



St. Joseph College of Teacher Education for Women Ernakulam



CRITERION I

**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 & Action Taken Report**

Submitted to

**National Assessment and Accreditation Council (NAAC)
3rd Cycle of Assessment**



ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN ERNAKULAM
KOCHI-682035, KERALA

1.1.2. Curriculum Transaction Planning Committee Meeting

Notice, Minutes and Action Taken Report

2022-2023

Sl. No.	Reports	Page No.
1.	Notice	1-2
2.	Minutes	3-6
3.	Action Taken Report	7

Date: 16/5/2022

A meeting of the Committee for Planning the Curriculum Transaction will be held on 23/05/2022 in the Conference hall at 10.00 AM. All kindly make it convenient to participate.

Agenda

1. Planning Curriculum Delivery
2. Scheduling the Syllabus
3. Preparing the Master Time Table
4. Preparing Work Load of Teachers
5. Enrichment of Curriculum.

Members

1. Dr. Smitha Jose
2. Dr. Maxin Jose
3. Dr. Bindu Joseph
4. Dr. Betty P.J
5. Dr. Rachel George M
6. Dr. Josephine Joseph
7. Dr. Siji John
8. Dr. Rosamma Lukose
9. Aswathy DV
10. Gracemma Abraham
11. Joshy CME
12. Dr Sony Kuriakose
13. Sandra Joy

Smitha

Maxin

Bindu

Betty

Rachel

Josephine

Siji

Rosamma

Aswathy

Gracemma

Joshy

Sony

Sandra



Alice Joseph
Alice Joseph
Principal in charge

14. Sandra Johny

15. Liz Teresa

Sandra

~~P~~

Alice Joseph

Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam



Minutes

The meeting held on 23/05/2022 began at 10.00 AM in the Conference hall with a prayer led by the Principal who also welcomed the members. Ms Aswathy DV after presenting the minutes of the previous meeting and its action taken report briefed the members about the agenda of the meeting.

Agenda

1. Planning Curriculum Delivery
2. Scheduling the syllabus
3. Preparing the Master Time Table
4. Preparing the Work Load
5. Enrichment of Curriculum

Members

1. Dr Alice Joseph
2. Dr Smitha Jose
3. Dr Marin Jose
4. Dr Bindu Joseph
5. Dr Betty PJ
6. Dr Rachel George M
7. Dr Josephine Joseph
8. Dr. Siji John
9. Dr. Rosamma Lukose
10. Aswathy DV
11. Gracemma Abraham
12. Joshy CME
13. Dr Sony Kuziakose
14. Sandra Joy
15. Sandra Johnny
16. Liz Teresa

[Handwritten signatures of members corresponding to the list above]

Agenda 1: Planning Curriculum Delivery

How to maximise teaching learning opportunities was discussed upon and since Online mode of teaching was now familiar to all, Principal suggested for a blended learning mode this year, with the online sessions to compliment the offline classes as and when required. Means to enrich curriculum delivery was thought upon

Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam



and Dr Sony Kurialakose reminded that the expertise of external resource persons could be availed off to compliment the curriculum transaction.

Availing Community resources could also be thought upon was suggested by Mrs. Liz Teresa I.J. Dr Siji John said that strategies like Cooperative learning, project method, brainstorming, buzz session, think pair share strategy experiential learning should be encouraged more than simple lecture and demonstration methods for delivering the Curriculum. A wide range of capacity enhancement programmes for student teachers need to be planned was brought to the notice of the members by Dr Josephine Joseph. Activities organised other than what is prescribed in the curriculum could be in the online mode. Dr Maxin Jose opined that the Google class rooms D space in the library could be utilised for uploading notes and assignments and students could be encouraged to use the same.

The number of students progressing to Higher Education was found to be very low when compared to Arts and Science Colleges was brought to the notice of the members. One of the reason being that most of them join for B.Ed after having completed their P.G. Another reason being that student teachers were found lacking in being self responsible for learning. Dr Smitha Jose spoke of encouraging self regulated modes too to inculcate in students a thirst for lifelong learning.

Art Integration in Pedagogy was found to be poor among student teachers. Though workshop on Theater Arts was organised every year yet the outcome of having Art integrated lessons was poor. Dr Bmdu Joseph suggested that student teachers must be trained in integrating art into pedagogy and due emphasis must be given for the same by the optional teachers. Dr Smitha Jose opined to call in the same resource person for the workshop on Yoga, Drama and Art and Documentary film making

Issues like anxiety, depression and other mental health challenges being

Mic Joseph
Dr Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam



on the rise Dr Rachel George pointed out that it would be good to have programme on mental wellness.

Sandra Joy shared that it would be good if the submissions of assignments, practicum and practical works could be scheduled so as to reduce the work load of students.

The Principal assigned the preparation of an Academic Calendar to Dr. Betty PJ and Dr Joby Joy Kurian for the institution on the basis of the notification from the University File No: 126736/Ac A1-3/2021/VC SECTION dtd. 22.02.2022, & 21/3/2022. The date of submission of the same was decided as 14/06/2022.

Agenda 2: Scheduling the Syllabus.

As new faculty is being appointed the syllabus distribution needs a rescheduling. Dr Maam Jose suggested to give the course in Language Across Curriculum in the third Semester to the newly appointed faculty in General Education. It was also unanimously decided to give the third Core paper as well as the Drama and Art Course of all Semesters to the newly appointed Faculty in General Education.


The number of Elective Courses offered could be increased as they could be shared by the newly appointed faculty. Dr Bindu Joseph suggested the inclusion of Guidance and Counseling as an Elective Course and Dr Rachel George suggested Environmental Education.

The rest of Courses would be scheduled as usual. The Principal assigned Dr Josephane Joseph and Ms. Aswathy DV to prepare the schedule and submit it by 25/05/2022.

Dr Rosamma Lukose reminded of the preparation of Course plans and the date to submit the Course plan was unanimously decided to be 21/06/2022.

Agenda 3: Preparing the Master Time Table.

Dr Betty PJ opined that the Core courses, Elective Courses and Optional courses could be scheduled before noon as far as possible while the library and ICT Lab periods could be scheduled for the afternoon hours. It was also opined to have Physical Education, drama and art periods and mentoring and Cultural activities in the last hours


Dr. Alice Joseph
Principal in Charge
St. Joseph College for Women,
Ernakulam



of the day. Mes Liz Tresa IJ opined that it would be good if the timing of the College could be changed to 10.00 AM to 4.00 PM. The Principal made it clear that the timings of the college was decided to be from 8.45 AM taking into consideration the density of traffic on roads. Dr Josephine suggested to have an hour for cultural activities, sports and for value added courses and self study courses in the time table and hence it was suggested to change the college timings and have it from morning 8.45 AM to 4.00 PM.

The principal assigned Dr Siji John and Ms. Aswathy DV with the preparation of the Master time table by the 27th of May 2022 and place it before the Principal for approval.

Agenda 4 : Preparing the work load of faculty.

The Principal suggested Dr. Sicilly A.A and Dr. Joby Joy Kurian to be entrusted with the work of preparing the work load of teachers and to have it submitted by 15/06/2022.

Agenda 5 : Enrichment Activity

Dr Sony Kuerakose suggested to increase the number of value added courses for the students. Sandra Johny said that it would be good to have a Value Added Course for enhancing leadership qualities. Aswathy DV suggested mapping of the Curriculum to identify gaps in the Curriculum and to design the value Added Courses accordingly. Joshy CME pointed out that Course on Communicative English could help in the employability of the students. Gracemna Abraham opined that an interaction of student teachers with the teachers of the Practice teaching school would help them understand their expectations and clarify their work.

The meeting ended with Ms Aswathy DV the Secretary proposing the vote of thanks



Aswathy DV
Ms. Aswathy DV
Secretary



Alice Joseph
Dr. Alice Joseph
Principal in Charge
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

Action taken report of the meeting held on 23/05/2022

1. Academic Calendar was prepared by Dr Betty PJ and Joby Joy Kurian and submitted to the Principal on 14/06/2022. The same was published in the website and distributed among the staff. The academic calendar was also published in the Hand Book of the institution.
2. Dr Josephine Joseph and Aswathy DV scheduled the syllabus and submitted it to the Principal on 25/05/2022.
3. Dr Siji John and Ms. Aswathy DV prepared the Master time table and placed it before the Principal on 27/05/2022 for approval.
4. Dr Sicilly A A and Dr Joby Joy Kurian prepared the Work load of teachers and submitted it to the Principal on 15/06/2022.
5. Courseplan was submitted by the faculty on 21/06/2022.
6. A blended mode of learning was followed this year with online classes to complement the offline sessions. A number of programmes were organized in the online mode too.
7. Training in self regulated modes was ensured by allowing library hours and encouraging students to take up self study courses.
8. Student teachers were reminded to integrate elements of Art and Drama while transacting their lessons and were encouraged to incorporate the same in their lesson plans too.
9. Value added course on Health Education and sustainable wellness was given. Stress free day was celebrated. Dates for Submission of Assignments were scheduled and the faculty reminded to avoid overcrowding of submissions.
10. The College timing was fixed as 9.00 AM to 4.00 PM
11. Environmental Education and Guidance and Counselling were taken as Elective Course along with Health and Physical Education.
12. Workshop on Curriculum mapping was held on 31/1/2022 & 4/1/2022
13. A total of 17 value added Courses were offered this year



Alice Joseph

Dr Alice Joseph

Principal in Charge.

Dr Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam