

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

Minutes of the Staff Council Meeting dated Monday, 20.02.2023

A meeting of the Staff Council was held on Monday, 20.02.2023 at 1.10 P.M. in the Committee Room of the College.

Members in Attendance:

1. Prof. Ramjee Dubey - Officiating Principal (In Chair)
2. Dr. Parmesh Kumar Sharma
3. Prof. Jyoti Kohli
4. Dr. Neelam Mehta Bali
5. Prof. Satveer Singh Barwal
5. Prof. Raghavendra Prapanna
6. Ms. Minu Talwar
7. Ms. Meenakshi Chawla
8. Ms. Rama Negi
9. Mr. Ashwini Kumar

Members not in Attendance:

1. Dr. Ila Mehrotra (Informed the Principal)
2. Prof. Vandana Gupta (Informed the Principal)
3. Mr. Vinod Kumar A. (On Study Leave)

Business Transacted:

- The meeting began with the confirmation of minutes of the Staff Council Meeting held on November 04, 2022 (Friday).

- The issue of SEP attendance was discussed in the meeting. The School Experience Programme (SEP) Committee (2022-23) shared the following status about attendance after completion of SEP:

No. of B.Ed. II Year Students	Range of SEP Attendance
4	(80-85)%
1	(75-80)%
1	(70-75)%
1	(65-70)%

- The SEP Committee also shared that 21 students of B.Ed. II Year are short of attendance but their Lesson Plans are complete. 5 out of 14 students have submitted their Medical Certificates. It was resolved in the meeting that remaining 9 students will be given a compensatory task by the Committee. Following were the suggestions given by faculty members regarding the compensatory tasks to be assigned to these students short of attendance in SEP:
  - Recording task and other related assignments
  - Translation of B.Ed. two-year syllabus
  - Workshops (Creative Art, Peace Education, and to name a few)
- It was decided in the meeting that the SEP Committee will get an undertaking signed by the students short of their SEP Attendance. The above mentioned compensatory tasks will be submitted to the SEP Committee. The recording task, translation and the related assignments based on B.Ed. syllabus and its related readings will be submitted to Mr. Reiyaz Hashmi to make it accessible to all the concerned.
- The following dates of SEP related work completion were finalised in the meeting:

SEP related Tasks	Date of Submission
Lesson Plan Files; Reflective Journal, Peer Observation and Action Research Files (by B.Ed. II Year Students)	February 27,2023
Achievement Test Report (ATR) Files (by B.Ed. II Year Students)	March 03, 2023
SEP Internal Assessment by the faculty (LPs, RJs, POs and AR)	March 15, 2023
SEP Internal Assessment by the faculty (ATR)	March 22, 2023

- The issue of permission for Field Observation (FO) visit in schools was discussed in the meeting. It was suggested that FO visit in schools can be scheduled for consecutive four days in a week in the month of April.
- It was suggested that there is a need to initiate Annual Calendar to plan co-curricular activities by the Time Table Committee. It was suggested to add slots for student seminars/workshops on Wednesday and Thursday in B.Ed. II Year time table.
- It was decided in the meeting that Mid-Term exams for B.Ed. II Year will begin from March 27, 2023 till March 29, 2023. The timings for the same will be from 10 a.m. onwards. The last date of submission of Question Papers for Mid-Term exams and their required photocopies by the respective faculty to the Internal Assessment Committee(2022-23) is March 20,2023.
- Dr. Neelam Mehta Bali has volunteered to be the Co-Convener of Attendance Committee(2022-23) until Mr. Vinod Kumar A. is on study leave. The last date of submission of attendance of B.Ed. First and Second years till February 28,2023 will be March 02,2023.
- The suggestion given by Prof. Ramjee Dubey regarding organising community service and its related issues were discussed in the meeting.
- It was shared in the meeting that the Annual Picnic of the college will be organised on February 24, 2023. The venue for the same was shared as Qutub Minar and Jamali Kamali premises.
- The day for Annual Photograph is yet to be decided.
- The meeting concluded with a vote of thanks to the Chair.

Prof. Satveer S. Barwal.

Secretary, Staff Council

Prof. Ramjee Dubey

Officiating Principal