

Jesus and Mary College

University of Delhi
Chanakypuri, New Delhi - 110021

Accredited by NAAC with "A" Grade



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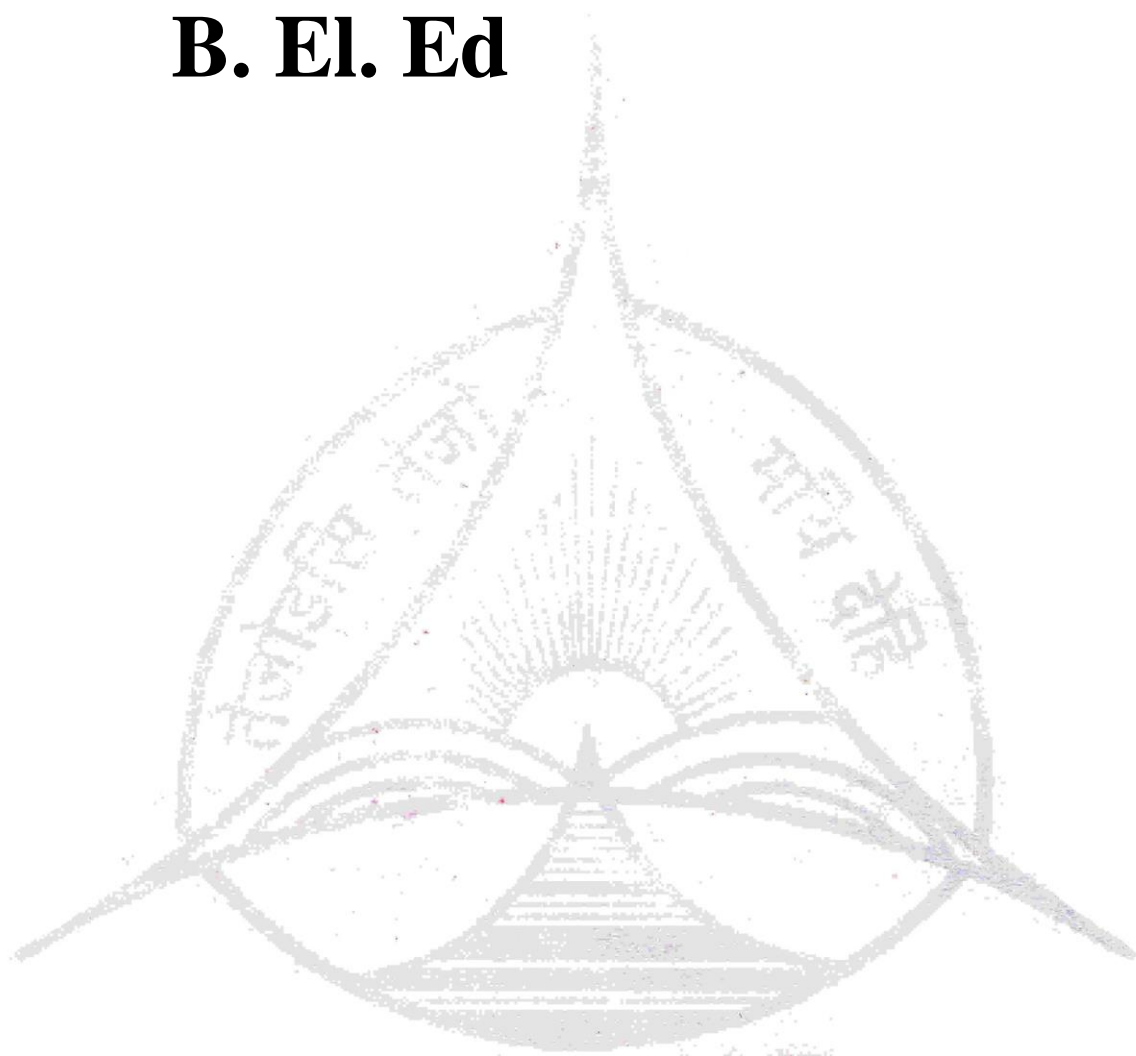
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MINUTES OF MEETINGS

B. El. Ed





1/7/2020

The meeting of Department of Elementary Education was held on Google Meet at 11 AM on 01/07/2020. The meeting was attended by all faculty members- Dr Susmita Ram, Ms Charu Gupta, Dr Sawan Kumari, Ms Shirley Joseph, Dr Alka Sehgal, Dr Prabhjyot Kaur, Dr Sona Andrew, Ms Najia Zeb, Dr Anthony Joseph, Ms Khushbu Tyagi, Ms Rashi Mukhopadhyay, Ms Vishakha Kumar, Ms Asha Sundaram and Ms Mansi Aneja. Following concerns were discussed:

- It was decided that all the faculty members teaching in fourth year will be in constant contact with the students and provide appropriate assistance for impending exam preparation. It was also discussed that if need be, the concerned faculty members can come to college on the specific days when their subject exams are scheduled.
- The previous year's workload for individual teachers will be continued for this academic year.

Following areas of responsibility were suggested for the faculty members:

Staff Secretary- Ms Asha Sundaram, Ms Mansi Aneja

Second Year In-charge*- Dr Sawan Kumari

Student Council Advisor- Ms Vishakha Kumar

Time Table- Ms Najia Zeb, Ms Asha Sundaram (In consultation with Dr Susmita Ram and Dr Sona Andrew)

Admissions- Dr Prabhjyot, Ms Charu Gupta

First Webinar (Critically looking at Online Pedagogy)- Ms Najia Zeb, Dr Anthony Joseph

Second Webinar **(Interpersonal Relations/ Mental Health)- Ms Rashi Mukopadhyay

* Other year in-charges to be continued as last year

**Suggested Resource person for second webinar- Sailaja Sen

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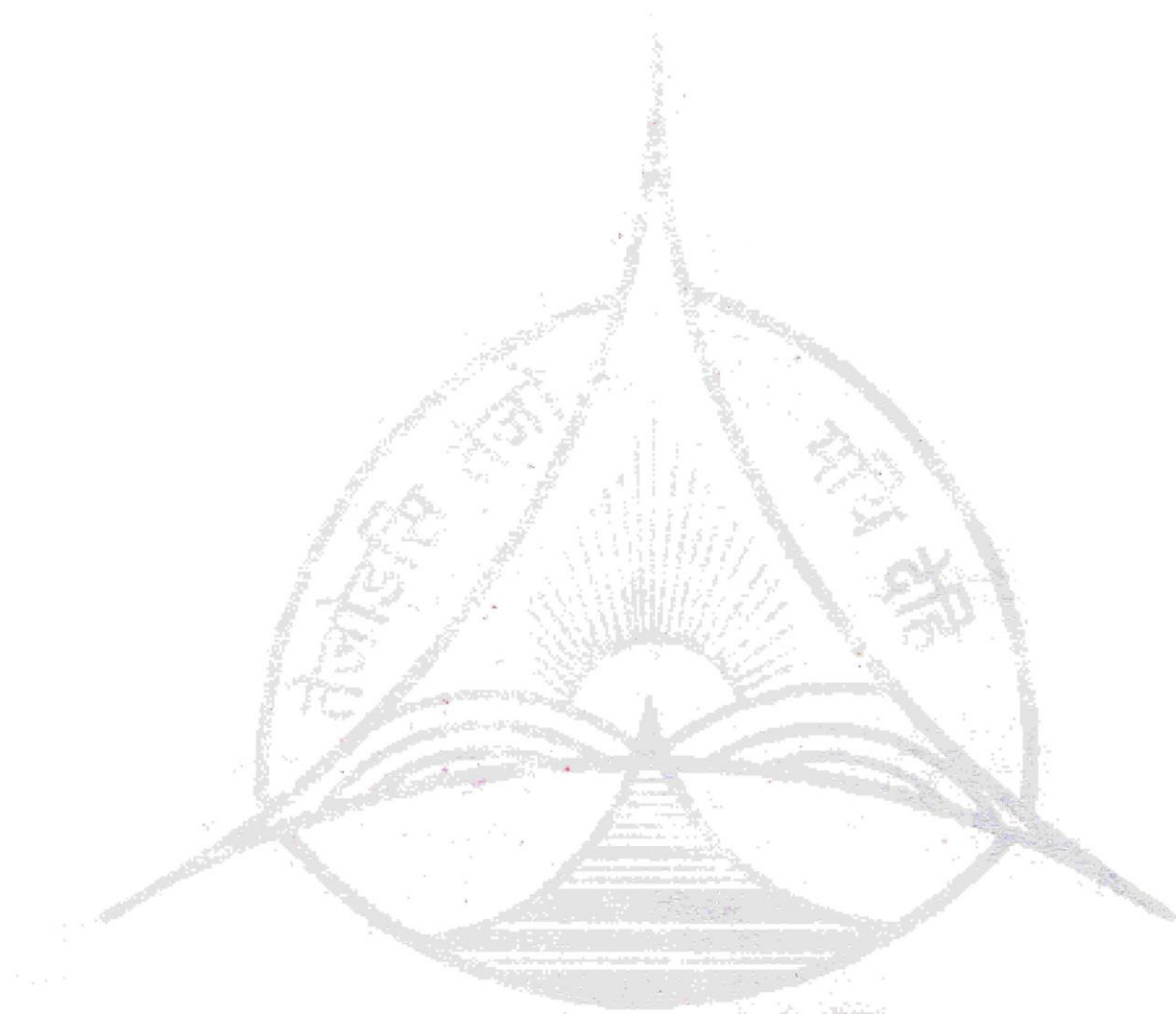
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- Ms Shirley Joseph shared with the department that she along with Dr Sona Andrew will attend meeting organised by C.I.E concerning the practicum components of B.El.Ed. Other faculty members were also encouraged to participate in the meeting.





10/8/2020

The meeting of Department of Elementary Education was held on Google Meet at 11 AM on 10/08/2020. The meeting was attended by all faculty members- Dr Susmita Ram, Ms Charu Gupta, Dr Sawan Kumari, Ms Shirley Joseph, Dr Alka Sehgal, Dr Prabhjyot Kaur, Dr Sona Andrew, Ms Najia Zeb, Ms Khushbu Tyagi, Ms Rashi Mukhopadhyay, Ms Vishakha Kumar, Ms Asha Sundaram and Ms Mansi Aneja. Following concerns were discussed:

- New areas of responsibilities of few faculty members were shared in the Department. These are: First Year In- Charge -Ms Asha; Fourth year In-Charge- Dr Prabhjyot (Information shared on Department Wassup group on 06/08/2020) and Staff Secretary- Ms Mansi (Information shared on Department Wassup group on 10/08/2020). The Second Year In-Charge is Dr Sawan and Third Year In- Charge is Ms Najia.
- It was discussed that teachers can keep introductory sessions with the students this week and from next week onwards they can start teaching in case more time is required for preparation for classes. We plan to go by timetable strictly adhering to it without any flexibility in the interest to guard our students and teachers time. Faculty members were also encouraged to be in constant contact with the fellow teachers of other colleges to discuss and plan.
- Dr Prabhjyot, as fourth year coordinator, informed that a faculty meeting will be scheduled next week to update and discuss about internship component of fourth year. The pedagogy and other theory classes of fourth year to continue as per the schedule.

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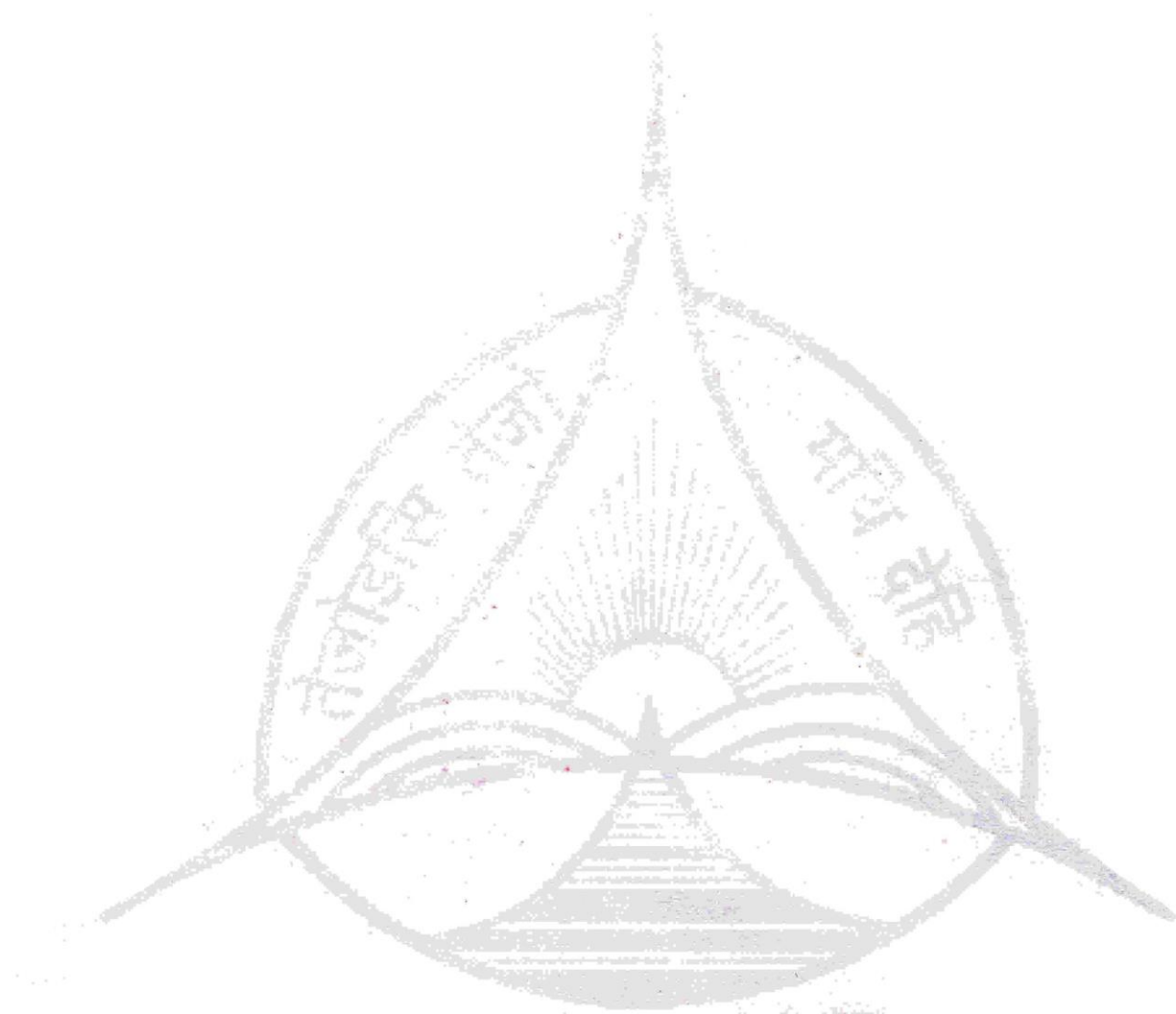
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- Ms Vishakha will compile and analyse the data on access and use of technology by students of second and third year by next week. The data for fourth year is already available with the department.
- Faculty members were suggested to explore various ways of recording online attendance of the students and share with the department about the most efficient way.
- All faculty members have mailed their joining reports to the Principal in the forenoon of 10/08/2020.





5/10/2020 AND 7/10/2020

Minutes of Meeting

Date(s)-05/10/ 2020 and 07/10/2020

Medium- Google Meet

Agenda- Rubrics of Assessment of Observation and third project decision

Points of Discussion:

05/10/2020

Faculty Members- Dr Alka Sehgal, Ms Asha Sundaram, Ms Charu Gupta, Ms Khushbu , Ms Mansi Aneja, Ms Najia Zeb, Dr Prabhjot Kaur, Ms Rashi, Dr Sawan Kumari, Ms Shirley Joseph, Dr Susmita Ram, Ms Vishakha

- Issues and concerns of theatre classes of student teachers were addressed. It was shared that school coordinator has been informed about the issue of low attendance of school children in few groups.
- A discussion took place about whether to assess observations this year and what would be the criterion of assessment. While few faculty members were in favour of non-evaluative observations for this academic year, others stressed that some form of evaluation should take place in observations along with some modifications - reduced marks for observations, self assessment, peer assessment, criteria of communication, resource and content etc.
- In order to reach a mutually deliberated decision, it was decided that all faculty members come with a rubrics (including marks) for observations in the subsequent meeting (07/10).

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07/10/2020

Faculty Members- Dr Alka Sehgal, Ms Asha Sundaram, Ms Charu Gupta, Ms Khushbu , Ms Mansi Aneja, Ms Najia Zeb, Dr Prabhjyot Kaur, Ms Rashi, Dr Sawan Kumari, Ms Shirley Joseph, Dr Susmita Ram, Ms Vishakha

- Suggested criteria for middle school observations:

- a) Knowledge base of student teachers
- b) Development stage requirements
- c) Context - Home space, family, neighbourhood (Inclusive....Exclusive)
- d) Moderation for technology (Weak Adaptation...Strong Adaptation)
- e) Engagement with learners (Individualised... Didactic)
- f) Resources (Useful...Ornamental)
- g) Openness to Learning (Trying to figure out something new...Confused)

Besides the above mentioned criteria, it was suggested that observation criteria as mentioned in previous year's observation sheets can also be referred.

A concern was raised about use of Likert Scale used in observations, owing to its predominantly quantitative nature. It was shared that it often adds to the student teachers anxiety. It was, therefore, stressed that the focus needs to be on sharing qualitative feedback/ detailed commentary with student teachers.

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- It was also proposed that Observation component (95 marks) of the internship can have following marks distribution:

95 = 45 (Primary and Middle Observations)+ 10 (Peer Assessment)*+ 40 (Third project based on 'Learning in Pandemic')**

Agreed upon Middle School Observation marks :

15 =10 (Subject Expert)+ 5 (Regular Supervisor)

A concern of added burden on student teachers was raised regarding the inclusion of third project (besides general and pedagogy projects). It was addressed by highlighting that student teachers are spending less number of hours and days in school as compared to regular internship. Hence, the

proposed project would enable student teachers to develop better insights into the field.

* It was felt that an orientation session (on peer assessment) should be organised for student teachers

**Can be done with School supervisor, individually or in pairs (yet to be deliberated).

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9/10/2020

Minutes of Meeting

Date-09/10/2020

Medium- Google Meet

Faculty Members- Ms Asha Sundaram, Ms Charu Gupta, Ms Khushbu , Ms Mansi Aneja, Ms Najia Zeb, Dr Prabhjyot Kaur, Ms Rashi, Dr Sawan Kumari, Ms Shirley Joseph, Ms Vishakha

Agenda- First Year Admissions

Points of Discussion-

- Teams of 3 faculty members each will do admission duty every day. First round of admissions are from 19/10 to 21/10 and the designated team will be available from 10 AM to 5 PM for the same. All the three members should be engaged in document verification of the candidates. Login details and password would be with the members of the admission committee only.
- The admission committee would comprise of Ms Asha, Ms Khushbu and Dr Prabhjyot
- Admission duty schedule:
 - 19/10- Ms Mansi, Ms Najia and Dr Prabhjyot
 - 20/10- Ms Charu, Ms Khushbu and Dr Sawan
 - 21/10- Ms Asha, Ms Rashi and Ms Vishakha
- It was also discussed that we can reschedule our classes (if required) on days when we are engaged in admission duty. Any confusion or doubt regarding admissions can be clarified from Dr Shivani of SPM College. Rashi was suggested to contact Dr Shivani and clarify the criteria of eligibility for this year to be shared with the rest of the faculty.
- Besides admission, following points were discussed:
 - A) SCP Coordinator- Ms Rashi
 - B) Orientation Day for First year- Ms Asha and Ms Vishakha

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- C) Year in-charges can coordinate (and schedule meetings) with faculty members of other colleges to discuss/ deliberate about theory and practicum components of that year. It was also discussed that the idea be first shared and discussed on the TIC Group of colleges.

