



Estd. 1953

MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN

Muttambalam P.O., Kanjikuzhy, Kottayam- 686004

(Recognised by NCTE, Affiliated to Mahatma Gandhi University)

CRITERION I CURRICULAR ASPECTS

1.1 Curriculum Planning

METRIC: 1.1.2

1.1.2 At the Institution Level, the curriculum Planning and adoption are a collaborative effort

Meeting Notice and Minutes of the meeting for in house curriculum planning



**Prof. (Dr.) Suma Joseph
Principal
Mount Carmel College of Teacher
Education for Women
Kottayam- 686 004**

NOTICE

MEETING FOR IN-HOUSE CURRICULUM PLANNING

Dear Members,

A meeting of the Curriculum Planning Committee has been scheduled on 03-06-2022 at 11. a.m. in the Mini Conference Hall. Please make it possible to attend the same.

Agenda of the Meeting:

- ❖ Review of curricular transaction for the previous year 2021-22
- ❖ Annual Academic Calendar- presentation, discussion and finalization
- ❖ Pedagogic activities and assessment strategies
- ❖ “Carmex”- Exhibition
- ❖ School Induction Programme
- ❖ Study Tour
- ❖ Value added Courses
- ❖ Practical Examination
- ❖ College Day
- ❖ PTA General Body Meeting for 2022-24 Batch
- ❖ “Carmel Forum” - Webinar Series



Principal

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MINUTES OF THE MEETING FOR IN-HOUSE CURRICULUM PLANNING

Venue: Mini Conference Hall

Date: 03-06-2022

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- ❖ “Carmel Forum” - Webinar Series

Meeting Highlights:

The meeting Began at 10.30 a.m. in the College Conference Hall. The agendas were discussed as follows: -

❖ Review of curricular transaction for the previous year 2021-22

A review of the curricular transaction of 2021-22 was done. Discussed and evaluated, suggestions and recommendations were made for the coming year

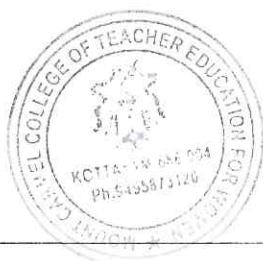
❖ Annual Academic Calendar- presentation, discussion and finalization

The prepared Annual Academic Calendar was presented before the committee members and the floor was opened for the discussion and finalization. The committee members actively participated in the discussion and fruitful suggestions and corrections were made and it was finalized and uploaded in the website

❖ Pedagogic activities and assessment strategies

The Pedagogic activities and assessment strategies were discussed and finalized. The mapping of Programme outcome and Course outcome prepared and discussed

❖ “Carmex”- Exhibition



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The date, time and venue of the Carmex- 2022 was finalized. It was decided to conduct on July 4th 2022 in the College Auditorium. Various duties were assigned to the staff and students for the smooth conduct of the same.

❖ **School Induction Programme**

It was decided to arrange the School Induction Programme for the I Semester B.Ed. Students.

❖ **Study Tour**

Discussions were made on the study tour and it was decided to discuss with the students and prepare the identification of the spot and the detailed plan and the budget. It was decided to conduct the Tour on July 7th 2022

❖ **Value added Courses**

The commencement U G C Sponsored Add on course was decided to keep on 21st July 2022. Taking into consideration the need and relevance of the value-added courses and the suggestions made by the students of the previous year it was decided to add four more new courses. They are Tailoring and Embroidery, Fitness through Yoga and Aerobics, Digital skill for prospective Teacher and Understanding India.

❖ **Practical Exam**

Discussed the conduct of the Practical Examination of 2020-22 Batch. Three different dates were proposed by the University and the committee decided to conduct the practical exam on 12th August 2022. Different duties were assigned to the staff and the students.

❖ **College Day**

Decided to celebrate the 69th College Day on August 19th 2022 and the duties are assigned.

❖ **PTA General Body Meeting for 2022-24 Batch**

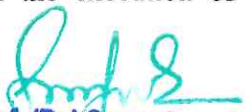
The committee decided to arrange the PTA General Body meeting for the new batch of students (2022-24 batch) on August 12th 2024

❖ **Carmel Forum” - Webinar Series**







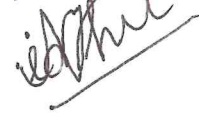




It was decided to continue with the Carmel Forum- Webinar Series as suggested in the previous year. It was suggested that every month one webinar series will be conducted the dates and mode will be decided according to the availability and convenience of the Resource person.

All the members of the committee agreed to help and support in the execution of the curriculum. The meeting concluded at 12.30 p.m.

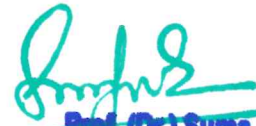



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Members Present:

1. Prof. (Dr). Suma Joseph (Principal) 
2. Dr. Mary Sheba Jose (Associate Professor) 
3. Dr. Lissy Koshi (Professor) 
4. Dr. Liz Kuriakose (Assistant Professor) 
5. Dr. Jaya P.J (Assistant Professor) 
6. Sr. Bindhumol. T (Assistant Professor) 
7. Dr. Nidhu Neena Varghese (M.Ed. Faculty) 
8. Sr. Jeanine (Headmistress, Mount Carmel H S, Head of the Practice Teaching School) 
9. Mrs. Smitha James (Principal, Mount Carmel Vidhya Nikethan, Employer) 
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11. Ms. Arathy Krishnan (B.Ed. Student Representative) 
12. Ms. Agatha Kurian (Alumni of the Institution) 




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NOTICE

MEETING FOR IN-HOUSE CURRICULUM PLANNING

Dear Members,

Curriculum Planning Committee meeting is scheduled on 02-09-2022 at 3. p.m. in the Mini Conference Hall. Kindly make yourself available to attend the meeting.

Agenda

- ❖ Interface meeting with the Heads of the Institution
- ❖ Internship of II Semester M.Ed. students
- ❖ Anti- Drug Campaign
- ❖ Inauguration of the First NSS Unit
- ❖ Election of the College Union
- ❖ End Semester Examination of I Semester B. Ed. Students.



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MINUTES OF THE MEETING FOR IN-HOUSE CURRICULUM PLANNING COMMITTEE

Venue: Mini Conference Hall

Date: 02-09-2022

Time: 3.p.m.

Agenda of the Meeting:

- ❖ Interface meeting with the Heads of the Institution
- ❖ Internship of II Semester M.Ed. students
- ❖ Anti- Drug Campaign
- ❖ Inauguration of the First NSS Unit
- ❖ Election of the College Union
- ❖ End Semester Examination of I Semester B. Ed. Students.

Meeting Highlights:

❖ **Interface meeting with the Heads of the Institution**

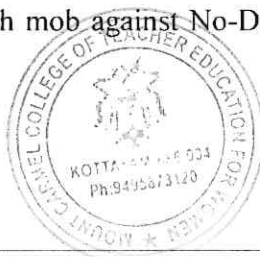
It was decided to arrange an interface meeting with the heads of the institutions of the practice teaching schools in order to provide a high-quality practice teaching experience for student teachers and to clarify expectations, roles and responsibilities of both the parties.

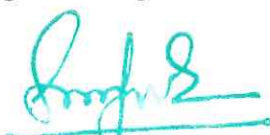
❖ **Internship of II Semester M.Ed. students**

Discussed about the Internship programme of II Semester M. Ed students and the internship institutions and date are arranged. It was decided to begin the Internship on 19-10-2022

❖ **Anti- Drug Campaign**

The committee decided to arrange one-week Anti-Drug Campaign awareness programme in order to raise awareness about the risk and consequences of Drug abuse. The programmes Anti-Narcotic Campaign rally, Flash mob against No-Drugs, Human chain against Drug abuse were discussed and finalized.




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❖ **Inauguration of the First NSS Unit**

The committee discussed about the Inauguration of the first NSS Unit. It was decided that the Inauguration will be on the 9th of November 2022. Duties were assigned for the staff and the students

❖ **Election of the College Union**

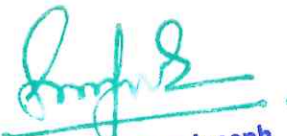
On the basis of the dates announced for the College Union election by the University, discussions were made on the conduct of the Election. Duties are assigned for the staff and the charge is given to Dr. Liz Kuriakose.

❖ **End Semester Examination of I Semester B. Ed. Students.**







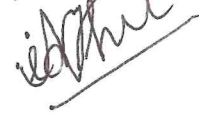




The end semester exam of the I Semester B. Ed. students is scheduled for 03-01-2023. The dates are set and the teachers are assigned with the invigilation duties.

All the agendas were discussed and the committee together agreed to work in collaboration with the management for the smooth functioning of the college. The secretary of the committee proposed the vote of thanks and the meeting came to a conclusion at 4.30 p.m.

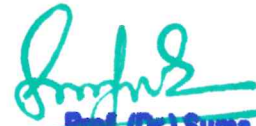



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NOTICE

MEETING FOR IN-HOUSE CURRICULUM PLANNING

Dear Members,

Curriculum Planning Committee meeting is scheduled on 05-01-2023 at 3. p.m. in the Mini Conference Hall. Kindly make yourself available to attend the meeting.

Agenda

- ❖ I Semester B.Ed. Degree Examination and practical exam of II Semester B.Ed. students
- ❖ Finalization of M.Ed. Research Topics and Thesis.
- ❖ Plans for Mid-Course Correction of the Academic Year
- ❖ Social Extension Activities Reaching out to society for their uplift
- ❖ Programmes for students' welfare
- ❖ Cultural activities
- ❖ Study Tour
- ❖ Community living Programme
- ❖ Placement
- ❖ Annual Day
- ❖ NAAC related work



PRINCIPAL

Prof. (Dr.) Suma Joseph
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MINUTES OF THE MEETING OF IN-HOUSE CURRICULUM PLANNING COMMITTEE

Venue: Mini Conference Hall

Date: 05-01-2023

Time: 3.p.m.

Agenda of the Meeting:

- ❖ I Semester B.Ed. Degree Examination and practical exam of II Semester B.Ed. students
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- ❖ Study Tour
- ❖ Community living Programme
- ❖ Placement
- ❖ Annual Day
- ❖ NAAC related work

Highlights of the Meeting

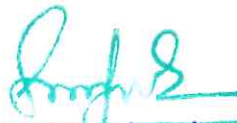
- ❖ **I Semester B.Ed. Degree Examination and practical exam of II Semester B.Ed. students**

Since we have received information pertaining to I Semester B. Ed. Degree Examination and the practical exam of II Semester B.Ed. students it was decided to begin the preparation for the examination. Entry of Internal marks must be completed at the earliest and the revision for all the subjects should begin and will be done online.

- ❖ **Finalization of M.Ed. Research Topics and Thesis.**

The committee decided to send the M.Ed. students to different libraries to have a review of the recent researches. Also appointed a teacher to know the student interest in areas of




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research. Decided to give orientation on research by the experts to ensure a well-planned and relevant set of research topics.

❖ **Plans for Mid-Course Correction of the Academic Year**

The committee decided to make a plan for the Mid-course correction. Decided to add the following plan: Objective, Timeline, Review of the progress, identifying areas of improvement, Monitor progress etc....

❖ **Social Extension Activities Reaching out to society for their uplift**

As part of the extension activity the committee decided to extend our service to different parts of the society in collaboration with the NSS Unit of the college. The committee decided to encourage and involve the students in the functioning of the adopted school as well as to extend our services wherever necessary in the society.

❖ **Programmes for students' welfare**

For the well-being of the students' various programmes are arranged for the students. "Pathway"- A social life wellness programme for minority students is arranged and a Workshop on Drama and Art also was planned to conduct on 17-01-2023.

❖ **Cultural activities**

In order to foster in students' cultural awareness, it was decided to arrange different cultural events. Art fest is arranged for the students on 09-03-2023

❖ **Study Tour**

Decided about the study tour. Tentative date is fixed. It was decided to fix the time and date conducive for the students. The committee agreed to leave to the students for the selection of the spot.

❖ **Community living Programme**

The committee decided to arrange the community living programme soon after the study tour. It was decided to be on the march 13th 2023. Different committees were formed and duties are assigned.

❖ **Placement**

The committee decided to arrange campus placement programme for the final year students. Dr. Jaya P.J is given in-charge of the same





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❖ **NAAC related work**







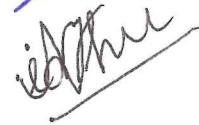




The curriculum committee decided to distribute the NAAC related work to all the staff members including the administrative staff. The work will be allotted to the staff in criteria wise.

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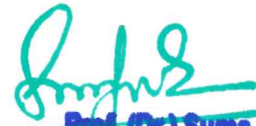



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