

KIRORI MAL COLLEGE

MINUTES

Meeting of Teachers-in-Charge

An urgent meeting of all Teachers-in-Charge was held on ZOOM at 12:30 pm today i.e. 19 May 2020.

The Agenda of the meeting was as follows

- List of e-books/online resources available to for III yr. students. The list has be sent to the University
- Internal Assessment
- Mentor-mentee records
- Any other matter with permission of the Chair.

The following members joined the meeting:

1. Dr. Akhilesh Bharti
2. Dr. Rajib Ray
3. Dr. R.K. Pandey
4. Dr. Praveen Kumar Anshuman
5. Dr. Seema M. Parihar
6. Dr. Ajeet Kumar
7. Ms. Geetanjali Kher
8. Dr. Sanjukta Das
9. Dr. Alka Sabharwal
10. Dr. B.Samthanga
11. D. Mohd. Mohsin
12. Dr. Pankaj
13. Dr. Harish
14. Mr. Vipin
15. Dr. Vibha Singh Chauhan

The Principal welcomed the Teachers-in-Charge and thanked them for joining the meeting at a very short notice.

The members took the following decisions were taken:

1. **List of e-books for III year students:** The Principal informed the members that the college has to urgently prepare the list of e-books and online resources available to the students of III year students and send this to the University in the format provided. Two members tried to work on the given format but found that they were not being able to either enter or type on the form. It was therefore decided that a Google form be circulated to Teachers-in-Charge who will further forward this to teachers teaching III year students. After a long discussion, it was decided that the details in the Google form will be submitted by the teachers to the college office by 5.00 pm tomorrow so that it could be forwarded to the University of Delhi.

It was also noted and decided that adequate care should be taken to not violate any copyright rules while making the above list. Only links of available online material, including books, must be provided. No content must be uploaded in the list.

2. **Internal Assessment:** The letter sent by the University of Delhi regarding Internal Assessment has already been circulated among all members of the staff. It was decided that the teachers will submit their Internal Assessment marks according to framework provided in this letter i.e. 20 marks will be given for Assignments and 5 marks for Attendance. The attendance will be calculated on the basis of the actual attendance of students before lockdown period. 100% attendance will be given to students for classes held during the lockdown period. The teachers will submit their Internal Assessment marks to the college office by 29 May 2020. This will be displayed on the college website for information of the students. Discrepancies, if any, must be submitted by students within the next three days. The complete data will be sent to the University by 03 June 2020.

The Principal also informed the members that teachers may visit the college according to their convenience to collect their attendance and assignment records. If any need is felt for formal approval, they may write to the Principal for the same. It is however, necessary for everyone to exercise all the preventive measures like wearing masks and maintaining social distancing which are essential in fight COVID-19.

3. **Mentor-mentee records:** The Principal requested all Teachers-in-charge to be in touch with their students. She also requested that all Mentors maintain and submit the Mentor-mentee records to the college office on regular basis.
4. **Any other matter:** It was decided that a separate meeting be called to discuss the Practical exams to be held at college.

The meeting ended with a vote of thanks to the chair.

Prof. Vibha Singh Chauhan
Principal.