

Convenor

Dr Bindu Kohli

Monitoring Committee

2019 - 2021

29-

The Monitoring Committee members met for regular meeting to decide the modalities the IA (marks) of odd semester IIIrd & IVth on 29th September, 2020 at 12 noon at Com Room. The following members were present

- 1) Dr Bindu Kohli (Convenor) Signature
- 2) Dr Anuana Jain Anuana
- 3) Dr Bindia Trivedi Trivedi
- 4) Dr Priyambada Pattn' Ppatn'
- 5) Dr Anarisha Banerjee Banerjee
- 6) Miss Shivani Saxena Shivani
- 7) Miss Preeti Kumar (HOD) Preeti 29/9/2020

Recommendations of the monitoring Committee

Due to pandemic, Internal Assessment marks will be decided on 20 marks. Therefore, teachers may take one test/assignment/presentation of 20 marks or two assignment of 10 marks each which is convenient for teachers and students.

The attendance marks (5) of students will be decided after receiving the guidelines from the University of Delhi. For attendance university guidelines will be followed.

Ppatn' (Priyambada Pattn')
Banerjee (Dr. Anarisha Banerjee)
Trivedi (Dr Bindia Trivedi)

Shivani Saxena (Shivani)
Preeti Kumar (HOD) (Preeti)

DATE

A meeting of the Monitoring Committee held on 16-12-19 at 10.30 in Principal Room.

Following members were present:

1. Dr Bindu Kohli (Convener)
2. Dr Bindia Trivedi
3. Ms. Pooja Kumari (HDE)
4. Dr. Ananya Banerjee
5. Shweta Saxena
6. Dr Priyambada Patra
7. Dr Vandana Bansal

4

We signed in the T/A sheets and copy of the result. We also decided the modalities for the next semester. We have given instructions to Admin staff to ascertain the monthly attendance filled by the teaching staff. Instructions were given to admin to maintain a list of students who have ^{at least} 40% of the attendance.

Chitra
16/12/19

ppah
16/12/19

Shweta
→

Vandana
16/12/19

DATE _____

A meeting of the monitoring Committee held on Tuesday 5th Nov 2019 in the Principal's Office. Following members were present

1. Dr Bindu Kalia B.Kalia
2. Dr Bindu Tripathi B.Tripathi
3. Dr Anvisha Banerjee Anvisha 5/11/19
4. Ms Pooja Kumari
5. Dr Priyanka Patra ppatra
6. ~~Dr Chhavi~~ Shrivani Saxena Shr
7. Dr Mahli Sangal
8. Dr Anur Jaiswal (Invited)
9. Dr Vandana Bhatia V.Bhatia

Dr Bindu Kalia is unanimously appointed as Convener of monitoring committee.

The Monitoring Committee was apprised of the need to have systematic processes for

Attendance, IA - Assignments & Tests.

24/5/19
05/11/2019

B.Kalia
5/11/19

Anvisha
5/11/19

B.Tripathi
5/11/19

ppatra

Attendance Rules

Attendance Rules

In order to be eligible to appear for the University examination, every student has to attend a minimum of 2/3rd of the total number of lectures, tutorials/ceptorials/practicals as the case may be, held in the college in all subjects, for each academic year. (Refer University Ordinance VII-2A(ii)) Attendance is given 5% weightage in Internal Assessment marks. Parents/Guardians are requested to meet the respective teachers periodically to know the progress of their wards, particularly with regard to regularity in attending classes.

When a student is required to represent the college in competitive games, athletics, cultural activities, debates, etc. sponsored by the college, she must submit the requisite forms, so that her absence from class is accounted for. well in advance

Exemption from attendance for other reasons may be granted as per norms only in extraordinary circumstances, and only when permitted by the monitoring committee in consultation with the Principal in writing. Such permission must be obtained well in advance.

Application for leave of absence due to sickness/hospitalization must be supported by a Medical and Fitness Certificate from a recognized Medical Practitioner, who should reach the Principal within a week of rejoining the college upon the expiry of leave. Medical and fitness Certificates received thereafter shall not be entertained.

The required conditions shall not be deemed to have been satisfied in respect of the following degrees unless the candidate has attended not less than two-thirds of lectures and practicals separately, delivered in her College or the University, as the case may be, for the course of study in each academic year:

The Principal and Monitoring Committee of the College shall have power to strike off the name of a student who is grossly irregular in attendance despite of warning or when the absence of the student is for such a long period that she cannot put in requisite percentage of attendance.

Convener

Monitoring Committee

[Signature]
16/5/18

[Signature]
16-5-18

[Signature]
16/5/18

[Signature]
16/5/18

[Signature]
16/5/18

[Signature]
16/5/18

DATE

A meeting of monitoring committee was held ~~at~~ on 2/5/18 at 11 a.m. in the committee room. Following members were present:-

1. Dr Asha Tiwari ~~Member~~ ^{2/5/18}
2. Dr Vandana Bansal Vandana
3. Ms Nishtha Bhushan
4. Dr Bindu Kohli

minutes of the meeting.

1. Students of 1st year and 2nd year having attendance less than 20% were ~~for~~ allowed to be given admit cards on the basis of their Undertaking of fulfilling minimum ~~75%~~ ^{75% - 90%} depending on record of ^(previous five) their attendance of 1st year / 2nd year.
2. Students of final year were also given admit cards. It was decided that from next year onwards, all the students will be given pre-notice to complete their attendance, also ^{all students} ~~even~~ including final year students would be de-barred from appearing in exams.

Member
2/5/18

Vandana
2/5/18

Nishtha
2/5/18

DATE

A meeting of monitoring committee was held at 11.00 a.m. in the committee room. Following members were present

Dr. Ashu Tiwari ~~President~~ ^{Secretary}

Dr. Vandana Banzal

Ms. Nishtha Bhusan.

Ms. Ake Devi

Vandana

Minutes of the meeting.

It was decided to

1. ~~to~~ ~~Admit~~ Admit Card may be given to all the year students whose attendance lies between 30% - 40% ^{for a} [more than 30 but less than 40%].
valid reason.

DATE

A meeting of Monitoring Committee was held on 20th April, 2018 at 12:00 am in the principal room. The following members were present:

Members

1. DR. Vandana Bansal
2. Nishtha Bhoothan
3. DR. Anshi Zameen
4. DR. Rindia
5. DR. Bindu Kohli

The Committee recommended:

1. The attendance of Jan, Feb & March should be feed by the teachers latest till Monday.
2. Final year students having attendance less than 66% but more than 40% may be allowed to take examination.
3. First year & Second year students having attendance 66% but more than 40% may be allowed to take exams to filling up an undertaking to make up the deficiency in the next semester.
4. Those securing below 40% attendance will present their case before the Committee for consideration on Tuesday, 1 May 2018, from 9:30 am

Members
20/04/18

DATE

A meeting of monitoring committee was held at 12 noon in the staff study room. Following members were present.

Dr. Asha Tiwari

Dr. Bindu Kohli

Dr. Anshu Zareen

Ms. Nishtha Bhushan

Dr. Bindia

Alka Devi

Minutes of the Meeting

1. Reminder mail to all faculty members should be sent again to feed marks and ~~is~~ attendance (Internal Assessment) till 18th Nov 2017.
2. A warning letter for short attendance will be issued to those students whose attendance is below 66% by ~~the~~ Principal office.

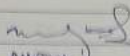
Done

Alka Devi

President

DATE _____

A meeting of Monitoring Committee was held on 21st Oct 2017, in Principal's Office at 1.15 PM. The following members were present.

Dr Meekhi Sanyal	
as Attn. Secy	Attn. Secy
Dr Bindu Trivedi	
as Preside.	Preside

Minutes of the meeting

It was decided to co-opt Dr Asha Tiwari, Dr Bindu Kohli, & Ms Nishtha Bhushan, Dr Archi Zarekar as members of monitoring Committee. It was decided that Dr Asha Tiwari would be the convenor of the Committee.


01/11/2017

DATE

A meeting of the Monitoring Committee was held on 26th April, 2017 at 11.30 am in the Committee Room. The following members

P. P. Singh
26/4/17

A. Singh
26-4-17

Anurag

S. K. Singh
26/4/17

Chhaya

Monika Singh

Nishtha

1. The committee decided that final year students having attendance less than 66% but more than 40% may be allowed to take examination.
2. First year and second year students having attendance less than 66% but more than 40% may be allowed to take exams subject to filling up an undertaking to make up the deficiency in the next semester.
3. Those securing below 40% attendance will present their case before the Committee for consideration on Tuesday, 2nd May, 2017, from 9.30 am

P. P. Singh
26/4/17

A. Singh
26-4-17

S. K. Singh
26/4/17

Anurag
26-4-17

Monika Singh

Nishtha

Chhaya

DATE

A meeting of the Monitoring Committee was held on 7th April, 2017 at 11.30 am in the Staff Room.

Agenda: To decide date for feeding of assessment of assignment and tests.

The following members were present.

Sitha
A. J. K.
Monika K.

Anupita
Alfon
Nishitha

The committee decided to fix up 30th April, 2017 as the last day to feed the internal assessment (Assignment Tests & Attendance) so that the necessary process can be started if at the earliest.

Nishitha

Alfon
Monika K.
Sitha

Anupita

A. J. K.

7/4/17

DATE

A meeting of the Monitoring Committee was held on 16th December, 2016 at 11 am in the Committee to make arrangements for sending the Internal Assessment to the University. The following members were present.

Nishtha Bhushan

Nishtha

Indulika

Angita
Shreya

ppsh: 16.12.16 for Payambacke psh:

monika Anze

Alp

DATE

wherein the Internal Assessment be directly linked to university portal.

5. In case, any teacher fails to feed the Internal Assessment on time, he/she would be solely responsible for any queries or discrepancies and the data affected due to the delay on his/her part ~~with~~ in consultation with the Monitoring Committee.

Anurjit
Prash
Monitoring

Nishtha
S. San
Johly

DATE _____

A meeting of Monitoring Committee was held on 23rd May, 2016 at 1:15 PM. The following members were present.

Dr. Pankaj Kati
Monika Anja
Nishtha Bhushan
Anurajita Kladhwa
Dr. Anupama Mahajan
Dr. Priyanka Patel
Dr. Sandhya Jain

Pankaj
Monika Anja
Nishtha
Anurajita
Anupama
Priyanka
Sandhya

Internal Assessment work was completed.

The following recommendations were made by the

1. The committee suggested that the signing of Internal Assessment sheets by the students, countersigned by the respective individual subject teachers should be done away with and instead the students should be made to sign the ~~only~~ consolidated Internal Assessment Sheet, that is finally sent to the university, as usual.
2. The students should be advised to check their marks on the college website within the stipulated period of time and get the changes done (if any) before signing university Internal Assessment Sheets.
3. The committee also proposed that M&RM should depute technical personnel on regular basis to streamline and expedite internal assessment process as required by the university especially during the semester end when the assessment has to be fed in the computers.
4. M&RM should also be directed to devise a software

DATE _____

An emergency meeting of Monitoring Committee was held at 12.45 pm on 7th May, 2016. The committee recommended:

1. Medical should be submitted by the students absentering from college not at the end of semester but as soon as she rejoins college after illness.
2. A reasonable fine should be imposed for all the ~~starting~~ students securing less than 66.67% attendance.
3. Fine money should be directed towards free-waiver scheme.
4. Administration should acknowledge the medical documents provided by the students and issue receipts.
5. Society Presidents should be particular about giving attendance to all the students.
6. Only medical certificates issued by certified Medical Practitioners would be considered.

Sandhya

Chitup
Bodabala

Monika
Asha

ppatu
Anurajit

Shilpa

closes for mid-semester break.

5. Attendance for extra-curricular activities should be filled before 15th April in odd semester and 30th October in even semester.
6. Database of students short of attendance should be provided.

* One student of BA (Prog.), Sem IV, came on 6th May 2016 at 1.30 pm for the first time. She was in a hurry to attend the coaching classes. She left abruptly without presenting her case before the committee.

His letter

behdks daugito AKA ppch only in

DATE _____

A meeting of Monitoring Committee was held on 6th May, 2016 at 12.45 pm. The following members were present.

Bhadurkar

Anurag

P. P. Patil

A. H. W.

Anurag P. P. Patil A. H. W.
on zero percent

It was decided that the students having ~~less than 40%~~ attendance should not be given admit cards. Dr. Sandhya Jain gave her consent on this decision telephonically.

Bhadurkar

Anurag

P. P. Patil

A. H. W.

Recommendations for future

1. Extra technical assistance by MRM (3-4 people) at the time of feeding of attendance.
2. Extra infrastructure during the period of feeding of attendance preferably Library Computer Systems should be put to use during this period.
3. Feeding of attendance should be allowed from 9 am to 5 pm and also on Saturdays and Sundays.
4. Warning letters should be sent to parents of students with attendance below 40%, after first term, before the college