

DSR College of Education (B.Ed. & M.Ed.)

Meeting Minutes -Principal with HoDs.
Academic Year 2023-24

Meeting Notice

Date: 10/07/2023

To:

- HoD, Philosophy -Dr. Syeda Qudsia
- HoD, Psychology -Dr. Kaiser Jahan
- HoD, Administration -Dr. Shaikh Mohammadi



From: Principal, DSR College of Education

Subject: *Meeting to Review Departmental Progress and Curriculum Alignment*

You are hereby requested to attend a departmental meeting with the undersigned as per the schedule below:

Date: 13/07/2023

Time: 11 a.m.

Venue: Principal's Chamber

Chairperson: Principal, DSR College of Education

Agenda:

1. Review of syllabus and lesson planning
2. Interdisciplinary integration across the three departments
3. Student academic performance and guidance strategies
4. Planning for upcoming guest lectures, workshops & field-based learning
5. Departmental documentation for IQAC & NAAC
6. Open discussion and feedback

Your timely presence and active participation are highly appreciated. Please bring updated teaching plans and department files for reference.
For queries or to request additional agenda items, contact the principal's office.

Principal

Dr. Syed Azaz Ali

Principal
Sufa Educational & Welfare Society's
DSR College of Education,
Aurangabad

DSR College of Education

Minutes of the Meeting (MoM)

Participants:

- HoD, Philosophy -Dr. Syeda Qudsia
- HoD, Psychology -Dr. Qaiser Jahan
- HoD, Administration -Dr. Shaikh Mohammadi
- Principal- Dr. Syed Azaz Ali



Agenda Points & Discussion Summary:

S. No	Agenda Item	Discussion Summary	Responsible Person
1	Syllabus Completion Status	All three HoDs shared their progress; minor delays noted in Philosophy due to seminar week.	HoDs
2	NEP 2020 Alignment	Departments agreed to include reflective pedagogy and competency-based models.	HoDs & Faculty
3	Interdisciplinary Approach	Plan to organize joint sessions on "Philosophical & Psychological Foundations of Education".	Psychology & Philosophy HoDs
4	Student Guidance	Mentoring groups will be revised to ensure better tracking of performance and participation.	All HoDs
5	Guest Lectures & Workshops	Scheduled a lecture on Educational Administration Trends (next month); speakers to be finalized.	Administration HoD
6	IQAC/NAAC Documentation	All departments asked to update files: teaching plans, student feedback, attendance, and innovations.	HoDs

Decisions Taken:

- Monthly review meetings to continue till the semester end.
- Interdisciplinary teaching to be piloted in Philosophy-Psychology modules.
- All IQAC documentation to be completed before next internal audit.

Principal
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