

Weds
10 July

A meeting of ADC was held on 10th October, 2017 at 12:30 p.m. in the committee room. The following members were present in the meeting,

1. Ms. PreetiSinghal
2. Dr. Alka Vohra Kuanr
3. Dr. PunitaSaxena
4. Dr. Ranjana Singh
5. Dr. Jasjeet Kaur
6. Dr. Daya Bhardwaj
7. Dr. Saquib Ansari
8. Dr. Aakanksha
9. Dr. Sadhna Jain

- i. Minutes of the last meeting were confirmed.
- ii. It was recommended by ADC to start PG Diploma in "Cyber Crime and Security Law" offered by University of Delhi proposed by Computer Science Department.

The meeting ended with the vote of thanks to the chair.



Ms. PreetiSinghal
(ADC, Convenor)



- vi. The generic options to be offered in the fourth semester for the academic session 2017 – 18 were discussed and approved as follows –

S.No.	Department	Name of Paper
1	Biomedical Science	Concept in Medicinal Chemistry & Drug Development
2		IPR for Biologist
3	Computer Science	Information Security & Cyber Laws
4	Electronics	Microprocessors & Microcontroller Systems
5	Food Technology	Food Processing and Preservation
6	Instrumentation	Analytical Instrumentation
7	Mathematics	Elements of Analysis
8		Numerical Methods
9	Microbiology	Genetic Engineering & Biotechnology
10	Physical Education	Athletic Care & First Aid
11	Physics	Thermal Physics and Statistical Mechanics

- vii. The workload of the last semester i.e. July 2017 was analysed.

S.No.	Department	Permanent Teachers	Ad – hoc Teachers	Guest Teachers
1	Biochemistry	1	2	--
2	Biomedical Science	2	5	2
3	BMS/ BFIA	0	2	1
4	Chemistry	1	4	1
5	Computer Science	3	8	--
6	Electronics	3	5	--
7	English	0	0	3
8	EVS	0	0	2
9	Food Technology	2	6	--
10	Instrumentation	2	6	--
11	Mathematics	1	7	--
12	Microbiology	1	0	3
13	Physics	1	5	1
14	Psychology	0	1	1
15	Statistics	0	1	1

The meeting ended with the vote of thanks to the chair.

Preeti
1/12/17

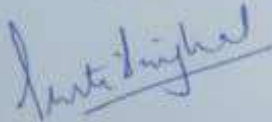
Ms. PreetiSinghal
(ADC, Convenor)

A meeting of ADC was held on 22nd August, 2017 at 10:00 a.m. in the committee room. The following members were present in the meeting.

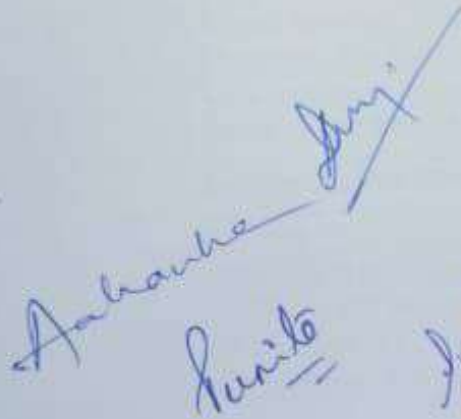
1. Ms. PreetiSinghal
2. Dr. Alka Vohra Kuanr
3. Dr. PunitaSaxena
4. Dr. Deepa Joshi
5. Dr. Jasjeet Kaur
6. Dr. Daya Bhardwaj
7. Dr. RadhikaBakshi
8. Dr. Aakanksha

- i. Minutes of the last meeting were confirmed.
- ii. RUSA budget was discussed and suggestions were invited from every department.

The meeting ended with the vote of thanks to the chair.



Ms. PreetiSinghal
(ADC, Convenor)













4-6-17
 1-6-17
 30-5-
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 GE-3
 17
 25/8/17
 weekly

A meeting of ADC was held on 25th August, 2017 at 1:00 p.m. in the committee room. The following members were present in the meeting.

1. Ms. PreetiSinghal
2. Dr. Alka Vohra Kuanr
3. Dr. Rekha Mehrotra
4. Dr. PunitaSaxena
5. Dr. Deepa Joshi
6. Dr. Jasjeet Kaur
7. Dr. Daya Bhardwaj
8. Dr. RadhikaBakshi
9. Dr. Aakanksha

- i. Minutes of the last meeting were confirmed.
- ii. Final workload for the session July 2017 was discussed and it was recommended, from the next semester if a generic paper is opted by more than 50 students, then two sections will be made.
- iii. An extra guest faculty is recommended, for each Generic paper i.e. Biochemistry of Cell and Introduction to Programming using C++ due to more number of students opted these papers.
- iv. Following number of DSE papers to be taught in this semester were reported by each department.

S.No.	Name of Department	Count
1	Biomedical Science	2
2	Computer Science	2
3	Electronics	3
4	Food Technology	2
5	Instrumentation	3

The meeting ended with the vote of thanks to the chair.

Preeti Singhal
 Ms. PreetiSinghal
 (ADC, Convenor)

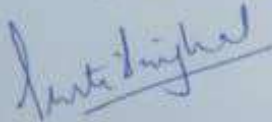
Alka Vohra
Rekha Mehrotra
Punita Saxena
Deepa Joshi
Jasjeet Kaur
Daya Bhardwaj
Radhika Bakshi
Aakanksha

A meeting of ADC was held on 22nd August, 2017 at 10:00 a.m. in the committee room. The following members were present in the meeting.

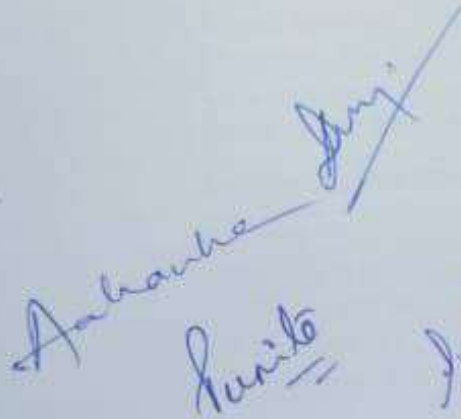
1. Ms. PreetiSinghal
2. Dr. Alka Vohra Kuanr
3. Dr. PunitaSaxena
4. Dr. Deepa Joshi
5. Dr. Jasjeet Kaur
6. Dr. Daya Bhardwaj
7. Dr. RadhikaBakshi
8. Dr. Aakanksha

- i. Minutes of the last meeting were confirmed.
- ii. RUSA budget was discussed and suggestions were invited from every department.

The meeting ended with the vote of thanks to the chair.



Ms. PreetiSinghal
(ADC, Convenor)















ADC
9-6-17

A meeting of the ADC was held on 9th June, 2017 at 11:30 p.m. in the committee room. The following members were present in the meeting.

1. Ms. Preeti Singhal
2. Dr. Alka Kuanr
3. Dr. Sadhna Jain 
4. Dr. Punita Saxena
5. Dr. Ranjana Singh
6. Dr. Rekha Mehrotra
7. Dr. Jasjeet Kaur
8. Dr. Daya Bhardwaj
9. Dr. Radhika Bakshi 
10. Dr. Aakanksha

- i. Minutes of the last meeting were confirmed.
- ii. EVS to be studied in the first semester by the students of B.Sc. (H) Biochemistry, Biomedical Science, Chemistry, Food Technology, Instrumentation, Physics & Microbiology as AECC.
- iii. English to be studied in the first semester by the students of B.Sc. (H), Electronics, Computer Science, Mathematics, Statistics, B.M.S., B.B.A. (FIA) and B.A. (Hons.) Psychology as AECC.
- iv. Inter-departmental laboratory requirements and generic papers common slot in the time table of both first and third semesters were discussed.
- v. The number of faculty for each department were discussed and approved as follows –

S.No.	No. of posts	Transferred to Department	Transferred from the Department
1	1	Computer Science	Statistics
2	1	Instrumentation	Bio-Chemistry
3	1	English	Management Studies
4	1	Environmental Science	Management Studies
5	1	Environmental Science	Psychology

- vi. The generic options to be offered in the first semester for the academic session 2017 – 18 were discussed and approved as follows –

S.No.	Name of Department	Generic Code	Name of Paper
1	Biochemistry	BC1_1	Biochemistry of Cell
2	Computer Science	CS1_1	Introduction to Programming Fundamentals using C++
3	Chemistry	CH1_1	Atomic Structure, Bonding, General Organic Chemistry & Aliphatic Hydrocarbons
4	Electronics	EL1_1	Digital System Design

A meeting of ADC was held on 28th July, 2017 at 12:30 p.m. in the staff room. The following members were present in the meeting.

1. Ms. PreetiSinghal
2. Dr. Alka Vohra Kuanr
3. Dr. PunitaSaxena
4. Dr. Ranjana Singh
5. Dr. Jasjeet Kaur
6. Dr. Daya Bhardwaj
7. Dr. RadhikaBakshi
8. Dr. Aakanksha

- i. Minutes of the last meeting were confirmed.
- ii. Generic papers offered for I Semester were discussed and finalised.

S.No.	Name of Department	Generic Code	Name of Paper
1	Biochemistry	BC1_1	Biochemistry of Cell
2	Computer Science	CS1_1	Introduction to Programming Fundamentals using C++
3	Chemistry	CH1_1	Atomic Structure, Bonding, General Organic Chemistry & Aliphatic Hydrocarbons
4	English	EG1_1	Language, literature and culture
5	Management Studies	MS1_1	Insurance and Risk Management (B.Com(H))
6		MS1_2	Entrepreneurship Development (B.M.S.)
7	Mathematics	MT1_1	Calculus
8	Micrbiology	MB1_1	Introduction and Scope of Microbiology
9	Physics	PHY1_1	Electricity and Magnetism
10	Physical Education	PE1_1	Introduction of Physical Education in the Contemporary Context

- iii. Generic options opted by the First/Third semester students' complied excel sheet should be submitted in the office latest by 10th August 2017 by the departments.

The meeting ended with the vote of thanks to the chair.

Ms. PreetiSinghal
(ADC, Convenor)

[Handwritten signatures of Ms. PreetiSinghal, Dr. Alka Vohra Kuanr, Dr. PunitaSaxena, Dr. Ranjana Singh, Dr. Jasjeet Kaur, Dr. Daya Bhardwaj, Dr. RadhikaBakshi, and Dr. Aakanksha]

A meeting of the ADC was held on 30th May 2017 at 12:30 p.m. in the committee room. The following members were present in the meeting.

Meeting
30-5-17

1. Ms. Preeti Singhal
2. Dr. Sadhna Jain
3. Dr. Punita Saxena
4. Dr. Ranjana Singh
5. Dr. Daya Bhardwaj
6. Dr. Aakanksha
7. Dr. Jasjeet Kaur
8. Radhika Bhatnagar

- Following generic papers will run in the third semester in the session 2017 - 18.

S.No.	Name of Department	Generic Code	Name of Paper
1	BMS	BMS3_1	Biostatistics
2	Chemistry	CH3_1	Solutions, Phase Equilibrium, Conductance, Electrochemistry and Fundamental Group Organic Chemistry II
3	Computer Science	CS3_1	Computer Networks and Internet Technologies
4	Food Technology	FT3_1	Chemistry of Food
5	Instrumentation	Ins3_1	Biomedical Instrumentation
6	Mathematics	MT3_1	Differential Equations
7	Physics	PHY3_1	Waves and Optics
8	Physical Education	PE3_1	Health Education, Anatomy and Physiology

- Teaching requirement is as follows

S.No.	Department	Vacant Posts(2016-17) (A)	Additional posts required in 2017-18 as per workload (B)	Total Adhoc required in 2017-18 as per workload (A+B)
1	Biomedical Science	3	--	3
2	Chemistry	2	2	4
3	Computer Science	7	1	8
4	Electronics	5	--	5
5	Food Technology	5	--	5
6	Instrumentation	5	1	6
7	Mathematics	4	3	7
8	Physics	2	4	6
9	English	1	1	2
10	EVS	0	2	2

5		EL_2	Consumer Electronics
6	English	EG1_1	Language, literature and culture
7	Instrumentation	Ins1_1	Sensors and Actuators
8	Management Studies	MS1_1	Insurance and Risk Management (B.Com(H))
9		MS1_2	Entrepreneurship Development (B.M.S.)
10	Mathematics	MT1_1	Calculus
11	Micrbiology	MB1_1	Introduction and Scope of Microbiology
12	Physics	PHY1_1	Electricity and Magnetism
13	Physical Education	PE1_1	Introduction of Physical Education in the Contemporary Context
14	Statistics	ST1_1	Statistical Methods

The meeting ended with the vote of thanks to the chair.

Preeti Singhal
Ms. Preeti Singhal
(ADC, Convenor)

Ashwanti
Shiv Prasad

Jyoti
Jyoti

Shalini

Radhika
Bakshri

A meeting of the ADC was held on the 19th April 2017 at 1:30 p.m. in the committee room. The following members were present in the meeting.

1. Dr. Alka Vohra Kumar
2. Ms. Preeti Singhal
3. Dr. Sadhna Jain
4. Dr. Punita Saxena
5. Dr. Rekha Mehrotra
6. Dr. Ranjana Singh
7. Dr. Daya Bhardwaj
8. Dr. Aakanksha
9. Dr. Jasjeet Kaur

- The meeting was convened by Dr. Payal Mago to elect the new ADC Convenor.
- Dr. Alka Vohra Kumar expressed her inability to be the convenor of ADC and hence Ms. Preeti Singhal is appointed as the ADC convenor according to seniority for two years.
- Following members are proposed to be the admission coordinators for the session July 2017:
 1. Dr. Punita Saxena – B.Sc.(H) Statistics
 2. Dr. Rekha Mehrotra – B.Sc. (H) Microbiology
 3. Dr. Sadhna Jain – B.Sc. (H) Biochemistry
 4. Dr. Daya Bhardwaj – B.A.(H) Psychology
 5. Dr. Suruchi Chawla – B.M.S. and B.F.I.A.
 6. Dr. Sneha Kabra – Co - convenor Admission.
- Following generic options are proposed for the first semester in the session 2017 - 18.

S.No.	Name of Department	Generic Code	Name of Paper
1	Biochemistry	BC1_1	Biochemistry of Cell
2	BMS	BMS1_1	Biological Chemistry
3	Botany	Bot_1 MB_1	Introduction and Scope of Microbiology
4	Computer Science	CS1_1	Introduction to Programming Fundamentals using C++
5	Electronics	EL_1_1	Digital System Design
		EL_2	Consumer Electronics
6	Food Technology	FT1_1	Food Processing and Preservation
7	Instrumentation	Ins1_1	Sensors and Actuators

chemistry

CHI-1

atomic structure, Bonding, General Organic Chem & Aliphatic Hydrocarbons

11	Biochemistry	0	2	2
12	Microbiology	0	2	2
13	Management Sciences (BMS+BFIA)	0	6	6
14	Psychology	0	3	3
15	Statistics	0	3	3
16	Physical Education	1	0	1

- The meeting ended with the vote of thanks to the chair.

Preeti Singhal

Ms. Preeti Singhal
(ADC, Convenor)

Radhika
Bakshi

Deepika

Acharya

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[Signature]

Preeti

NOTICE

ADC meeting was held on 17th January 2020 in staff room at 2.00 P.M. Following members were present :-

Dr. Alka Vohra
Ms. Venika Gupta
Dr. Rekha Mehrotra
Dr. Deepa Joshi
Dr. Punita Saxena
Dr. Jasjeet Kaur
Dr. Suruchi Chawala
Dr. Radhika Bakhshi
Dr. Sneha Kabra
Dr. Nidhi

M^y Dr. Ashish Kumar Garg Ashish

Following points were discussed:-

1. Process of data collection for generic papers chosen by students will be October-November in odd semester and March-April in even semester.
2. ADC was of the opinion forward the request to of all teachers to staff council regarding prior information for utilization funds allocated to each department for purchase of consumables and non consumables

Dr. Alka Vohra Ms. Venika Gupta Dr. Rekha Mehrotra Dr. Deepa Joshi Dr. Punita Saxena

* Dr. Jasjeet Kaur Dr. Suruchi Chawala Dr. Radhika Bakhshi Dr. Sneha Kabra Dr. Nidhi

M^y Dr. Ashish Kumar Garg Ashish

Sadhna
(Dr. Sadhna Jain)
ADC Convenor

8	Mathematics	MT1_1	Calculus
9	Physics	PHY1_1	Electricity and Magnetism
10	Physical Education	PE1_1	Introduction of Physical Education in the Contemporary Context

- Following generic options are proposed for the third semester in the session 2017 - 18.

S.No.	Name of Department	Generic Code	Name of Paper
2	BMS	BMS3_1	Biostatistics
3	Chemistry	CH3_1	Solutions, Phase Equilibrium, Conductance, Electrochemistry and Fundamental Group Organic Chemistry II
4	Computer Science	CS3_1	Computer Networks and Internet Technologies
5	Electronics	EL3_1	Communication System
		EL3_2	Consumer Electronics
6	Food Technology	FT3_1	Chemistry of Food
7	Instrumentation	Ins3_1	Instrumentation and Control
		Ins3_2	Biomedical Instrumentation
8	Mathematics	MT3_1	Differential Equations
9	Physics	PHY3_1	Waves and Optics
10	Physical Education	PE3_1	Health Education, Anatomy and Physiology

- The meeting ended with the vote of thanks.

Preeti Singhal
Ms. Preeti Singhal
(ADC, Convenor)

Jayesh

Shubh

Pun

Sh

Ashwini

Preeti

A meeting of the ADC was held on the 25th April 2017 at 1.30 p.m. in the committee room. The following members were present in the meeting.

1. Dr. Alka Vohra Kumar
2. Ms. Preeti Singhal
3. Dr. Sadhna Jain
4. Dr. Punita Saxena
5. Dr. Rekha Mehrotra
6. Dr. Ranjana Singh
7. Dr. Daya Bhardwaj
8. Dr. Aakanksha
9. Dr. Jasjeet Kaur
10. Radhika Bhatnagar

- Minutes of the meeting held on 19th April 2017 were approved.
- It was suggested that same generic paper may not be floated in both the semesters.
- Following generic options are proposed for the first semester in the session 2017 - 18.

S.No.	Name of Department	Generic Code	Name of Paper
1	Biochemistry	BC1_1	Biochemistry of Cell
2	BMS	BMS1_1	Biological Chemistry
3	Botany	Bot1_1	Introduction and Scope of Microbiology
4	Computer Science	CS1_1	Introduction to Programming Fundamentals using C++
5	Electronics	EL1_1	Digital System Design
		EL_2	Consumer Electronics
6	Food Technology	FT1_1	Food Processing and Preservation
7	Instrumentation	Ins1_1	Sensors and Actuators
8	Mathematics	MT1_1	Calculus
9	Physics	PHY1_1	Electricity and Magnetism
10	Physical Education	PE1_1	Introduction of Physical Education in the Contemporary Context

- Following generic options are proposed for the third semester in the session 2017 - 18.

S.No.	Name of Department	Generic Code	Name of Paper
2	BMS	BMS3_1	Biostatistics
3	Chemistry	CH3_1	Solutions, Phase Equilibrium, Conductance, Electrochemistry and Fundamental Group Organic

MINUTES OF THE MEETING

A meeting of ADC was held on 13-11-2019 in committee room at 11.00 am to decide about generic paper (GE-II, GE-IV) offered by each Department for semester Jan.2020—May 2020. Following members were present:

Dr. Pooja Saxena

Dr. Jaspreet Kaur

Dr. Deepa

Dr. Vanika

Dr. Dimple

1. Based on first and second choices filled by students for generic paper in single form, College would offer following paper of GE-II & GE-IV from various Department.
2. It was also decided that if strength of students in any paper is more than 40, then two batches would be made.

GENERIC IV OPTIONS FOR SEMESTER JAN-MAY 2020

1	BIOCHEMISTRY	BIOCHEMICAL CORRELATION OF DISEASES(BC41)
2	BIOMEDICAL SCIENCE	CONCEPTS IN BIOTECHNOLOGY (BM41)
3	CHEMISTRY	CHEMISTRY OF S AND P BLOCK ELEMENTS, STATES OF MATTER AND CHEMICAL KINETICS (CH41)
4	COMPUTERS	INFORMATION SECURITY AND CYBER LAWS(CS41)
5	ENGLISH	READINGS ON INDIAN DIVERSITIES AND LITERARY MOVEMENTS (EM41)
6	FOOD TECH	FOOD CHEMISTRY(F41)
7	FINANCIAL STUDIES	ECONOMICS OF REGULATIONS OF DOMESTIC AND FOREIGN EXCHANGES(FS42)
9	MATHEMATICS	NUMERICAL METHODS WITH PRACTICALS(MT41) ELEMENTS OF ANALYSIS(MT42)
10	MANAGEMENT	PUBLIC FINANCE (MA41) OPERATIONS AND MANAGEMENT (MA42)
11	MICROBIOLOGY	INDUSTRIAL AND FOOD MICROBIOLOGY (MB41)
12	PHYSICS	THERMAL PHYSICS AND STATISTICAL MECHANICS (PH41)
13	PHYSICAL EDUCATION	POSTURE, ATHLETIC CARE AND FIRSTAID(PE41)
14	PSYCHOLOGY	PSYCHOLOGY AT WORK(PSY41)

			Chemistry II
4	Computer Science	CS3_1	Computer Networks and Internet Technologies
5	Electronics	EL3_1	Communication System
6	Food Technology	FT3_1	Chemistry of Food
7	Instrumentation	Ins3_1	Instrumentation and Control
		Ins3_2	Biomedical Instrumentation
8	Mathematics	MT3_1	Differential Equations
9	Physics	PHY3_1	Waves and Optics
10	Physical Education	PE3_1	Health Education, Anatomy and Physiology

- Complied excel sheet for generic options opted for the third semester by the students' should be prepared by 7th May 2017 by the departments.
- The meeting ended with the vote of thanks.

Preeti Singhal

Ms. Preeti Singhal
(ADC, Convenor)

Jangir

Radhika Bakhshi

Sadhika

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Aa Cranba

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GENERIC IV OPTIONS FOR SEMESTER JAN-MAY 2020

1	CHEMISTRY	CHEMICAL ENERGETICS, EQUILIBRIA AND FUNCTIONAL GROUP ORGANIC CHEMISTRY (CH1)
2	COMPUTERS	DATA BASE MANAGEMENT SYSTEM (CS21)
3	ELECTRONICS	DATA SCIENCE (EL23)
4	ENGLISH	CINEMATIC APPLICATIONS OF LITERARY TEXTS (EN21)
5	FOOD TECH	SENSORY EVALUATION (FT21)
7	FINANCIAL STUDIES	ENTREPRENEURSHIP THEORY AND PRACTICES (FS21)
		OPERATIONAL MANAGEMENT (FS22)
8	MATHEMATICS	LINEAR ALGEBRA (MT21)
		DISCRETE MATHEMATICS (MT22)
9	MANAGEMENT	
		DIGITAL MARKETING (MA22)
10	MICROBIOLOGY	BACTERIOLOGY AND VIROLOGY (MB21)
11	PHYSICS	ELEMENTS OF MODERN PHYSICS (PH21)
12	PHYSICAL EDUCATION	OBESITY MANAGEMENT (PE21)
13	PSYCHOLOGY	SOCIAL PSYCHOLOGY: UNDERSTANDING HUMAN WORLD (PSY21)

Dr. Punita Saxena

Dr. Jasjeet Kaur

Dr. Deepa Joshi

Ms. Venika Gupta

Dr. Dimpay Handa

Handa

MINUTES OF MEETING(ADC)

A meeting of ADL was held on 1 July, 2019 at 2:30 PM in the library. The following members were

MINUTES OF THE MEETING

Meeting of ADC was held on 23 October, 2019 at 11.00 am in staff room. Following members were present

Dr. Alka Vohra

Dr. Punita Saxena

Ms. Venika Gupta

Dr. Jasjeet Kaur

Dr. Dimpay Handa

Ms. Deepali Bajaj

A Meeting was held to decide upon the Generic papers (GE-2 and GE-4) offered and requirement of guest teachers by different departments for the semester January - May 2020. After deliberations it was decided that the requirement of guest teacher will be as follows. This will be in addition to the guest teachers already working in various departments

DEPARTMENT	NUMBER OF CLASSES FOR WHICH GUEST TEACHERS ARE REQUIRED
1 ELECTRONICS	10
2 INSTRUMENTATION	14
3 MICROBIOLOGY	46
4 BFIA/BMS	20
5 PSYCHOLOGY	19
6 PHYSICS	4

1	BIOCHEMISTRY	BIOCHEMICAL CORRELATION OF DISEASES(BC41)
2	BIOMEDICAL SCIENCE	BASICS OF IMMUNOLOGY (BM41)
		CONCEPTS IN BIOTECHNOLOGY (BM42)
2	CHEMISTRY	CHEMISTRY OF S AND P BLOCK ELEMENTS, STATES OF MATTER AND CHEMICAL KINETICS (CH41)
3	COMPUTERS	INFORMATION SECURITY AND CYBER LAWS (CS41)
4	ELECTRONICS	COMMUNICATION SYSTEM (EL41)
		MICROPROCESSOR AND MICROCONTROLLER (EL42)
5	ENGLISH	READINGS ON INDIAN DIVERSITIES AND LITERARY MOVEMENTS (EN41)
6	FOOD TECH	FOOD CHEMISTRY (FT41)
7	FINANCIAL STUDIES	PRODUCTION & OPERATIONS MANAGEMENT (FS41)
		ECONOMICS OF REGULATIONS OF DOMESTIC AND FOREIGN EXCHANGE MARKETS (FS42)
8	INSTRUMENTATION	ANALYTICAL INSTRUMENTATION (INT 41)
9	MATHEMATICS	NUMERICAL METHODS (MT41)
		ELEMENTS OF ANALYSIS(MT42)
10	MANAGEMENT	PUBLIC FINANCE (MA41)
		QUEUEING AND RELIABILITY THEORY (THEORY AND PRACTICAL) (MST42)
11	MICROBIOLOGY	INDUSTRIAL AND FOOD MICROBIOLOGY (MB41)
12	PHYSICS	THERMAL PHYSICS AND STATISTICAL MECHANICS (PHY41)
13	PHYSICAL EDUCATION	POSTURE, ATHLETIC CARE AND FIRSTAID (PE41)
14	PSYCOLOGY	PSYCHOLOGY AT WORK (PSY41)

1. The following departments have put upper limit for taking number of students in their generic papers

Department of Biochemistry GE-4 (Biochemical correlation of diseases (BC41) – 25)

Department of Biomedical Science GE-4(Basics of immunology (BM41) – 30)
(Concepts in Biotechnology (BM42) – 30)

Department of Chemistry GE-2 (Chemical energetics, equilibria and functional group organic chemistry (CH21) – 32)

GE-4 (Chemistry of S and P block elements, states of matter and chemical kinetics (CH41) – 32)

Tarjeet Ka

MINUTES OF MEETING(ADC)

23 Oct 12

GENERIC II OPTIONS FOR SEMESTER JAN-MAY 2020

S. No	DEPARTMENT	SUBJECT
1	CHEMISTRY	CHEMICAL ENERGETICS,EQUILIBRIA AND FUNCTIONAL GROUP ORGANIC CHEMISTRY(CH21)
2	COMPUTERS	DATA BASE MANAGEMENT SYSTEM (CS21)
3	ELECTRONICS	ARTIFICIAL INTELLEGEENCE (EL21)
		INTERNET OF THINGS (EL22)
		DATA SCIENCE (EL23)
4	ENGLISH	CINEMATIC ADAPTATIONS OF LITERARY TEXTS (EN21)
5	FOOD TECH	SENSORY EVALUATION (FT21)
6	FINANCIAL STUDIES	ENTREPRENEURSHIP THEORY AND PRACTICES (FS21)
		OPERATIONS MANAGEMENT(FS22)
7	MATHEMATICS	LINEAR ALGEBRA (MT21)
		DISCRETE MATHMATICS (MT22)
8	MANAGEMENT	ETHICS AND CORPORATE SOCIAL RESPONSIBILITY (MST21)
		DIGITAL MARKETING (MST22)
9	MICROBIOLOGY	BACTERIOLOGY AND VIROLOGY (MB21)
10	PHYSICS	ELEMENTS OF MODERN PHYSICS(PHY21)
11	PHYSICAL EDUCATION	OBESITY MANAGEMENT(PE21)
12	PSYCOLOGY	SOCIAL PSYCHOLOGY: UNDRSTANDING HUMAN WORLD (PSY21)

GENERIC IV OPTIONS FOR SEMESTER JAN-MAY 2020

MINUTES OF MEETING(ADC)

A meeting of ADC was held on 1 July, 2019 at 2:30 PM in the library. The following members were present in the meeting.

- Dr. Alka Vohra Kuanr *Alka Vohra Kuanr*
- Ms. Vonika Gupta *Vonika*
- Dr. Punita Saxena *Punita*
- Dr. Deepa Joshi *Deepa Joshi*
- Dr. Rekha Mehrotra *Rekha*
- Dr. Jasjeet Kaur *Jasjeet*
- Dr. Radhika Bakshi *Radhika Bakshi*
- Dr. Sneha Kabra *Sneha*
- Ms. Deepali Bajaj *Deepali*
- Ms. Yuthika Agarwal *Yuthika*

- The meeting started to assess the requirement of teaches in each department in academic session 2019-20. Final assessment is shown in the table given below:

DEPARTMENT	TOTAL(ADHOC+PERM)	EXISTING PERMANENT	REQUIRE D ADHOCs	GUEST REQUIRED(NO. OF CLASSES)
BIOCHEMISTRY	8	1	7	6
BIOMEDICAL SCIENCE	8	5	3	4
CHEMISTRY	8	1	7	12
ELECTRONICS	8	3	5	14
FOOD TECHNOLOGY	8	3	5	8
INSTRUMENTAION	8	2	6	2 + more classes for guest depending on GE1
MANAGEMENT STUDIES	7	0	7	12
BBA(FIA)	7	0	7	12
MATHEMATICS	12	1	11	0
MICROBIOLOGY,EVS,BOTAN Y	10	1	9	0
PHYSIOLOGY	8	0	8	7
PHYSICS	11	1	10	0
STATISTICS	9	0	7	0
PHYSICAL EDUCATION	1	0	1	?
COMPUTER SCIENCE	11	3	8	5
ENGLISH	2	0	2	0

Department of Microbiology

GE-2 (Bacteriology and virology (MB21) - 25)

GE-4 (Industrial and food microbiology (MB41) - 25)

Dr Alka Vohra

Ms Venika Gupta

Dr punita saxena

Dr Dimpy Handa

Dr Jasjeet Kaur

Ms. Deepali Bajaj

Dr. Sadhna Jain
(Convener, ADC)

GE-3 (Computer network and internet technologies)

Department of English GE-1 (Academic writing)

GE-3 (Women and empowerment)

Department of Financial Studies and Management GE-1 (Introduction to micro economics)

GE-1 (introduction of marketing management) (insurance and risk management) (entrepreneurship development) GE-3 (project management), (money and banking) (income tax)

Department of Food Technology GE-3 (Food microbiology and food safety)

Department of Mathematics GE-1 (Calculus) GE-3 (Differential Equations/Linear Programming and Game theory)

Department of Microbiology GE-3 (Microbial genetics and molecular biology/ Microbial Metabolism)

Department of Physical Education GE-1 (introduction of physical education in the contemporary context)

GE-3 (Health education, anatomy and physiology)

Department of Physics GE-1 (Electricity and Magnetism) GE-3 (waves and optics)

Department of Psychology GE-1 (General Psychology) GE-3 (Intergroup relations)

4. It was also discussed the number of adhoc teachers required in academic session 2019-20 each department which is as follows:

S.No	Name of the Department	Adhoc teachers required
1.	Biochemistry	07
2.	Biomedical Science	03
3.	Chemistry	07
4.	Computer Science	09
5.	Electronics	05+01 against leave vacancy for odd semester
6.	English	02
7.	Food Tech	05
8.	Financial Studies	07
9.	Instrumentation	06
10.	Management	07
11.	Mathematics	11
12.	Physical Education	01
13.	Physics	11
14.	Psychology	08
15.	Statistics	07

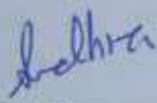
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It was decided that following generic papers for semester (III) will be offered on the basis of the first choice given by the students.

S.NO	NAME OF PAPER
1.	BIO STATISTICS
2.	SOLUTION, PHASE EQUILIBRIUM, CONDUCTANCE, ELECTROCHEMISTRY, FUNCTIONAL GROUP ORGANIC CHEMISTRY-II
3.	COMPUTER NETWORKS AND INTERNET TECHNOLOGIES
4.	WOMEN AND EMPOWERMENT
5.	INCOME TAX
6.	FOOD MICROBIOLOGY AND FOOD SAFETY
7.	MONEY AND BANKING
8.	PROJECT MANAGEMENT
9.	DIFFERENTIAL EQUATIONS
10.	MICROBIAL GENETICS AND MOLECULAR BIOLOGY
11.	HEALTH, EDUCATION, ANATOMY AND PHYSIOLOGY
12.	WAVES AND OPTICS
13.	INTERGROUP RELATIONS

- Decision was also taken that last day for filling options for GE-3 & GE-1 would be 5 and 15 August 2019 respectively. The last date for changing the GE options will be 15 and 30 August 2019 for GE3 and GE-1 respectively. (Dates for the generic for BBA(FIA) and BMS will be decided later).
- Any change of GE paper done by the student will be considered only after the form (generic option change) is duly signed by teacher in charge.
- Following departments have taken a decision to put an upper cap for taking number of students in their generic papers due to lack of infrastructure. Students will be selected on the basis of merit, (in case more students have opted.) dates for selection of students on merit bases will be decided by the respective department, and list of shortlisted students will be conveyed to other departments also

Name of department	No. Of students
Biochemistry	40
Biomedical Science	30
Chemistry	32


Dr. Sadhna Jain

(Convenor, ADC)

Minutes of academic development committee

Academic development committee meeting was held on 5th July, 2019 in library at 2 P.M. and following members were present:

1. Dr. Alka Vohra kuanar *Alka Vohra kuanar*
2. Mrs. Preeti Singhal
3. Dr. Punita Saxena *Dr. Punita Saxena*
4. Dr. Ranjana Singh
5. Dr. Jasjeet Kaur *Jasjeet Kaur*
6. Dr. Radhika Bakshi *Radhika Bakshi*
7. Dr. Sneha Kabra *Sneha Kabra*
8. Mrs. ~~Rita~~ Aggarwal *Aggarwal*
9. Dr. Rekha Mehta *Rekha Mehta*

The meeting started to discuss about the redistribution of teachers workload in each department due to non-availability of guest teachers in academic session 2019-20, and following points were discussed.

1. The following Departments will not offer their GE in semester (July-December 2019)
Department of Chemistry GE-3 (Solutions, Phase Equilibrium, Conductance, Electrochemistry and Functional Group Organic Chemistry II)
Department of Instrumentation GE -3 (Nuclear & Biomedical Instrumentation)
GE-1 (Sensors and Actuators)
Department of Biochemistry GE-3 (Proteins and Enzymes)
Department of Biomedical Science GE-1
The papers of philosophy departments being offered as generic for Psychology department GE-1 Ethics in public domain and GE-3 Feminism.
2. The following departments have put upper limit for taking number of students in their generic papers
Department of Biochemistry GE-1 (Biochemistry of Cell - 30)
Department of Biomedical Science GE-3 (Biostatistics - 30)
Department of Chemistry GE-1 (Atomic Structure, Bonding, General Organic Chemistry & Aliphatic Hydrocarbons - 32)
Department of Microbiology GE-1 (Introduction and scope of Microbiology - 25)
3. The following departments agreed upon offering their GE-1 and GE-3 without any upper limit of students.
Department of Computer Science GE-1 (Introduction to programming)

A meeting of the ADC was held on 26th November, 2018 at 11:00 a.m. in the staff room. The following members were present in the meeting,

1. Ms. Preeti Singhal
2. Dr. Alka Vohra Kuar
3. Dr. Punita Saxena
4. Dr. Deepa Joshi
5. Dr. Rekha Mehrotra
6. Dr. Sadhna Jain
7. Dr. Jasjeet Kaur
8. Dr. Suruchi Chawla
9. Dr. Sneha Kabra
10. Dr Radhika Bakshi

- After compiling options taken by students, it was decided that following generic papers will run in the second semester for academic session 2018-19.

S.No.	Name of Department	Name of Paper
1	Biochemistry	Proteins and Enzymes
2	Chemistry	Chemical Energetic, Equilibria & Functional Group Organic Chemistry I
3	Computer Science	Introduction to Database System
4	English	Media and Communication Skills
5	Management	Inventory Management (B.Sc.(H)Operational Research)
6	Management	Investment in Stock Market (B.Com(H))
7	Mathematics	Linear Algebra
8	Microbiology	Bacteriology and Virology
9	Physical Education	Fitness, Wellness & Nutrition
10	Physics	Elements of Modern Physics
11	Psychology	Psychology for health and wellbeing

- After compiling options taken by the students, it was decided that following generic papers will run in the fourth semester in academic session 2018-19.

S.No.	Name of Department	Name of Paper
1	Biochemistry	Biochemical Correlation of Diseases
2	Biomedical Science	Concept in Medicinal Chemistry & Drug Development
3	Chemistry	Chemistry of s & p block elements, states of matter and chemical kinetics

MINUTES OF THE MEETING

Meeting of ADC was held on 9 september 2019 at 1,00 pm in staff room .Following members were present

Dr Alka Vohra

Dr Deepa joshi

Dr jasjeet Kaur

Dr Sneha kabra

Ms Deepali Bajaj

Dr Dimpy Handa

A Meeting was held to take decision regarding starting GE3 paper (**solution Phase Equilibrium,conductance,Electochemistry,Functional groups,Organic Chemistry II**) of chemistry department. Initially around 15 students opted for this GE paper and ADC agreed to offer the same but classes for this particular paper could not be started in July due to delay in appointment of guest faculty. As of today , there are 6 students very keen on studying the paper. ADC is of the opinion to offer this GE with less number of students as an exception in this particular semester and not to be followed as precedence in future

Dr Alka Vohra

Dr Deepa joshi

Jasjeet Kaur
Dr Jasjeet Kaur

Sneha
Dr Sneha kabra

Ms Deepali Bajaj

Dimpy Handa
Dr Dimpy Handa

Sadhna Jain
Dr Sadhna Jain
(Convener)

Minutes of the meeting:


A meeting of ADC was held on 1st August, 2019 at 1:30 pm in the library and the following members were present in the meeting:

1. Dr. Punita Saxena
2. Dr. Rekha
3. Dr. Jasjeet
4. Dr. Sneha
5. Dr. Deepa
6. Dr. Radhika

(1) The meeting started to assess the requirement of guest teachers in each department which is as follows:

Departments	No. of Classes
Biochemistry	20
Chemistry	14
Microbiology	22
Food Technology	08
Management	18

(2) It was also discussed that there is an urgent requirement of lab staff in many departments for smooth functioning of labs.


Dr. Sadhna Jain
(ADC Convener)