**Maharshi Valmiki College of Education**

**(University of Delhi)**

**Geeta Colony, Delhi 110 031**

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**Minutes of the Staff Meeting held on Friday, 10 October 2014**

A Staff Meeting was held on Friday, October 10, 2014 at 11.00 AM to discuss the B Ed SEP Assessment Criteria for the year 2014 - 15, in the light of Inter Institutional Meeting on SEP held on Monday, September 01, 2014 at the Department of Education, University of Delhi, Delhi.

**Members Present**:

1. Dr Parmesh Kumar Sharma - (in Chair)
2. Dr Sushil Dhiman
3. Dr Manjari Gopal
4. Dr Jyoti Kohli
5. Dr Neelam Mehta Bali
6. Dr Ila Mehrotra
7. Ms Minu Talwar
8. Dr Gopal Rana
9. Dr Sanjeev Kumar Verma
10. Mr Raghvendra Prapanna
11. Dr Satveer Singh Barwal
12. Dr Rakesh Kumar
13. Ms Meenakshi Chawla
14. Ms Anjana Chhillar

**Members Not Present:**

1. Dr Ramjee Dubey
2. Dr Vandana Gupta
3. Dr Kailash Goel
4. Mr Vinod Kumar A.

**Business Transacted:**

1. The Minutes of the Inter-institutional Meeting for SEP held at Department of Education University of Delhi on 01 Sep 2014, which were circulated among the faculty members earlier and the issues arriving there-from, were discussed. The following decisions were taken.
2. All the Cluster Supervisors would be equally responsible for both; the schools in their clusters as also the students in their cluster schools. All of them would be considered regular supervisors for all the students in the schools in their respective clusters.
3. The following would be the minimum a student would do to make himself/ herself eligible for clearing the SEP:-
4. Twenty (20) lessons to be delivered in each of the two School Teaching Subjects.
5. Twenty (20) Peer Observations to be undertaken and recorded accordingly.
6. Reflective Journal to be maintained on weekly basis drawing from reflections on daily basis.
7. A small Action Research Project to be completed in SEP school.
8. Achievement Test to be undertaken in each of the two Teaching Subjects.
9. The Attendance Records of the students would be properly maintained and intermittently data to be obtained by the SEP committee to keep track of the situation. A minimum of 75% attendance would be needed for a student to be eligible for qualifying SEP.
10. The SEP Committee would circulate a descriptive format for Peer Observation.
11. One period per week would be allotted in the B Ed Time Table during the SEP where all the supervisors and students of the cluster would meet to discuss and share their understanding/ observations and for guidance/ feedback to the students in respect of the school related tasks.
12. Two rotations each for two days would be planned this year at the appropriate time and the assessment given as indicated in para 2 below.
13. The supervision schedule of each of the clusters would be submitted by the cluster in-charge to the college in the format to be circulated by the Officiating Principal for the purpose.
14. **Assessment Criterion for SEP**: In the light of the Minutes of the Inter Institutional Meeting on SEP, the following was decided:
15. The following was resolved as the break –up for SEP assessment for the year 2014-15:-

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| --- | --- | --- | --- |
| **S No.** | **Assessment Break-up** | **Teaching Subject - I** | **Teaching Subject- II** |
| 1. | Regular Supervisors | 60 | 60 |
| 2. | Rotation Supervisor I | 10 | 10 |
| 3. | Rotation Supervisor II | 10 | 10 |
| 4. | Subject Teacher | 30 | 30 |
| 5. | Average of the Assessment of Peer Observations & Reflective Journal (15+15) | 15 | 15 |
| **Total** | | **125** | **125** |

1. Each of the Cluster Supervisor (in the capacity of a Regular Supervisor) would assess each of the students in his/ her cluster out of 60 and submit the assessment to the SEP committee along-with a descriptive assessment note for each of the students. The SEP committee, after obtaining the independent assessment from each of the regular supervisors would prepare the assessment matrix accordingly and the average (mean) of all the assessments so obtained from the regular supervisors would be considered the assessment of the student in respect of component (1) of the break-up mentioned in Para 2(i) above.
2. The guidance and assessment of peer observation lessons and reflective journals would be decided by the cluster in-charges in a manner that all the cluster supervisors in their cluster get an opportunity to contribute equally to all the schools in their respective clusters. Similarly, the guidance and assessment of the Action Research Projects would be planned by the cluster-in-charges in a manner that all the cluster supervisors get almost an equal number of students in each school in their cluster. The plan, once charted out, would be conveyed by the cluster in-charges to the college at the earliest.
3. Mid-term assessment of the students would be shared with the students so as to enable them get an opportunity to improve their performance further. The regular supervisors providing the assessment of students in the percent range would also provide a descriptive note for each of the students to the SEP committee. The supervisors would also apprise the students about their strengths, weaknesses and shortcomings as part of the mid-term assessment feedback to be given to them.

The meeting concluded with a vote of thanks to the Chair.

**Dr Sushil Dhiman Dr Jyoti Kohli Dr Neelam Mehta Bali Dr PK Sharma**

Convener Member Member Officiating Principal

SEP Committee 2014-15 SEP Committee 2014-15 SEP Committee 2014-15