Maharishi Valmiki College of Education

(University of Delhi)

Geeta Colony, Delhi 110 031

**Minutes of the Staff Council Meeting: Tuesday, 15 Dec 2015**

A Meeting of the Staff Council was held on Tuesday, December 15, 2015 at 12.00 noon in the Committee Room of the College.

Members Present:

1. Dr. Parmesh Kumar Sharma - Officiating Principal (in Chair)
2. Dr. Manjari Gopal
3. Dr. Neelam Mehta Bali – Secretary, Staff Council, for the Meeting dated 15.12.2015.
4. Ms. Minu Talwar
5. Dr. Ramji Dubey
6. Dr. Rakesh Kumar
7. Mr. Pankaj Das
8. Ms. Rama Negi

Members Not Present:

1. Dr. Sanjeev Kumar Verma
2. Dr. Ila Mehrotra – conveyed her inability to attend.
3. Dr. Gopal Rana – On leave
4. Dr. Vandana Gupta – On leave
5. Dr. Satveer Singh Barwal
6. Dr. Kailash Goel
7. Mr. Vinod Kumar A. - On duty leave for pursuing the Orientation Course.

**Business Transacted**

1. Dr. Vandana Gupta being on leave, Dr. Neelam Mehta Bali was requested to act as Secretary, Staff Council, for the day. Also, the draft minutes of the staff council meeting dated 11.12.2015 being yet awaited from Dr. Vandana Gupta, the staff council decided to consider them for confirmation in its next meeting.
2. Agenda Item 1:
3. Internal Assessment for the year 2015-16: It was observed that (i) the present year was the first year of the implementation of the two-year B.Ed. programme and (ii) more than one faculty members of the college were sharing the teaching of each of the Foundation as well as Pedagogy Course of the new B.Ed. programme. As such, it was decided that the faculty members teaching/ sharing each of the Foundation Course (F1, F2, F3, F4, F5) and Pedagogy Course (P1) would hold their course-wise meetings latest by 06 Jan 2016 to –
4. Discuss and plan the scope of content matter of their respective courses.
5. Identify and share references/readings in their respective courses for prescribing them to their learners.
6. Document and submit to the college joint statement reflecting their mutually decided sharing of the course content in each of the courses separately.
7. Document and submit to the college their mutual understanding of the distribution/share of internal assessment to be given by them to the college.
8. Finalize tentatively the course content for the internal tests in each course.
9. Mutually decide the criteria for internal assessment in each of the courses to be uniformly followed by each faculty member teaching that course in the college.
10. All the above-needed meetings and decisions arrived there at; to be communicated to the college latest by 06 Jan 2016.
11. Internal Tests for the year 2015-16: The following was decided –
12. The tentative schedule for internal tests would be as follows:-

|  |  |
| --- | --- |
| Date of Internal Test | Course |
| 25.01.2016 | F 1 |
| 27.01.2016 | F 2 |
| 28.01.2016 | F 3 |
| 29.01.2016 | F 4 & F 5 |
| 30.01.2016 | P 1 |
| 01.02.2016 | P 2 |

1. It was decided that faculty members would assess the answer-scripts of the internal tests and provide due feed-back to the learners within 15 days of the date of conclusion of the internal tests. The statement of marks of the internal tests would be submitted by the faculty members to the college within 15 days of the date of conclusion of the last test.
2. Assessment for Field Observation – It was decided that the fifty marks in respect of reflective journal on the basis of field observation done by students be bifurcated as follows:-
3. Reflective Journal School 1: 20 Marks
4. Reflective Journal School 2: 20 Marks
5. Reflective Journal - Other Educational Institutions: 10 Marks

The assessment in respect of (i) & (ii) would be done by supervisors of the two schools individually for 20 marks each on the basis of the reflective journal prepared by the students on the basis of field observation of each of the two schools while (iii) above would be the average of assessment of the individual assessment of all the supervisors for each student on the basis of the reflective journal prepared by them for each of the educational institution chosen by the college for the purpose.

It was also decided that the students would be asked to submit the reflective journal for the two schools to their respective supervisors by 06 Jan 2016. The one for the educational institutions will be submitted later.

It was also resolved that four educational institutions other than the field observation schools would be identified and the students would visit these in groups of 25 each under the guidance of 3 - 4 faculty members ,who would assess their reflective journal out of 10 marks as indicated above. Each student would thus be awarded an average of the assessment of reflective journal for the four visits.

1. Assessment scheme for Tutorials – It was resolved that a minimum of three assignments would be submitted by each tutee out of which at least one would be a book-review. Other two assignments need also to be reflective in nature focussing on the development of self; and may include readings, presentations, reviews of blogs, journals and magazines etc. and may also be thematic/reflective comprehension of educational issues and problems. The tutor will assess each tutee out of 50 marks.

1. Agenda Item 2: The following was the notion conceptualized for the Resource Centre and Record Room of the College –
2. Resource Centre - The resource centre was visualized as the central hub of the college and was decided to be developed as resource centre for both the faculty and the students. It was decided to emerge as a creative source of academic resources besides being a centre for the generation/ creation of the same by both the students and faculty members.

The following was decided –

1. The faculty members would contribute e-content pertaining to their teaching areas that may include select documents, e-books, articles, videos etc. for being used for the comprehension and creation of further resources by the users.
2. The faculty members would document their resources parked by them at their respective labs, subject rooms etc. and provide a link of the same to the resource centre.
3. Select work of the students in terms of assignments, projects, AVs, community work may also be contributed to the Resource Centre.
4. The centre would also be a guiding link to the various resources available in the library.
5. Resource Centre needs to have the needed facility to be utilized for developing it into a cherished place for experimentation, innovation and research.
6. Record Room: It was decided that the record room of the college should have duly classified and indexed records that would include the following –
7. SEP records, field observation records, morning assembly records, community work projects, CCA work assignments etc. of the students for the past two years.
8. Significant records/ publications of the College since its inception.
9. Copies of visuals and audio/ videos in respect of the college.

It was also decided that the above-mentioned records would be invited by the record room team from the faculty members and others in a graded manner.

It was decided that the notion of the Curriculum lab will be discussed in the next staff council meeting.

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

Dr. Neelam Mehta Bali Dr. PK Sharma

Secretary, Staff Council Officiating Principal