



# **St. Joseph College of Teacher Education for Women Ernakulam**



## **CRITERION I**

**1.1.2. Curriculum Planning and Adoption at Institutional Level are a  
Collaborative Effort**

**Curriculum Transaction Planning Committee Meeting  
Notice, Minutes and Action Taken Report 2022-2023**

**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**

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# Notice

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. Graceamma Abraham
11. Joshy CMI
12. Dr Sony Kuziakose
13. Sandra Joy

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Alice Joseph  
Principal in charge





14. Sandra Johny

15. Liz Teresa

Sandra

~~P. J.~~



Alice Joseph

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

Vice Principal  
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 Maein 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. Graceamma Abraham
12. Joshy MF
13. Dr Sony Kuziakose
14. Sandra Joy
15. Sandra Johnny
16. Liz Teresa

*[Handwritten signatures and initials corresponding to the list of members]*

### 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



and Dr Sony Kuziakose 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 IJ. 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 Maxim 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 PG. 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



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 Maxm 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



of the day. Mrs Liz Tresa IT 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 27<sup>th</sup> of May 2022 and place it before the Principal for approval.


Agenda 4 : Preparing the work load of faculty.

The Principal suggested Dr. Scilly 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 MF pointed out that Course on Communicative English could help in the employability of the students. Gracema 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

  
Ms. Aswathy DV  
Secretary



  
Dr. Alice Joseph  
Principal in charge



## 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. Course plan 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 31/12/2022 & 4/1/2022
13. A total of 12 value added Courses were offered this year



*Alice Joseph*  
Dr Alice Joseph  
Principal in Charge.

Notice

Date 21/11/2022

A meeting of the Committee for Planning the Curriculum Transaction will be held on 09/11/2022 in the conference hall at 2.00PM. All kindly make it convenient to participate.

Agenda

Mid-Course Correction in the planned academic calendar.

Members

- 1 Dr Betty PJ
- 2 Dr Maam Jose
- 3 Dr Josephane Joseph
- 4 Dr Rachel George M
- 5 Dr Bandu Joseph
- 6 Dr Sijy John
- 7 Dr Rosamma Lukose
- 8 Ms Aswathy DV



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



## Minutes

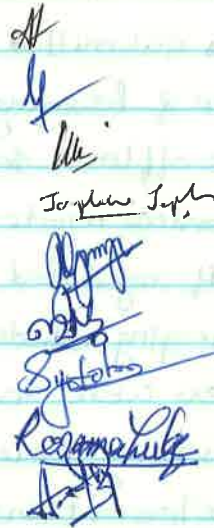
The Curriculum transaction meeting held on 09/11/2022 at 2:00 PM in the Conference hall began with a silent prayer. The Principal Dr Alice Joseph welcomed the gathering and reminded the members the agenda of the meeting. Ms Aswathy DV presented the minutes of the previous meeting and its Action taken report.

### Agenda

Mid-Course Correction in the planned academic calendar (ref. Academic Calendar from the University dtd. 28/08/2022 & Academic Calendar from the University dtd. 28/10/2022)

### Members

1. Dr. Alice Joseph
2. Dr Betty PJ
3. Dr Maxon Jose
4. Dr Josephine Joseph
5. Dr Rachel George M
6. Dr Bandu Joseph
7. Dr Siji John
8. Dr Rosamma Lukose
9. Ms Aswathy DV


  
 Josephine Joseph

Agenda: Mid-Course Correction in the planned academic calendar.

Based on the notification of the Mahatma Gandhi University of the Academic calendar for 2021-2023 B.Ed Batch dtd. 28/08/2022 & 2022-2024 B.Ed Batch dtd. 28/10/2022 the Academic calendar prepared by the institution needs a rescheduling in the following areas.

1. The activities scheduled for the First Semester and Second Semester of the B.Ed Batch 2022-2024 needs a rescheduling
2. The School Internship and Induction programme needs to be rescheduled as per the Notification of the UG Board of Studies of the University
3. The Discussion, Demonstration and Criticism classes therefore needs to be rescheduled
4. The various curricular activities which were planned in the subsequent Staff meetings needs to be incorporated.

5. Based on the University Notification the dates of exams needs to be incorporated. It was decided to entrust Dr Josephine Joseph & Ms Aswathy DV to reschedule the Academic Calendar by keeping all these in mind and submit it on 17/11/2022.

The meeting ended with Ms Aswathy DV thanking the members.



Ms. Aswathy DV  
Secretary.


Dr Alice Joseph  
Principal in Charge





Action taken report of the meeting held on 09/11/2022.

Dr Josephane Joseph & Ms. Aswathy DV rescheduled the Academic Calendar incorporating all the changes as was notified in the meeting held on 09/11/2022 and submitted it on 17/11/2022



*Alice Joseph*

Dr Alice Joseph

Principal in Charge.