**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF ANNUAL 2017-18.**

The first meeting of the Annual Calendar and Time TableCommittee *for* the Academic Session 2017-18 was held at 1:30 p.m. on 11 August **2017** in the office of the Principal.

The following attended

**S.No Name Designation**

1. Dr. A K Gupta Principal Chairperson- Convenor
2. *Sh. Satpal Singh Lecturer Member*
3. *Ms. Geeta Devi Lecturer Member*

The meeting started with the opening remarks of the chairperson.

Having welcomed the new members of the committee, the chairperson cast light on the functions of the committee. He mentioned the fact that the College has to follow the curriculum and annual calendar as prescribed by the affiliating University. Yet the committee develops time table and detailed calendar on the basis of workload policy and curricular requirements within the framework of the university calendar before the commencement of the Academic Session. Moreover, suggestions/feedback may be given as and when deemed fit. For this, the college has put a mechanism in place.

The committee meets twice a-year: **before the beginning of the session.** In between and during the rest of the session its chairperson (Principal) supervise the detailed observance of the planned events as per calendar..

# Reporting

## The committee was informed that the annual calendar was observed meticulously, decisions taken by the committee during the preceding session were given effect as required, and the directions issued from time to time by the chairperson were likewise implemented.

# Decisions

Having discussed the agenda items in necessary detail, the committee resolved as under:

1. With the express purpose of starting the process of developing the detailed annual calendar for the ensuing Academic Session 2008-2009, the committee decided to put into circulation the format of University Annual Calendar for seeking required input on the activities/events to be taken up during the entire academic year.
2. The Principal was to ensure that teacher-in-charges of events and Houses furnish requisite details by or before the first **week of August** 2008.
3. The committee directed further to the effect that the events/activities have to be planned in a realistic manner with over all objectives/goals nonetheless in focus.
4. The committee resolved to plan each and every supporting co-curricular and extracurricular activities activity in detail and not to ignore any of the relevant/significant events. The Principal could, if so required, utilise some non-working days also for organising these activities.
5. The committee directed further that since the college was to follow the workload policy of the affiliating University and the norms of NCTE, the workload in the timetable was to be assigned as per the notification of NCTE Gazette vide No. F.49-4/2006-NCTE (N&S) dated 21st July 2006 and norm 4.1a (i).
6. The Principal was requested to put the above-mentioned notification into circulation.

The meeting concluded at 2:30 p.m. with a vote of thanks.

**Chairperson**

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF ANNUAL CALENDAR AND TIME TABLE COMMITTEE**

**(2017-18)**

The second meeting of the Annual Calendar and Time TableCommittee *for* the Academic Session 2017-18 was held at 1:00 p.m. on **24 .10.2017** in the office of the Principal.

The following were present

**S.No Name Designation**

1. Dr. A K Gupta Principal Chairperson- Convenor
2. *Sh. Satpal Singh Lecturer Member*
3. *Ms. Geeta Devi Lecturer Member*

**Reporting**

The committee was informed that

1. The format of University Annual Calendar was put into circulation and requisite information gathered on time.
2. The events/activities were planned in a realistic manner with over all objectives/goals in focus and that every supporting co-curricular and extra curricular activity was incorporated.
3. The Principal informed that a few non-working days were to be utilised for organising certain activities. It was done with the consensus of the staff that conducts these activities and has, to its credit, the experience of managing these activities during the preceding years.
4. The timetable was developed as per the workload policy enunciated in the notification of NCTE Gazette vide No. F.49-4/2006-NCTE (N&S) dated 21st July 2006 and norm 4.1a (i).

**Decisions**

1. The committee put its seal of approval on the inputs incorporated at the level of the college into the university calendar.
2. The committee asked the Principal to plan the practice teaching sessions after taking into account the availability of and accessibility to the concerned practice teaching schools, only after the student teachers have acquired some footing in the theoretical aspects of teaching and matters related with the transaction of lessons in the classroom.
3. The committee advised the principal to immediately notify, for the information of the student teachers, the time table of the curricular, extra curricular and co-curricular activities and the school based activities which had already been finalized. Details were to be put on the notice board.
4. The Annual Calendar and Time Table Committee directed further to follow Annual Calendar in letter and spirit.
5. The chairperson was requested to inform the Teaching Practice Committee for ascertaining as to how best the quality aspect might be given prime significance in the over all performance of school-based activities.

The meeting concluded at 2:10 p.m. with a vote of thanks.

**Chairperson**

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF ANNUAL CALENDAR AND TIME TABLE COMMITTEE**

**(2017-18)**

The meeting of Annual Calendar and Time TableCommittee for the Academic Session 2017-18 was held at 2:00 p.m. on 22 December 2017 in the office of the Principal of the College.

The following attended

**S.No Name Designation**

Sh **S.No Name Designation**

1. Dr. A K Gupta Principal Chairperson- Convenor
2. *Sh. Vikram Singh Lecturer Member*
3. *Ms. Geeta Devi Lecturer Member*

**Reporting**

The committee was informed that

1. The detailed annual calendar has been developed as per decision and being placed for the approval of the committee.
2. The Principal informed that certain supporting co-curricular and extra curricular activities have been planned on non-working days for want of time.
3. The workload in the timetable has been assigned as per the norm of NCTE.

**Decisions**

# Having deliberated upon the agenda items in necessary detail, the committee resolved as under:

1. The committee approved the detailed annual calendar for its implementation.
2. The committee asked the Principal to plan the practice teaching sessions as per the standing provisions made by the committee.
3. The committee advised the principal to immediately notify the calendar and the timetable for information of all concerned.
4. The Committee directed further to follow the Annual Calendar in letter and spirit. Violation would not be allowed at any cost.
5. The chairperson was requested to communicate the calendar and timetable to the relevant Committees for ascertaining as to how best the quality aspect may be given emphasised in the over all working of the college.
6. The committee directed that tutorial classes and library period should continue to form part of teaching time table.

The meeting concluded at 2:40 p.m. with a vote of thanks.

**Chairperson**

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF ANNUAL CALENDAR AND TIME TABLE COMMITTEE**

**(2018-19)**

The first meeting of the Annual Calendar and Time TableCommittee for the Academic Session 2018-19 was held at 11:00 a.m. on 24 July 2018 in the office of the Principal of the College.

The following were present

**S.No Name Designation**

1. Dr. A K Gupta , (Principal) Chairperson- Convenor
2. *Sh. R P Vishwakarma Lecturer*
3. *Smt. Kavita Kumari -do-*

The meeting started with the opening remarks made by the chairperson.

The chairman welcomed the new members of the committee, and acquainted them with the functions of the committee. He informed that the College has to follow the curriculum and annual calendar as prescribed by the affiliating University. Yet the College/committee develops time table and detailed calendar on the basis of workload policy and curricular requirements within the framework of the university calendar. The exercise is completed before the commencement of the ensuing Academic Session. The chairperson informed further that the committee meets twice a-year: before the beginning of the session, in May, and in the month of July. In between its Chairperson-Principal supervises adherence to the planned calendar.

# Reporting

## The committee was informed that the annual calendar was observed and decisions taken by the committee during the preceding session were given effect. The directions issued by the chairperson from time to time were accordingly enforced.

The committee was also informed that some of the planned activities could not be organised on the specified day(s)/during the specified month. The committee took serious view of the lapse and warned that the person/persons responsible for the lapse would face action in future if it ever recurs. Total compliance was the norm. Planning must be done more realistically to avoid such lapses emanating from idealistic planning.

# Decisions

The committee discussed the agenda items, and decided as under:

1. The committee as usual decided to put into circulation the format of University Annual Calendar for seeking required input on the activities/events to be taken up during the entire academic year for developing detailed calendar for the ensuing Academic Session (2010-2011) before its commencement. The Principal was to ensure that teacher-in-charges of events and Houses furnish requisite details by or before the first week of July of this year.
2. The committee directed all concerned to be pragmatic while planning events/activities. It authorised the Principal to utilise non-working days for organising supporting co-curricular and extra curricular activities only under unavoidable circumstance.
3. The committee directed further that the workload in the timetable was to be assigned as per the notification of NCTE. Work load of teaching as well as non teaching activities was to be equitably distributed among the staff.
4. The committee directed the principal to ensure that faculty members doing research were given flexibility in the daily workload.

The meeting concluded at 12:30 p.m. with a vote of thanks.

**Chairperson**

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF ANNUAL CALENDAR AND TIME TABLE COMMITTEE**

The second meeting of the Annual Calendar and Time TableCommittee for the Academic Session 2018-19 was held at 1:00 p.m. on 07/09/2018 in the office of the Principal of the College.

The following attended

**S.No Name Designation**

1. Dr. A K Gupta , (Principal) Chairperson- Convenor
2. *Sh. R P Vishwakarma Lecturer*
3. *Smt. Kavita Kumari -do-*

****Reporting**

The committee was informed that

1. The detailed annual calendar has been developed realistically as per directive of the committee.
2. The Principal informed that certain supporting co-curricular and extra curricular activities have been planned on non-working days per force for want of time. It was done in effective consultation with the concerned faculty members.
3. The faculty members doing research were yet to be given flexibility in the daily workload. The timetable was to be revised/updated during the first week of August.
4. The workload in the timetable has been assigned as per the norm of NCTE.

**Decisions**

Having deliberated upon the agenda items in necessary detail, the committee resolved as under:

1. The committee put its seal of approval on the inputs incorporated at the level of the department into the university calendar and allowed its implementation.
2. The chairperson was requested to send the calendar and timetable to the concerned committees for ascertaining views on quality aspects in particular.
3. The committee asked the Principal to ensure that the practice teaching sessions start only after the student teachers have acquired appropriate grounding in the theoretical aspects of teaching and matters related with the transaction of lessons in the classroom.
4. The committee advised the principal to immediately notify the time table of the curricular, extra curricular and co-curricular activities and the school based activities which were already finalized. Details were to be put on the notice board.
5. The Committee directed further to follow Annual Calendar in letter and spirit.
6. The committee observed that college’s workload policy was grounded in the principles of equity and judiciousness. It assigns workload by taking into considerations the capability, potentiality, tastes and predilections of individual faculty member with reference to functional needs of the college. In this, democratic approach needed to be practiced. Each member should bear and share the workload. Responsibilities were to be so changed so as each one could acquire grounding in all activities and indispensability avoided. The same is to be treated as standing order until and unless provided otherwise.
7. The faculty members doing research or else making presentations in seminars, etc were to be given relaxation in the daily workload and were to be given preferential treatment.

The meeting concluded at 2:30 p.m. with a vote of thanks.

**Chairperson**