



# P.K.M. COLLEGE OF EDUCATION

MADAMPAM, KAITHAPRAM P. O., KANNUR – 670 631

(Govt. Aided Teacher Education Institution affiliated to Kannur University)

Recognized by NCTE included under UGC 2(f) & 12(B) category

Accredited by NAAC with 'A' Grade, (Second cycle -4 point scale), RUSA 2.0 beneficiary

**1.1.1: Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation**

## CURRICULUM PLANNING PROCESS



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## Curriculum Planning Process

### PKM College of Education, Madampam



#### Process of Curriculum Planning

##### **Institutional Process of planning, reviewing, revising curriculum and the procedures adopted**

PKM College of Education, Madampam adopts innovative co-curricular, extension, and outreach initiatives and activities in the curriculum. Aiming for holistic student development in every aspect and enhancing better employment, the curriculum undergoes regular reviews and welcomes innovative measures. The curriculum at P. K. M College of Education, Madampam, adheres to the norms of Kannur University, NCTE. Meanwhile, progressively the college also integrates institution-level planning into its processes.

##### **The procedure adopted including periodicity, kinds of activities**

At the beginning of each academic year, a governing body meeting is conducted by the principal collaborating with faculty, heads of various co-operating schools, and representatives from various organizations to craft an inclusive curriculum and academic calendar in decorum with the university timetable. The crafted curriculum, co-curriculum, extension, and outreach activities are thus presented in the Governing body meeting. Further modifications and approval of the curricular plan occur within the meeting itself. The body's final decision leads to in-house curriculum planning within the college. Following the formulation of the in-house curriculum, a staff council is conducted to present and discuss each activity slated for the academic year. A deep overlook is done within this council by covering all aspects thoroughly examined and finalized during this session. Thus, it results in the approval of the final framework for the academic calendar. As per the academic calendar staff meetings are held at the end of each month to review the academic and outreach activities and for planning the next month activities. The activities like National Priority Programmes, Extension and Outreach activities, Internship, workshops, seminars etc. are conducted as per the schedule academic calendar.



  
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#### **Communication of decision to all concerned**

All the updates regarding the college is communicated through the website of the college. All the pre-planned programmes are communicated through circulars issued by the principal and displayed on the notice board and posted on website and Whatsapp groups.

All instructions were communicated to the students in the morning assembly by the principal and monthly academic co-ordinator. Important communications from higher authorities like the government, university are properly communicated to the students through website and college notice board. Reminders are shared to the students through WhatsApp Group. Other daily intimation regarding changing class schedule, emergency meeting and programmes are conveyed through staff members. The members involved in inhouse curriculum planning are properly intimated through e-Mail and Whatsapp. All curricular achievement is appreciated and communicated through website and medias.



  
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KAYTHAPPAM, P. O., MADHURAM  
SREEKANDAPURAM, KANNUR DT., 670331

**Kinds of Issues Discussed**

The Institution has a formalised process for handling grievances. Faculty members speak to student about the various components of the grievance redressal system at the beginning. Teachers are encouraged to report issues as soon as they arise. Grievances will be heard in private unbiased manner and settled in a fair amount of time. The college has constituted a three-tier system of addressing the grievance of students and staff in a most positive and healthy manner. The Grievance redressal cell of the college kept a grievance box where students can put their grievance and are taken up by the grievance cell. Apart from this the students can also approach the grievance cell directly in case of personal and common problems. A grievance redressal form is available in the website for registering grievances.



**SHIKSHA BHAVANA FORM**

Name of the Student	
Class	<input type="checkbox"/> B.E. <input type="checkbox"/> B.Tech. <input type="checkbox"/> Other
Roll No.	
Year	
Department	<input type="checkbox"/> Mechanical <input type="checkbox"/> Information Science <input type="checkbox"/> Computer Science
Name of the Teacher	<input type="checkbox"/> Lecturer <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Professor
Qualification of the Teacher	<input type="checkbox"/> M.Tech. <input type="checkbox"/> Ph.D. <input type="checkbox"/> Other
Topic of the Grievance	
Handling Mechanism	
Remarks	
Date	
Signature of the Student	
Signature of the Teacher	
Signature of the Head of Institution	



*[Handwritten Signature]*  
Principal

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