

## MINUTES OF TEACHING PROGRAMME COMMITTEE MEETING

A meeting of the Teaching Programme committee 2023-24 was held on 26th June, 2023 at 11am in the Conference hall. The meeting was chaired by Principal ma'am and attended by 29 members (Teacher in charges and TPC members) The following agenda was discussed:-

1. The workload of the Professor/ Associate Professor will be 14 periods and of the Associate Professor (promoted from Assistant Professor under CAS2018) and Assistant Professor will be 16 periods.
2. There will be no division in Honours paper. If at all division of paper is to be done then independent units can be shared for programme course.
3. For Sciences, the teacher who is taking the whole paper should also take care of the lab.
4. GE options: Departments who have more than one section in GE can float 2 different GE options. Departments whose workload is getting affected in the current academic year may float two GE options with the prior permission of the principal ma'am.
5. The existing basket of GE will remain the same for the first years. The GE options floated by the departments in the first and second year need to be mentioned in the Information Bulletin with a note that the University has not shared the options for the third and the fourth year.
6. The allotment of GE in the third and the fourth semester has to be in tune with the option allotted to the students in the first and the second semester.
7. In the previous academic year 2022-23, no student opted for the GE floated by the Botany department. In the current academic year Botany department can float 2 GE options but the college will permit one GE paper. For life sciences, the choice of student be taken after orientation.
8. Departments can float 2 DSE papers. The classroom size for DSE will be same as DSC.
9. Each department needs to counsel their students regarding the choice of DSE, GE and the cumulative credits
10. The classroom size for the CORE papers in the First and Second year will be:
  - Lectures :60 students
  - Tutorials:30 students
  - Practicals:20-30 students
  - GE: Lectures:20-60 students
  - Tutorials :20-30 students
  - Practicals:20-30 students

SEC: Lectures:20-60 students

Practicals:25 students

VAC: Lectures: 20-60 students

Same as notified by University of Delhi

The classroom size for the third year will remain the same as previous year.

11. Teachers are to inform the office about their leave in advance while earned leave and other long leaves are to be sanctioned.

12. Formation of sub-committees:

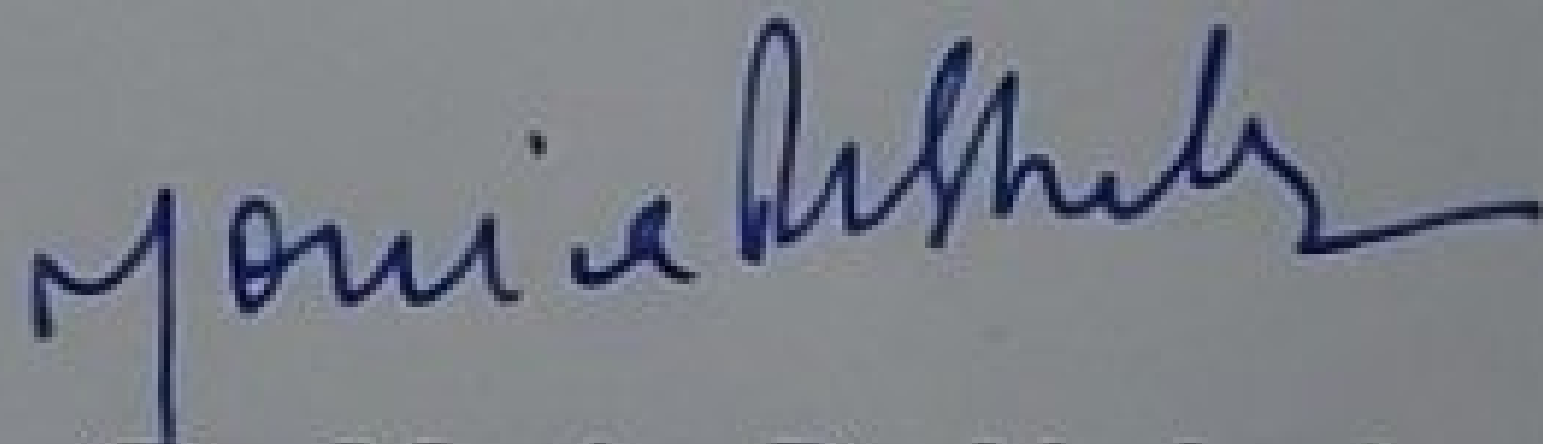
Workload: Dr. Jyoti Singh (Zoology)  
Dr. Kamna Vimal (Sanskrit)  
Dr. Deepak Naorem (History)  
Dr. Saneya (English)

Orientation: Prof. Priti Malhotra (Chemistry)  
Dr. Deepti Bansal (Music)  
Dr. Priyanka Verma (NHE)  
Dr. Meenakshi Sharma (Botany)

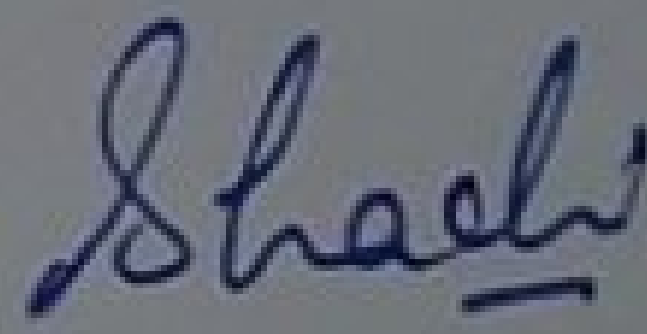
Prospectus: Dr. Pooja Khanna (Economics)  
Dr. Poonam Lakhotia (Mathematics)  
Dr. Vidhu Jain (B.A prog)  
Dr. Kusum Lata (Hindi)

Attendance register: Prof. Meetu Khosla(Psychology)  
Dr. Meenakshi Sharma(Botany)

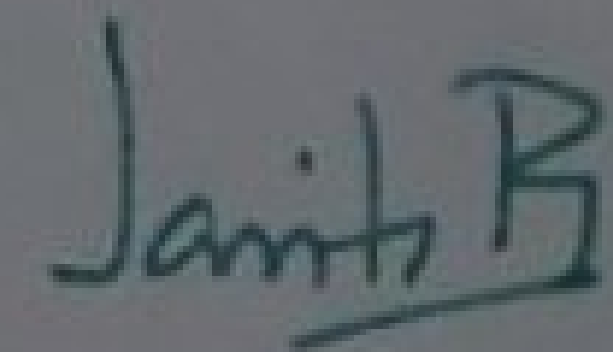
The meeting concluded with a vote of thanks to the chair.



(Dr. Monica Prabhakar)  
Co- Convener



(Dr. Shachi Chawla)  
Convener



(Prof. Savita Roy)  
Principal





# Daulat Ram College

(University of Delhi)

4- Patel Marg , Maurice Nagar  
Delhi -110007. Phone: 27667863

## Minutes of Teaching Programme Committee held on 23<sup>rd</sup> September 2023 at 11:00 am in the Committee room of the College

A meeting of the Teaching Programme Committee was held on 23<sup>rd</sup> September, 2023 at 11:00 am in the Committee room. The meeting was chaired by the Principal ma'am and attended by 18 members (Teacher- in charges and TPC members). The following agenda was discussed:

### ➤ Guidelines related to migration: -

1. Migration is permitted in semester third only.
2. It was decided that the out-migration will not be permitted if a student has CGPA of 8 and above. In-migration will be permitted if there is a vacancy in a particular category and a student has CGPA of 7 and above and SGPA of 7 and above in each semester.

The meeting concluded with a vote of thanks to the chair.

Dr. Monica Prabhakar  
(TPC, Co-Convener)

Dr. Shachi Chawla  
(TPC, Convener)

Prof. Savita Roy  
(Principal)

### Minutes of Teaching Programme Committee Meeting

A meeting of the Teaching Programme Committee (2022-23) was held on 12<sup>th</sup> May 2022 at 2 PM in the Conference Hall attended by 26 members (Teacher Incharges and TPC members), and chaired by the Hon'ble Principal, Prof. Savita Roy. The following agenda were discussed:

1. **Formation of Sub-Committees-** There are four sub-committees of TPC for the academic session 2022-23:
  - (i) Allotment Committee
  - (ii) Prospectus Committee
  - (iii) Workload Committee
  - (iv) Orientation Committee

The members of the sub committees decided by the TPC are as follows:

#### Sub-Committees:

S.No.	Allotment Committee	Prospectus Committee	Workload Committee
1	<b>Mr. Naresh Kodam (Mathematics)</b>	<b>Dr. Suranjita Ray (Pol Sc.)</b>	Dr. Jyoti Taneja (Zoology)
2	Dr. Nikhil Gangwar (History)	Dr. Ravi Kumar Meena (Sanskrit)	Dr. Sakshi Wason (English)
3	Dr. Neeru (Physics)	Priyanka Singh (Hindi)	Dr. Sonia Mehta (Philosophy)
4	Dr. Onkar Mangla (Physics)	Dr. Sunita Yadav (Zoology)	Dr. Gurmeet Kaur (Commerce)
5	Dr. Malini Sharma (Economics)	Dr. Anju Jain (Zoology)	

Names of the members for constituting the Orientation Committee would be provided by the teacher incharges for the GE/AEC/SEC/VAC subjects to be offered by the respective departments.

2. Principal Ma'am apprised the house about the new course structure under NEP 2020. It was decided that the first-year students would be offered subjects based on their CUET score and the desired subject knowledge. Departments would be allowed to offer any number of optional papers, however the minimum number of students required to float an option would be 20 students for small departments such as Music, NHE, Physical Education, Sanskrit etc. and 30 students for large department. Maximum number of students allowed would be 50 - 60 students. Each department would get one section of SEC and GE each in the first year. VAC (Value Addition Course) will be allocated according to the subject expertise of the teacher of the department offering VAC subject.
3. A welcome email, google form for the option papers (AEC/GE/SEC/VAC) and anti-ragging email would be sent to the newly admitted students before the conduct of the orientation program. Orientation program would be conducted during the first three working days of the new academic session and the option form would be filled by the students after the orientation. The students would be apprised that the subjects available would be allotted on the basis of various criteria including merit (CUET Score), preference, eligibility and availability of seats. However, there would be no guarantee that all the students would be allotted their first preference.
4. The college would be offering a basket of GE, SEC, AEC and VAC subjects collated on the basis of the subjects proposed by each department. It would be applicable for the students admitted in the academic session 2022-23 for a period of three years.
5. Mentorship program would be initiated from the current academic session 2022-23. Each teacher would be allocated approximately 25 students who would be guided and advised by the mentor on subject options/courses to be opted and the career prospects of the same, continuously for their duration of stay in the college.

6. Principal Ma'am informed the house that the college can admit international students even for one semester and the credit can be transferred to the respective foreign universities. For example, one such student would be joining the biochemistry department from a university of Netherlands in the upcoming session. She further suggested that other departments should do likewise.
7. The current year being NAAC year, the teacher incharges were requested to start collecting data for the same.
8. The teacher incharges were asked to give their requirements for the upcoming Finance Committee meeting of the Governing Body. The house unanimously demanded rooms for smooth conduct of the offline classes in the next session. The areas identified and suggested for construction of portacabins included: (i) Parking space between Hostel Lawns and Teaching flats, (ii) space above library, (iii) space above Psychology department, and (iv) space near IOB Bank branch. The house requested Dr. Pooja Jain, Bursar to forward the request to the Finance Committee.

The meeting ended with a thanks to the members present and the chair.



Prof. Savita Roy

**Principal**



Dr. Gurmeet Kaur

**TPC Convenor**



Dr. Jyoti Taneja

**TPC Co-Convenor**



## Minutes of Teaching Programme Committee Meeting

A meeting of the Teaching Programme Committee (2022-23) was held on 24<sup>th</sup> June 2022 at 10:00 AM in the Conference Hall attended by 30 members (Teacher Incharges and TPC members) and chaired by the Principal, Prof. Savita Roy. The following agenda were discussed:

1. The minutes of the previous TPC meeting held on 12 May 2022 were read out and confirmed.
2. Principal Ma'am apprised the house that for the SEC/GE/VAC papers under NEP, a common basket of GE and SEC papers would be prepared, for which two subjects will be provided by each department for the first year in the academic session 2022-23. Small departments (like Music, NHE, Physical education, Sanskrit) will have one section each and the big departments will have two sections each. Minimum strength of students in a section would be 20 and 30 for small and big departments respectively and the maximum strength would be 50-60 students for each section.
3. TICs were suggested to allocate second year classes and not Third year classes to the faculty who are currently teaching Second semester to provide them a break.
4. TICs were instructed to immediately start the mentorship programme for the second and third year students. The department list should be submitted (soft copy) to the Principal Office.
5. Every association, society and cell of the college would be required to submit their reports in hard and soft copy to the library and the college office every academic year.
6. The house was apprised that according to the UGC notification, the newly promoted faculty would carry forward their workload. The new guidelines from the university regarding workload require every teacher (Assistant Professor, Associate Professor and Professor) to take 16 periods irrespective of designation. However, assistant professors (permanent as well as adhoc) may be requested by the department to take one extra period i.e., a total of 17 periods. The workload has to be submitted by the departments for the second and third year by 2<sup>nd</sup> July 2022. The section strength for the second and third year would remain same as last year. The workload for the first year would be submitted after relevant notification is received from the university. Principal Ma'am informed the house that the college has submitted the requirement of additional 50 teachers under EWS Quota for sanction by UGC and until the same is received, no additional hand would be granted to any department except guest teachers. Permanent appointments would begin soon. The screening committees for permanent appointment would remain the same as formed earlier. All the adhoc teachers would join duty w.e.f. 20 July 2022 and they would receive ex-gratia payment for the summer vacation.
7. TICs were informed about rules pertaining to the appointment of guest faculty. The Guest faculty may be appointed in a department on lecture basis for up to 7 periods and on consolidated salary basis for up to 16 periods and they would be assigned the duties of evaluation, invigilation etc. Attendance of guest teachers would be maintained by the office. TICs would be responsible to ensure that guest faculty hold their classes regularly.
8. Regarding sharing of one paper amongst faculty members, Principal Ma'am objected to the practice of sharing of one paper by up to five teachers by some departments. No sharing of a paper by more than two teachers would be allowed. TICs would have to submit a copy of the time-table of each faculty member duly signed and received by the teacher to the college before the session starts.
9. Regarding the construction of porta-cabins, the college Bursar, Dr. Pooja Jain apprised the house about the decision of the finance committee. The construction of the same for the conduct of classes is not feasible and hence the governing body had suggested that the Sadbhavna Bhawan should be used for the classes. However, the house suggested that the Sadbhavna Bhawan should be utilized for exams and events only. Instead, Seminar Hall, Hostel mess hall and conference room in the Sadbhavna Bhawan may be used for the classes. Besides, theory as well as practical classes would be conducted on Saturdays and theory classes would be conducted on Sundays in the upcoming session.
10. Principal Ma'am suggested that to manage the space constraint, departments with two and three sections can be allotted one big room to conduct combined class of the two/three sections with the two/three teachers present in the class, wherein assignments, internal assessment will be shared by

the teachers equally. She assured that there would be no effect on the workload of the department by this arrangement.

11. Principal Ma'am informed the house that the Vice Chancellor, University of Delhi, has agreed to come for laying of the foundation stone for the new building in the third week of August.
12. She asked all TICs to organize some events or activities in their department in the month of September for the first-year students. Events like Miss DRC and Manjari would be organized in the offline mode like in the pre-covid times.
13. Attendance register and information bulletin would be prepared by the prospectus committee. TPC convenor informed that the attendance register for the session 2022-23 will be the same as of 2019. Any changes or suggestion for the same should be forwarded to the TPC convenor and Prof. Suranjita Ray.

The meeting ended with thanks to the chair and the members present.



Prof. Savita Roy  
Principal



Dr. Gurmeet Kaur  
TPC Convonor



Dr. Jyoti Taneja  
TPC Co-Convonor

## Minutes of Teaching Program Committee Meeting

A meeting of the Teaching Programme Committee (2022-23) was held on 15<sup>th</sup> November 2022 at 11:00 AM in the Conference Hall attended by 29 members (Teacher In-charges, TPC members and BA Prog. Convener) and chaired by the Hon'ble Principal, Prof. Savita Roy. The following points were observed after deliberations related to the allocation of options GE/VAC/SEC/AEC under UGCF-NEP 2022 in the academic session 2022-23:

1. The data collected by TPC for allocation of AEC (Indian languages), GE, VAC, SEC and BA(Prog) Major/Non-major was discussed. Principal Madam apprised the house about the anomalies noted in the data. It is the responsibility of the teacher in-charges to counsel the first-year students so that they are duly informed about their academic path under the four-year course under UGCF-NEP. They should be counselled to opt for the courses that add value to their degree.
2. The option allocation would be based on the merit of the CUET score and the available section strength in the course opted.
3. The minimum number of students in a section would be 20 and the maximum would be 60. Further, the allowable size of a section would depend on the availability of the infrastructure, the number of computer systems available for computer practicals etc.
4. The TICs would also inform the first-year students that they may opt for the courses offered in the North Campus cluster colleges for which the classes would be held in the respective colleges offering a particular course. However, once allotted, the students would not be allowed to change their option-college.
5. The teachers were advised to ensure the implementation of UGCF-NEP 2022 in a student-centric manner without considering their workload requirements. The existing teaching staff as on 15 November 2022 would not be displaced because of workload.
6. Regarding GE languages, the BA Prog. Students should be counselled to opt for SEC and VAC papers other than language-based papers and preferably computer-based courses to add value to their degree. If a student has to study Hindi as a DSC, then they should not opt for the Hindi language as GE.

### Generic Elective (GE: Language) for B.A. (Prog.) and B. Com. (Prog.) Sem I

SN	Subject	Pref 1	Pref 2	Pref 3
1	English	259	2	1
2	Hindi	7	253	7
3	Sanskrit	1	7	259
	<b>Total</b>	<b>267</b>	<b>262</b>	<b>267</b>

- Three sections would be formed for GE offered by English and one section each with a minimum of 30 students for GE- Hindi A, B and C would be allowed.
7. It was suggested that the TICs would counsel the first-year students that the **Major** and **Minor** depends on the number of GEs studied by the end of 4 years therefore they must choose their GEs according to the academic plan they want to pursue. It was observed that only 12, 33, and 26 students opted for GE offered by Botany, Zoology and Chemistry departments respectively apparently due to a lack of guidance. If the students aim to make botany as a minor after 4 years, then the section would be allowed. However, the TICs would guide the students and inform them about their career choices.



### Generic Elective (GE) (Discipline Based) For Hons. Courses and B.Sc. Life Sc. Sem I

S. No.	Name of GE Dept.	No. of students
1	Biochemistry	48
2	Botany	12
3	Chemistry	26
4	Commerce	68
5	Economics	181
6	English	62
7	Hindi	0
8	History	117
9	Mathematics	69
10	Philosophy	31
11	Physical Education	18
12	Physics	0
13	Political Science	192
14	Psychology	76
15	Sanskrit	3
16	Zoology	33
	<b>Total</b>	<b>936</b>

8. GE offered by Sanskrit and Physical education departments was opted by 3 and 18 students only and since GE courses are not available in the cluster colleges therefore the GE offered by these two departments would not be floated in the current semester.
9. Students need to be counselled that they should not opt for Skill Enhancement Courses and Value Addition Courses from their core discipline otherwise there would not be any added enhancement to their degree.
  - In SEC, the paper 'Finance for Everyone' is not advisable to be opted by Commerce and Economics students because it would not add any additional skills to their respective degrees which already include such papers as DSCs and DSEs. Similarly, if a student has studied Python in class XII, then the basic paper on Python would not add anything new for the student. Therefore, the student needs to be advised to opt for the advanced-level Python paper.
  - Similar riders would be included in the google form for SEC and VAC options as follows:

#### SEC (1<sup>st</sup> Preferences)

SN	Name of SEC Subject	Rider
1	Advanced Spreadsheets Tools	All
2	Analytics/ Computing with Python	Must have studied Python Programming which is level I syllabus.
3	Basic IT Tools	All
4	Business Communication	All
5	Communication in Everyday Life	Not to be opted by English (H) and BA (P) combination with English
6	Communication in Professional Life	All
7	Creative Writing	Not to be opted by English (H) and BA (P) combination with English
8	Digital Film Production	All

9	Essentials of Python	Not to be opted by students who have studied Python in Class XI/XII.
10	E-Tourism	All
11	Finance for Everyone	Not to be opted by B.Com.(H), B.Com.(P) & Eco (H)
12	Introduction to Blockchain	All
13	Personal Financial Planning	Not to be opted by B.Com.(H), B.Com.(P) & Eco (H)
14	Personality Development & Communication	Not to be opted by English (H) and BA (P) combination with English.
15	Programming with Python -I	All
16	Statistical Software Package	All
17	Statistics with 'R'	All
18	Sustainable Ecotourism & Entrepreneurship	All
19	Visual Communication & Photography	All
20	रंगमंच	All

#### VAC (1<sup>st</sup> Preferences)

SN	Name of VAC Subject	Rider
1	Ayurveda and Nutrition	All
2	Constitutional Values and Fundamental duties	Not to be opted by Political Sc.& B.A.(Prog.) Pol.Sc combinations
3	Culture and Communication	All
4	Digital Empowerment	All
5	Emotional Intelligence	Not to be opted by Psychology (H) B.A.(Prog.) Psychology combination
6	Finance Literacy	Not to be opted by B.Com.(H), B.Com.(P), Eco (H)
7	Gandhi and Education	Not to be opted by Political Sc.(H), Philosophy (H) & B.A.(Prog.) Pol.Sc & Philosophy combinations
8	Panchakosha: Holistic Dev. of Personality	All
9	Reading Indian Fiction in English	Not to be opted by English (H) B.A.(Prog.) English combination
10	Swachh Bharat	All
11	Art of Being Happy	Not to be opted by Psychology (H) B.A.(Prog.) Psychology combination
12	Vedic Mathematics	All
13	Yoga: Philosophy and Practice	All
14	भारतीय भक्ति परंपरा और मानव मूल्य	All
15	साहित्य, संस्कृति और सिनेमा	All (cluster colleges)

16	सृजनात्मक लेखन के आयाम	All (cluster colleges)
17	Fit India	All
18	Sports for Life-1	All
19	NCC-1	NCC only

10. AEC, VAC and SEC options that are available in the Cluster colleges and not offered by DRC would also be offered to first-year students. The data would be collected again for GE options from Science students, VAC, SEC and AEC including the data sought for cluster colleges. TICs would get the google forms for options filled by the first-year students in the class itself.
11. **Major / Non-Major course in B.A. Prog combinations:** The data for major and non-major was analysed for the B.A.(Prog) combinations and the following majors were decided. The students who cannot be allotted their preference of major subject due to infrastructural constraints would be counselled by the B.A. (Prog) convener.
- Economics (MAJOR) + Mathematics (NON-MAJOR)**
  - History (NON-MAJOR) + **Political Science (MAJOR)**
  - Philosophy (NON-MAJOR) + **Psychology (MAJOR)**
  - English (NON-MAJOR) + **History (MAJOR)**
  - Music (NON-MAJOR) + **Nutrition & Health Education (MAJOR)**
  - Music (NON-MAJOR) + **Sanskrit (MAJOR)**
  - Entrepreneurship & Small Business (NON-MAJOR) + **Nutrition & Health Education (MAJOR)**
  - Physical Education (NON-MAJOR) + **Political Science (MAJOR)**
  - Hindi (MAJOR) + Physical Education (NON-MAJOR)**
- In the NHE+ ESB combination, the majority of students opted NHE as a major. Therefore, the ESB students who want ESB as a major can be counselled to take commerce-based VAC and SEC options and Commerce-GE from the second year onwards.
  - In the History + English combination, except for one student, all students have opted for History as a major option therefore History would be offered as a major and English as a non-major.
  - In the History + Political Science combination, though Political Sc would be major, but History can be offered as a major to the 5 students who opted for the same. 5 students of the Pol Sc.+ History combination who opted for History as a major would study the same with the History + English combination.
  - Similarly, Psychology would be major and Philosophy non-major in combination.
  - Physical Education + Political Science combination, Political Science would be offered as a major and Physical education as a minor.
  - Dr. Kavita Sharma expressed her concern about making Physical education a non-major in Physical Education + Political Science combination. Dr. Sangeeta Gupta, English department was instructed to conduct counselling of the students. Data would be collected again for the same by the B.A.(Prog.) Convener.
12. For AEC (Indian Language), Dr. Onkar Mangla reported that around 500 students opted for Hindi for Sem I. Accordingly, seven sections of Hindi would be made in Sem I. One section of Sanskrit with 60 students would be made after giving the second preference to the students based on merit.



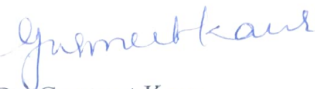
**AEC (Indian Languages)**


<b>Subject</b>	<b>Prof 1</b>
1. Hindi	1047
2. Sanskrit	50
3. Manipuri	12
4. Punjabi (cluster)	38
<b>Total</b>	<b>1147</b>

13. In AEC (IL) 10 Indian languages would be offered to the first-year students: 3 by DRC – **Hindi A/B/C, Sanskrit A/B/C, Manipuri**, and 7 in cluster colleges - Punjabi A/B/C, Bengali, Urdu, Kannada, Malayalam, Tamil, Telugu.

The meeting ended with thanks to the chair and the members present.

  
Prof. Savita Roy  
Principal

  
Dr. Gurmeet Kaur  
TPC Convenor

  
Dr. Jyoti Taneja  
TPC Co-Convenor