

Minutes of the Meeting

Meeting of the home science department held on 7th Nov 2023, at 11:00 am in NHE lab.

Members present

Prof. Upasna Seth

Prof. Sadhna Jain

Prof Poonam Lakra

Prof. Reema Lamba

Ms. Shashi Prabha

Agenda: Reporting matter and NAAC visit

Minutes of the meeting:

1. Discipline in charge of FT, HDFE and NHE reported that they had submitted information regarding time table, workload and academic calendar along with the budget for the academic session 2023-24.
2. It was reported discipline wise orientation was conducted for the students.
3. Prof Upasna Seth was in the organizing committee of FDP on "Culinary science". Prof Poonam Lakra and Ms. Shashi Prabha reported that they participated in FDP "Principles of Culinary Science" conducted by Lady Irwin College and GAD-TLC SGTB Khalsa college.
4. Prof Poonam Lakra reported they have started SEC, "Culinary Science" for NHE Discipline.
5. Prof Sadhna Jain reported that she conducted RCI approved CRE (continuous rehabilitation education) from 17-19 Aug, 2023 in association with Bharti college.
6. Ms. Vandana Arya and Dr. Pragya have joined in FT discipline as guest lecturer. Ms. Aarushi Chhabra had joined in NHE discipline as guest lecturer.
7. Process of appointment of guest lecturer was also initiated in HDFE discipline as Prof. Reema Lamba proceeded for CCL, but none candidate appeared for the interview. The process of appointing guest lecturer was reinitiated by the principal.
8. It was reported that FT, NHE and HDFE discipline have their files ready to be displayed for NAAC visit.
9. Also the guidelines for making discipline PPT were discussed.


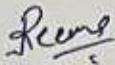
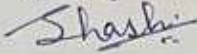
Upasna *H* *Upasna*
Shashi

Minutes of the Home Science department held

on 9th May 2024

Agenda: Internal assessment and screening work

Members Present:

1. Prof Upasna Sethi 
2. Prof Sadhna Jain
3. Prof Poonam Lakra Poonam
4. Prof Reema Lamba 
5. Ms. Shashi Prabha 

Minutes:



1. In the meeting it was decided that moderation of IA and CA will be done by respective disciplines before submission.
2. Mail was received from the college office regarding completion of screening work for the post of Assistant Professor by 30th May 2024. The screening will be soon initiated.
3. Professor Reema Lamba joined on 3 May 2024 after child care leave.

Poonam  Shashi 

Minutes of Home Science meeting held on 14th Nov 2024.

Agenda: IA, student meeting and workload.

Members Present

- 1) Prof. Upasna Sethi 
- 2) Prof. Sashna Jain 
- 3) Prof. Poonam Lakra Poonam
- 4) Prof. Reema Damba Reema Damba
- 5) Ms. Shashi Prabha Shashi

Discussions held:

- 1) All DIC's and teachers teaching concerned paper to conduct offline meetings with students and online meetings with parents (semester wise). The IBAC member Prof. Beena Reji to be involved during these meetings and a record of meeting notice, minutes, photos, attendance with signature and feedback form be maintained.
- 2) Attendance of students be calculated based on actual presence and monthly attendance to be uploaded. Benefits in attendance on basis of sports, NCC, NSS or cultural events to be done in moderation committee meeting.
- 3) Workload of even semester 2025 to be submitted.
- 4) Academic calendar of department activities to be updated.
- 5) Faculty was informed regarding guest faculty appointments in FT Discipline
Ms. Vandana ~~Arora~~ Arya (SC) and Dr. Pukraj Meena (ST)
