

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

Meeting Minutes - Principal with HODs.
Academic Year 2021-22

MEETING NOTICE

Date: 07 September 2021

To:

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

From:

- Principal, DSR College of Education



Subject: Meeting on Academic Planning and COVID-19 Contingency Measures

You are hereby informed that a departmental meeting has been scheduled to discuss academic continuity plans, blended learning approaches, and departmental strategies in response to the ongoing COVID-19 pandemic.

Meeting Details:

Date: 11 September 2021

Time: 10:30 A.M.

Venue: Conference Hall (with proper social distancing)/ Online Backup Link (if required)

Chairperson: Principal, DSR College of Education

Agenda:

1. Academic adjustments due to COVID-19 disruptions
2. Blended teaching plans
3. Student mental health support and counselling
4. Online internship and practicum arrangements
5. E-content preparation and LMS updates
6. Contingency planning for third wave/lockdown possibilities

All HoDs are expected to attend with preparedness reports, student support records, and departmental suggestions.

A handwritten signature in blue ink.

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

📁 MINUTES OF THE MEETING (MoM)

📅 **Date:** 11 September 2021

🕒 **Time:** 10:30 AM – 12:00 PM

📍 **Venue:** Principal Office (Social Distanced Setup)

👤 **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



Agenda & Discussion Summary:

S.No.	Agenda Item	Summary of Discussion	Responsibility
1	COVID Academic Impact	30% syllabus to be delivered online; 70% hybrid. Physical classes to resume in batches.	All HoDs
2	E-Content & LMS	Faculty to upload lectures on institutional LMS weekly. Videos + PDFs required.	Faculty
3	Mental Health	Student support helpline and virtual counselling to be initiated under Psychology Dept.	HoD Psychology
4	Internship Plan	School-based internship shifted to online observation and reflective journaling.	Admin HoD
5	Contingency Prep	If third wave hits, revert to full online mode with pre-scheduled backups.	Principal + Coordinator

Key Decisions:

- Weekly monitoring of student participation in classes.
- Hybrid classroom infrastructure to be set up.


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