Skill-in-Teaching Assistant) 
- Dr Suman(Assistant professor)&( Lecture shortage incharge ) /  Dr. Rupinder Kaur
- Dr Upasana (Assistant professor)  (B.Ed - 2nd)
- President NSS (Mr. Shivam Jha ,Mr Pinku)  10/11
- President Cultural Society (Ms. Preeti)
- Class Representatives of M.Ed., B.Ed. and PGD Guidance &Counselling

1. Shikha (MEd)  
10/11/23

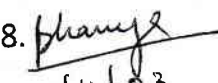
2.

3.  10/11/23

4. Aditi B Ed 1  
10/11/23  
Aditi Sharma

6.

7.

8.   
10/11/23

- AGENDA :-
1. Syllabus covered before commencement of House Examination
  2. Lecture shortage
  3. Internship Programme.
  4. Any Other

  
Dean  
10/11/23

  
Principal  
10/11/2023

\*Note: - Dr. Upasana will note down the minutes of meeting of curriculum committee

Minutes of the Meeting

Dated 10.11.23

A meeting of Curriculum Enrichment Committee and Academic coordination committee was held on 10.11.23 at 11.00 am in the Dean's office. Following faculty members attended the meeting:

1. Dr. Sapna Nanda (Principal & Chairperson)
2. Dr. A.K. Srivastava (Dean)
3. Dr. Anjali Puri (Associate Professor)
4. Dr. Balwinder Kaur (Associate Professor)
5. Dr. Anurag Sankhian (Associate Professor)
6. Dr. Kusum (Associate Professor)
7. Dr. Nisha Singh (Assistant Professor)
8. Dr. Rupinder Kaur (Assistant Professor)
9. Dr. Upasna Thapliyal (Assistant Professor)
10. Class Representatives of M.Ed., B.Ed. and PGDG&C

Dean of the college, Dr. A.K. Srivastava welcomed Principal Madam, Dr. Sapna Nanda, and other committee members. He then, presented the agendas before the committee for deliberation

Following decisions were taken after agenda-wise discussion and deliberation

**1- Attendance Shortage**

Dean Dr. A.K. Srivastava asked about the list of students having attendance shortage in theory and pedagogy classes. The attendance shortage committee reported details about the lecture shortage of students in varied subjects. It was resolved that parents of such students may be called for parent teacher meeting on 16<sup>th</sup> November 2023 for apprising the parents about their wards attendance record and regularity in the classes.

**2- Syllabus for House Exam**

Dean Dr. A.K. Srivastava inquired from the class representative of M.Ed., B.Ed. and PGDG&C regarding the syllabus covered in theory & pedagogy classes. The representative reported that almost complete syllabus has been covered in all subjects and that they are preparing well for the house exams.

Dr. Sapna Nanda Principal and Dr. A.K. Srivastava, Dean told the class representatives that all students should appear in house exams and should not skip any exam. In case, any student is absent in house exam without any concrete and valid reason, disciplinary action will be taken against the student accordingly.


**3- B.Ed semester IIIrd School Internship Programe:**


Dr. Kusum Skill in teaching incharge told the committee members that some of the students had shortage in Internship attendance in their respective schools and some were lagging behind in their lesson plans delivered / written. The committee resolved that in such cases TG incharge should ensure that the students update their lesson plan files in accordance with the number of working days. In case any TG Incharge (s) faces problem


in this regards the matter will be taken up by Skill in Teaching Committee and Dean of the college. Final decision in such matter may be taken by the principal, if required.


Meeting ended with Vote of thanks to the chair.


**Signatures**

Dr. Sapna Nanda (Principal & Chairperson) 


Dr. A.K. Srivastava (Dean) 


Dr. Anjali Puri (Associate Professor) 


Dr. Anurag Sankhian (Associate Professor) 

Dr. Balwinder Kaur (Associate Professor) 


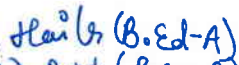

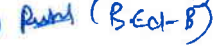


Dr. Kusum (Associate Professor)

Dr. Nisha Singh (Assistant Professor) 

Dr. Rupinder Kaur (Assistant Professor) 

Dr. Upasna Thapliyal (Assistant Professor) 

Class Representatives of M.Ed., B.Ed. and PGDG&C

 Shikha (MEd)  Hainu (B.Ed-A)  
 Pooja (B.Ed-B)  Pooja (B.Ed-B)  
 Anshu (B.Ed)  
 10/11/2023

  
Dean

Principal

CC: College Website

- College Record

- NAAC

**Action Taken Report**

**Dated 20.11.23**

A meeting of Curriculum Enrichment Committee and Academic coordination and monitoring committee was held on 10.11.2023 at 11.00 am in the Dean's office. The following actions were taken after intensive discussion and decisions taken in the meeting:

**1- Syllabus covered before commencement of House Examination**

The class representative reported that almost complete syllabus has been covered in all subjects and that they are preparing well for the house exams.

Dr. Sapna Nanda Principal and Dr. A.K. Srivastava, Dean instructed the class representatives that all students should appear in house exams and should not skip any exam. In case, any student is absent in house exam without any concrete and valid reason, disciplinary action will be taken against the student accordingly.

**2- Lecture shortage**

Regarding the lecture shortage of students in varied subjects a parent teacher meeting was held on 16<sup>th</sup> November 2023 at 9:30 am in Dean Office apprising the parents about their wards attendance record and regularity in the classes.

Dr. Sapna Nanda Principal informed parents that all students should fulfil their attendance requirements as per Panjab University, Chandigarh guidelines to appear in final exams. In case, any student is not able to fulfil the requirement can be detained/ debarred to appear in the final examination.

**3-B.Ed semester IIIrd School Internship Programme:**

Regarding the students who had shortage in Internship attendance in their respective schools and were lagging behind in their lesson plans (delivered/written) reported to their TG incharges and Pedagogy subject teachers with files on 17<sup>th</sup> and 18<sup>th</sup> November 2023.

The students were guided to update their lesson plan files in accordance with the number of working days and preparation regarding final practical exam. They were also instructed to maintain their attendance during the internship.

  
Dean 20/11/23

  
Principal

- CC: - College Website  
- College Record  
- NAAC