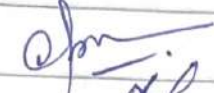



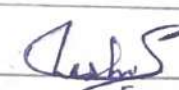


Minutes of Home Science Dept. meeting  
held on 19/5/2017 at 12.30pm in FT lab.

- Agenda:
- (i) Sub combinations.
  - (ii) Academic Year Planning.

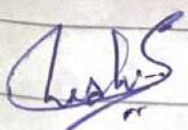
Members Present:

- (i) Dr. Upasna Seth 
- (ii) Dr. Seelkha Jain 
- (iii) Dr. Poojyam Labra 
- (iv) Dr. Reema Lamba 
- (v) Ms. Upasana Gaggat
- (vi) Ms. Shesha Prabha 

Minutes:

(i) Same combinations will be followed for all disciplines of Home Science. Attempt would be made to have equal no. of students in each combination for smooth conduction of practicals.

(ii) Academic calendar was discussed and the ~~see~~ final draft is attached here with (overleaf).










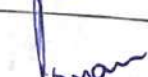
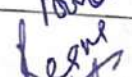

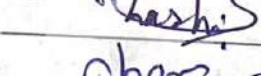



Minutes of Home Science Dept. meeting held on  
31/07/17 at 12:30 pm in FT Lab

- Agenda:
- (i) Appointment of Adhocs.
  - (ii) Generic Elective subjects of Home Science
  - (iii) Reporting of admission in various disciplines of H.Sc.
  - (iv) Charge handing over to Dr. Lakra
  - (v) Reporting of communication done with principal

#### Members Present

- (i) Dr. Upasna Seth
- (ii) Dr. Poonam Lakra
- (iii) Dr. Reema Lamba
- (iv) Dr. Sadhana Jain
- (v) Ms. Shashi Prabha
- (vi) Ms. Upasoma Guggat

#### Minutes :-

- (i) HDAE discipline has workload of 35 lectures and tutorial without any G.E and SEC only one SEC. As Dr. Sadhana Jain is proceeding on CCL the principal has verbally conveyed that only one (1) adhoc shall be appointed in HDAE discipline of Home Science. Therefore it was decided that HDAE discipline shall not offer G.E for this session and only one SEC for Semester VI shall be offered.



(ii) NHE discipline has workload of 36 lectures or SEC. The principal has conveyed that no additional faculty shall be provided to them. Therefore it was decided that NHE discipline of Home Science shall not offer any SEC or Gr.E for this academic session.

(iii) FT discipline has workload of 40 classes without Gr.E. As Dr. Upasna Seth is proceeding on CCL. The principal has verbally conveyed that only one Aethoc shall be appointed in FT discipline of Home Science. Therefore it was decided that FT discipline shall not offer Gr.E for this academic session but shall offer SEC in Semester III and IV.

(iv) Number of Admissions in various disciplines of Home Science

- ↳ NHE - 40
- ↳ HDPE - 38
- ↳ FT - 26

(v) The TIC reported that for Aethoc appointments in the Dept. principal was verbally requested several times and write mail letters dated 7/June/17, 15/June/17 and 28/July/2017. The dept. welcomed Ms. Upasana Bagyat (FT) and Ms. Shashi Purbha (NHE) as continued Aethoc appointments in this academic session.

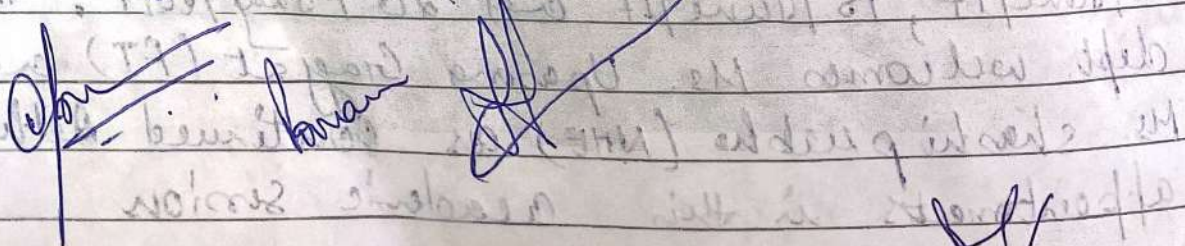


(vi) The TIC reported that a letter of request dated 31/July/2017 has been written to the principal requesting to specify the specialization (Foods & Nutrition) for the PBE post advertised for Home Science Dept.

(vii) The TIC reported that an orientation programme for Home Science students was organised on 26/July/2017. A plate (at the @ 300/-) was presented to the principal as a token of regard, expense for which was shared by the faculty members of Home Science (@ 50/-).

(viii) It was reported that Dr. Upasna Seth and Dr. Saehar Jain shall be proceeding on CCL for this academic session, hence Home Science Dept. TIC shall be Dr. Poonam Lakra and incharge of HDPB shall be Dr. Ruma Lamba, that of FTI shall be Ms. Upasna Gogoi.

The meeting ended in a cordial manner with register hand over to Dr. Poonam Lakra





Meeting of HSc Dept held on 22nd Aug'17.

Agenda:-

- 1) RUSA Information : SWOT Analysis.
- 2) Result Analysis
- 3) Academic Calendar.
- 4) Adhoc Appointments

Members Present:-

- ① Dr. Reema Lamba
- ② Dr. Shikha
- ③ Ms. Shashi Babbar
- ④ Ms. Upasana Garg

Res.  
22/8/17  
22/08/2017

Minutes:-

- 1) RUSA :- New performance given by RUSA committee. Main issues discussed in details were:-  
SWOT Analysis  
Project  
Lab upgradation.  
All disciplines of Home Science dept. will mail their content by Thursday, same has to be consolidated and should be submitted to RUSA committee by Friday.
- 2) Result Analysis :- Result Analysis for Academic session Jan-May 2017 (Sem. 2, 6 & 6) has been started. which has to be completed in weeks time.



2) Academic calendar!

HDFE discipline has performed two activities in this month.

a) Celebrated "Breast feeding promotion week" they held a slogan writing and pamphlet making competition. HDFE students actively participated in both competitions.

b) Educational trip is being organised for prayers, for in depth case studies of children in need of care and protection.

### Adhoc Appointments

Two vacancies were advertised in Home Science Deptt, one each in FT and HDFE. Where in HDFE Deptt. Dr. Sikha was appointed in place of Dr. Sadhna Jain. She was given warm welcome by the deptt.

In FT Deptt. Ms. Vandita was selected but she expressed inability to join. Her refusal letter was asked, for post to readvertised.

~~Prasa~~

~~Shikha~~

~~Chand~~

~~Keena~~



18/5/2018

Meeting of H.Sc Dept. on 18/5/2018

Members Present

Dr. Sadhna Jain

Dr. Upasna Seth

Dr. Pooanam Lakra

Dr. Reema Lamba

Ms. Upasana Gaggat

Ms. Shashi Prabha

OP  
18/5/2018

Reema  
18/5/18

OP

18/5

Agenda: (i) Reporting of workload  
2018-19 (odd sem)

(ii) Handing over of charge.

Minutes:

1. Workload was reported of all the disciplines of H.Sc and it was passed unanimously.

2. Charge hand over to Dr. Sadhna Jain.

OP  
18/5/2018

Reema  
18/5/2018

OP

OP

Reema  
18/5/18



Minutes of the Home Science Department meeting

Held on 31/07/2018 at 11:30 am in HDFE Lab (Room No -

Agenda:-

- (1) Discussion for fee hike
- (2) formation of Academic Calendar
- (3) Planning for silver jubilee activities
- (4) scheduling upcoming meeting timings

Members Present:

- ① Dr. Upasoma Sethi
- ② Dr. Sachina Jain HV
- ③ Dr. Poonam Lakra poona
- ④ Dr. Reema Lamba Reema
- ⑤ Ms. Upasana Gajjar Upasana
- ⑥ Ms. Shashi Prabha Shashi

(1) Discussion for fee hike

a) HDFE<sup>NHE</sup> discipline want to review their funds

then they decide about fee revision onward 2019 January.



~~NHE discipline Don't want to hike fees.~~

d) Food Technology discipline want to raise the fee. For this they will be submitting the reason why they want fee hike. The fee will be hike 2019 onwards

## (2) Formation of Academic Calendar

Formation of Academic Calendar of individual discipline and submit to Dr. Sashna Jain in hard copy as well as in soft copy.

## (3) Silver jubilee Activities.

Plan a silver jubilee Activities by different disciplines with proposed budget and submit to TIC Home Science Dr. Sashna Jain in hard copy as well as soft copy.

(4) Scheduling upromy meeting timings  
With suggestion from all members its ~~has to be~~ decided that upromy meetings ~~and~~ ~~only~~ ~~to~~ scheduled to be



12:45 or after 3:00 pm to avoid any disturbance to  
classes.

Poonam

Keerav

Opasa

Chashi



Meeting of Department of Home Science  
Principal Madam held on 13.08.18

Members Present

Dr Manita Sharma Mahtab

Dr Sadhna Jain

Dr Reema Lankar

Dr Poojam Lakha

Dr Upasana Seth

Minutes of the meeting

One (1) guest lecturer will be from  
Home Sc department.

Guest lecturer will take 4 classes  
Core paper of sem I & 2 classes of  
HAFE.

SEC of sem V of HAFE will be open  
SEC of FT & NHE will <sup>not</sup> be opened  
Semester (July '18 - July/December '18)

Meeting ended with vote of thanks

AO | Convenor  
Workload  
Committee | Conv


Manita  
13/08/2018



Minutes of H-Sc meeting held on 23-1-19  
Re Minutes Sharma regarding appointment  
guest lecturer

### Members present

Dr. Mantra Sharma (Principal)

Dr. Sankhu Jain (TIC, H-Sc) 

Dr. Upasra Seth

Dr. Poonam Lakra Poonam

Dr. Renuka Lamba

Ms. Upasana Gogoi

Ms. Shashi Prabha

Ms. Elza

### Minutes

- Guest lectures in FT will be appointed to take SEC (Economics) classes due to non opening of SEC (Economics)
- SEC (NHE) case will be renewed later.
- Under special circumstances there will be one practical group of Sem VI (HDFE) which will be taken by Ms. Elza along with its theory part to complete her workload of six periods of guest lecturership.
- Meeting ended with vote of thanks.



minutes of Home Science dept meeting held on 20-08-2019 in NHE lab.

Agenda: Academic calendar for session 2019-2020

Members Present:

1. Dr. Pooam Lakra
2. Dr. Sadhna Jain
3. Dr. Reema Lamba
4. Ms. Shashi Prabha

Minutes:

1. Workload submitted by all discipline incharges was reported in the meeting.
2. Academic calendar of each discipline was submitted.



Minutes of the Home Science department meeting held on 16-12-2019 at 12:30 p

Agenda :-

- (i) Academic calendar discussion
- (ii) Powerpoint presentation for NAAC
- (iii) Any other matter

Members Present:

1. Dr Upasna Seth
  2. Dr Sadhna Jain
  3. Dr Poonam Lakra
  4. Dr Reema Lamba
  5. Ms Shashi Prabha
- ~~16/12/19~~ Poonam  
16/12/2019  
Reema 16/12/2019  
16/12/2019

Minutes:

1. HDFE decided to go with the already submitted academic calendar as per the proposed annual budget 2019-20.

2) FT and NHE could not do the academic activities scheduled in the last semester due to lack of staff and excess academic workload. Therefore both the disciplines proposed the following events in the upcoming session.

(i) Cake decoration workshop (2<sup>nd</sup> and 3<sup>rd</sup> week of Jan).

(ii) FSS certification of workshops for



final year [NHE, FT and other interested disciplines] in 3<sup>rd</sup> and 4<sup>th</sup> week of Jan.

(iii) special lecture by experts in food safety / eat right / S.D.G.

(iv) Awareness for entrepreneurship / career counselling workshop.


3) It was <sup>it</sup> unanimously decided that each discipline of Home Science shall prepare their own ppt for NAAC emphasizing following:-

- objectives of discipline
- Course outcome

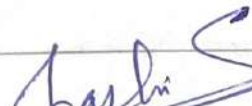
- Events / activities conducted in last 5 years

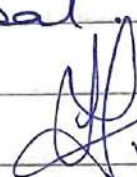
4) All discipline should maintain the requisite files. Result analysis & data to be updated semester wise.

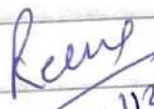
5) It is reported that NHE & FT labs have given the proposed layout for the reconstruction of labs. Also pictures of 21C labs for reference has been shared by with the principal.

  
16/12/2019

Pran

  
16/12/2019

  
16-12-19

  
16/12/2019



## Minutes of Home Science Department Meeting held on 10th August 2020

**Agenda: Online mode of teaching, Time table discussions and Reporting of workload for 2020-21.**

### Members Present

Dr Reema Lamba

Dr Poonam Lakra

Dr Upasna Seth

Dr Sadhna Jain

Ms. Shashi Prabha

### Points discussed

- The college has started teaching via on- online mode, the faculty should have official college e- mail id and the teaching should be held preferably using this id.
- The mail received regarding the time table was already forwarded to the faculty. This semester the odd semester previous year time table of 2019-20 is being followed. Changes in the time table if any after the admissions for semester it would be discussed as it starts.
- The faculty would add their off days and mail it to college with a copy to the In-charge.
- The introductory classes for students are being held as per time schedule allocated in the time table.
- The department of HDFE and NHE discussed the alternative methods for conduct of practical's online. Dr Upasna Seth however felt that the Food Technology practicals are based on hand skill development involving bakery. The college may suggest the feasibility of conducting these practical through online mode.
- Teachers will be performing examination duties:
  - Dr. Upasna Seth: 13<sup>th</sup> August 2020
  - Dr. Sadhna Jain: 13<sup>th</sup> August 2020 and 16<sup>th</sup> August 2020
  - Dr. Poonam Lakra: 21<sup>st</sup> August 2020 and 23<sup>rd</sup> August 2020
  - Dr. Reema Lamba: 23<sup>rd</sup> August 2020
  - Ms. Shashi Prabha: 13<sup>th</sup> August 2020 and 22<sup>nd</sup> August 2020

### Reporting Matter




Workloads of the HDFE, Ft and NHE disciplines have been submitted as forwarded by the discipline in-charges.



Minutes of Home Science dept. meeting held on 15<sup>th</sup> Dec. 2020.

Agenda : i) Examination  
ii) Workload

Members Present :

Dr. Upasna Seth        
Dr. Sadhona Jain  
Dr. Pooam Lakra        
Dr. Reema Lamba        
Ms. Shashi Prabha

Minutes of the meeting :

- 1) TIC reported that an orientation for OBE examination by the examination committee members was organised on 4<sup>th</sup> Dec. 2020 for all the disciplines at 10:45 am for FT, 11:30 am NHE and 1:00 pm for HDPE.
- 2) The internal assessment of all the disciplines of Home Sc. has been submitted on time.
- 3) The TIC also informed that the teacher database should be updated at the earliest.
- 4) Dr. Seth requested to provide the data of students who have taken admission in respective disciplines after orientation.
- 5) Workload of Home Sc. dept. remains same with requirement of an adhoc lecturer in FT discipline as the partial teaching is been done for all the 3 years, because Dr. Upasna Seth being the only teaching faculty in FT discipline.



**Minutes of Home Science Department Meeting held on 16th July 2020 At 11:00 AM.**

**Agenda: OBE exams and modalities related to it.**

*Workload for odd semester 2020.*

**Members Present**

Dr. Reema Lamba *Reema*

Dr. Poonam Lakra *Poonam*

Dr. Upasna Seth *Upasna*

Dr. Sadhna Jain

Ms. Shashi Prabha

**Points discussed**

1. Notice received on 15<sup>th</sup> July that OBE to begin for final year students.
2. The workload of odd semester to be sent to the college It was discussed that
  - i. FT discipline requires an Ad-hoc as the present workload of basic core and elective papers is of 36 classes and only one associate professor is there.
  - ii. No SEC or GE can be opened due to lack of teaching faculty for NHE, FT or HDFE.
  - iii. Extra workload in HDFE Dept. to be shared by the teachers.

**Reporting Matter:** HDFE discipline had a webinar on 4<sup>th</sup> May 2020 at 10:30 am entitled "Developing coping skills of our students amidst Covid-19". Dr. Rekha Sapra, acting principal, Bharti College was the key note speaker. E-Certificate was given to all the participants.



**Minutes of Home Science Department Meeting held on 16th July 2020 At 11:00 AM.**

**Agenda: OBE exams and modalities related to it.**

*Workload for odd semester 2020.*

**Members Present**

Dr. Reema Lamba *Reema*

Dr. Poonam Lakra *Poonam*

Dr. Upasna Seth *Upasna*

Dr. Sadhna Jain

Ms. Shashi Prabha

**Points discussed**

1. Notice received on 15<sup>th</sup> July that OBE to begin for final year students.
2. The workload of odd semester to be sent to the college It was discussed that
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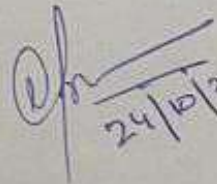
## NOTICE

A meeting of Home Science department is scheduled on 27<sup>th</sup> October at 11:00 am in Food Technology lab.

### Agenda:

1. Mid Semester Exam and Internal Assessment.
2. Admission 2021
3. Reporting of National Nutrition Month celebration on Oct 1<sup>st</sup> 2021.

All are requested to attend the same.




  
24/10/2021.



Minutes of Home Science dept. meeting held on 9<sup>th</sup> October 2020.

Agenda : Admissions.

Members present :

Dr. Upasna Selth   
Dr. Sadhana Jain  
Dr. Poonam Lakra   
Dr. Reema Lamba   
Ms. Shashi Prabha

Minutes of the meeting


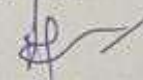
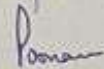

- 1) The combination offered with FT and NHE remains same i.e.  
FT : Eco & Geography  
NHE : Sociology and Hindi  
HDFE : Pol Science and Education
- 2) The TIC informed that education discipline is reintroduced in this academic session, thus HDFE will be offering it as one combination.
- 3) The TIC informed (9<sup>th</sup> Oct.) that the disciplines need to discuss with their co-subject combination teachers and send the cutoff (msg. whatsapp) everytime. The status will be shared on Friday and the disciplines shall confirm by every Saturday at 1:00 pm.
- 4) The cutoff to be mailed at admission 2020 @ aditi.du.ac.in



Minutes of Home Science Dept. meeting held on 17<sup>th</sup> Sept. 2020

- Agenda:
- 1) Academic Calendar
  - 2) Practical Assessment

Members Present

- 1) Dr. Upasna Seth 
- 2) Dr. Sadhna Jain 
- 3) Dr. Poonam Lakra 
- 4) Dr. Reema Lamba 
- 5) Ms. Shashi Prabha

Minutes of the meeting:

- 1) Home Science Dept academic calendar
  - a) FT & NHE Discipline Nutrition Month in September
  - b) World food day in October
  - c) Webinars
  - d) Orientation of 1<sup>st</sup> year students in November
  - e) Examination OBE in
- 2) Practical Assessment
  - a) Practical assessment will be in online mode students should be assessed for continuous evaluation of practicals and assignment based test / Google forms / practical files.
  - b) FT & NHE Dept. will jointly organise an webinar on account of National Nutrition month celebration on 22<sup>nd</sup> Sept 2020. Dr. Bani Tamber Aeri will give the talk on "Role of Food Safety & Nutrition in Health and well being."



Inter discipline competition for the students to be orga  
organised (E-Poster and Recipe competition). Programme  
scheduled ~~was~~ attached herewith.

E-certificates to be given to the participants who  
fill the feedback forms.

Reporting Matter:


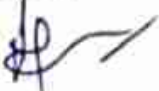
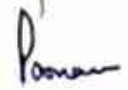

A webinar on POCSO 2012 Act, was organised by Dr. Sadhna  
Jain of HDFE Department of Home Science on 2<sup>nd</sup> september  
2020. The speaker was Ratna Saxena



# Minutes of Home Science Dept. meeting held on 17<sup>th</sup> Sept. 2020

- Agenda:
- 1) Academic Calendar
  - 2) Practical Assessment

## Members Present

- 1) Dr. Upasna Seth 
- 2) Dr. Sadhyra Jain 
- 3) Dr. Poonam Lakra 
- 4) Dr. Reema Lamba 
- 5) Ms. Shashi Prabha

## Minutes of the meeting:

- 1) Home Science Dept. academic calendar
  - a) FT & NHE Discipline Nutrition Month in September
  - b) World food day in October
  - c) Webinars
  - d) Orientation of 1<sup>st</sup> year students in November
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Minutes of Home Science Department Meeting held on 16th July 2020 At 11:00 AM.


Agenda: *OBE exams and modalities related to it.*

*Workload for odd semester 2020.*

**Members Present**

Dr. Recma Lamba 

Dr. Poonam Lakra 

Dr. Upasna Seth 

Dr. Sadhna Jain

Ms. Shashi Prabha

**Points discussed**

1. Notice received on 15<sup>th</sup> July that OBE to begin for final year students.
2. The workload of odd semester to be sent to the college It was discussed that
  - i. FT discipline requires an Ad-hoc as the present workload of basic core and elective papers is of 36 classes and only one associate professor is there.
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Minutes of Home Science dept. meeting held on 9<sup>th</sup> October 2020.

Agenda : Admissions.

Members present :

Dr. Upasna Selth   
Dr. Sadhana Jain  
Dr. Poonam Lakra   
Dr. Reema Lamba   
Ms Shashi Prabha

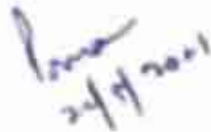
Minutes of the meeting

- 1) The combination offered with FT and NHE remains same i.e.  
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- 3) The TIC informed (9<sup>th</sup> Oct.) that the disciplines need to discuss with their ~~con~~ subject combination teachers and send the cutoff (msg. whatsapp) everytime. The status will be shared on Friday and the disciplines shall confirm by every Saturday at 1:00 pm.
- 4) The cutoff to be mailed at admission 2020 @ aditi.du.ac.in



4) Dr Reema Lamba informed that a day's webinar would be held on 23rd Sept 2021 on gender issues by HDFE Dept. She also informed that a three day workshop would be held on sensitisation for PWD.

  
24/9/2021

  
24/9/2021

Reema  
24/9/2021









20/9/2021

Minutes of Home Science Department Meeting held  
on 20th Sept 2021

Agenda :- Offline class schedule

- Lab Functioning
- National Nutrition Month Celebration
- Any other Matter.

Members Present :

Dr. Upasna Sethi   
Dr. Poonam Lakra   
Dr. Sadhvi Jain   
Dr. Reema Lamba   
Ms. Shashi Prabha



Points Discussed:

- 1) Monday - Dr Poonam Lakra, Dr Reema Lamba & Dr Upasna Sethi would be coming as per student availability and request to take Sem 5 practicals.
- 2) It was reported that FT & HDFE Lab has no electricity. FT equipments are non functional and letter in this regard has been mailed to the Principal on 15th Sept 2021.
- 3) National Nutrition Month will be celebrated in collaboration with NSI Delhi Chapter. one day virtual workshop will be planned by ~~joint~~ NHE & FT ~~two~~ disciplines jointly.

Minutes of Home Science department meeting held on 10<sup>th</sup> August 2020, online mode through google meet: <http://meet.google.com/onp-wprp-kgf>.

Agenda: Online mode of teaching.  
Timetable discussion & departing of workload for 2020-21.

Members present:

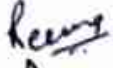
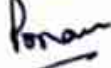

Dr. Upasna Seth   
Dr. Sadhna Jain  
Dr. Poonam Lakra   
Dr. Reema Lamba  
Ms. Shashi Prabha



## Minutes of Home Science Department Meeting held on 10th August 2020

**Agenda: Online mode of teaching, Time table discussions and Reporting of workload for 2020-21.**

### Members Present

Dr Reema Lamba   
Dr Poonam Lakra   
Dr Upasna Seth   
Dr Sadhna Jain  
Ms. Shashi Prabha

### Points discussed

- The college has started teaching via on- online mode, the faculty should have official college e- mail id and the teaching should be held preferably using this id.
- The mail received regarding the time table was already forwarded to the faculty. This semester the odd semester previous year time table of 2019-20 is being followed. Changes in the time table if any after the admissions for semester it would be discussed as it starts.
- The faculty would add their off days and mail it to college with a copy to the In-charge.
- The introductory classes for students are being held as per time schedule allocated in the time table.
- The department of HDFE and NHE discussed the alternative methods for conduct of practical's online. Dr Upasna Seth however felt that the Food Technology practicals are based on hand skill development involving bakery. The college may suggest the feasibility of conducting these practical through online mode.
- Teachers will be performing examination duties:
  - Dr. Upasna Seth: 13<sup>th</sup> August 2020
  - Dr. Sadhna Jain: 13<sup>th</sup> August 2020 and 16<sup>th</sup> August 2020
  - Dr. Poonam Lakra: 21<sup>st</sup> August 2020 and 23<sup>rd</sup> August 2020
  - Dr. Reema Lamba: 23<sup>rd</sup> August 2020
  - Ms. Shashi Prabha: 13<sup>th</sup> August 2020 and 22<sup>nd</sup> August 2020

### Reporting Matter

Workloads of the HDFE, Ft and NHE disciplines have been submitted as forwarded by the discipline in-charges.

Minutes of Home Science dept. meeting held on 15<sup>th</sup> Dec. 2020.

Agenda : i) Examination  
ii) Workload

Members Present :

Dr. Upasma Seth



Dr. Sadhona Jain

Dr. Poonam Lakra



Dr. Reema Lamba



Ms. Shashi Prabha

Minutes of the meeting :

- 1) TIC reported that an orientation for OBE examination by the examination committee members was organised on 4<sup>th</sup> Dec. 2020 for all the disciplines at 10:45 am for FT, 11:30 am NHE and 1:00 pm for HDPE.
- 2) The internal assessment of all the disciplines of Home Sc. has been submitted on time.
- 3) The TIC also informed that the teacher database should be updated at the earliest.
- 4) Dr. Seth requested to provide the data of students who have taken admission in respective disciplines after orientation.
- 5) Workload of Home Sc. dept. remains same with requirement of an adhoc lecturer in FT discipline as the partial teaching is been done for all the 3 years, because Dr. Upasma Seth being the only teaching faculty in FT discipline.



Minutes of Home Science department meeting held on 16<sup>th</sup> July 2020 at 11:00am.

Agenda: OBE Exams and modalities related to it.  
Workload for old semester 2020.

Members Present:

Dr. Upasna Seth      *Upasna*  
 Dr. Sadhna Jain  
 Dr. Pooam Lakra      *Pooam*  
 Dr. Reema Lamba  
 Mrs. Shashi Prabha

Combination	UR (TS)		EWS (TS)		OBC (TS)		SC (TS)		ST (TS)		KM (TS)		CWS (TS)		T.S. P.
	Filled	TS	Filled	TS	Filled	TS	Filled	TS	Filled	TS	Filled	TS	Filled	TS	
Eco + FT	10	10	3	0	6	1	4	0	2	1	1	0	1	0	25
FT + Geog	13	08	2	1	10	1	4	0	2	0	1	0	1	0	25
Edu + HDPE	8	4	2	0	4	1	3	0	2	0	1	0	1	0	38
Pol. Sc + HDPE	15	15	4	0	11	2	6	1	2	0	1	0	1	0	19
Hindi + NHE	10	5	3	1	6	4	4	1	2	0	1	0	1	0	38
NHE + Sailogy	13	9	3	0	9	2	4	0	2	1	2	0	2	0	25
<b>T.S. = Total Allotted Seats</b>															<b>31</b>

Note: No PwD admissions have been yet done in any disciplines of Home Science.

Total No. of admissions till date in various disciplines of Home Sc are

- Food Tech:  $12 + 10 = 22$
- HDPE:  $05 + 18 = 23$
- NHE:  $11 + 12 = 23$ .

3. National Nutrition Month (Rastige Ashram Maho 2021) was celebrated online by conducting workshop on Entrepreneurship Development for Health and Nutrition on 1st Oct '2021. Approximately 80 participants from various college attended it. Report of the same is attached.

4. HDPE disciplines of Home Science organised Gender Sensitization. Report of the same is attached.

*[Signature]*  
22/10/2021

*[Signature]*  
27.10.21



Minutes of Home Science Department  
meeting held on 27<sup>th</sup> Oct 2021 at 11:00 am  
in Food Technology lab.

Agenda:

1. Mid Sem exams and IA
2. Admissions 2021
3. National Nutrition Month Celebration.
4. Gender Sensitization by NCFE.

Members Present:

Dr. Upama Sethi  
Dr. Sushama Jain  
Dr. Pooja Lakshmi  
Dr. Reshma Lamba  
Ms. Shashi Prabha

Points Discussed:

1. As per notification dated 12.10.2021 from examination committee of the college, everyone is supposed to conduct the mid semester exam online by 31<sup>st</sup> Oct 2021. The mid sem exam shall be the part of Internal Assessment which should be completed by 2<sup>nd</sup> week of Nov 2021 and sent to college.
2. The admission status of all the disciplines of Home Science is as following.

Inter discipline competition for the students to be organised (E-Poster and Recipe competition). Programme scheduled ~~was~~ attached herewith.

E-certificates to be given to the participants who fill the feedback forms.

### Reporting Matter:

A webinar on POCSO 2012 Act, was organised by Dr. Sadhna Jain of HDFE Department of Home Science on 2<sup>nd</sup> september 2020. The speaker was Ratna Saxena



## **Minutes of the meeting**

The meeting of home science department held on 28<sup>th</sup> May 2021.

Agenda: Departmental report for newsletter, personal achievements, activities etc.

Members Present:

Dr. Upasna Seth

Dr. Sadhna Jain

Dr. Poonam Lakra

Dr. Reema Lamba

Mrs. Shashi Prabha

The points discussed are as follows:

1) It was decided that list of activities to be mailed to

[aditiannualreport2021@gmail.com](mailto:aditiannualreport2021@gmail.com).

- FT and NHE jointly organized webinar entitled “First 1000 days: Role of Food safety and Nutrition in Health and Well Being”, Resource person- Dr. Bani Tamber Aeri, Assistant Professor, Institute of Home Economics (University of Delhi) on 22<sup>nd</sup> September 2020.
- HDFE organised different lectures covered topics ranging from understanding the diverse needs of children with disabilities, reimagining disability, educational provisions, capacity building, understanding lived experiences and role of family and community in bringing about a change.

2) Teachers would give their personal achievement on the given email Id.

## **Minutes of the meeting**

The online meeting of home science department held on 3<sup>rd</sup> Feb 2022.

Agenda: Home Science department activity.

Members Present:

Dr. Upasna Seth

Dr. Sadhna Jain

Dr. Poonam Lakra

Dr. Reema Lamba

Ms. Shashi Prabha

Ms. Aarushi Chhabra

The points discussed are as follows:

- All disciplines of home science have decided to have a Programme themed on “Role of Home Science in woman empowerment”.
- Each discipline will invite a resource person and have 3 departmental activities. Final will be shared till 10 feb and same will be forwarded as proposal to principal.
- Prof. Sadhana Jain proposed to have an alumni webinar in coming months.
- Various activities were proposed by the teachers, it was unanimously decided to have recipe competition entitled ‘Traditional Indian cuisine’ for NHE, ‘Traditionality in modern beverages’ for FT and E- poster competition titled on ‘Girl child India’s pride’ for HDFE.
- Dr. Upasna Seth suggested to involve CR of each years from respective discipline.
- We will have an online meeting with CRs of each discipline regarding discussion of this programme on Thursday.



### **Minutes of the meeting**

The online meeting of home science department held on 28<sup>th</sup> Jan 2022.

Agenda: NAAC notice/mail compliance.

Members Present:

Dr. Upasna Seth

Dr. Sadhna Jain

Dr. Poonam Lakra

Dr. Reema Lamba

Ms. Shashi Prabha

Ms. Aarushi Chhabra

The points discussed are as follows:

- All teachers of home science will comply with NAAC criteria.
- Everyone will be sharing required information regarding curriculum, Mentor mentee, FDPs and Activities/ Events.
- For criteria 5, student's data can be retrieved from the certificates distributed to them.

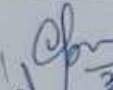
## Minutes of the meeting


The meeting of Home Science department was held on 30<sup>th</sup> June 2021 in blended mode.

### Agenda

1. Annual academic topper semester wise of various disciplines of Home Science department.
2. Mid semester examination of semester 2.
3. Internal Assessment of semester 2.
4. Review of semester IV and VI..

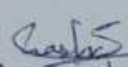
Following members were present :-

Dr. Upasna Seth   
30/06/2021

Dr. Sadhna Jain   
30.6.2021

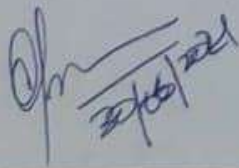
Dr. Poonam Lakra

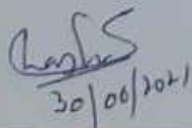
Dr. Reema Lamba (Online)

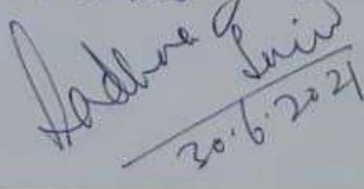
Mrs Shashi Prabha   
30/06/2021

### Minutes of the meeting

1. Ms. Shashi Prabha has been deputed as teacher coordinator with prize distribution committee on behalf of Home Sc. Department.
2. Mid sem exam sem 2 was conducted in online mode by all the concern teachers as per schedule.
3. I.A of sem 2 will be as per rule notified by Delhi University.
4. The TICs was informed by the department incharges that Practical exams, internal Assessment and OBE were smoothly conducted and submitted the marks of students timely.

  
30/06/2021

  
30/06/2021

  
30.6.2021






Minutes of Home Science Department  
meeting held on 27<sup>th</sup> Oct' 2021 at 11:00 am.  
in Food Technology lab.

Agenda:

1. Mid Sem exam and IA
2. Admissions 2021
3. National Nutrition Month Celebration.
4. Gender Sensitization by NCFE.

Members Present:

Dr. Upama Sethi   
Dr. Sadhana Jain   
Dr. Pooja Lakshmi   
Dr. Reshma Lamba  
Ms. Shashi Prabha

Points Discussed:

1. As per notified dated 12.10.2021 from examination committee of the college, everyone is supposed to conduct the mid semester exam online by 31<sup>st</sup> Oct' 2021. The mid sem exam shall be the part of Internal Assessment which should be completed by 2<sup>nd</sup> week of Nov' 2021 and sent to college.
2. The admission status of all the disciplines of Home Science is as follows:

Combination	UR	EWS		OBC		SC		ST		KM		Geo		T.S	
	(TS)	Alotted	(TS)	Alotted	(TS)	Alotted	(TS)	Alotted	(TS)	Alotted	(TS)	Alotted	(TS)	Alotted	Alotted
Eco + FT	10	10	3	0	6	1	4	0	2	1	1	0	1	0	25
FT + Geog	13	08	2	1	10	1	4	0	2	0	1	0	1	0	25
Edu + HDPE	9	4	2	0	4	1	3	0	2	0	1	0	1	0	38
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Hindi + NHE	10	5	3	1	6	4	4	1	2	0	1	0	1	0	38
NHE + Sociology	13	9	3	0	9	2	4	0	2	1	2	0	2	0	25
T.S = Total Alotted Seats															31

Note: No PwD admissions have been yet done in any disciplines of Home Science.

Total No. of admissions till date in various disciplines of Home Sc are

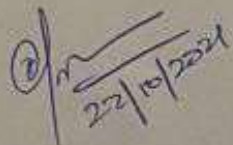
Food Tech:  $12 + 10 = 22$


HDPE:  $05 + 18 = 23$

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4. HDPE disciplines of Home Science organised Gender Sensitization. Report of the same is attached.

 22/10/2021

 27.10.21







20/9/2021

Minutes of Home Science Department Meeting held  
on 20th Sept 2021

Agenda :- Offline class schedule

- Lab Functioning
- National Nutrition Month Celebration
- Any other Matter.


Members Present :

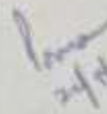
Dr. Upasna Sethi   
Dr. Poonam Lakra   
Dr. Sadhu Jain   
Dr. Reema Lamba   
Ms. Shashi Prabha

Points Discussed:

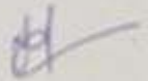
- 1) Monday - Dr Poonam Lakra, Dr Reema Lamba & Dr Upasna Sethi would be coming as per student availability and request to take Sem 5 practicals.
- 2) It was reported that FT & HDFE Lab has no electricity. FT equipments are non functional and letter in this regard has been mailed to the principal on 15th Sept 2021.
- 3) National Nutrition Month will be celebrated in collaboration with NSI Delhi chapter. one day virtual workshop will be planned by ~~joint~~ NHE & FT ~~two~~ disciplines jointly.

4) Dr Reema Lamba informed that a day's webinar would be held on 23rd Sept 2021 on gender issues by HDPE Dept. She also informed that a three day workshop would be held on sensitisation for PWD.

  
20/9/2021

  
24/9/2021

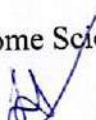
Reema  
20/9/2021

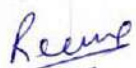





**Month-wise discussions and work done by the faculty of Home Science  
(July 2022-June 2023)**

**Members**

Prof Sadhna Jain, TIC, Home Science, Department of Human Development and Family Empowerment (HDFE) 

Prof Reema Lamba, DIC, Department of HDFE 

Prof Upasna Seth, DIC, Department of Food Technology

Prof Poonam Lakra, DIC, Department of Nutrition and Health Education (NHE) 

Ms Shashi Prabha, Department of NHE

**July, 23**

Notice regarding ER/ AB/ RA mentioned in the Nov-Dec 2021 result was shared by Prof Reema Lamba in the WhatsApp group of Home Science teachers to be shared with the students.

All the DICs were requested to inform about the subject combinations of their respective disciplines.

No change in the combinations was requested by all DICs

The notice related to the International Year of the Millets was shared. The dept of NHE and FT are requested to work on it as per the directions of the respected Principal mam. Pl, share your work plan for the same. Pl coordinate with Prof Manisha Wadhwa

All the DICs were requested to ask the CRs to contact the student coordinator of the Internship n placement committee

All the DICs were requested to share the name of the paper along with its UPC of sem2

Proformas for Generic Elective Course and SEC option for BA Prog semester 5 were shared

All the DICs were informed that the college is in the process of preparing its Prospectus for 2022-23 which will be uploaded on the college website. DICs were requested to kindly furnish the following information based on NEP 2020 by 29th July 2022 to enable us to prepare the prospectus.

- I. NEP complete WRITE UPs of Departments/Societies/Committees/Clubs/NCC/NSS
- II. BRIEF WRITE UPs for the annual College publications (magazines/newsletters of respective departments/committees/societies)

Google form related to employment details of the alumina was shared. All TICs are to forward to their respective alumni groups and make sure that they are filled.

All the DICs were requested to send a brief write-up about the department to [website@aditi.du.ac.in](mailto:website@aditi.du.ac.in) to be uploaded on the website

BA Prog Sem 5 Time Table was shared

All DICs were requested to personally see their department tabs in consultation with their department colleagues and were requested to provide the requisite information so that they can upload

TICs kindly informed on examination group about the off-days of your department by tomorrow so that exam duties can be put accordingly.

TICs plz inform us about the dates of practical exams through email at [obeteachers21@gmail.com](mailto:obeteachers21@gmail.com). Prof Upasna Seth was requested to mail the information regarding invigilation duties to Examination Committee

### **August, 23**

All TICs are requested to mail the information of the 3rd and 5th sem in the following format by 6th August positively to Time Table Committee mail id. Also, provide the off-days of teachers.

Depts of FT and NHE shared E poster and registration form for Recipe Competition on the occasion of the 75<sup>th</sup> Independence Day on the theme, 'Har Ghar Tiranga

All TICs are requested to add your sem V CRs in the alumni groups to help facilitate the filling up of placement forms

All TICs are requested to do the following:

1. Brochure of their department
2. PPT about their department



3. Video of their department including inputs from every faculty member, prominent Alumni and a few current students.

Ms Shashi was asked to collect information from all DICs and compile it. She agreed and requested to mail the required information at [sashi.prabha.dm@gmail.com](mailto:sashi.prabha.dm@gmail.com)

All TICs pl depute a teacher of ur dept to check the uploaded marks for sem 2 with the Dealing Assistant to avoid the error. The same complied.

BA prog Sem 3 Time Table was shared

Depts of FT and NHE shared E poster regarding a webinar on, 'The potential of Indegeneous Millets and their Role as Functional Foods by Dr. Satyen Yadav (Founder India Millet Initiative) on 6 Sept, 23 at 11 am.

### **September, 23**

Information related to the celebration of various events/talks/workshops in other colleges was shared.

All DICs were requested to sign the proposed budget given by them

### **October, 23**

All teachers were requested to fill faculty teaching details through the given form <https://questionpro.com/v/AQ0P1ZtSi2>

All TICs are requested to mail the information of 1st, 4<sup>th</sup>, and 6th sem in the shared format by 16th October positively to Time Table Committee mail id. Also, provide the off-days of teachers. Also, mention Value added courses n skill enhancement courses for 1st sem in 3rd column at mail id [aditi.Timetable22@gmail.com](mailto:aditi.Timetable22@gmail.com)

Planning farewell get-together for Ms. Santosh Dabas, Lab Assistant (HDFE). It was decided to organize the get-together on 30.10.22

All the DICS are requested to furnish the data related to Alumni Achievements along with photographs at [alumni@aditi.du.ac.in](mailto:alumni@aditi.du.ac.in)

All the DICS were informed that the information related to Admissions to Undergraduate programs for the academic session 2022-23 is ready to commence from 5 PM, Wednesday, October 19th, 2022 was shared. As per the Press Release dated 19.10.2022, the candidates who have been allocated in the first round of CSAS-2022 will start applying to your College



from 5 PM, Wednesday, October 19th, 2022 (TODAY). The Colleges may also start processing the applications as soon as they are received on the Dashboard of the College. The following points need to be kept in mind:

Candidates may have been given extra subjects in CUET. They need to match the minimum subjects required to meet the program-specific eligibility

2. General Test will not be mapped to any CLASS XII subject

3. Candidates who have been short listed for PMSSS will get their PMSSS allocations today. Currently, they have been allocated regular CSAS allocation as per their preference. They may choose between the two offers

4. PwD allocations have also been done.

5. The filter to see the candidates who have accepted the allocation will be made live.

6. Finally, Please be very careful before rejecting any application

Information regarding the google meet for admissions was shared. The username and password were shared with the teachers. A list of non-teaching staff certifying the forms was also shared.

E poster along with the registration form and WhatsApp link regarding Inventory Management Workshop was shared by Prof Sadhna Jain. All teachers and lab staff were requested to attend it.

Messages related to UGCF-NEP were shared as and when received

Messages related to filling out examination forms were shared

Information regarding an online meeting of the Internship and placement committee core team, all TICs and CRs of both second and third-year, alumni is scheduled for 28.10.22 at 7 pm to facilitate the working of important committees for NAAC and NIRF.

Information regarding an online meeting on 27.10.22 at 4 pm regarding the timetable. The representation from each dept is very important. Later MoM was shared

Google forms to be filled out by students about the Major and Minor Subjects were shared

A list of SEC and VAC was shared



## **November, 23**

Information regarding UGCF-NEP was shared

Google forms for VAC and SEC, GE languages were shared to be shared with students

Datasheets were shared

An Excel sheet of total admissions till 3<sup>rd</sup> Nov was shared

Prof Reema Lamba shared an E poster about the celebration of Children's Day with a screening of a Movie on 14.11.22

FT and NHE depts shared an E poster about the organization of Food Fest, 22 on 15.11.22

A list of students who opted for Major and Minor subjects was shared

The academic calendar for sem 3 and 4 was shared

A list of invigilation duties performed by the Home Sc teachers in practical examinations was shared with Examination Committee

Admission status after round 3 was shared

Google forms of SEC, VAC, AEC, Major/Minor, and GE languages were shared

All Tics are requested to instruct the students to fill anti-ragging undertaking available under the following link of the University Grant Commission and forward the screenshot of the submitted undertaking on [Email-antiragging2022@aditi.du.ac.in](mailto:Email-antiragging2022@aditi.du.ac.in).

The teachers were asked to make a WhatsApp group of their Sem 1 students

Admission status after round 4 was shared

## **December, 23**

Prof Reema Lamba shared the E poster of a talk on 'Navigating a Child with Disability: An Interactive Webinar on World Disability Day to be held on 03.12.22

Time Table of Sem 1 was shared

All the teachers were requested to conduct meeting with parents of the students

## **January 2023**

All the teachers were requested to share the accurate workload of their departments by 6<sup>th</sup> January, 23

BA Prog Time Table for Sem 4 and 6 was shared

All DICs were requested to create ids of their department with Jamil Ji.

Information regarding the meeting of CR with the Principal mam on 13.1.23 at 11.30 am was shared

Planning farewell get-together for Ms. Sulochana, Lab Assistant (NHE). It was decided to organize the get-together on 30.1.23

Prof Upasna Seth informed that PTM of FT 1st, 2<sup>nd</sup>, and 3rd year is done total of 35 parents had joined

All are requested to share the workload again at the earliest with all details like no. of students etc

Prof Seth shared the E poster and registration form for the students for the Rangoli-making competition & photography/video-making competition to be organized by Philostos Club of FT and NHE on the account of Republic Day on 25<sup>th</sup> January, 23

The directions of the principal mam regarding the invitation of the resource persons were shared with the faculty. In all your future events try to call persons from agencies where there is a scope of placement. This should be in addition to the experts you will call as resource persons.

The edited list of admitted students in FT, HDFE, and NHE was shared on WhatsApp group of Home Science. It was reported by teachers of FT and NHE that the actual number of students is 18 and 23 respectively

Notice related to meeting with Principal mam regarding the subject combinations was shared. All the DIC reported that they are okay with present subject combinations of their respective disciplines

## **February**

Prof Sadhna Jain shared the registration form for activities and E poster for the celebration of an event on the theme, 'Mera Pyara Bharat' by the students of semester 4 of HDFE on 03.2.23



Prof Reema Lamba informed about the organization of a workshop by HDFE Society on, 'Early Interventions and Rehabilitation of CWD by Ms Shilpa Arora on 09<sup>th</sup> Feb, 23.

Prof Poonam Lakra was requested to verify the leaves of Ms. Shashi Prabha for the purpose of releasing her salary

The invigilation duties performed by the teachers of Home Science were shared with the examination committee

PPT regarding filling of examination forms by the students of Sem 1 of NEP-UGCF was shared

Prof Upasna Seth shared the E poster of an event Rubaru' organized by Philsotos Club on 16.2.23

### **March, 23**

All the DICs were requested to ensure that POs and CO's, along with the syllabi of your subjects are uploaded on the website by 15th March in consultation with Jamil... You have already compiled this information under Bloom's Taxonomy.

It was decided that the current DICs of Home Science will take care of their respective dept. All the DICs were requested to get the necessary data/information uploaded on the website with the help of the System Administrator

SEC option form for students of BA Prog of semester 2 was shared with the faculty of Home Science and was requested to share with their students.

The teachers were requested to share the details of the activities conducted by their respective departments in the current academic year with the Convenor, Annual Report on the stipulated mail.

All the teachers were informed about the continuation of their TIC/DICship till the completion of NAAC

Teachers were requested to visit the college website and update the information about their department from time to time

### **April, 23**

All the teachers were informed that the IIQA for NAAC accreditation has been submitted.

All the teachers were informed to be ready with all display material for a small cubicle that will be allocated to each department /Committee during the NAAC visit...keep department files, printouts of Syllabi, timetable, publications, newsletters, department magazines, a team of student volunteers, ppt ready.

Two days workshop was conducted for the students of Semester 4 of HDFE on 'Convert Trash into Treasure' on 11.4.23 and 12.4.23 under the theme of G-20 for the year 2022-2023 to save the environment.

The students of Semester 4 of HDFE organized a theme-based event on 'Preschoolers: The Champions of Environment' on 20.4.23 in partnership with G-20 Presidency (University of Delhi). The students showcased their talents and performance through theme-based Nukkad Natak, the dramatization of theme-based rhymes, Slogan writing on the 'Importance of millets for children, and artifacts prepared by using the principles of reuse, recycle, and reduce. A team of students grew the saplings of millets and these were distributed to teachers and students in recycled and decorated with Worli Art earthen pots as a token of duty to save the environment.

An online interactive on 'Gender and Environment' was organized by Prof Sadhna Jain of the HDFE department on 24.4.23 from 5.00 pm-6.00 pm. It was delivered by Ms Shubhika, Founder and CEO, of FIFE.

Notifications regarding Annual mode UG examinations were shared with teachers

All the Discipline In charge were requested to provide the information regarding practicals commencing from 1/5/2023.

Teachers were requested to inform the practical dates sem 4 and 6 of so that everyone can perform invigilation duties.

### **May, 23**

The examination committee was requested by individual teachers to provide relaxation in theory exam duty in lieu of practical exam duties.

All teachers were requested to submit the internal assessment (IA) of third-year Sem 6 and second year, Sem 4 students latest by 8th May 2023 in the usual Performa shared earlier for IA in soft and hard form. The hard copy IA has to be duly signed by the students.

Notice related to reporting time of examination duties was shared.



Notice related to NAAC preparation shared at Aditi Official: All TICs are requested to take custody of department files for the last 5 years...and keep the current file ready. Also, ensure the soft copy of the same in one folder. Further, please prepare a PPT of 12 slides focusing on faculty introduction, PO, CO, and NEP compliance, department activities, and events with pics, publications, and vision for the future.