

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

Meeting Minutes -Principal with HoDs.
Academic Year 2024-25



Meeting Notice

Date: 12 August 2024

To:

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

From: Principal, DSR College of Education

Subject: *Departmental Meeting for Academic Planning – 2024–25*

You are hereby informed that a departmental meeting has been scheduled with the Principal to discuss academic planning and execution strategies for the upcoming academic session 2024–25.

Meeting Details:

Date: 16 August 2024

Time: 11:00 AM

Venue: Principal's Chamber

Chairperson: Principal, DSR College of Education

Agenda:

1. Review and finalization of Annual Teaching Plans
2. Syllabus distribution and workload allocation
3. Planning for interdisciplinary activities and seminars
4. Student mentoring, counselling and remedial programs
5. IQAC/NAAC documentation responsibilities

All concerned department heads are requested to attend the meeting with updated records, department files, and academic plans. Your presence and input are highly valued.

Principal

A handwritten signature in blue ink, appearing to read "Syed Azaz Ali".

Dr. Syed Azaz Ali

Principal

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

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

Meeting Minutes -Principal with HoDs.
Academic Year 2024-25

 **Date:** 16th August 2024

 **Time:** 11:00 AM – 12:30 PM

 **Venue:** Principal's Chamber

 **Chairperson:** Principal, DSR College of Education



Participants:

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

Meeting Objective:

To plan departmental goals and academic activities for academic year 2024–25.

Agenda & Discussion Summary:

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1	Annual Teaching Plan	All departments submitted initial plans; Principal advised integration of ICT tools.	All HoDs
2	Syllabus Distribution	Workload and paper allotments finalized for all semesters.	Academic Coordinator
3	NEP 2020 Implementation	Philosophy to include Indian Knowledge Systems; Psychology to focus on formative assessment techniques.	Respective HoDs
4	Interdisciplinary Events	Joint student seminar in August	Philosophy & Psychology HoDs
5	Guest Lectures	Series of lectures planned across semesters; suggested resource persons to be finalized.	Administration HoD
6	Student Support Mechanisms	Plan for remedial classes, mentoring sessions, and student counselling programs initiated.	All HoDs
8	NAAC/IQAC Work	Department files, outcome-based education documentation, and best practices to be updated monthly.	All HoDs

Key Decisions:

- Each department will nominate a “Documentation Coordinator” to monitor NAAC/IQAC file readiness.
- Feedback from previous year to be analysed and presented by the next meeting.
- Internal academic audits to be held quarterly.

Principal
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