

RR BAWA DAV COLLEGE FOR GIRLS , BATALA

MINUTES OF MEETING (2022-23)

DEPARTMENT OF BOTONY

Department of Botany (2022-23)

RR Bawa DAV College for Girls, Batala

Minutes of the meeting held on 16.08.2022

Member Present

1. Dr. (Mrs) Ritu Goswami Ritu Goswami
2. Ms. Ridhima Ridhima

Agenda

1. Time Table distribution
2. Syllabus distribution

1. The teacher wise time table was discussed and distributed according to the workload.
2. The syllabus, as per University norms, for the session's Odd semester was discussed and the sections of the syllabus were divided among the faculty members of the department according to the workload.

Ritu Goswami

Head
Department of Botany
RR Bawa DAV College for Girls
Batala

Department of Botany (2022-23)

RR Bawa DAV College for Girls, Batala

Minutes of the meeting held on 27.01.2023

Member Present

1. Dr (Mrs) Ritu Goswami Ritu Goswami
2. Ms. Ridhima Ridhima

Agenda

1. Time Table distribution
2. Syllabus distribution.

1. The teacher-wise time table was discussed and distributed according to the workload.
2. The syllabus, as per University norms, for the even semester was discussed and the sections of the syllabus were divided among the faculty members of the department according to the workload.

Ritu Goswami

Head
Department of Botany
RR Bawa DAV College for Girls
Batala

RR BAWA DAV COLLEGE FOR GIRLS , BATALA

MINUTES OF MEETING (2022-23)

DEPARTMENT OF MATHEMATICS

6/8/2022

Departmental meeting was held on 6/8/2022 (Saturday) for new session 2022-23

- Agenda :-
1. Allotment of Time Table
 2. work load distribution
 3. Term wise syllabus
 4. List of Slow and Advanced learners.

Minutes of the meeting :-

After meeting with all members of the department it was ensured that every teacher had to complete their syllabi within stipulated time. All will follow their Time Table and be punctual in their classes. Every teacher had to prepare list of slow and advanced learners for their improvement.

1. Mrs. Simmi Sharma (HOD) ✓
2. Ms. Gurinder Kaur ✓
3. Ms. Amandeep Kaur ✓
4. Ms. Kajal ✓
5. Ms. Rajwant Kaur ✓

Head
PG Department of Mathematics
RR Bawa DAV College for Girls
Batala

26/09/2022

A meeting regarding following agenda was organised on 26/09/22 (Monday)

- Agenda :-
1. class Tests/ quizzes/ Assignments / Seminars / QD's
 2. mid sem Exam Syllabus

Minutes of the Meeting :-

It was decided in the meeting that class Test / quiz / Assignments etc. will be taken tentatively in 2nd week of October (15/10/2022 to 17/10/2022).

Also, it was decided that every teacher had to complete their syllabus in time for mid Sem. Exam. MST's will be held from 31/10/2022 to 10/11/2022.

Mrs. Simmi Sharma (HOD)

Mr. Gurinder Kaur

Ms. Amandeep Kaur

Ms. Kajal

Ms. Rajwanti Kaur left the

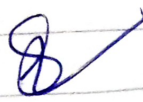
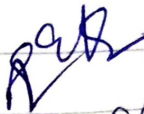
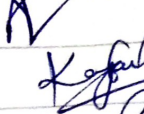
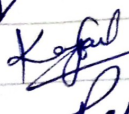
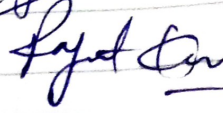
Head
PG Department of Mathematics
RR Bawa DAV College for Girls
Batala

11/11/2022

Departmental meeting was held on 11/11/2022 regarding following agenda

- Agenda:-
1. Completion of full syllabus
 2. Problem Solving Sessions for slow learners.
 3. Group discussion and quizzes for advanced learners.

Minutes of the meeting:- It was decided in the meeting that each teacher had to complete their syllabus for final examination (28/11/2022 onwards). Also it was decided that Problem Solving session for slow learners will be held in classroom/ free period of respective teachers. For advanced learners Group discussion/ seminars will be held for good results.


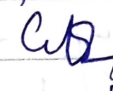

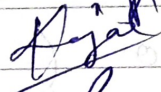
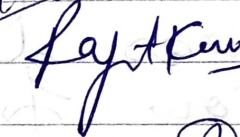
1. Mrs. Simmi Sharma (HOD) 
2. Ms. Gurinder Kaur 
3. Ms. Amandeep Kaur 
4. Ms. Kajal 
5. Ms. Rajwanti Kaur 


Head
PG Department of Mathematics
RR Bawa DAV College for Girls
Batala

15/11/2022

Agenda: - Syllabus Completion Report

MOM: - A meeting regarding Syllabus Completion for Sem I/II/III/IV final exams 28/11/2022 was held. It was ensured that each teacher had completed their syllabus in each class allotted to them.

1. Mrs. Simmi Sharma (HOD) 
2. Mrs. Gurinder Kaur 
3. Ms. Amandeep Kaur 
4. Ms. Kajal 
5. Ms. Rajwant Kaur 


Head
PG Department of Mathematics
RR Bawa DAV College for Girls
Batala

2022-23

EVEN SEMESTER

16/01/2023

Departmental meeting was held on 16/01/2023 (Monday) for Even Sem.

- Agenda :-
1. Allotment of Time Table
 2. work load distribution
 3. Term wise Syllabus
 4. List of Slow and Advanced learners

minutes of the meeting :-

After meeting with all members of the department it was ensured that every teacher had to complete their syllabi within stipulated time. Teachers will follow their Time Table and should be punctual in their lectures. Every teacher had to prepare list of slow and advanced learners of their respective classes for the improvement of students.

1. Mrs. Simmi Sharma (HOD) ✓
2. Mrs. Gunishu Kaur ✓
3. Ms. Amandeep Kaur ✓
4. Ms. Kajal ✓
5. Ms. Rajwanti Kaur ✓

1/3/2023 (Wednesday)

A meeting regarding following agenda was organised on 1/3/2022

- Agenda:—
1. class Tests / quizzes / Assignments
Seminars / group discussions
 2. Celebration of International Mathematics Day (π day 3.14.2023)

Minutes of the meeting:— It was decided that class Test / quizzes etc. will be taken tentatively in the month of April. So every teacher had to complete syllabus for the same. As International (π day) falls in the month of March, different departmental activities will be held on 14/3/2023.

- (i) Mathematical Rayoli Competition
- (ii) Still and writing Mathematical Model competitions

1. Mrs. Simmi Sharma (HOD) ✓
2. Mrs. Guninder Kaur ✓
3. Ms. Amandeep Kaur ✓
- Ms. Kajal ✓
- Ms. Rajwanti Kaur ✓

Head
PG Department of Mathematics
RR Bawa DAV College for Girls
Bawal

18/3/2023 (Saturday)

A meeting regarding following agenda was organised on 18/3/2023

- Agenda :-
1. Completion of full syllabus
 2. Problem Solving sessions for slow learners.
 3. Group discussions and quizzes for advanced learners.
 4. .

Minutes of meetings : It was decided in the meeting that each teacher had to complete their syllabus for final examination (15/04/2023). Also it was decided that problem solving sessions for slow learner will be held in class room free period of respective class & teacher. For advanced learner group discussion / seminars will be held for good results.

1. Mrs. Simmi Sharma (HOD) ✓
2. Mrs. Gaurinder Kaur ✓
3. Ms. Amandeep Kaur ✓
4. Ms. Kajal ✓
5. Ms. Rejwanti Kaur ✓

Head
PG Department of Mathematics
RR Bawa DAV College for Girls
Batala

15/04/2023

Agenda :- Syllabus Completion Report

A meeting regarding Syllabus Completion for Sem I / IV / VI (final) Exams (18/04/23) was held. It was ensured that every teacher had completed their syllabus in each class allotted to them.

1. Ms. Simmi Sharma (HOD) ✓
2. Ms. Gurinder Kaur ✓
3. Ms. Amandeep Kaur ✓
4. Ms. Kajal ✓
5. Ms. Rajwanti Kaur ✓

Head
PG Department of Mathematics
RR Bawa DAV College for Girls
Batala

RR BAWA DAV COLLEGE FOR GIRLS , BATALA

MINUTES OF MEETING (2022-23)

DEPARTMENT OF ECONOMICS

Notice

Departmental meeting

A meeting will be held on 04/08/2022 in department library for the discussion on admissions, workload, timetable and Results 2021-22 in the 8th period.

Dr. Meenakshi Duggal 


Ms. Neha 

Mrs. Mandeep Kaur 

Mrs. Rupali Aggarwal 

Agenda


- Admissions
- Workload
- Time-Table
- Results 2021-22



Head
Department of Psychology
RR Bawa DAV College for Girls
Batala


Minutes of Meeting held on 04-08-2022


A meeting was held on 04/08/2022 in department library for the discussion on admissions, workload, timetable and Results 2021-22 in the 8th period.

Member Present

Dr. Meenakshi Duggal 

Ms. Neha 

Mrs. Mandeep Kaur 

Mrs. Rupali Aggarwal 

Agenda

- Admissions
- Workload
- Time-Table
- Results 2021-22





- ❖ As per the guidelines of University, the admissions continued till Sep 15, 2022
- ❖ The work load and timetable are distributed after the faculty joined on 4/8/2022.
- ❖ The list of Slow and Advance Learners is required to be submitted after the evaluation of results 2021-22, so that work upon the remedial measures for improvement of learners can be initiated.


PG Department of Economics
RR Bawa DAV College for Women
Bathinda

Notice

Departmental meeting

A meeting will be held on 22/09/2022 in department library in the 8th period.

- Dr. (Mrs.) Meenakshi Duggal 
- Ms. Neha 
- Mrs Rupali Aggarwal 
- Mrs Mandeep Kaur 

Agenda




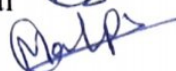
- Legal Aid Week
- Activities by the Departmental Society and clubs
- Mid Semester Exams

 Head
PG Department of Economics
RR Bawa DAV College for Girls
Bathinda

Minutes of Meeting held on 22-09-2022

A meeting was held on 22/09/2022 in department library in the 8th period.

Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Ms. Neha 
- Mrs Rupali Aggarwal 
- Mrs Mandeep Kaur 

Agenda

- Legal Aid Week
- Activities by the Departmental Society and clubs
- Mid Semester Exams


- ❖ The duty chart was prepared for the lecture by district legal advisory council during Legal Aid Week.
- ❖ The students will be given topics to prepare presentations on important topics.
- ❖ The syllabus along with the draft of question papers for mid-term semester exams was also discussed.



Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Notice


Departmental meeting


A meeting will be held on 12/11/2022 in department library for the discussion on exhibition on antique archives and debate and declamation contest on Janjati Gaurave Diwas in 8th period.

Dr. Meenakshi Duggal 

Ms. Neha 


Mrs. Mandeep Kaur 

Mrs. Rupali Aggarwal 

Mrs. Bhawna Kashyap 

Agenda





- Exhibition on Antique Archives
- Debate and Declamation contest on Janjati Gaurav Diwas


Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Minutes of Meeting held on 12-11-2022

A meeting was held on 12/11/2022 in department library for the discussion on exhibition on antique archives and debate and declamation contest on Janjati Gaurave Diwas in 8th period.

Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Mrs. Mandeep Kaur 
- Mrs. Rupali Aggarwal 
- Mrs. Bhawna Kashyap 

Agenda






- Exhibition on Antique Archives
- Debate and Declamation contest on Janjati Gaurav Diwas
 - The Exhibition on Antique Archives was planned to be held on 15/11/2022
 - Debate and Declamation contest on Janjati Gaurav Diwas was also planned and discussed to be organized on 15/11/2022
 - The duty list was discussed for both the activities.


Head
PG Department of Economics
RR Bawa DAV College for Girls
Bathinda

Notice

Departmental meeting

A meeting will be held on 11/01/2023 in department library for the discussion on workload and timetable in the 8th period.

- Dr. Meenakshi Duggal 
- Ms. Neha 
- Mrs. Mandeep Kaur 
- Mrs. Rupali Aggarwal 
- Mrs Bhawna Kashyap 

Agenda




- Workload Even Semester 2022-23
- Time Table Even Semester 2022-23


Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Minutes of Meeting held on 11-1-2023

A meeting was held on 11/01/2023 in department library for the discussion on workload and timetable in the 8th period.

Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Ms. Neha 
- Mrs. Rupali Aggarwal 

Agenda






- Workload Even Semester 2022-23
- Time Table Even Semester 2022-23
- ❖ The work load and timetable are distributed after the faculty joined on 11/1/2023.
- ❖ The list of Slow and Advance Learners is required to be submitted after the evaluation of results 2022-23, so that work upon the remedial measures for improvement of learners can be initiated.
- ❖ A session of course outcomes will be organized in last week of January.
- ❖ The students will also prepare presentations on important topics.


Head
PG Department of Economics
RR Bawa DAV College for Girls
Batala

Notice

Departmental meeting

A meeting will be held on 18/04/2023 in department library regarding the Departmental Audit Report and Remedial Measures in the 8th period.

- Dr. Meenakshi Duggal 
- Ms. Neha 
- Mrs. Rupali Aggarwal 
- Mrs. Mandeep Kaur 
- Mrs Bhawna kashyap 
-

Agenda


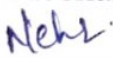



- Departmental Audit Report
- Remedial measures

 Head
PG Department of Economics
RR Bawa DAV College for

Minutes of Meeting held on 18-4-2023

A meeting was held on 18/04/2023 in department library regarding the Departmental Audit Report and Remedial Measures.

Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Ms. Neha 
- Mrs Rupali Aggarwal 
- Mrs Mandeep kaur 
- Mrs Bhawna Kashyap 

Agenda

- Departmental Audit Report
 - Remedial measures
-
- It was discussed and finalized that for Departmental Audit Report (Internal) scanned copy of time table and syllabus as per the workload recorded in the register is to be maintained for record.
 - It was also finalized that syllabus coverage report along with course outcome achieved is mandatory to frame.
 - The remedial measures for improvement of learners were evaluated.
 - The slow learners were given list of important questions to prepare for the reappear exams.
 - The advanced learners were advised to make notes with the help of references given.


Head
PG Department of Economics
RR Bawa DAV College for Girls
B...

RR BAWA DAV COLLEGE FOR GIRLS , BATALA

MINUTES OF MEETING (2022-23)

DEPARTMENT OF MUSIC

Department of Music (2022-23)

Minutes of Meeting held on 18.07.2022

RR BAWA DAV COLLEGE FOR GIRLS, BATALA.

MEMBERS PRESENT

1. UDESH KUMARI
2. DAMANPREET KAUR
3. YOGESH YOGI

Udesh
Damanpreet
Yogesh

AGENDA: - Distribution of time table and syllabus: -

1. Distribution of Time table
2. Discussion of syllabus (Music vocal and instrumental)
3. Discussion about Term wise syllabus
4. Discuss the composition of Raga's according to the IQ level of the students.

[Signature]

Head
Department of Music
RR Bawa DAV College for Girls
Batala

RR BAWA DAV COLLEGE FOR GIRLS BATATA

Department of Music (2022-23)

Minutes of Meeting held on 06-09-2022

MEMBERSPRESENT

1. UDESH KUMARI
2. DAMANPREET KAUR
3. YOGESH YOGI

Udesh Kumari
Damanpreet Kaur
Yogesh Yogi

AGENDA:-

Youth festival, College level functions and Midterm Exam

1. Discussed the items to be presented at the Zonal Youth Festival
2. Discussed items to be presented at the college level functions
3. Discussion done about the Mid Term Exams

[Signature]
Head
Department of Music
RR Bawa DAV College for Girls
Batata

RR BAWA DAV COLLEGE FOR GIRLS BATALA

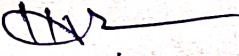
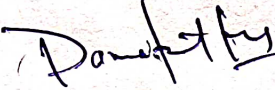
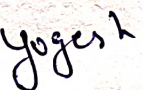
Department of Music (2022-23)

Minutes of Meeting

28/10/2022,


MEMBERS PRESENT

1. UDESH KUMARI
2. DAMANPREET KAUR
3. YOGESH YOGI

AGENDA:- Compilation of syllabus

1. Discussion on the syllabus completed
2. Discussion on slow and fast learners
3. Strategies for the slow learners


Head
Department of Music
RR Bawa DAV College for Girls
Batala

RR BAWA DAV COLLEGE FOR GIRLS BATALA

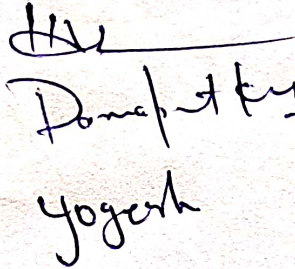
Department of Music (2022-23)

Minutes of Meeting of (Even semester)

23/01/2023

MEMBERS PRESENT

1. UDESH KUMARI
2. DAMANPREET KAUR
3. YOGESH YOGI



AGENDA:- Compilation of syllabus

1. Discussion on the syllabus
2. Distribution of time table
3. Term wise division of syllabus
4. Discussion on slow and advance learners on the basis of last semester



Head
Department of Music
RR Bawa DAV College for Girls
Batala

RR BAWA DAV COLLEGE FOR GIRLS , BATALA

MINUTES OF MEETING (2022-23)

DEPARTMENT OF COMMERCE

Department of Commerce

RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on 15-04-2022

Date: 15 April 2022

Time: 3 PM

The following members were present

- Mrs. Supriya Duggal
- Dr. Hardeep Kaur
- Mr. Vikram Aggarwal
- Ms. Damini
- Ms. Taranjeet Kaur

Supriya
Hardeep
Vikram
Damini
Taranjeet

Agenda

1. Syllabus completion
2. Assignment allocation

Minutes:

1. Teachers were asked to certify that they have completed their syllabus in their respective classes.
2. To give assignment resource material to advanced learners and take oral test, written test of 20 marks of slow learners in order to take remedial measures.

HOD

(Head, Commerce Department)

Department of Commerce
RR Bawa DAV College
Supriya

Department of Commerce

RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on 20-04-2022

Date :20 April 2022

Time: 3 PM

The following members were present

- Mrs. Supriya Duggal *SD*
- Dr. Hardeep Kaur *Dr. Hardeep Kaur*
- Mr. Vikram Aggarwal *Vikram*
- Ms. Damini *Damini*
- Ms. Taranjeet Kaur *Taranjeet*

Agenda

1. Regarding Seminar on Professional Ethics

Minutes:

1. Teachers were asked to make preparations for conducting a Seminar on Professional Ethics in the last week of April 2022.
2. The resource person of the Seminar was finalized from HVM College, Jalandhar

HOD

Head
Department of Commerce
RR Bawa DAV College for Girls
Batala

Department of Commerce

RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on 15-04-2023

Date :15 April 2023

Time: 3 PM

The following members were present

- Mrs. Supriya Duggal *Supriya*
- Dr. Hardeep Kaur *Hardeep*
- Mr. Vikram Aggarwal *Vikram*
- Ms. Damini *Damini*
- Ms. Taranjeet Kaur *Taranjeet*
- Ms. Neha Bathla *Neha*
- Mr. Deepak Khullar *Deepak Khullar*

Agenda

1. Syllabus completion
2. Assignment allocation

Minutes:

1. Teachers were asked to certify that they have completed their syllabus in their respective classes.
2. To give assignment resource material to advanced learners and take oral test, written test of 20 marks of slow learners in order to take remedial measures.

HOD

(Head, Commerce Department)

RR Bawa DAV College for Girls
Batala

Head

Commerce

Department

RR Bawa DAV College for Girls

Batala

Department of Commerce

RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on 10-11-2023

Date : 10 November 2023

Time: 3 PM

The following members were present

- Mrs. Supriya Duggal *Supriya Duggal*
- Dr. Hardeep Kaur *Dr. Hardeep Kaur*
- Ms. Aanchal Aggarwal *Aanchal*
- Ms. Taranjeet Kaur
- Ms. Neha Bathla *Neha Bathla*
- Mr. Deepak Khullar *Deepak Khullar*

Agenda

1. Syllabus completion
2. Assignment allocation

Minutes:

1. Teachers were asked to certify that they have completed their syllabus in their respective classes.
2. To give assignment resource material to advanced learners and take oral test, written test of 20 marks of slow learners in order to take remedial measures.

HOD


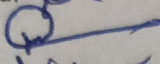
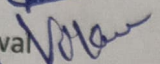
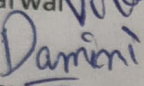

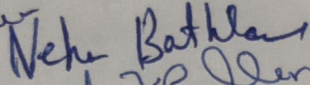
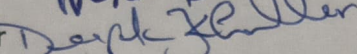
Head
Department of Commerce
RR Bawa DAV College for Girls
Batala

Department of Commerce
RR Bawa DAV College for Girls, Batala
Minutes of Meeting held on 28-02-2023

Date : 28 February 2023

Time: 3 PM

The following members were present

- Mrs. Supriya Duggal 
- Dr. Hardeep Kaur 
- Mr. Vikram Aggarwal 
- Ms. Damini 
- Ms. Taranjeet Kaur 
- Ms. Neha Bathla 
- Mr. Deepak Khullar 

Agenda

1. Regarding Industrial Visit

Minutes:

1. Teachers were asked to conduct an industrial visit to M/s. PS Sandhu Engineering works in order to apprise students about latest technology trends and make up their minds for future jobs
2. The visit will be conducted on 07 March 2023 before commencement of House examinations.

HOD

(Head, Commerce Department)

Department of Commerce
RR Bawa DAV College for Girls
Batala

Department of Commerce

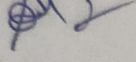
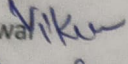
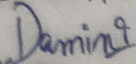

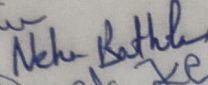
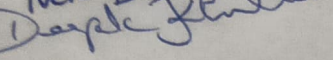
RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on -01-2023

Date :January 2023

Time: 3 PM

The following members were present

- Mrs. Supriya Duggal 
- Dr. Hardeep Kaur
- Mr. Vikram Aggarwal 
- Ms. Damini 
- Ms. Taranjeet Kaur 
- Ms. Neha Bathla 
- Mr. Deepak Khullar 

Minutes:

1. Teachers were asked to prepare for conducting a Trade fair cum Fete in the College premises in order to hone the entrepreneurial skills of the students.
2. The event will be organized in even semester in the first week of February 2023

HOD

(Head, Commerce Department)

Head
Department of Commerce
RR Bawa DAV College for Girls
Batala

Minutes of the meeting

Date :22 February 2023

Time: 3 PM

The following members were present

- Mrs. Supriya Duggal
- Dr. Hardeep Kaur
- Mr. Vikram Aggarwal
- Ms. Damini
- Ms. Taranjeet Kaur
- Ms. Neha Bathla
- Mr. Deepak Khullar

Minutes:

1. Teachers were informed about the conduct of an Experiential Learning Program cum Group Discussion on the theme Budget 2023.
2. The event will be conducted in the classrooms where in the faculty members will interact with the students to inform them about the different aspects of Budget 2023.

HOD

(Head, Commerce Department)

Head
Department of Commerce
RR Bawa DAV College for Girls
Batala