Maharishi Valmiki College of Education

(University of Delhi)

Geeta Colony, Delhi-110 031

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**Minutes of the Staff Council Meeting: Monday, 01 February, 2016**

A meeting of the Staff Council was held on Monday, February 01, 2016 at 2:30 P.M. 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

4. Dr. Ila Mehrotra

5. Ms. MinuTalwar

6. Dr. Gopal Rana

7. Dr. Ramjee Dubey

8. Dr. Kailash Goel

9. Dr. Vandana Gupta

10. Mr. Vinod Kumar A.

11. Dr. Rakesh Kumar

12. Ms. Rama Negi

13. Mr. Pankaj Das

**Member Not Present:**

1. Dr. Jyoti Kohli – On Leave

2. Dr. Sanjeev Kumar Verma (On Medical Leave)

3. Mr. Ragahvendra Prapanna (On Study Leave)

4. Dr. Satveer Singh Barwal - On Leave

**Agenda Item 1:**

1. The Officiating Principal informed the house of the three-day NAAC Peer Team Visit to the College that was scheduled for 22, 23 and 24 Feb 2016. Apprizing the members of the process of initiation of NAAC accreditation by the College in May 2014, he acknowledged the sincerity of the colleagues working for it in addressing all the intervening steps at the right time to take it to the final stage of the Peer Team Visit.

2. For updating the information presented by the College in SSR, it was decided that the faculty members shall provide the following to the College latest by 03.02.2016, 5.00 P.M.

(i) The number and details of their published research papers, articles, books, chapters in books, conference papers etc. in proper format along-with the evidence.

(ii) The details of the research work guided by them at various levels (Ph.D.; M. Phil.; M.Ed. etc.)

The above information needs to be provided (a) for the past five years and (b) since the date of their joining the College till date, separately. Also the listings should be followed by the total numbers of published work and research work guided, in excel format, desirably.

3. It was requested that the faculty members shall also provide the following detailed information of the past five years to the college latest by 05.02.2016, 5.00 P.M.

(i) Details of their knowledge of the placement of the college alumni and/ or the status of their pursuing the higher studies.

(ii) Details of their membership of statutory bodies, professional bodies, central admission committees, departmental research committees, management committees of schools and governing bodies etc.

(iii) Association with various curriculum development committees of various universities.

(iv) Special achievements such as being associated with or being a part of national bodies likes NCERT, University inspection team etc.

(v) Participation in seminars, symposia, conferences, etc.

(vi) Association with evaluation and examination processes of various universities.

(vii) Comprehensive details of the community work undertaken by tutorial group of each faculty member indicating the variety of community work problems undertaken, the achievement of identified objectivities and value addition the community services work made with evidence.

(viii) Details of the kind of assignments undertaken by their students in the tutorial group for the past five years including the present year. Some of the best tutorial group assignments may be presented along-with the write up.

(ix) Details of the action research projects undertaken.

(x) Evidence of ICT material, worksheets, teaching plans etc. developed by the faculty.

4. The NAAC Coordinator, Self-Appraisal Team, requested the faculty members for the following:

(i) Dr. Vandana Gupta to provide a write-up on the process of counselling followed during the centralized B.Ed. admissions.

(ii) Work experience teachers to provide feedback of the work done by them.

(iii) Picnics and educational excursion in-charges to provide report for the past three years.

(iv) Sports and physical education in-charges to provide a comprehensive report on the subject.

(v) Evidence of participation in University Flower Show, University Antardhwani festival etc. to be provided by concerned teachers.

(vi) A comprehensive write up on psychology practicum work to be provided by the concerned teachers.

(vii) Reports and evidence of educational gathering to be provided by respective teachers.

(viii) A brief write up to be provided by Dr. Jyoti Kohli on ‘teaching English to school students after school hours’ as part of community work/service guided by her.

(ix) Dr. Manjari Gopal to provide documentary evidence of her work done by her in ‘Parents Forum’.

(x) Dr. Neelam Mehta Bali and Dr. Ila Mehrotra to provide a brief write up on the College grievance redressal cell functioning and work done by the cell (Specially mentioning work done with respect to North Eastern state students).

(xi) Dr. Ila Mehrotra to provide a write-up on the work done in the field of ‘environment awareness and sensitivity’.

(xii) Ms. Rama Negi to provide documentary evidence with reference to assembly and special assembles.

(xii) Panchayat in-charges to provide a written record of panchayat activities and work done by the Panchayat for the past five years.

(xiii) A brief write up on ‘Tobacco free, plastic-free campaign’ to be provided by the concerned teacher.

5. It was decided that the display board preparation would be taken looked after by Dr. Manjari Gopal and Dr. Neelam Mehta Bali. Dr. Bali shall also be the in-charge of Alpana, Rangoli, flower arrangements, paintings and other aesthetic preparations during the three-day NAAC visit.

6. Faculty members were requested to collect informal mid-term feedback from their students on issues ranging from B.Ed. programme College functioning and infrastructure to the teacher and adopted pedagogies etc. A proforma shall be developed by the College to gather students’ feedback.

7. A one-hour comprehensive cultural programme for the NAAC Peer team visit shall be prepared under guidance of the deputed teachers.

The meeting concluded with a vote of the Chair.

Dr. Vandana Gupta Dr. PK Sharma

Secretary, staff Council Officiating Principal