

Minutes of Course Coordinators' Meeting, Community College

Date: 14 October, 2022.

Time: 12.30 PM

Venue: Vice chancellors' Committee Room, Dr Harisingh Gour Vishwavidyalaya, Sagar

Members present:

1. Prof Neelima Gupta, Hon'ble Vice Chancellor, DHSGU, Sagar / Principal, Community College.
2. Dr. Sunil Kashaw, Department of Pharmaceutical Sciences.
3. Dr. Anil Kumar Kashyap, Department of Business Management.
4. Dr. Sanjay Sharma, Department of Adult Education-Rural studies.
5. Dr. R.P.Singh, Department of Ancient Indian History, Culture and Archaeology.
6. Dr. Sarvendra Yadav, Department of Anthropology.
7. Dr. Goutam Prasad, Department of Commerce.
8. Dr. Ashwani Kumar, Department of Botany.
9. Dr.G.K. Tiwari, Department of Psychology.
10. Dr. Vandana Rajoriya, Department of English.
11. Dr. Shalini Choitharani, Department of Commerce.
12. Prof. Shweta Yadav, Nodal Officer, Community College.

Members absent:

1. Prof. Deepak Vyas, Department of Botany.
2. Dr. Neelu Rawat, Department of Sociology.
3. Dr Sonia Kaushal, Department of Anthropology.

The Vice Chancellor/Principal of the Community College initially interacted with each Course Coordinator, and then the Nodal Officer of the Community College presented the agenda before the Chair.

Agenda 1: Coordinators' active participation in enrolling more students in respective courses.

Nodal officer briefed that following *Guidelines of University Grants Commission, New Delhi clause no. 7.1(f)* students fee should be decided as per the prevalent practice for fee fixation into account for the sustainability of the programme. Attempt should be made to recover part

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of the expenditure under the scheme from the student fee. Board of Management has approved following fee structure on 19.09.2022:

- 1) P.G Diploma 4000 Rs. (Complete course)
- 2) Diploma Course 3000.00 (Complete course)
- 3) Certificate Course 2000 Rs. (Complete course)

The Course Coordinators should exert greater efforts to boost enrolment in order to skill more students. UGC vide notification dated 2nd May, 2022 has allowed Dual Degree Programmes and this has been adopted by the University Academic Council (17th Regular Meeting) dated 22 September 2022. Therefore, Course Coordinators may spread the message and encourage students to enroll along with regular full-time courses through Dual Degree Programmes.

Resolution: Course coordinators will put more efforts on a personal level to enroll more students in the respective courses and make the students aware of the Dual degree Programmes. Additionally, the Course Coordinators will develop a one-page course brochure highlighting key importance and job prospects of the Course to increase the number of student's quantity and quality. By October 26, 2022, the Community college would compile all brochures and put in all efforts to publicize them widely.

Agenda 2: Organizing Dr Gour Kaushal Vikas Mela 2.0 on 21.10.2022.

To offer Community college's students an opportunity to market their goods before Deepavali, the board of management decided to host a fair. It was proposed by the committee members that the date be postponed to Gour Utsav celebrations to attract wider clientage.

Resolution: It was resolved that Dr. Gour Kaushal Vikas Mela 2.0 be organized during Gaur Utsav on November 25–26, 2022 in the premises of the Gour Jyanti event.

Agenda 3: Physical Verification of Stock Book and to place all non-recurring items in Community College (New Building).

Board of Management decided to check verification of the items issued to respective Course Coordinators and to put all these non-recurring items in the Community College so that all students of the College pursuing different courses could use all equipments.

Resolution: After due deliberation, it was decided to take back all non-recurring goods from the Course Coordinators and put them in the Community College's new building.

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Others:

Agenda 4: Training of Students pursuing Diploma in Historical Tourism and Tourism Guiding.

Board of Management decided to train students of Tourism courses to explore University campus and other historical places of District Sagar whenever any guests come to the University campus. Course coordinator requested to approve budget for organizing tours for training and exposure of students.

Resolution: Nodal Officer, Community college will place the application of Course Coordinator before the Chair for needful action.

Agenda 5: Conduct of Classes

Where would all courses' classes be held was a question brought up by the Course Coordinators.

Classes of Courses namely; *Diploma in Mushroom and Processing; Certificate Course in Composting Techniques; Certificate in Organic Farming; Diploma in Retail Management; Diploma in Fashion Technology, Design & Management; Diploma in Food Processing and Management; Diploma in Water Purification; Diploma in Historical Tourism and Tourism Guiding; Diploma in Professional Office Executive; Certificate in Wheat Processing; Certificate Course in Professional Communication; Certificate Course In Entrepreneurship* are currently being organized in the Community College.

While classes of Courses namely, *Diploma in Tourism Management; Diploma in Social Responsibility and Social Work; Diploma in Guidance & Counselling; Diploma in Psychology of Health & Well-Being* are being organized in departments of Course Coordinators.

Resolution: All classes will be held in the Community College in physical mode, unless a specific infrastructure is needed, which is not available in the Community College. Course coordinators may also submit their time table for weekends. The Community College will also remain open throughout the entire week.

Meeting ended with vote of thanks to the Chair.

This has approval of competent authority.


Nodal Officer
Community College
Nodal Officer
Community College
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