



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

1.1.2: At the institution level, the curriculum planning and adoption are a collaborative effort; Indicate the persons involved in the curriculum planning process during the last completed academic year

1. Faculty of the institution
2. Head/Principal of the institution
3. Schools including Practice teaching schools
4. Employers
5. Experts
6. Students
7. Alumni

MINUTES OF THE MEETING FOR IN-HOUSE CURRICULUM PLANNING



Minutes of the Meeting for In-House Curriculum Planning

Academic Year: 2018-19


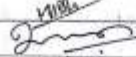



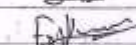

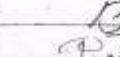
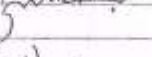


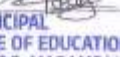


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Minutes of the In-House Curriculum Planning Meeting held on 25/05/2018 at 10:00 am in the conference hall.

Agenda

- Reflections on the previous academic year activities
- CLO's and Current Curriculum Enrichment
- Identifying areas for improvement or enhancement
- Discussion on new curricular extension activities
- Approval of curricular plan, Academic Calendar, Syllabus of Value Added Course, etc. for the academic year 2018-19.
- Any other matter with the permission of the Chair

Members Present

Dr. Rekha k R	
Dr. Maya J. Pillai	
Jessy N C	
Dr. Shaly Joseph k	
Dr. Veena Appukuttan	
Dr. Prasanth Mathew	
Jamal Jose	
Dr. Fr. Singj Joseph	
Mr Bindy k (Practice teaching school representative)	
Rev. Dr Luke Poothunkayia (Employer representative)	
Dr John Moolakkatt (Educational expert)	
Athira Sagar (Student representative)	
Jabish Joseph (Alumni representative)	
Dr. Peiya Mathew (Educational expert)	



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- During the meeting, members engaged in a discussion concerning the performance and outcomes of the college during the previous academic year. Various insights and observations were shared, both achievements and challenges encountered during that period.
- The reflections highlighted key aspects such as student progress, teaching methodologies, and notable improvements. This retrospective analysis provided valuable lessons and experiences that will guide the decision making in the upcoming academic year.
- The existing curricular activities are analysed, outlining its CLO's key components, structure, and objectives. Members engaged in discussing the strengths, weakness and the areas that may require improvement. Insights gained from this overview will contribute to on-going curricular and extension activities.
- Members actively participated in focused discussions to find out the areas for improvement or enhancement. Suggestions were in the areas of teaching methods, assessment strategies, extension and outreach activities and placement trends. It is decided to activate the programmes of placement cell.
- An interactive session encouraged members to share innovative ideas for curriculum enhancement. It is decided to implement to value added courses during the current year.
- The proposed curricular plan, academic calendar and syllabus of the two value added course were reviewed and discussed for approval.




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Members examined the plan's structure, objectives and alignment with institutional goals. Feedback was encouraged, highlighting the importance of a well structured plan and calendar. Modifications will ensure, comprehensive and effective - planning.

Action Taken

- Reflection on previous Academic Year.
 - Valuable feedback and observations from the reflections were acknowledged and implemented.
- Overview of Current Curriculum
 - As per members perspectives on curriculum all faculty members were informed to conduct thorough review of the current curriculum for its effective implementation.
 - Suggested more community oriented extension/outreach activities.
- Identifying areas for improvement or enhancement
 - Suggestions for curriculum enrichment activities were approved. It was decided to further evaluate and implement the proposed suggestions.
- Discussion on New Curriculum Ideas
 - Innovative ideas regarding value added courses during the discussion were integrated into the course content.
- Approval of Curricular Plan, Academic Calendar, Syllabus of Value Added etc.
 - The meeting approved the curricular plan, academic calendar and syllabus of value added course.



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These actions collectively contribute to the ongoing process of curriculum enhancement. The collaborative efforts of the faculty will undoubtedly result in an improved curriculum that addresses current educational needs and provides an enriching experience for our students.



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Minutes of the In-House Curriculum Planning Meeting held on 28-05-2019 at 9:30 AM in the Conference Hall.

Agenda

- Reflection on the Previous Academic Years curricular Programmes.
- Silver Jubilee Year Curricular Programmes CLO's and implementation of UN-SDGs.
- Innovative Ideas in the context of Institution's silver jubilee Plan.
- Discussion on Curriculum considering the modern educational trends.
- Approval of Curricular Plan, Academic Calendar, Syllabus of Value Added Course etc for the academic year 2019-20.
- Any other matter with the permission of the Chair.

Members Present

Dr. Jessy N.C

Dr. Prasanth Mathew

Dr. Rekha K.R

Dr. Maya J. Pillai

Dr. Shaly Joseph K

Dr. Veena Appukuttan

Jomol Jose

Dr. Fr. Sinaj Joseph

Mr. Binay K.

(Practice Teaching School representative).

Dr. Priya Mathew
(Educational Expert)



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THRISUR DISTRICT, KERALA

Dr. Luke Pothrukajil
(Manager representative)

Dr. Marykutty (Educational expert)

Ashish Saseendran
(Student Representative)

Nithin Nangath (Alumni Representative)

- During the meeting, members discussed the previous academic year's performance, sharing insights on achievements and challenges all staff members were oriented about UN-SDGs.
- The current curriculum development and enrichment underwent a comprehensive evaluation examining CLO's, its components, structure and alignment with objectives. Strength, weakness and areas for improvement were identified through collaborative discussions.
- Current year curricula, extension and outreach activities were discussed and targeted to meet seven UN-Sustainable Development Goals and Planning to implement it during current year.
- Generated innovative ideas for our programmes during the Silver jubilee year. Members shared creative concepts involving both learning strategies and outreach activities. Collaborative discussions explored ideas for enrichment programmes during this Silver Jubilee year also. Jubilee year activity plan was presented.
- Aligning the curriculum with modern trends was discussed, emphasizing adapting teaching methods, content delivery, and



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assessment to current educational norms. Members shared insights on integrating new tools and interdisciplinary approaches for a forward-looking educational experience. Members identified areas of improvement for interactive learning highlighting our vision, mission and dedication to holistic education.

- Reviewing and approving the curricular plan, academic calendar and syllabus of Value Added courses were significant agenda items. Members examined the curricular plans, college calendar, feedback system, and acknowledged the collaborative efforts. Unanimous agreement shows our commitment to our educational journey, with modifications ensuring comprehensive & effective planning.

Action Taken

Based on the discussions held during the curriculum planning meeting, the following actions have been taken to enhance our educational programmes.

Valuable insights from the previous year's performance have been documented. These insights will guide decision-making for the upcoming year, aligning our approaches to cater to student needs effectively.

- Innovative ideas generated are being reviewed. The US-SDGs that reflect with our educational goals will be further explored.




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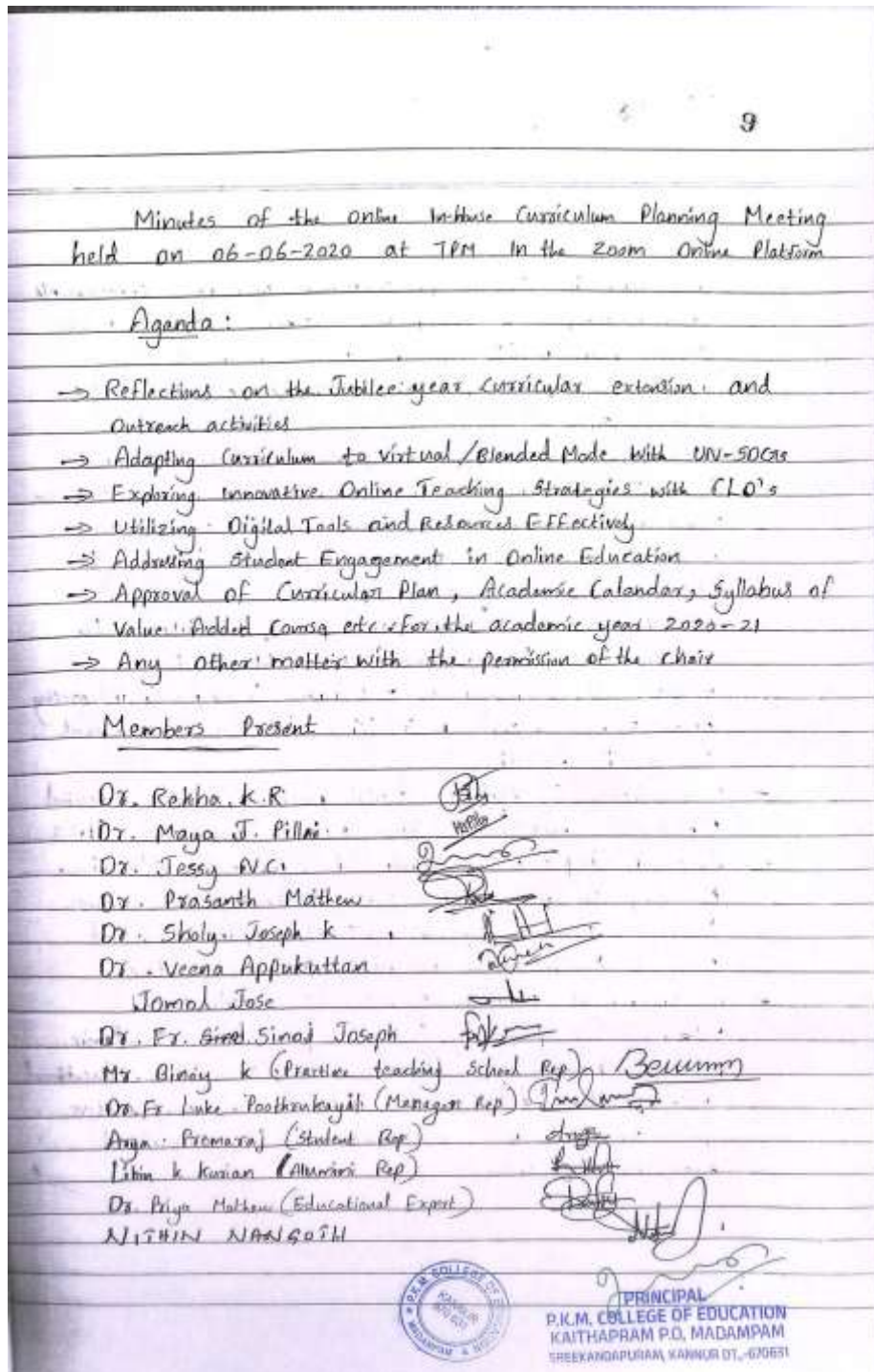
for integration into our curriculum to enrich the educational experience during the silver jubilee year.

- Strategies are being developed to adapt teaching methods, content delivery, and assessment strategies to align with modern educational trends. The jubilee year curricular activities were finalised.
- The proposed curricular plan, academic calendar and syllabus of Value Added Course have been reviewed, taking into account members feedback. Modifications will be made to ensure a comprehensive and effective plan that provides an offensive educational journey for students.




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Academic Year: 2020-21



- The discussion centered on reflecting upon the achievements and challenges of the previous academic year. Members shared their insights and observations, on various aspects of student progress, teaching methodologies, and notable achievements.
- Reflecting on jubilee year experience, members recognized institutional role in catering educational needs. Open discussion reinforced our on-going commitment to deliver a meaningful and effective learning experience through the Silver Jubilee year programmes.
- Due to the Covid-19 pandemic period transition to virtual and blended modes with VIV-Scritns, members shared insights on redesigning lesson plans, integrating digital resources, and maintaining interactive engagement for quality education.
- Recognizing the shift to digital platforms, members discussed creative and effective teaching methods considering GLO's
- Amid the importance of digital tools in modern education, the emphasis was on leveraging technology to enhance learning. Members explored platforms, applications, and resources for interactive learning and collaboration.
- A significant meeting segment was dedicated to reviewing the proposed curricular plan and academic calendar. Members go through the plan with educational goals, content delivery, and outcome. The collaborative spirit reflected our commitment to an organized educational journey.



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Action Taken Report

- Initiate a regular reflection sessions in every Staff Council meeting enabling Faculty members to share insights from past experiences and suggest adaptable strategies.
- A Virtual and blended learning will be established for the programme. Conduct training sessions for Faculty, and ensure interactive engagement to optimize the online learning experience and UN-SDCs.
- The Institutional Innovation Council will be informed to implement digital teaching methods. It will ensure their integration into the Curriculum through platforms 'Teams' for teaching learning process.
- The Faculty will take charge of implementing strategies to sustain student engagement in virtual settings. They will design interactive assignments, and foster online discussions, fostering a supportive learning atmosphere.
- The proposed Curricular plan, academic calendar and syllabus of value added course will be implemented. Feedback from the meeting will be integrated to refine the forthcoming programmes.




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Academic Year: 2021-22


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
Minutes of in-House curriculum planning meeting held on 06/06/2021 at 7:30 PM in the zoom online platform.


Agenda


- Overview of previous academic year.
- Current year curricular programme and CLO's
- Discussion on innovative teaching strategies across UT-SDGs
- Aligning with current educational trends.
- Planning curriculum enrichment activities.
- Approval of curricular plan, academic calendar, syllabus of value added course etc. for the academic year 2021-22
- Any other matter with the permission of the chair.


Members Present

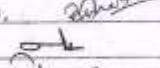
Dr. Rekha. K.R 


Dr. Maya. J. Pillai 


Dr. Jesly. N.C 

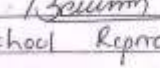
Dr. Prathob Mathew 

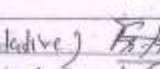
Dr. Shally Joseph K. 

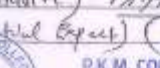
Dr. Veena V. Appukuttan 


Jamol Jose 

Dr. Fr. Sinij Joseph 

Mr. Binoy.K 
(Practice Teaching School Representative)

Fr. Philip Ramachanther 
(Employer Representative)

Dr. Pooja Mathew (Educational Expert) 
(Principal)

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SREEKANDAPURAM, KANNUR DIST. 670314

Dr. T.M. Joseph (Educational Expert)
 Sayoj V.V (Student Representative)
 Libin K. Kuoien (Alumni Representative)
 NITHIN NANGUZH (Alumni Representative)

- * The meeting commenced with a review of the previous academic year's highlights. Members shared insights into students' achievements, outcomes, challenges and the overall performance of the institution. The reflection emphasised the importance of learning from past experiences, to enhance future approach approaches.
- * A focused discussion followed on CLO's where members identified areas within the curriculum that need improvement. Diverse perspectives were shared, including content relevance, teaching methodologies, assessment strategies, enrichment and outreach activities. The collaborative exchange laid the foundation for targeted enhancement.
- * As per the UNSOs discussed innovative teaching methods, if integrated technology into classrooms for enhancing learning experience.
- * Discussed the process of connecting curriculum with current educational trends. Emphasising the need to prepare student for current educational trends.
- * Discussed activities for curriculum enrichment. members collaboratively identified specific areas for improvement identified exlure. Tasks were designed based on student's



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individual expertise, fostering collective ownership.

- * The proposed curricular plan and academic calendar were presented for review. Members meticulously examined their alignment with educational goals, content delivery and milestones. Feedback was encouraged, highlighting the collaborative spirit of the process.

Action Taken Report

- * All Faculty members were assigned conduct a comprehensive review of previous academic year. They will analyse student's achievement, challenges and feedback to identify areas for improvement. The insights gathered will guide future curriculum development.
- * Activities were organized for each identified area of improvement. All staff will collaborate to develop strategies and action plans for enhancing curriculum content, teaching methods, assessment strategies, extension and outreach activities.
- * The innovations in teaching will result in a repository of innovative teaching approaches.
- * Activities on UNSPAR will be shared with faculty through workshops and training sessions. Regular feedback and progress evaluation will ensure a effective implementation of the programme.



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- * The staff council will continuously monitor current educational trends and recommend curricular programmes. It will explore inter disciplinary collaborations, emerging technologies and evolving teaching methodologies with the changing educational scenario.
- * The proposed curricular plan, academic calendar and syllabus of value added course will undergo a final review by the meeting. Feedback and recommendations from the meeting will be incorporated into the plan.




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SREEKANATHAPURAM, KANNUR DT., -670311

Academic Year: 2022-23

17

Minutes of in-House curriculum planning meeting
held on 02-06-2022. at 9:30 pm in the conference
hall

Agenda

- * Overview of previous academic year
- * Innovative teaching approaches and CLO's
- * Discussion on curriculum enrichment and development through NER and UN SDG's.
- * Introducing LMS, addressing questions and concerns regarding LMS
- * Approval of curriculum plan, academic calendar, syllabus of value added courses etc for the academic year 2022-23.
- * Any other matter with the permission of the chair.

Members

Dr. Ratna KR

Dr. Maya J. Pillai

Dr. Jesy N.C

Dr. Prashanth Mathew

Dr. Shally Joseph K

Dr. Veena Appakuttan

A Jeeval Jose

Dr. Fr. Sinoj Joseph

Ms. Binay B.

(Practice teaching school representative)

Fr. Philip Ramachanattu

(Employee Representative)

Ahara Thomas

(Student Representative)

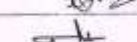








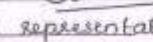




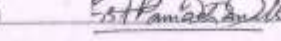
















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Dr. Priya Mathew (Educational Expert)

Withra Nargoth
(Alumni Representative)

Sayoj V.V.
(Alumni Representative)

- The meeting commenced with thorough review of the previous academic year's outcomes, achievements and challenges. Members shared valuable insights and lessons learned, highlighting the importance of adapting new strategies based on past experiences.
- The members collaboratively explored creative teaching methods to enhance the learning experience according to CLOs. The emphasis was on fostering interactive and effective teaching approaches that cater various learning styles.
- Members actively discussed strategies for curriculum enrichment through NSEP and UNSDGs working groups, were formed to address specific goals for improvement and innovation.
- College principal introduced the need for integration of an LMS into curriculum. Members were oriented about the features and benefits of LMS platform. The discussion focused on the possibilities of the implementation of the LMS. The members clarified their concerns and doubts about the LMS.
- The proposed curricular plan, academic calendar and syllabus of value added course^{was} presented for review. Members examined the educational goals, content delivery and outcomes. Feedback and suggestions were encouraged to ensure comprehensive planning.



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Action taken Report

- Overview of previous academic year and lessons learnt
Insights shared during the discussion on the previous academic year's experiences were incorporated for generating innovative teaching methods.
- Integrating modern educational trends
Find out resources on recent educational trends for integration into the curriculum and assess next outcome in the area of research in the form of research presentation and publications.
- Curriculum enrichment and development
Finalised curriculum enrichment activities, detailing back in the curricular plan of the faculty.
- Introducing Learning Management System (LMS)
Faculty aware of the benefits of LMS and planned to include training sessions for faculty on utilising the LMS platform effectively.
- Approval of curricular plan, academic calendar, syllabus of value added course etc.
Incorporate feedback and suggestions into the curricular plan, academic calendar and syllabus of value added course.




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