

**RR BAWA DAV COLLEGE FOR GIRLS , BATALA**

**MINUTES OF MEETING (2023-24)**

**DEPARTMENT OF BOTONY**

Department of Botany (2023-24)

RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on 27.07.2023

Members Present

1. Dr. Ritu Goswami Ritu Goswami
2. Mrs. Mandeep Kaur Mandeep Kaur

Agenda

1. Admissions 2023-24
2. Workload 2023-24
3. Time Table 2023-24

1. In tune with the Academic Calendar of the University, the induction classes will start from July 17, 2023.
2. Copy of time table distributed as per the workload and maintained for record.
3. As the syllabus of Semester I is still under consideration by the University as per the Credit System. So the workload will be revised as per the University guidelines.

Ritu Goswami

Head  
Department of Botany  
RR Bawa DAV College for Girls  
Batala

Department of Botany (2023-24)

RR Bawa DAV College for Girls, Batala

Minutes of meeting held on 25.01.2024

Members Present

1. Dr. Ritu Goswami Ritu Goswami
2. Ms. Sonia Sonia

Agenda

1. Workload for Even Semester
2. Preparation of CO-PO attainment sheets 2022-23
3. Preparation of Academic audit 2022-23
4. Working on IMS

- Workload for even semester discussed and prepared time table distributed among the faculty members accordingly.
- Discussion of CO-PO attainment sheets 2022-23
- Discussion of preparation of academic audit 2022-23.
- Discussion on preparation and uploading of the documents on IMS.

Ritu Goswami

Head  
Department of Botany  
RR Bawa DAV College for Girls  
Batala

**RR BAWA DAV COLLEGE FOR GIRLS , BATALA**

**MINUTES OF MEETING (2023-24)**

**DEPARTMENT OF MATHEMATICS**

Odd SEM. 2023-24

14/7/2023

Departmental meeting was held on 14/7/2023 for new session 2023-24

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 syllabus 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. Mrs. Guinder Kaur ✓
3. Ms. Amandeep Kaur ✓
4. Ms. Kajal ✓
5. Ms. Rajwant Kaur ✓

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

14/8/2023

A meeting regarding following agenda was organised on 14/8/2023 (Monday)

Agenda :- 1. Mid Semester Exam Syllabus  
2. class Tests / quizzes / Assignments  
Seminars / Group Discussion

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

Also it was decided that Each Teacher had to complete their Syllabus in time for mid Sem Exam MST'S will be held from 20/10/2023 to 30/10/2023

1. Mrs. Simmi Sharma (HOD) ✓
2. Mrs. Gurinder Kaur ✓
3. Ms. Ananddeep Kaur ✓
4. Ms. Rajal ✓
5. Ms. Rajwanti Kaur ✓

Head

PG Department of Mathematics  
RR Bawa DAV College for Girls  
Batala

11/10/2023

A meeting regarding following agenda was organised on 11/10/2023 (Wednesday)

Agenda 1 :- 80% Syllabus completion for MST (mid Sem. Tests)

2. Assignments and Quizzes

minutes of the meeting :-

It is ensured by the HOD of PG dept. of Mathematics that 80% Syllabus has been completed in all classes of respective teachers of the department for MST's (mid semester Tests). Teachers of the department have maintained record for Assignments and quizzes for all classes.

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

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

25/10/2023 (Wednesday)

A meeting regarding following agenda was organised on 25/10/2023 (Wednesday)

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

Minutes of meeting :- It was decided in the meeting that each teacher had to complete their syllabus for final examination (15/11/2023 Odd Sem I/III/V, Wednesday)






Also it was decided that problem solving session for slow learners will be held in class rooms / free periods of respective class teachers. For advanced learners group discussions / seminars will be held for good results.

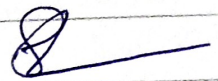
1. Mr. Simmi Sharma (HOD) ✓
2. Mr. Gaurav Kaur ✓
3. Mr. Amandeep Kaur ✓
4. Mr. Rajal ✓
5. Mr. Rajwanti Kaur ✓

7/11/2023 (Tuesday)

Agenda :- Syllabus Completion Report

A meeting regarding syllabus completion for sem I/III/VI final exams 15/11/2023 was held. It was ensured that every teacher had completed their syllabus in each class allotted to them.

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



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

15/01/2024 (Tuesday)

EVEN SEM II | IV | VI

Departmental meeting was held on 16/01/2024 (Tuesday) for even sem 2023-24

- 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 :-

It was ensured in the meeting that every teacher had to complete their syllabi within stipulated time (ANDU calendar). All members will strictly follow their Time Table and be punctual in their classes. List of slow and advanced learners should be prepared by respective class teachers for their improvement.

work load distributed as follows:

- |                      |                                    |                 |
|----------------------|------------------------------------|-----------------|
| 1. Mrs. Simmi Sharma | (a) Statistics and Vector Calculus | B.A/B.Sc Sem IV |
|                      | (b) Linear Algebra                 | B.A/B.Sc Sem II |
|                      | (c) Real Analysis II               | (M.Sc Sem II)   |
|                      | (d) functional II                  | (M.Sc Sem IV)   |

AD

2. Mrs. Gurinder Kaur

- (a) BA/BSC sem IV Solid geometry
- (b) BA/BSC sem II Calculus and diff. Eqs.
- (c) M-sc sem IV Statistics I
- (d) M-sc sem II mechanics II

3. Md. Kajal

Kajal

- (a) BA/BSC sem II Calculus II
- (b) M-sc (sem II) Tensor Analysis
- (c) M-sc sem IV Topology II
- (d) M-sc sem IV Statistics | functional Analy.

4. Md. Rajwant Kaur

- (a) M-sc (Maths) sem II Partial diff. Eqs.
- (b) M-sc sem IV Operations Research

5. Md. Kiran Kiran

- (a) BA/BSC sem VI Numerical Analysis
- (b) M-sc sem II Algebra II (2nd)
- (c) M-sc sem II Algebra (6th part)
- (d) M-sc sem IV Discrete

28/02/2024

(Wednesday)

A meeting regard following agendas was organised on 28/2/2024

Agenda :- 1. class Tests / quizzes / Assigned group discussions / seminars

2. International Mathematics Day  
(11 day 3-14.2024)

Minutes of the meeting :- It was decided that class test / quizzes / Assignments / group dis / Seminars etc. will be taken tentatively in the month of March / April. So every teacher has had to complete syllabus for the same International Mathematics Day falls in the month of March, different departmental activities will be held on 14/3/2024

- (i) Mathematical Rangoli Competition
- (ii) Power Point Presentation
- (iii) Poster Presentation Competition

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

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

23/3/2024

(Saturday)

A meeting regarding following agenda was organised on 23/3/2024

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

Minutes of meeting:- It was decided in the meeting that teachers had to complete their syllabus for final examination (10/4/24). Also it was decided that Problem Solving sessions for slow learners will be held in class room or free periods of respective teacher for advanced learners group discussion class seminars should be organised for excellent results.

1. Mrs. Simmi Sharma (HOD) ✓
2. Ms. Gurinder Kaur ✓
3. Ms. Rajal ✓
4. Ms. Rajwanti Kaur ✓
5. Ms. Rishu Bala ✓

Head

PG Department of Mathematics  
RR Bawa DAV College for Girls


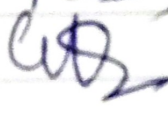
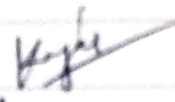
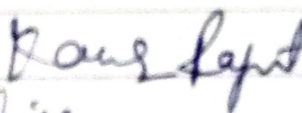
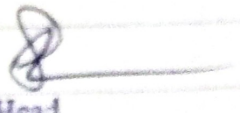
16/04/2024

A meeting regarding following year was organised on 16/4/2024

Agenda:- Syllabus completion Report

A meeting regarding Syllabus completion for semesters II/IV/VI final exams (18/4/2024 Practicals

3/5/2024 Theory) was held. It was ensured that all teachers had completed their syllabus in respective classes allotted to them.

1. Mrs. Simmi Sharma (HOD) 
2. Mrs. Gurish Dair 
3. Ms. Kajal 
4. Ms. Rajwanti Dair 
5. Ms. Khushi Dair 

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

**RR BAWA DAV COLLEGE FOR GIRLS , BATALA**

**MINUTES OF MEETING (2023-24)**

**DEPARTMENT OF MUSIC**

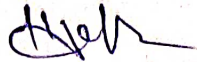
**R.R BAWA DAV COLLEGE FOR GIRLS, BATATA .**  
**Department of Music( 2023-24)**

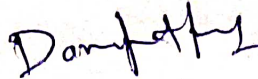
**Minutes of Meeting**

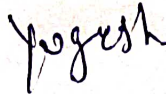
18/07/2023

**MEMBERSPRESENT**

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

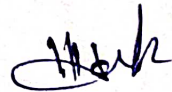






**AGENDA:- Distribution of time table and syllabus:-**

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.



Head  
Department of Music  
RR Bawa DAV College for Girls  
Batala

**RR BAWA DAV COLLEGE FOR GIRLS BATATA**

**Department of Music (2023-24)**

**Minutes of Meeting held on 14-09-2023**

**MEMBERSPRESENT**

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

*Udesh*  
*Damanpreet*  
*Yogesh*

**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  
Batala

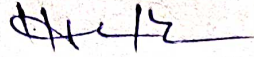
Department of Music (2023-24)

Minutes of Meeting held on 16.01.2024

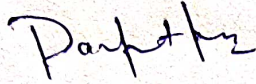
RR BAWA DAV COLLEGE FOR GIRLS, BATALA

MEMBERS PRESENT

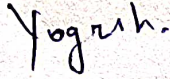
1. UDESH KUMARI



2. DAMANPREET KAUR

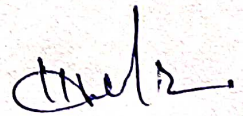


3. YOGESH YOGI



**AGENDA:- Distribution of time table , syllabus and functions.**

1. Distribution of Time table
2. Discussed the syllabus (Music vocal and instrumental)
3. Discussion done about Term wise syllabus
4. Discussed the problems of the slow learners
5. Discussion done for the major function of the college: - Fete, convocation, sports day and fashion show.



Head  
Department of Music  
RR Bawa DAV College for Girls  
Batala

Department of Music (2023-24)

Minutes of Meeting held on 02.04.2024

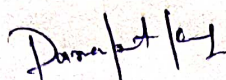
RR BAWA DAV COLLEGE FOR GIRLS, BATALA

MEMBERS PRESENT

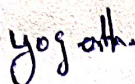
1. UDESH KUMARI



2. DAMANPREET KAUR

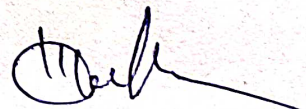


3. YOGESH YOGI



**AGENDA:- Completion of syllabus and Final practicals**

1. Discussed the Completion of All syllabus of Theory and practical
2. Discussed the performance of slow learners
3. Discussion done on the coming final practicals of GNDU
4. Discussed the performance of students during mid-term theory exam



Head  
Department of Music  
RR BAWA DAV College for Girls  
Batala

**RR BAWA DAV COLLEGE FOR GIRLS , BATALA**

**MINUTES OF MEETING (2023-24)**




**DEPARTMENT OF SOCIAL SCIENCES**

# Department of Social Sciences

## Notice


### Departmental meeting

A meeting will be held on 15/01/2024 in department library for the discussion on workload and timetable of even semester in the 8<sup>th</sup> period.

- Dr. Meenakshi Duggal 
- Mrs. Mandeep Kaur 
- Mrs. Rupali Aggarwal 

#### Agenda




- Workload
- Time Table

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

## Minutes of Meeting held on 15-1-2024

A meeting was held on 15/01/2024 in department library for the discussion on workload and timetable of even semester in the 8<sup>th</sup> period.

### Member Present

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

### Agenda

- Workload
- Time Table
  - ❖ The work load and timetable are distributed after the faculty joined on 15/1/2024.
  - ❖ The list of Slow and Advance Learners after the evaluation of results odd semester,2023 to be done 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.



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

# Department of History

## Notice


### Departmental meeting

A meeting will be held on 02/02/24 in the Fine Art Lab regarding the departmental audit report and remedial measures in the 8<sup>th</sup> period .

- Kaur Mrs. Deepti Kanda 
- Mrs. Mandeep 

### Agenda

- Discussion on students formative assessments
- Activities by departmental Society and clubs.

  
Head  
Department of History  
RR Bawa DAV College  
Punjab

## Minutes of Meeting held on 02-02-2024

A meeting was held on 02/02/24 regarding the departmental audit report and remedial measures in the 8<sup>th</sup> period in Fine Art Lab.

- Member Present

- Mrs. Deepti Kanda

- Mrs. Mandeeep Kaur

### Agenda

- Discussion on students formative assessments
- Activities by departmental Society and clubs.

- ❖ Discussed about students formative assessments and decided to take Assignments and quiz.
- ❖ Duty chart was prepared for departmental activities.





  
Head  
Department of History  
RR Bawa DAV College for Girls  
Bathinda

## Department of Social Sciences

### Notice

### Departmental meeting

A meeting will be held on 04/03/2024 in department library for the discussion on Departmental activities and midterm exams in the 8<sup>th</sup> period.

Dr. Meenakshi Duggal   
Mrs. Mandeep Kaur   
Mrs. Pardeep Kaur   
Mrs. Rupali Aggarwal   
Mrs. Bhavna Kshyap

### Agenda





- Departmental activities-
  - YOUTH PARLIAMENT
  - BUDGET SESSION
- Midterm exams

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

## Minutes of Meeting held on 04-03-2024

A meeting will be held on 04/03/2024 in department library for the discussion on Departmental activities and midterm exams in the 8<sup>th</sup> period.

### Member Present

Dr. Meenakshi Duggal   
Mrs. Mandeep Kaur   
Mrs. Pardeep Kaur   
Mrs. Rupali Aggarwal   
Mrs. Bhavna Kshyap

### Agenda

- Departmental activities
  - YOUTH PARLIAMENT
  - BUDGET SESSION
- Midterm exams
  - ❖ The duty chart was prepared for youth parliament.
  - ❖ The syllabus along with the draft of question papers for mid-term semester exams was also discussed.

  
PG Department of Economics  
RR Bawa DAV College for Girls  
Batala

# Department of History

## Notice

### Departmental meeting

A meeting will be held on 04/04/2024 in the Fine Art Lab for the discussion on the topic of syllabus coverage and result 2023-24 in the 8<sup>th</sup> period.

- Kaur Mrs. Deepti Kanda 
- Mrs. Mandeep 
- 

### Agenda



- Result 2023-24(odd sem)
- Syllabus coverage
- External Audit (2021-22, 22-23, 23-24)

  
Head  
Department of History  
RR Bawa DAV College for Girls  
Batala

# Minutes of Meeting held on 04-04-2024

A meeting will be held on 04/04/2024 in the Fine Art Lab for the discussion on the topic of syllabus coverage and result 2023-24 in the 8<sup>th</sup> period.

## Member Present

- Kaur Mrs. Deepti Kanda 
- Mrs. Mandeep 

## Agenda


- Result 2023-24(odd sem)
  - Syllabus coverage
  - External Audit (2021-22, 22-23, 23-24)
- 
- ❖ The list of slow and advance learners is required to submit after the evaluation of results 2023-24 so the work upon the remedial measures for improvement of learners can be initiated.
  - ❖ All the faculties are required to complete the syllabus before the university exams.
  - ❖ The compilation of documents for audit files were discussed for session (2021-22, 22-23, 23-24)


  
Head  
Department of History  
RR Bawa DAV College for Girls  
Batala

## Notice

### Departmental meeting

A meeting will be held on 1/08/2023 in department library for the discussion on the topic of Admission, workload, timetable and results of 2022-23 in the 8<sup>th</sup> period.

Dr. Meenakshi Duggal 

Ms. Neha 

Mrs. Rupali Aggarwal 

#### Agenda

- Admissions
- Workload
- TimeTable
- Results 2022-23

  
Head



PG Department of Economics  
RR Bawa DAV College for Girls

B.

## Minutes of Meeting held on 01-08-2023

A meeting was held on 1/08/2023 in department library for the discussion on the topic of Admission, workload, timetable and results of 2022-23.

### Member Present

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

### Agenda

- Admissions
  - Workload
  - TimeTable
  - Results 2022-23
- 
- ❖ As per the guidelines of University, the admissions continued till Sep 30, 2023
  - ❖ The work load and timetable are distributed after the faculty joined on 1/8/2023.
  - ❖ 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.

  
Head

PG Department of Economics  
RR Bawa DAV College for Girls  
Batala


# Notice

## Departmental meeting

A meeting will be held on 03 /10/2023 in department library for discussion on workload, Time-Table and lecture by legal advisory council in the 8<sup>th</sup> period.


Dr. Meenakshi Duggal 

Mrs. Komal Mahajan 

Mrs. Rupali Aggarwal 

### Agenda




- Legal Aid Week
- Activities by the Departmental Society and clubs

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

## Minutes of Meeting held on 3-10-2023

A meeting was held on 03 /10/2023 in department library for discussion on workload, Time-Table and lecture by legal advisory council in the 8<sup>th</sup> period.

### Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Mrs. Komal Mahajan 
- Mrs. Rupali Aggarwal 

### Agenda

- Legal Aid Week
- Activities by the Departmental Society and clubs
- ❖ The work load and timetable are distributed after the faculty joined on 3/10/2023.
- ❖ The duty chart was prepared for the lecture by district legal advisory council on 8/10/2023.



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

# Notice

## Departmental meeting

A meeting will be held on 1 /12/2023 in department library in the 8<sup>th</sup> period for discussion on workload, Time-Table 2023-24 Even semester

Dr. Meenakshi Duggal 

Mrs. Komal Mahajan 

Mrs. Rupali Aggarwal 

### Agenda

- Creating Vidhwan ID
- Workload Even Semester 2023-24
- Time Table Even Semester 2023-24



Head


PG Department of Economics  
RR Bawa DAV College for Girls

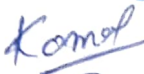
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## Minutes of Meeting held on 1/12/2023

A meeting was held on 1 /12/2023 in department library in the 8<sup>th</sup> period for discussion on workload, Time-Table 2023-24 Even semester

### Member Present

Dr. (Mrs.) Meenakshi Duggal 

Ms. Komal Mahajan 

Mrs. Rupali Aggarwal 

### Agenda

- Creating Vidhwan ID
- Workload Even Semester 2023-24
- Time Table Even Semester 2023-24
  
- All the faculty members created their Vidhwan ID.
- It was resolved that the work load and Time Table is to be prepared for even semester and submitted till Dec 11, 2023.



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

# Notice

## Departmental meeting

A meeting will be held on 24 /11/2023 in department library in the 8<sup>th</sup> period for discussion on workload, Time-Table 2023-24 Even semester

Dr. Meenakshi Duggal 

Mrs. Komal Mahajan 

Mrs. Rupali Aggarwal 

### Agenda


- Preparation of CO PO Attainment sheets 2022-23
- Preparation of Academic Audit 2022-23
- Working on IMS and uploading of the documents

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

## Minutes of Meeting held on 24/11/2023

A meeting was held on 24 /11/2023 in department library in the 8<sup>th</sup> period for discussion on workload, Time-Table 2023-24 Even semester

### Member Present

Dr. (Mrs.) Meenakshi Duggal 

Ms. Komal Mahajan 

Mrs. Rupali Aggarwal 

### Agenda

- Creating Vidhwan ID
- Workload Even Semester 2023-24
- Time Table Even Semester 2023-24
  
- The discussion on preparing of CO-PO Attainment sheets 2022-23.
- The files to be prepared for Academic Audit 2022-23.
- The discussion on preparation of the documents and uploading of the documents on IMS.

  
Head

PG Department of Economics  
RR Bawa DAV College for Girls


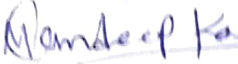

Bathinda

## Department of Social Sciences

### Notice

### Departmental meeting

A meeting will be held on 15/01/2024 in department library for the discussion on workload and timetable of even semester in the 8<sup>th</sup> period.

- Dr. Meenakshi Duggal 
- Mrs. Mandeep Kaur 
- Mrs. Rupali Aggarwal 




### Agenda

- Workload
- Time Table

## Minutes of Meeting held on 15-1-2024

A meeting was held on 15/01/2024 in department library for the discussion on workload and timetable of even semester in the 8<sup>th</sup> period.

### Member Present

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

### Agenda




- Workload
- Time Table
- ❖ The work load and timetable are distributed after the faculty joined on 15/1/2024.
- ❖ The list of Slow and Advance Learners after the evaluation of results odd semester, 2023 to be done 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.

# Department of Political science

## Notice

### Departmental meeting

A meeting will be held on 01/02/24 in department library regarding the departmental audit report and remedial measures in the 8<sup>th</sup> period in department library.

- Dr. Meenakshi Duggal 
- Mrs. Pardeep kaur 
- Mrs. Rupali Aggarwal 



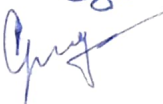
### Agenda

- Discussion on students formative assessments
- Activities by departmental Society and clubs.

## Minutes of Meeting held on 01-02-2024

A meeting was held on 01/02/24 regarding the departmental audit report and remedial measures in the 8<sup>th</sup> period in department library.

### Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Mrs Rupali Aggarwal 
- Mrs. Pardeep kaur 

### Agenda

- Discussion on students formative assessments
  - Activities by departmental Society and clubs.
- 
- Discussed about students FA and decided to take Assignments and quiz.
  - Duty chart was prepared for departmental activities.

# Department of Social Sciences

## Notice

### **Departmental meeting**

A meeting will be held on 04/03/2024 in department library for the discussion on Departmental activities and midterm exams in the 8<sup>th</sup> period.

Dr. Meenakshi Duggal



Mrs. Mandeep Kaur



Mrs. Pardeep Kaur



Mrs. Rupali Aggarwal



Mrs. Bhawna Kshyap



### Agenda

- Departmental activities-
  - YOUTH PARLIAMENT
  - BUDGET SESSION
- Midterm exams


## Minutes of Meeting held on 04-03-2024

A meeting will be held on 04/03/2024 in department library for the discussion on Departmental activities and midterm exams in the 8<sup>th</sup> period.

### Member Present

Dr. Meenakshi Duggal 

Mrs. Mandeep Kaur 

Mrs. Pardeep Kaur 

Mrs. Rupali Aggarwal 

Mrs. Bhayna Kshyap 

### Agenda


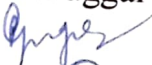

- Departmental activities
  - YOUTH PARLIAMENT
  - BUDGET SESSION
- Midterm exams
  - ❖ The duty chart was prepared for youth parliament.
  - ❖ The syllabus along with the draft of question papers for mid-term semester exams was also discussed.

# Department of Political science

## Notice

### Departmental meeting

A meeting will be held on 01/04/2024 in department library for the discussion on the topic of syllabus coverage and result 2023-24 in the 8<sup>th</sup> period.

- Dr. (Mrs.) Meenakshi Duggal 
- Mrs Pardeep Kaur 
- Mrs Rupali Aggarwal 


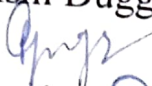

### Agenda

- Result 2023-24 (odd sem)
- Syllabus coverage
- External Audit (2021-22, 22-23, 23-24)

## Minutes of Meeting held on 01-04-2024

A meeting will be held on 01/04/2024 in department library for the discussion on the topic of syllabus coverage and result 2023-24 in the 8<sup>th</sup> period.

### Member Present

- Dr. (Mrs.) Meenakshi Duggal 
- Mrs Pardeep Kaur 
- Mrs Rupali Aggarwal 

### Agenda

- Result 2023-24 (odd sem)
  - Syllabus coverage
  - External Audit (2021-22, 22-23, 23-24)
- 
- ❖ The list of slow and advance learners is required to submit after the evaluation of results 2023-24 so the work upon the remedial measures for improvement of learners can be initiated.
  - ❖ All the faculties are required to complete the syllabus before the university exams.
  - ❖ The compilation of documents for audit files were discussed for session (2021-22, 22-23, 23-24).

Department of Sociology (2023-24)

RR Bawa DAV College for Girls, Batala

Minutes of Meeting held on 08-08-2023

Member Present

1. Mrs. Simranjit Kaur
2. Mrs. Bhawna Kashyap

Agenda

1. To discuss the current workload, time table and syllabus for the session 2023-24.

Action Agreed to be Taken

1. The time table according to the workload was discussed and kept for record.
2. It was noticed that new credit based system has been introduced by the University in the syllabus for the session 2023-24 so it was discussed and decided that the department will adopt the same and work accordingly.



Head

Department of Sociology  
RR Bawa DAV College for Girls  
Batala

Department of Sociology (2023-24)  
RR Bawa DAV College for Girls, Batala  
Minutes of Meeting held on 04-10-2023

Member Present

1. Mrs. Simranjit Kaur
2. Mrs. Bhawna Kashyap

Agenda

1. To discuss the coverage of syllabus and preparation of question paper according to university pattern for the session 2023-24.

Action Agreed to be Taken

1. The discussion related to syllabus has been done.
2. The university pattern for framing the question paper has been discussed and it has been decided that the setting of question papers will be done accordingly for mid- semester house exam to be held in October, 2023 in the college campus.



Head

Department of Sociology  
RR Bawa DAV College for Girls  
Batala

# RR Bawa DAV College for Girls, Batala

## Department of Sociology

### Departmental meetings

#### Minutes of Meeting held on 01/11/2023

#### Member Present

Mrs. Simranjit Kaur

Mrs. Bhawna Kashyap

#### Agenda

- Creating Vidhwan ID
- Workload Even Semester
- All the faculty members have created their Vidhwan ID
- The work load is to be prepared for even semester and submitted till Dec 11, 2023. So the forms filled, signed and stamped.



Head

Department of Sociology  
RR Bawa DAV College for Girls  
Batala

**RR Bawa DAV College for Girls, Batala**

**Department of Sociology**

**Departmental meetings**

**Minutes of Meeting held on 06/11/2023**

**Member**

Mrs. Simranjit Kaur

Mrs. Bhawna Kashyap

**Agenda**

- Preparation of CO PO Attainment sheets 2022-23
- Preparation of Academic Audit 2022-23
- Working on IMS and uploading of the documents
  
- The discussion on preparing of CO-PO Attainment sheets 2022-23
- The files to be prepared for Academic Audit 2022-23
- The discussion on preparation of the documents and uploading of the documents on IMS



Head

Department of Sociology  
RR Bawa DAV College for Girls  
Batala