

Minute of Meeting

Meeting of various Nodal officers (VAC, GE, SEC) along with Admission, workload and timetable conveners was held in principal committee room on 11th August 2023 at 11am.

Following members were present:

1. Prof. Suresh Madan (Admission committee convenor) *SMU*
2. Dr. Rekha Yadav (Workload committee member) *Rekha*
3. Prof. Rahul Singhal (VAC Nodal officer)
4. Dr. Renu Baweja (SEC Nodal officer) *Renu 11/8/23*
5. Dr. Vandana (Timetable convenor) *Vandana*

1. The papers for SEC and VAC offered by various departments were finalized in accordance with the infrastructure available. (List Attached)
2. One paper of SEC/VAC/GE may be offered by a department. The same shall apply for DSE paper of 3rd semester. College will not be able to provide additional infrastructure for extra paper/s.
3. Any VAC/SEC paper in a semester shall be taught by only one department.
4. Choices will be obtained by students for the above courses via google form.
5. A capping of up to 80 students in a paper will be applied while allotting these papers.

Vandana *Rekha*
SMU

List of SEC papers offered by the College
2023-24

S.No.	Name of the Subject/Paper title offered by your department.	Type of Paper	Semester	Department
1	Basic IT Tools	SEC	Semester - III	Computer Science
2	Documentation Presentation and Preparation Software	SEC	Semester - III	Physics
3	Negotiations and Leadership	SEC	Semester - III	Political Science
4	Reading the Archive	SEC	Semester - III	History
5	IT Skills and Data Analysis – II	SEC	Semester - III	Economics
6	Social Media Marketing	SEC	Semester - III	Commerce
7	Yoga in practice	SEC	Semester - III	Sanskrit
8	Business Communication	SEC	Semester - III	English
9	Chemistry of Cosmetics and Toiletries	SEC	Semester - III	Chemistry
10	IT Skills and Data Analysis – I	SEC	Semester - III	Mathematics
11	Srijanatamak Lekhan	SEC	Semester - III	Hindi
12	Exploring Medicinal Plants: From Cultivations to Applications	SEC	Semester - III	Botany

S.No.	Name of the Subject/Paper title offered by your department.	Type of Paper	Semester	Department
1	Basic IT Tools	SEC	Semester - I	Zoology
2	Programming with Python	SEC	Semester - I	Computer Science
3	Essentials of Python	SEC	Semester - I	Physics
4	Political communication and leadership	SEC	Semester - I	Political Science
5	PROSPECTING E-WASTE FOR SUSTAINABILITY	SEC	Semester - I	Biochemistry
6	Museum and Museology	SEC	Semester - I	History
7	Personal Financial Planning	SEC	Semester - I	Economics
8	Digital Marketing	SEC	Semester - I	Commerce
9	Yoga in practice	SEC	Semester - I	Sanskrit
10	Communication in Professional life	SEC	Semester - I	English
11	Chemistry lab operations and safety measures	SEC	Semester - I	Chemistry
12	Essential food nutrients	SEC	Semester - I	Chemistry
13	IT Skills and Data Analysis-1	SEC	Semester - I	Mathematics
14	Rangmanch	SEC	Semester - I	Hindi
15	Bioinoculants for Agriculture and Sustainable Development	SEC	Semester - I	Botany

P/18594/23
09/08/23

Minutes of Workload committee meeting

Workload committee meeting was held on 9th August 2023 at 11 am in committee room.

Following members were present:

1. Prof. Sushli Madan (convener) SMM
2. Prof. Khurshid Khan - K.Khan
3. Dr. Vandana Vas
4. Mr. Raksh Madan - Ryadan

Following points were discussed.

1. The committee observed that overall workload of the college does not change. However, in some departments some ad-hocs/guests have left due to permanent appointment in other colleges.
2. The departments with no change in workload may continue with the faculty already teaching in previous semester.
3. As per data available, the college presently has the following teaching strength:

Permanent: 88
Ad-hoc: 77
Guest: 40

4. The following departments may be allowed to appoint the mentioned guest faculty in place of the ad-hocs/guests who have left :
 - Physics – 3 Guests
 - English – 4 Guests
 - Geography – 6 Guests
 - Political Science- 4 Guests
 - Hindi – 3 Guests
 - BBE – 1 Guest
 - Commerce- 2 Guests
 - Sanskrit- 2 Guests
5. The committee recommends that student strength should be strictly monitored for VAC, SEC and GE courses for smooth teaching-learning process.

SMM

K.Khan

Vas

Ryadan

Following workload has been calculated by workload committee for Semester 1, 3 and 5 for academic session 2023-24:

	Total Workload (hours)	Present Workload (hours)	Additional requirement (hours)	Additional requirement (number of teachers)
Business Economics	101	66	35	2
Biochemistry	136	116	20	1
Botany	226	182	44	3
Chemistry	387	302	85	5
Commerce	378	252	126	8
Computer Science	143	92	51	3
Economics	205	160	45	3
English	247	188	59	4
Environmental Studies	84	32	52	3
Geography	215	106	109	7
Hindi	250	194	56	4
History	174	128	40	3
Mathematics	297	316	-	-
Physical Education	33	30	3	0
Physics	340	218	122	8
Political Science	211	146	65	4
Sanskrit	110	64	46	3
Zoology	231	188	43	3
Sociology	19	16	3	0

Keeping in mind the sanction strength of teachers (194), the committee has recommended that the departments manage with the present faculty. However, the departments may be allowed to appoint the mentioned guest faculty in place of the ad-hocs/guests who have left.

[Signature]

K. Khan
Vander

[Signature]

Minute of Workload committee

A meeting of the work-load Committee was held on 7/7/23 at 11am in the Committee room. The following members were present:

Dr. Surbhi Madan (convener) SMM

Dr. Rakesh Yadav — Yadav

Mr. Mahendra Meena Meena

Prof. Khurshid Khan — K. Khan

The Committee scrutinised the work-load submitted by each department and removed the discrepancies of some departments. It was further decided ^{that} the upper limit of sections and number of students for the following papers would be:

Paper	Sec	No. of students
GE	2	70
VAC	1	50-100
SEC	2	60

It was decided that the remaining work-loads would be scrutinised in subsequent meetings.

P/8403/23

27/07/23

24.07.2023

To,

The Principal
Shivaji College
University Of Delhi
New Delhi 110027

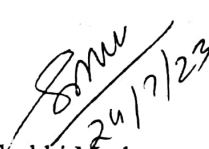
Sub: Submission of workload for odd semester 2023-24

Dear Sir,

This is to inform you that concluding meeting of Workload committee of Shivaji college to discuss and scrutinize the workloads of odd semester submitted by all departments, for the coming Academic year 2023-2024 was held on 24th July, 2023 in the Principal Committee room at 1:30 pm. The committee has scrutinized the workload of all Departments. We are hereby submitting the finalized workload of all Departments along with the minutes.

The guest appointments for the upcoming session may be made accordingly.

Your Sincerely


24/7/23
Dr. Surbhi Madan,
Convenor, Workload Committee

Attachments: ① Minutes of Workload Committee

② Workload calculated for odd sem 2023-24

③ Workloads submitted by departments, with corrections marked by the committee.