

Sample of
Minutes of meetings of Mentor: Mentee

MEETING-1

Subject: Meeting with CR-DC

Class / Semester: Diploma EE VI sem

Time:11:00AM

Date:31st January, 2020

Venue:Faculty Cabin

Minutes of Meeting Discussed with CR and DC

1. Discussion of the duties of CR and DC.
2. Course completion in each subject.
3. Issues related in class.
4. Teaching language related problems.
5. Books issue.
6. Short Attendance.
7. Assignments and quiz.

Mr. Arun Kumar Gangwar

Class In-charge (Diploma EE, VI SEM)

Class Representative

1. Savista (DEE2017001)

Discipline Co-ordinator

1. Jay Singh Bhati (DEE2017013)

Department of Computer Science and Engineering

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section- B.Tech. CSE, CTIS VI sem

Name of Class In-charge- Sakshi Tripathi

Date and Time- 10 Feb 2020, 11:00 AM

Venue - AB2/7

Points Discussed

- 1- Attendance status of students.
- 2- Classes are going on time or not.
- 3- Rules for student for new session.
- 4- Classroom related problems discussed.
- 5- Syllabus status of all subjects discussed.

Attendees – Shubha Pandey (CR)

Vasu Bhasin (DC)

Class In-charge

Sakshi Tripathi

HoD

Dr. Gaurav Agarwal

Department of Computer Science and Engineering

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section- B.Tech. CSE, CTIS VI sem

Name of Class In-charge- Sakshi Tripathi

Date and Time- 1 March 2020, 11:00 AM

Venue - AB2/7

Points Discussed

- 1- Attendance status of students.
- 2- Report of any undisciplined activity
- 3- If any student have fee due then submit it before UT1.
- 4- Syllabus status of all subjects discussed.
- 5- Report of short attendance student

Attendees – Shubha Pandey (CR)

Vasu Bhasin (DC)

Class In-charge

Sakshi Tripathi

HoD

Dr. Gaurav Agarwal

Department of Computer Science and Engineering

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section- B.Tech. CSE, CTIS VI sem

Name of Class In-charge- Sakshi Tripathi

Date and Time- 18 April 2020, 03:00 PM

Venue – Online Mode

Points Discussed

- 1- Syllabus status of all subjects discussed.
- 2- Report of any undisciplined activity
- 3- Regarding classes are going as per schedules
- 4- Report for any problem issue facing in online classes
- 5- Report of student attendance during online classes

Attendees – Shubha Pandey (CR)

Vasu Bhasin (DC)

Class In-charge

Sakshi Tripathi

HoD

Dr. Gaurav Agarwal

MEETING-1

Subject: Meeting with CR-DC

Class / Semester: B. Tech (EE/EEE/EC) VI Sem.

Time: 09:00 AM

Date: 05th February, 2020

Venue: Faculty Cabin

Minutes of Meeting Discussed with CR and DC

1. Discussion of the duties of CR and DC.
2. Course completion in each subject.
3. Issues related in class.
4. Teaching language related problems.
5. Books issue.
6. Short Attendance.
7. Assignments and quiz.

Dr. Sourabh Pathak
Class In-charge (B. Tech. ECE/EE, VI SEM.)

Class Representative
1.Sonjuhi Vaish

Discipline Coordinator
1. Akhansha

Dr. Sourabh Pathak
C.I. - B. Tech. VI Sem

**Department of Computer Science and Engineering,
Invertis University, Bareilly**

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section: **B.Tech. CSESem VIII Section A**
Name of Class In-charge: **Suhail Javed Quraishi**
Date and Time: **February 28, 2020 & 03:00 pm – 03:30 pm**
Venue: **Academic Block 2 (Room No. T-6)**

Points Discussed-

- 1- Rescheduling the project presentation for those who couldn't not perform well and for others who were absent.
- 2- Report on percentage of syllabus completed and the assignments account of each subject.
- 3- Discussion on the performance of students in Experis IT and measures to improve technical and professional skills.
- 4- Absence of students in the class and actions to be taken to ensure their presence.
- 5- Preparation strategy for the upcoming interviews.

Attendees-

1. Patrick Anand (CS2016019)
2. Km. SunehaSharma (CS2016008)

(Suhail Javed Quraishi)
Class In-charge

(Dr. Gaurav Agarwal)
HoD

Department of Computer Science and Engineering,

Invertis University, Bareilly

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section: B.Tech. CSE Sem VIII Section A

Name of Class In-charge: Suhail Javed Quraishi

Date and Time: April 29, 2020 & 01:00 pm – 01:30 pm

Venue: Online (@Zoom App)

Points Discussed-

- 1- Online lectures' smooth flow practically successful or not?
 - i) Network issues faced by students in connecting.
- 2- Attendance count of students in online lectures.
- 3- Result of previous semester still to be published for some students.
- 4- Feedback of webinars held so far and planning for upcoming webinars.
- 5- Final project presentation reschedule request by students who could not perform well in the presentation.

Attendees-

1. Patrick Anand (CS2016019)
2. Km. Suneha Sharma (CS2016008)

(Suhail Javed Quraishi) (Dr. Gaurav Agarwal)

Class In-charge HoD

Department of Computer Science and Engineering

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section- Diploma CS IV Sem

Name of Class In-charge- Dr. Akash Sanghi

Date and Time: 17-01-20 (11:00 am-11:15 am)

Venue: M-16

Points Discussed

- 1- Instructions for student for the new session.
- 2- Classroom related issues.
- 3- Regarding classes going on timely.
- 4- Syllabus of all subjects given to students.
- 5- Reminder of all responsibilities of CR and DC.

Attendees -

PRABHNOOR KAUR (CR)

ADITYA KAPOOR (DC)

Class In-charge

HoD

Department of Computer Science and Engineering

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section- Diploma CS IV Sem

Name of Class In-charge- Dr. Akash Sanghi

Date and Time: 17-02-20 (11:00 am-11:15 am)

Venue: M-16

Points Discussed

- 1-Discussion regarding classes and labs going on time.
- 2- Report of any indiscipline activity.
- 3- Syllabus completion till date.
- 4- Report of short attendance students.
- 5- Classroom related issues.

Attendees -

PRABHNOOR KAUR (CR)

ADITYA KAPOOR (DC)

Class In-charge

HoD

Department of Computer Science and Engineering

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section- Diploma CS IV Sem

Name of Class In-charge- Dr. Akash Sanghi

Date and Time: 03-03-20 (11:00 am-11:15 am)

Venue: M-16

Points Discussed

- 1- Syllabus of UT1.
- 2- Instructions for UT-1.
- 3- Short attendance students.
- 4- Regarding precautions due to Covid-19.
- 5- Regarding classes going on timely.

Attendees -

PRABHNOOR KAUR (CR)

ADITYA KAPOOR (DC)

Class In-charge

HoD

Department of Computer Science and Engineering

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section- Diploma CS IV Sem

Name of Class In-charge- Dr. Akash Sanghi

Date and Time: 27-04-20 (10:00 am-10:15 am) Venue: ZOOM App (Online)

Points Discussed

- 1-Attendance of students during online classes.
- 2-Report of any indiscipline activity during online classes
- 3- Syllabus completion in all subjects.
- 4- Discussion about any issue in understanding the online classes.
- 5- Regarding notes of all subjects during online sessions.
- 6- Report for any problem issue facing in online classes

Attendees -

PRABHNOOR KAUR (CR)

ADITYA KAPOOR (DC)

Class In-charge

HoD

Department of Computer Science and Engineering

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section- B.Tech IV Sem

Name of Class In-charge- Ankit Saxena

Date and Time: 14-01-20 (11:00 Am)

Venue T-8

Points Discussed

- 1-Rules for student for new session
- 2-Report of any undisciplined activity
- 3- Subject related issue
- 4- Regarding classes are going on time
- 5- Classroom related problem

Attendees -

SHRISHTI SAXENA (CR)

MANYA SHARMA (DC)

Class In-charge

HoD

Department of Computer Science and Engineering

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section- B.Tech IV Sem

Name of Class In-charge- Ankit Saxena

Date and Time: 17-02-20 (11:00 Am)

Venue T-8

Points Discussed

- 1-Rules for student for Inertia Event
- 2-Report of any undisciplined activity
- 3- Subject Syllabus covered report
- 4- Report of short attendance student
- 5- Classroom related problem

Attendees -

SHRISHTI SAXENA (CR)

MANYA SHARMA (DC)

Class In-charge

HoD

Department of Computer Science and Engineering

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section- B.Tech IV Sem

Name of Class In-charge- Ankit Saxena

Date and Time: 02-03-20 (11:00 Am)

Venue T-8

Points Discussed

- 1-Instruction for student for safe Holi due to covid-19
- 2-Report of any undisciplined activity
- 3- Subject Syllabus covered report
- 4- Regarding classes are going on time
- 5- Instruction for Unit Test -I

Attendees -

SHRISHTI SAXENA (CR)

MANYA SHARMA (DC)

Class In-charge

HoD

Department of Computer Science and Engineering

Minutes of Meeting (Class In-charge and CR, DC)

Class and Section- B.Tech IV Sem

Name of Class In-charge- Ankit Saxena

Date and Time: 24-04-20 (11:00 Am)

Venue ZOOM App (Online)

Points Discussed

- 1-Report of student attendance during online classes
- 2-Report of any undisciplined activity during Online Classes
- 3- Subject Syllabus covered report
- 4- Regarding classes are going as per schedules
- 5- Report for any problem issue facing in online classes

Attendees -

SHRISHTI SAXENA (CR)

MANYA SHARMA (DC)

Class In-charge

HoD

Department of Computer Science and Engineering
Minutes of Meeting (Class In-charge and CR, DC)

Class and Section-Diploma (CSE)

Name of Class In-charge - ASHISH

Date and Time: 02/03/2020 and 02:00 to 2:30

Venue - M-16

Points Discussed:

1. Selection of CR and DC
2. Discussion of the duties of CR and DC.
3. Regarding Syllabus of all subjects
4. Short Attendance.

Attendees – 1. MOHD FARAZ

2. TAYYABA HUSSAIN

Ashish

Class In-charge

HoD

Department of Computer Science and Engineering
Minutes of Meeting (Class In-charge and CR, DC)

Class and Section-Diploma (CSE)

Name of Class In-charge - ASHISH

Date and Time: 09/04/2020 and 10:00 to 10:30

Venue –zoom application

Points Discussed:

- 1- Discussion of syllabus completion
- 2- Regarding social media activities
- 3- Discussion on Attendance (online) of students
- 4- Other issues of online classes
- 5- Study related problems

Attendees - 1. MOHD FARAZ

2. TAYYABA HUSSAIN

Ashish

Class In-charge

HoD

Department of Computer Science and Engineering
Minutes of Meeting (Class In-charge and CR, DC)

Class and Section-Diploma (CSE)

Name of Class In-charge-ASHISH

Date and Time: 09/05/2020 and 03:00 to 03:30

Venue – Zoom meeting

Points Discussed:

- 1- Discussion on Subjects completion
- 2- Issues on online classes
- 3- Discussion Regarding guest lecture
- 4- Discussion on Test and assignments

Attendees - 1. MOHD FARAZ

2. TAYYABA HUSSAIN

Ashish

Class In-charge

HoD

MEETING-1

Subject: Meeting with CR-DC Class / Semester: Diploma ECE IVthSem. (Sec.- A)

Time: 11:00 PM

Date: 31st January, 2020

Venue: Faculty Cabin

Minutes of Meeting Discussed with CR and DC

1. Discussion of the duties of CR and DC.
2. Course completion in each subject.
3. Issues related in class.
4. Teaching language related problems.
5. Books issue.
6. Short Attendance.
7. Assignments and quiz.

Class Representative 1. DINESH SHARMA	Discipline Co-ordinator 1. HETRAM
PURNIMA PAL C.I. - Diploma ECE IVthSem. (Sec.- A)	

MEETING-2

Subject: Meeting with CR-DC Class / Semester: Diploma ECE IVthSem. (Sec.- A)

Time:11:00PM

Date:28 Feburary, 2020

Venue:Faculty Cabin

Minutes of Meeting Discussed with CR and DC

1. Discussion of the duties of CR and DC.
2. Course completion in each subject.
3. Issues related in class.
4. Teaching language related problems.
5. Books issue.
6. Short Attendance.
7. Assignments and quiz.

Class Representative 1. DINESH SHARMA	Discipline Co-ordinator 1. HETRAM
PURNIMA PAL C.I. - Diploma ECE IVthSem. (Sec.- A)	

MEETING-1

Subject: Meeting with CR-DC Class / Semester: Diploma ECE VIthSem. (Sec.- A)

Time:11:00 PM

Date:29th January, 2020

Venue:Faculty Cabin

Minutes of Meeting Discussed with CR and DC

1. Discussion of the duties of CR and DC.
2. Course completion in each subject.
3. Issues related in class.
4. Teaching language related problems.
5. Books issue.
6. Short Attendance.
7. Assignments and quiz.

Class Representative 1. Mohd. SHAHANSHAH ANSARI	Discipline coordinator 1. SHANTANU VAISH
PURNIMA PAL C.I. - Diploma ECE VIthSem. (Sec.- A)	

MEETING-2

Subject: Meeting with CR-DC Class / Semester: Diploma ECE VIth Sem. (Sec.- A)

Time: 11:00 PM

Date: 27 Feburary , 2020

Venue: Faculty Cabin

Minutes of Meeting Discussed with CR and DC

1. Discussion of the duties of CR and DC.
2. Course completion in each subject.
3. Issues related in class.
4. Teaching language related problems.
5. Books issue.
6. Short Attendance.
7. Assignments and quiz.

Class Representative 1. Mohd. SHAHANSHAH ANSARI	Discipline coordinator 1. SHANTANU VAISH
PURNIMA PAL C.I. - Diploma ECE VIth Sem. (Sec.- A)	

MEETING-2

Subject: Meeting with CR-DC

Class / Semester: B. Tech. 2nd Sem. (Sec.- C)




Time: 11:00 AM

Date: 02 March 2020

Venue: Faculty Cabin

Minutes of Meeting Discussed with CR and DC

1. Short Attendance.
2. Course completion in each subject.
3. Discussion on Non-disciplinary actions by some students.
4. Study related problems.
5. Books issue.
6. Short Attendance
7. Assignments and quiz

 Dr. Ankur Rai Class In-charge (B. Tech. 2nd Sem. (Sec.- C))	
Class Representative  Umam Javed	Discipline Coordinator  Ritik Gupta

MEETING-1

Subject: Meeting with CR-DC

Class / Semester: B. Tech. 2nd Sem. (Sec.- C)



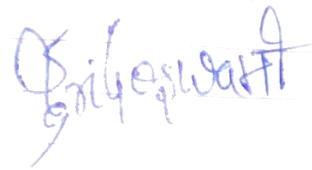
Time: 11:00 AM

Date: 13 January, 2020

Venue: C.I. office

Minutes of Meeting Discussed with CR and DC

1. Discussion of the duties of CR and DC.
2. Course completion in each subject.
3. Issues related about class.
4. Study related problems.
5. others.

 Dr. Ankur Rai Class In-charge (B. Tech. 2 nd Sem. (Sec.- C))	
Class Representative  Umam Javed	Discipline Coordinator  Shubhankar Puri

INVERTIS UNIVERSITY, BAREILLY (U.P)

DEPARTMENT OF EDUCATION

MEETING WITH CR AND DC (SEPTEMBER 2019)

B.Sc.B.Ed. 3rd semester

CI:- Mr. RAGHAVENDRA RASTOGI

DATE/TIME: 16/09/2019 at 11:00 am

VENUE: T-25

AGENDA- Class Issues and Requirements

Attendees- PALLAVI DUBEY(CR) and KUSH KUKRETI(DC)

Discussed Topics

1. Classroom requirements like projector, Dustbin.
2. Science Subject teacher and Lab hours.
3. Problems regarding classroom for Elective subject.
4. Discussion on Time Table clashes.
5. Discussion on syllabus of completion of all subjects which is going good by all the faculties in B.Sc.B.Ed.
6. Uniform should be properly maintained.
7. Unity should be maintained by CR and DC.
8. Discipline in class should be maintained.
9. Mobile is not allowed inside the class.

The meeting ended with positive feedback by both CR DC.

MEETING WITH CR AND DC (OCTOBER 2019)

B.Sc.B.Ed. 3rd semester

CI:- Mr. RAGHAVENDRA RASTOGI

DATE/TIME: 15/10/2019 at 11:00 am

VENUE: T-25

AGENDA- Class Issues and Requirements

Attendees- PALLAVI DUBEY(CR) and KUSH KUKRETI(DC)

Discussed Topics

1. Syllabus of completion of all subjects.
2. Test taken by faculty members of B.Sc.B.Ed.
3. Classroom problems.
4. Assignment given by faculty members B.Sc.B.Ed.
5. Regarding to provide CR/DC t-shirts and batches.
6. Classroom requirement like Projector.

The meeting ended with positive feedback by both CR DC.

MEETING WITH CR AND DC (NOVEMBER 2019)

B.Sc.B.Ed. 3rd semester

CI:- Mr. RAGHAVENDRA RASTOGI

DATE/TIME: 19/11/2019 at 11:00 am

VENUE: T-25

AGENDA- REMEDIAL CLASSES

Attendees- PALLAVI DUBEY(CR) and KUSH KUKRETI(DC)

Discussed Topics

1. Rest syllabus for each subject in the class.
2. Completed syllabus percentage of each subject.
3. Difficulties in subjects .
4. Remedial classes for difficulties in subject.

The meeting ended with positive feedback by both CR DC.

MEETING WITH CR AND DC (JANUARY 2020)

B.Sc.B.Ed. 4th semester

CI:- Mr. RAGHAVENDRA RASTOGI

DATE/TIME: 17/01/2020 at 11:00 am

VENUE: T-25

AGENDA- Class Issues and Requirements

Attendees- PALLAVI DUBEY(CR) and KUSH KUKRETI(DC)

Discussed Topics

1. Introduction for new Session.
2. Planned made regarding using library periods for improving communication skills by presentation according to students roll numbers under the CR and DC of the particular class.
3. Ask to students for reading English news paper for improving communication skill.
4. Discussion regarding Educational Excursion.

The meeting ended with positive feedback by both CR DC.

MEETING WITH CR AND DC (FEBRUARY 2020)

B.Sc.B.Ed. 4th semester

CI:- Mr. RAGHAVENDRA RASTOGI

DATE/TIME: 1/01/2020 at 11:00 am

VENUE: T-25

AGENDA- PROBLEM REGARDING SYLLABUS

Attendees- PALLAVI DUBEY(CR) and KUSH KUKRETI(DC)

Discussed Topics

1. Subjects Problems
2. Teachers Problems
3. Remaining % of syllabus.
4. Subjects problem with teacher name.

The meeting ended with positive feedback by both CR DC.

MEETING WITH CR AND DC (MAY 2020)

B.Sc.B.Ed. 4th semester

CI:- Mr. RAGHAVENDRA RASTOGI

DATE/TIME: 05/05/2020 at 11:00 am

VENUE: ONLINE

AGENDA- SYLLABUS, REMEDIAL CLASSES AND SCHOOL OBSERVATION REPORT

Attendees- PALLAVI DUBEY(CR) and KUSH KUKRETI(DC)

Discussed Topics

1. About social media activities.
2. Online school observation report completion.
3. Remedial classes if required.
4. Online courses and certificate programme.
5. About Educational Excursion.

The meeting ended with positive feedback by both CR DC.

INVERTIS UNIVERSITY, BAREILLY (U.P)
DEPARTMENT OF EDUCATION
MOM [MINUTES OF MEETING]

B.A./B.Sc.B.Ed VIII Semester
TIMING -2:00 PM TO 3:00 PM
Rajesh Kumar Chauhan [C.I]

DATE : 28 - JAN - 2020
VENUE: Computer Block

ATTENDED BY –1.Shazia Hussain C.R
2. Simrandeep Kaur D.C
3. Shivangi Patel Co-CR
4. Roopam Singh Co-DC

ABSENT [CR /DC] - No One

Discussion Topic –

1. Rules of CR and DC were explained by Sir.
2. Problem regarding class was discussed like furniture, projector etc.
3. Everyone should be aware what is going inside the class regarding study discipline.
4. Unity should be maintained by CR and DC.
5. Discipline in class should be maintained.
6. Mobile is not allowed inside the class.
7. Proper seating arrangement.
8. Uniform should be properly maintained.
9. Academic report should be provided to the C.I by C.R or D.C.
10. Any Miss happening should not be seen in the class otherwise C.R and D.C should inform C.I without doing any kind favor and friendship.
11. CR and DC have to work with co-operation so that the class runs in a fluent manner.
12. If any student is facing any kind of problem then firstly they have to inform the CR and DC. The CR and DC should inform C.I.

The Meeting ended with vote of thanks and Refreshment in the Café.

MOM [MINUTES OF MEETING]

B.A./B.Sc.B.Ed VIII Semester

TIMING -2:00 PM TO 3:00 PM

Rajesh Kumar Chauhan [C.I]

ATTENDED BY –1.Shazia Hussain C.R

2. Simrandeep Kaur D.C

3. Shivangi Patel Co-CR

4. Roopam Singh Co-DC

ABSENT [CR /DC] - No One

Discussion Topic –

- 1.Rules of CR and DC were explained by Sir.
2. Problem regarding in class was discussed like furniture, projector etc.
3. Meeting with Dean Academic .
4. Syllabus Completion.
5. Substitutions lecture.
6. Need of Curtains.
7. 75% less attendance Issue.
8. Assignments completion report.

The Meeting ended with vote of thanks and Refreshment in the Café.

DATE : 28 - FEB - 2020

VENUE: Computer Block

MOM [MINUTES OF MEETING]

B.A./B.Sc.B.Ed VIII Semester
TIMING -2:00 PM TO 2:30 PM
Rajesh Kumar Chauhan [C.I]

DATE : 28 - March- 2020
Platform:- Google Meet

ATTENDED BY –1.Shazia Hussain C.R
2. Simrandeep Kaur D.C
3. Shivangi Patel Co-CR
4. Roopam Singh Co-DC

ABSENT [CR /DC] - No One

Discussion Topic –

- 1.Syllabus Completion report.
2. Problem regarding online class platform
3. Students interest in online class.
- 4 . Problems of students who do not have internet facility.
- 5 Precautionary measures during covid-19. S

The Meeting ended with vote of thanks and Refreshment in the Café.

MEETING WITH CR AND DC (SEPTEMBER 2019)

B.Sc.B.Ed

Conducted By- Class In charge

VENUE: BA. Bed Class Computer Lab

AGENDA- Class Issues

Attendees- CR and DC B.Sc.B.Ed

Discussed Topics

- 1- Books requirements of different subjects- Duties assign to other students regarding books available in library and requirements of books.
- 2- Assignment report.
- 3- Class discipline.
- 4- Discussion on syllabus of completion of all subjects which is going good by all the faculties in B.ScB.Ed.

The meeting ended with positive feedback by both CR DC.

CI- Ashish Mishra

MEETING WITH CR AND DC (OCTOBER 2019)

B.Sc.B.Ed

Conducted by- Class Incharge

VENUE: M17

AGENDA- Class issues

Attendees- CR and DC B.Sc.B.Ed

Discussed Topics

- 1- Classroom requirement for dustbin and projector.
- 2- Class discipline.
- 3- Absentees report.
- 4- Books requirement of particular subjects.
- 5- Discussion on time table clashes.

The meeting ended with positive feedback by both CR DC.

CI- Ashish Mishra

MEETING WITH CR AND DC (NOVEMBER 2019)

B.Sc.B.Ed

Conducted by- Class In charge

VENUE: M17

AGENDA- Class issues

Attendees- CR and DC B.Sc.B.Ed

Discussed Topics

- 1- Class absentees report.
- 2- Class discipline and discussion over misbehaviour conducted by some students.
- 3- Instruction given on University rules.
- 4- Discussion on time table clashes.

The meeting ended with positive feedback by both CR DC.

CI- Ashish Mishra

MEETING WITH CR AND DC (JANUARY) 2020)

B.Sc.B.Ed

Conducted by- Class In charge

DATE/TIME: 21/01/2020 at 11:00 am

VENUE: BA. Bed Class Computer Lab

AGENDA- Class Issues and Requirements

Attendees- CR and DC of B.Sc.B.Ed

Discussed Topics

- 1- Classroom requirement of BA.B.Ed like white board and faculty table.
- 2- Books requirements of different subjects- Duties assign to other students regarding books available in library and requirements of books.
- 3- Planned made regarding using library periods for improving communication skills by presentation according to students roll numbers under the CR and DC of the particular class.
- 4- Discussion on Time Table clashes.
- 5- Discussion on syllabus of completion of all subjects which is going good by all the faculties in B.ScB.Ed and B.A.B.Ed both.

The meeting ended with positive feedback by both CR DC.

MEETING WITH CR AND DC (7 FEBURARY 2020)

B.Sc.B.Ed6 SEMESTER

CLASS INCHARGE- SARANDHA SHARMA

VENUE: BA. Bed Class Computer Lab

AGENDA- Class Issues and Syllabus

Attendees- CR and DC of BA.Bed and B.Sc.B.Ed

Discussed Topics

- 1- Classroom requirement of curtains and Dustbin in B.Sc.B.Ed.
- 2- Books requirements of different subjects- Duties assign to other students regarding books available in library and requirements of books.
- 3- Discussion on Time Table clashes in Chemistry Lecture.
- 4- Shortlist short attendance students.
- 5- Discussion on syllabus of completion of all subjects which is going good by all the faculties in B.ScB.Ed and B.A.B.Ed both.

The meeting ended with positive feedback by both CR DC.

CI-SARANDHA SHARMA

MEETING WITH CR AND DC (MARCH 2020)

B.Sc. B.Ed. 6 SEMESTER

Conducted by- Class Incharge

VENUE: Google meet

AGENDA- Class Syllabus

ATTENDEES: CR DC of B.Sc.B.Ed

Discussed Topics

- Discussed about the online classes which are going on the google meet
- Discussed about the syllabus and assignments.
- Discussed about the student attendance in the online classes.
- Give us information about the learning app.
- Discussed about the notes

The meeting ended with positive feedback by both CR DC.

MEETING WITH CR AND DC (APRIL 2020)

B.Sc. B.Ed. 6 SEMESTER

Conducted by- Class In charge

VENUE: Google meet

AGENDA- Class Syllabus

ATTENDEES: CR DC of B.Sc. B.Ed

Discussed Topics

- Performance of Online classes
- Performance of faculties
- Percentage of syllabus completed.
- Instruction given to how to attend the webinar conducted by the Department.

The meeting ended with positive feedback by both CR DC.

CI-SARANDHA SHARMA

MEETING WITH CR AND DC (MAY 2020)

B.Sc. B.Ed. 6 SEMESTER

Conducted by- Class In charge

VENUE: Google meet

AGENDA- Class Syllabus

ATTENDEES: CR DC of B.Sc. B.Ed

Discussed Topics

- Performance of Online classes
- Instructions given for regular joining of classes.
- Pending Syllabus
- Instructions for attending Webinar conducted by the Department.

The meeting ended with positive feedback by both CR DC.

CI-SARANDHA SHARMA

B.A.B.Ed. CR DC meetings (2019-2020)

(September 2019)

Conducted by- Class In charge

Attendees- CR DC of BABED

Agenda- Class issues and faculty

Discussed Topic-

- Discussion done on classroom requirements – Dustbin, Projector
- Faculty arrangements
- Syllabus
- Books requirements

B.A.B.Ed. CR DC meetings (2019-2020)

(October 2019)

Conducted by- Class In charge

Attendees- CR DC of BABED

Agenda- Syllabus and Faculty

Discussed Topic-

- Classroom problem
- Time Clash
- Discussion done on the requirement of class for whole session
- Problem regarding subjects

B.A.B.Ed. CR DC meetings (2019-2020)

(November 2019)

Conducted by Class Incharge

Attendees- CR DC of BABED

Agenda- Syllabus

Discussed Topic-

- Rest syllabus
- Difficulties in subjects
- Classroom discipline
- Absentees report

B.A.B.Ed. CR DC meetings

(JANUARY 2020)

Conducted by- Class In charge

VENUE: BA. Bed Class Computer Lab

AGENDA- Class Issues and Requirements

Attendees- CR and DC of B.A.B.Ed

Discussed Topics

- 1- Classroom requirement of BA.B.Ed like white board and faculty table.
- 2- Books requirements of different subjects- Duties assign to other students regarding books available in library and requirements of books.
- 3- Planned made regarding using library periods for improving communication skills by presentation according to students roll numbers under the CR and DC of the particular class.
- 4- Discussion on Time Table clashes.
- 5- Discussion on syllabus of completion of all subjects which is going good by all the faculties in B.ScB.Ed and B.A.B.Ed both.

CI- SARANDHA SHARMA

B.A.B.Ed. CR DC meetings

(FEB 2020)

VENUE: BA. Bed Class Computer Lab

AGENDA- Class Issues and Syllabus

Attendees- CR and DC of BA.Bed

Discussed Topics

- 1- Classroom requirement of curtains and Dustbin in B.Sc.B.Ed.
- 2- Books requirements of different subjects- Duties assign to other students regarding books available in library and requirements of books.
- 3- Discussion on Time Table clashes in Chemistry Lecture.
- 4- Shortlist short attendance students.
- 5- Discussion on syllabus of completion of all subjects which is going good by all the faculties in B.ScB.Ed and B.A.B.Ed both.

The meeting ended with positive feedback by both CR DC.

CI-SARANDHA SHARMA

B.A.B.Ed. CR DC meetings

(APRIL 2020)

Attendees- CI Ma'am and CR and DC

Agenda- Guidelines and instructions for Online Classes

Discussed Topics-

- Ma'am given us some important guidelines regarding online Classes.
- She has given us instructions about new platforms for using these classes.
- Instructions given how to give 100% attendance in Webinar conducted by the Department.

INVERTIS UNIVERSITY, BAREILLY (U.P)

DEPARTMENT OF EDUCATION

MOM [MINUTES OF MEETING]

B.EL.ED 1st SEM

TIMING -2:00 PM TO 3:00 PM

TUSHARIKA SAXENA [C.I]

ATTENDED BY –1. UDIT SAXENA [C.R]

2. SATYAM BATHAM [D.C]

3. SHRUTI SAXENA [CO-CR]

4. NITYA MISHRA [CO-DC]

ABSENT [CR /DC] - No One

Discussion Topic –

1. Rules of CR and DC were explained by mam.
2. Problem regarding class was discussed like furniture, projector etc.
3. Discipline in class should be maintained.
4. Mobile is not allowed inside the class.
5. Proper seating arrangement.
6. Academic report should be provided to the C.I by C.R or D.C.
7. Syllabus Completion.
8. Regarding less attendance

RESULT ---

CR and DC will warn the student once in the class and later .if something happen then the student is responsible themselves.

The Meeting ended with vote of thanks and Refreshment in the T-30.

DATE: 15 Oct 2020

VENUE: T-30

MOM [MINUTES OF MEETING]

B.EL.ED 1st SEM

TIMING -2:00 PM TO 3:00 PM

TUSHARIKA SAXENA [C.I]

ATTENDED BY –1. JUDIT SAXENA [C.R]

2. SATYAM BATHAM [D.C]

3. SHRUTI SAXENA [CO-CR]

4. NITYA MISHRA [CO-DC]

ABSENT [CR /DC] - No One

Discussion Topic –

1. Rules of CR and DC were explained by mam.
2. Problem regarding class was discussed like furniture, projector etc.
3. Discipline in class should be maintained.
4. Making parent group on whatsapp.
5. Regarding students facing problem on ERP.
6. Academic report should be provided to the C.I by C.R or D.C.
7. Syllabus Completion.
8. Regarding less attendance

RESULT ---

1. Attendance record should be maintained by CR DC.
2. Syllabus Updated by CR, DC

The Meeting ended with vote of thanks and Refreshment in the T-30.

DATE: 18 Nov 2020

VENUE: T-30

MOM [MINUTES OF MEETING]

B.EL.ED 2ND SEM

TIMING -2:00 PM TO 3:00 PM

TUSHARIKA SAXENA [C.I]

ATTENDED BY –1. UDIT SAXENA [C.R]

2. SATYAM BATHAM [D.C]

3. SHRUTI SAXENA [CO-CR]

4. NITYA MISHRA [CO-DC]

ABSENT [CR /DC] - No One

Discussion Topic –

1. Rules of CR and DC were explained by mam.
2. Problem regarding class was discussed like furniture, projector etc.
3. Everyone should be aware what is going inside the class regarding study discipline.
4. Unity should be maintained by CR and DC.
5. Discipline in class should be maintained.
6. Unity and Equality.
7. Mobile is not allowed inside the class.
8. Proper seating arrangement.
9. Uniform should be properly maintained.
10. Academic report should be provided to the C.I by C.R or D.C.
11. Every Friday all four [C.R / D.C] will report C.I at 2:00PM to 3:00 PM.
12. Any Miss happening should not be seen in the class otherwise C.R and D.C should inform C.I without doing any kind favor and friendship.
13. CR and DC have to work with co-operation so that the class runs in a fluent manner.
14. Newspaper reading should be on the regular basis.
15. If any student is facing any kind of problem then firstly they have to inform the CR and DC. The CR and DC should inform C.I.

RESULT ---

CR and DC will warn the student once in the class and later .if something happen then the student is responsible themselves.

The Meeting ended with vote of thanks and Refreshment in the Café.

MOM [MINUTES OF MEETING]

B.EL.ED 2ND SEM

TIMING -2:00 PM TO 3:00 PM

TUSHARIKA SAXENA[C.I]

ATTENDED BY –1. **UDIT SAXENA[C.R]**

2. **SATYAM BATHAM[D.C]**

3. **SHRUTI SAXENA [CO-CR]**

4. **NITYA MISHRA[CO-DC]**

ABSENT [CR /DC] - No One

Discussion Topic –

1. Rules of CR and DC were explained by Mam.
2. Problem regarding in class was discussed like furniture, projector etc.
3. Meeting with Dean Academic of CR and DC on 12 feb.
4. Syllabus Completion.
5. Substitutions lecture.
6. Need of Curtains.
7. 50% less attendance.

RESULT–

1. Attendance record should be maintained by CR DC.
2. Syllabus Updated by CR, DC

The Meeting ended with vote of thanks and Refreshment in the T30.

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DEPARTMENT OF EDUCATION

MOM [MINUTES OF MEETING]

B.A B.ED 2ND SEM

DATE - 23 - JAN - 2020

TIMING -2:00 PM TO 3:00 PM

ASHISH MISHRA [C.I]

ATTENDED BY –1. **Pragya Rani [C.R]**

2. **Ashi Gulati [D.C]**

3. Aradhana Tripathi [CO-CR]

4. Surya Prakash [CO-DC]

ABSENT [CR /DC] - No One

Discussion Topic –

1. Rules of CR and DC was explained by sir.
2. Problem regarding class was discussed like furniture , projector etc.
3. Everyone should be aware what is going inside the class regarding study discipline.
4. Unity should be maintain by CR and DC.
5. Discipline in class should be maintained.
6. Unity and Equality.
7. Mobile is not allowed inside the class.
8. Proper seating arrangement.
9. Uniform should be properly maintain.
10. Academic report should be provided to the C.I by C.R or D.C.
11. Every Friday all four [C.R / D.C] will report C.I at 2:00PM to 3:00 PM.
12. Any Miss happening should not be seen in the class otherwise C.R and D.C should inform C.I without doing any kind favour and friendship.
13. CR and DC have to work with co-operation so that the class run in a fluent manner.
14. Newspaper reading should be on the regular basis.
15. If any student is facing any kind of problem then firstly they have to inform the CR and DC the CR and DC Should inform C.I.

RESULT ---

CR and DC will warn the student once in the class and later .if something happen then the student is responsible themselves.

The Meeting ended with vote of thanks and Refreshment in the Café.

MOM [MINUTES OF MEETING]

B.A. B.Ed. 2nd Sem

DATE - 14- March- 2020

TIMING -2:00 PM TO 3:00 PM

ASHISH MISHRA [C.I.]

ATTENDED BY :

1. Pragya Rani [C.R]
2. Ashi Gulati [D.C]
3. Aradhana Tripathi [CO- CR]

ABSENT [CR /DC] - Surya Prakash [CO-DC]

Discussion Topic –

1. Status of class.
2. Problem regarding class was discussed like furniture , projector etc.
3. Everyone should be aware what is going inside the class regarding study discipline.
4. Discipline in class should be maintained.
5. Mobile is not allowed inside the class.
6. Proper seating arrangement.
7. Academic report should be provided to the C.I by C.R or D.C on regular basis.
8. Any Miss happening should not be seen in the class otherwise C.R and D.C should inform C.I without doing any kind favour and friendship.
09. CR and DC have to work with co-operation so that the class run in a fluent manner.
10. Newspaper reading should be on the regular basis.
11. If any student is facing any kind of problem then firstly they have to inform the CR and DC the CR and DC should inform C.I.

RESULT :

CR and DC will warn the student once in the class and later .if something happen then the student is responsible themselves.

The Meeting ended with vote of thanks and Refreshment in the Café.

MOM [MINUTES OF MEETING]

Education Department B.A B.Ed (second semester)

Date:-16 April'20

Timing: 11:00AM to 12:00PM

Taken by: Ashish Mishra (CI).

Attended by: Pragya Rani (CR) Ashi Gulati (DC) Aradhana Tripathi (CO-CR) Surya Prakash (CO-DC)

Absent: No one

Discussion Topics:

- 1.Status of online classes.
- 2.Problems students are facing during online classes.
- 3.Reason of short attendance in online classes.
- 4.How we can use our quarantine period.
- 5.Importance of time.
- 6.Discussion on syllabus.
- 7.Ask for a syllabus completion report.
- 8.Discuss on the various topics of education.
- 9.Feedback of teachers.

Result: Some decision were taken by C.I for betterment of online classes.His words inspired us for being a good teacher and a person as well.

Meeting ended with the Thank you note by the students.

MOM [MINUTES OF MEETING]

Education Department B.A B.Ed (second semester)

Date:-10 May'20

Timing: 11:30AM to 12:15PM

Taken by: Ashish Mishra (C.I).

Attended by: Pragya Rani (CR) Ashi Gulati (DC) Aradhana Tripathi (CO-CR)

Absent: Surya Prakash (CO-DC)

Discussion Topics:

- 1.Status of online classes.
- 2.Feedback of teachers.
- 3.How we spend our quarantine period.
- 4.Discussed about our anxiety problems due to lockdown.
- 5.How to over come our anxiety problems.
- 6.Discussed about some good content for our facebook page.
- 7.Discussion on syllabus.
- 8.We should motivate students to participate in online compition.

Result: Learn lots of things about life and how to face our problems.His words inspired us.

Meeting ended with the Thank you note by the students.

DEPARTMENT OF EDUCATION

MOM [MINUTES OF MEETING]

Course- B.EL.ED (4th semester)

Venue:- Room no. T-26

- TIMING- 2:10pm to 2:40 pm
2020

DATE - 06- sept -

Class incharge – Lovi singh

ATTENDED BY –1. Abhishek gupta { DC }
2.Neha singh Patel { CR }
3. Seema Sharma { Co-DC }
4.Oshee saxena { Co-CR }

ABSENT [CR /DC] - No One

Discussion Topic -

1. Rules of DC and CR was explained by mam.
2. Unity and equality.
3. Proper seating arrangement inside the class
4. Mobile phones is not allowed inside class.
5. DC and CR informs CI about the proper running of classes on regular basis.
6. CR and DC informs CI About all the activities of class.
7. Proper discipline should be maintained by DC and CR.
8. Newspaper reading should be going on regular basis.
9. Syllabus compile report should be provided to CI by DC and CR.
10. DC and CR inform CI about the regular absentees of class.
11. Discuss the problem regarding with switch boards and projector.
12. Uniform and I'd card should be maintained properly.
13. Proper seating arrangement is maintained by DC and CR inside the class.
14. CR and DC will have to work with the cooperation and coordination.
15. If any faculty's lecture is empty, DC and CR will immediately inform the CI.
16. Academic report should be provided to CI by DC and CR.
17. If any student facing any kind of problem then they firstly inform CR or DC then CR or DC informs CI.
18. DC and CR should maintain his work properly and effectively.

Results - CR and DC maintain proper Discipline in the class.

MOM [MINUTES OF MEETING]

Course- B.EL.ED (4th semester)

Venue:- Room no. T-26

- TIMING- 2:10pm to 2:40 pm
2020

DATE - 18- oct -

Class incharge – Lovi singh

ATTENDED BY –1. Abhishek gupta { DC }
2.Neha singh Patel { CR }
3. Seema Sharma { Co-DC }
4.Oshee saxena { Co-CR }

ABSENT [CR /DC] - No One

Discussion Topic –

1. Rules of DC and CR was explained by mam.
2. Unity and equality.
3. Proper seating arrangement inside the class
4. Mobile phones is not allowed inside class.
5. DC and CR informs CI about the proper running of classes on regular basis.
6. CR and DC informs CI About all the activities of class.
7. Proper discipline should be maintained by DC and CR.
8. Newspaper reading should be going on regular basis.
9. Syllabus compile report should be provided to CI by DC and CR.
10. DC and CR inform CI about the regular absentees of class.
11. Discuss the problem regarding with switch boards and projector.
12. Uniform and I'd card should be maintained properly.
13. Proper seating arrangement is maintained by DC and CR inside the class.
14. CR and DC will have to work with the cooperation and coordination.
15. If any faculty's lecture is empty, DC and CR will immediately inform the CI.
16. Academic report should be provided to CI by DC and CR.
17. If any student facing any kind of problem then they firstly inform CR or DC then CR or DC informs CI.

Results - CR and DC maintain proper Discipline in the class.

MOM [MINUTES OF MEETING]

Course- B.EL.ED (4th semester)

Venue:- Room no. T-26

- TIMING- 2:10pm to 2:40 pm
2020

DATE - 15- Nov -

Class incharge – Lovi singh

ATTENDED BY –1. Abhishek gupta { DC }
2.Neha singh Patel { CR }
3. Seema Sharma { Co-DC }
4.Oshee saxena { Co-CR }

ABSENT [CR /DC] - No One

Discussion Topic –

1. CR and DC gives academic report of this week to respective class incharge.
2. DC and CR informs CI about the proper running of classes on regular basis.
3. Uniform should be properly maintain.
4. Students of the class having proper clean shave and with proper clean uniform.
5. All have there I'd cards
6. Newspaper reading should be going on regular basis.
7. Absentees application should be provided to CI by DC and CR.
8. Academic report should be provided to CI by DC and CR.
9. If any student facing any kind of problem then they firstly inform CR or DC then CR or DC inform CI.
10. Discuss the problem regarding with the library lecture in a week.
11. problem regarding with switch boards and projector.

Result:- Newspaper reading should be on the regular base and check out speaking skills of student's.
Proper Discipline should be maintained by DC and CR.

MOM [MINUTES OF MEETING]

Course- B.EL.ED (4th semester)

Venue:- Room no. T-26

- TIMING- 2:10pm to 2:40 pm
2020

DATE - 17- Jan -

Class incharge – Lovi singh

ATTENDED BY –1. Abhishek gupta { DC }
2.Neha singh Patel { CR }
3. Seema Sharma { Co-DC }
4.Oshee saxena { Co-CR }

ABSENT [CR /DC] - No One

Discussion Topic –

1. Rules of DC and CR was explained by mam.
2. Unity and equality.
3. All the boys having proper clean shave and All students having Their I'ds.
4. No one is allowed outside the classes during the lectures. If any one is found outside the class then DC and CR firstly inform CI.
5. Mobiles phone are strictly not allowed in the campus.
6. If any student doesn't have thier I'd card then CR and DC will report class incharge immediately.
7. Newspaper reading should be on the regular base.
8. DC and CR inform CI about proper running of classes on regular basis.
9. CR and DC inform CI about all the activities of the class.
10. Syllabus compile report should be provided to CI by DC and CR.
11. Discuss the problem regarding with switch boards and projector.

Result:- DC and CR notes all the Information provide by the class incharge.

MOM [MINUTES OF MEETING]

Course- B.EL.ED (4th semester)

Venue:- Room no. T-26

- TIMING- 2:10pm to 2:40 pm
2020

DATE - 14- Feb -

Class incharge – Lovi singh

ATTENDED BY –1. Abhishek gupta { DC }
2.Neha singh Patel { CR }
3. Seema Sharma { Co-DC }
4.Oshee saxena { Co-CR }

ABSENT [CR /DC] - No One

Discussion Topic –

1. Rules and responsibilities of DC and CR was understand by mam.
- 2.CR and DC gives academic report of this week to respective class incharge.
- 3.Problem regarding students why they are not attend classes regularly.
4. CR and DC gives all the applications of regular absentees to class incharge..
- 5.Both CR and DC have to work with co-operation so that the class run in a fluent manner.
6. Unity should be maintain in the class.
7. Proper knowledge regarding with trip given by class incharge to CR and DC.
8. Proper seating arrangement maintain by DC and CR.
- 9.Uniform should be properly maintain.
10. If any student doesn't have thier I'd card then CR and DC will report class incharge immediately.
- 11.If Any student not attend any lecture within a day then DC and CR will give report of these students to class incharge
12. Newspaper reading should be on the regular base and check out speaking skills of student's.
13. If any student is facing any kind of problem then firstly they have to inform the CR and DC the CR and DC Should inform C.I.

RESULT ---

CR and DC will warn the student once in the class and later .if something happen then the student is responsible themselves.

The Meeting ended with vote of thanks and Refreshment in the Café.