

Metric 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

Clarification Asked-

List of persons who participated in the process of in-house curriculum planning • Meeting notice and minutes of the meeting for in-house curriculum planning • A copy of the programme of action for in-house curriculum planned and adopted during the last completed academic year

Response-

1. List of persons who participated in the process of in-house curriculum planning is attached. (Appendix-I)
2. Meeting notices and minutes of the meeting for in-house curriculum planning are attached. (Appendix-II)
3. A copy of the programme of action/ Action Taken Report for in-house curriculum planned and adopted during the last completed academic year is attached. (Appendix-III)

# **Appendix-I**



Indian Youth & Women's Development Society's

# PRAJASATTAK B. Ed. COLLEGE, NAGPUR

Recog by Govt of Mah., Affiliated by R.T.M. Nag., Uni., Approved by NCTE

**College Address :**

Royal Complex, Old Pardi Naka, Bhandara Road,  
Nagpur - 440 035. Phone : 0712-2682404

**Corresponding Address :**

Sai Prabhu Apartment, Ravi Nagar Square,  
Nagpur - 440 001 (M.S.) Phone : Resi : 25555599

Ref. No.: PBCN/

Date

## Name of Members attending the meeting of Curriculum Planning on 15.12.2022

Sr. no	Designation	Name of members
1.	Off. Principal	Ms. Sheetal Meshram
2.	Faculty	All the faculty members of Prajasattak B.Ed. college
3.	Students	Pradhnya Dudhe, Shivani Kuthe, Manali Rathore
4.	Alumni	Kanta Bhagwani, Geeta Patel,



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Ref. No.: PBCN/

Date

## Name of members attending the meeting of Curriculum Planning on 25.6.202

Sr. no	Designation	Name of members
1.	Off. Principal	Ms. Sheetal Meshram
2.	Faculty	All the faculty members of Prajasattak B.Ed. college
3.	Practice Teaching School	Shalini soni ,Gayatri convent Nagpur
4.	Expert	Ms. Bhagyashree Rahate
3.	Students	Pradhnya Dudhe, Shivani Kuthe, Manali Rathore
4.	Alumni	Nehal Vaidya, Shital Suryawanshi



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Ref. No.: PBCN/

Date

Name of Members attending the meeting of Curriculum Planning on  
21.1.2022

Sr. no	Designation	Name of members
1.	Off. Principal	Ms. Sheetal Meshram
2.	Faculty	All the faculty members of Prajasattak B.Ed. college
3.	Students	Pradhnya Dudhe, Shivani Kuthe
4.	Alumni	Kanta Bhagwani, Geeta Patel



  
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# **Appendix-II**



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Ref. No.: PBCN/

Date

## NOTICE

**Dated : 11/12/2022**

This is to inform all the Faculty Members of Prajasattak B.Ed. college that the Curriculum Planning Meeting for Academic Year (2022-2023) will be held on 15/12/2022 at 2.00 p.m. All the faculty members are requested to be present in the meeting.



  
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Ref. No.: PBCN/

Date

## NOTICE

**Dated : 22/06/2022**

This is to inform all the Faculty Members of Prajasattak B.Ed. college that the Curriculum Planning Meeting for Academic Year (2022-2023) will be held on 25/06/2022 at 3.00 p.m. All the faculty members are requested to be present in the meeting.



*Qsm*  
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Ref. No.: PBCN/

Date

## NOTICE

Dated : 19/01/2022

This is to inform all the Faculty Members of Prajasattak B.Ed. college that the Curriculum Planning Meeting for Academic Year (2022-2023) will be held on 21/01/2022 at 3.00 p.m. All the faculty members are requested to be present in the meeting. Since the normalcy is being restored with some restrictions, all the staff members are requested to ensure social distance while attending the meeting.



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Date

## NOTICE

**Dated : 12/09/2021**

This is to inform all the Faculty Members of Prajasattak B.Ed. college that the Curriculum Planning Meeting for Academic Year (2021-2022) will be held on 15/09/2021 at 3.00 p.m. Keeping in view the Covid-19 pandemic it will be conducted online (Zoom Meeting). All the faculty members are requested to attend the meeting on provided Zoom Link.



  
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Date

## NOTICE

**Dated : 16/03/2021**

This is to inform all the Faculty Members of Prajasattak B.Ed. college that the Curriculum Planning Meeting for Academic Year (2021-2022) will be held on 19/03/2021 at 3.00 p.m. Keeping in view the Covid-19 pandemic it will be conducted online (Zoom Meeting). All the faculty members are requested to attend the meeting on provided Zoom Link.



  
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Date

## Minutes of the Meeting held on : 15/12/2022

Agenda of the Meeting

Curriculum Planning for Academic Year (2022-23)

Name of the members present:

- 1) Off. Principal - Ms. Sheetal Meshram
- 2) Faculty - All the Faculty members of Prajasattak B.Ed. college
- 3) Students – Pradhnya Dudhe, Shivani Kuthe
- 4) Alumni – Kanta Bhagwani, Geeta Patel

### Minutes of the Meeting

It was decided to conduct Open Book Examination for students to prepare students for University Examination. It was planned to conduct Bridge courses and different strategies for improvement of the performance of students. Principal accepted the suggestion given by staff.

Signature of members present:

1. Ms. Sheetal Meshram (Off. Principal)
2. Mr. Pramod Chimurkar (Faculty)
3. Ms. Nitu Pathane (Faculty)
4. Mr. Rameshwar Jaybhaye ( faculty)
5. Dr. Nita Salankar (Faculty)
6. Ms. Suchita Zode (Faculty)
7. Mr. Vishwas Mogre (Faculty)
8. Mr. Ravindra Haridas (Faculty)
9. Mr. Chandrashekhar Waghmare (Faculty)
10. Ms. Renuka Bedre (Faculty)
11. Mr. Pramod Ramteke (Faculty)
12. Pradhnya Dudhe (Student)
13. Shivani Kuthe (Student)
14. Manali Rathore (Student)
15. Kanta Bhagwani (Alumni)
16. Geeta Patel (Alumni)



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Ref. No.: PBCN/

Date

**Minutes of the Meeting held on : 25/06/2022**

### Agenda of the Meeting

To plan the Seminar of ICT in Education (2022-23)

Name of the members present:

1. Off. Principal - Ms. Sheetal Meshram
2. Expert – Dr. Sujata Ramteke
3. Faculty - All the Faculty members of Prajasattak B.Ed. college
4. Practice teaching School – Shalini Soni from Gayatri Vidya Mandir
5. Students – Pradhnya Dudhe, Shivani Kuthe
6. Alumni – Kanta Bhagwani, Geeta Patel

### Minutes of the Meeting

The Principal provided the overview of plan and explained the purpose of organizing seminar on ICT in Education. She introduced the expert. The expert emphasized upon the need of ICT in changing times. She also suggested to college to provide ICT training to every student. The Principal thanked the expert for valuable information.

Signature of members present:

1. Ms. Sheetal Meshram (Off. Principal)
2. Mr. Pramod Chimurkar (Faculty)
3. Ms. Nitu Pathane (Faculty)
4. Mr. Rameshwar Jaybhaye ( faculty)
5. Dr. Nita Salankar (Faculty)
6. Ms. Suchita Zode (Faculty)
7. Mr. Vishwas Mogre (Faculty)
8. Mr. Ravindra Haridas (Faculty)
9. Mr. Chandrashekhar Waghmare (Faculty)
10. Ms. Renuka Bedre (Faculty)
11. Mr. Pramod Ramteke (Faculty)
12. Pradhnya Dudhe (Student)
13. Shivani Kuthe (Student)
14. Manali Rathore (Student)
15. Kanta Bhagwani (Alumni)
16. Geeta Patel (Alumni)



  
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**Minutes of the Meeting held on : 21/01/2022**

### **Agenda of the Meeting**

Curriculum Planning for Academic year( 2022-23)

Name of the members present:

1. Off. Principal - Ms. Sheetal Meshram
2. Faculty - All the Faculty members of Prajasattak B.Ed. college
3. Students – Pradhnya Dudhe, Shivani Kuthe, Manali Rathore
4. Alumni – Kanta Bhagwani, Geeta Patel

### **Minutes of the Meeting**

The Principal introduced the need of Value Added Course in the Curriculum and discussed it with the staff. The faculty suggested various courses. Two courses were finalized. Members discussed about presentation and seminars from students. Principal accepted the suggestions given by the staff.

Signature of members present:

1. Ms. Sheetal Meshram (Off. Principal)
2. Mr. Pramod Chimurkar (Faculty)
3. Ms. Nitu Pathane (Faculty)
4. Mr. Rameshwar Jaybhaye ( faculty)
5. Dr. Nita Salankar (Faculty)
6. Ms. Suchita Zode (Faculty)
7. Mr. Vishwas Mogre (Faculty)
8. Mr. Ravindra Haridas (Faculty)
9. Mr. Chandrashekhar Waghmare (Faculty)
10. Ms. Renuka Bedre (Faculty)
11. Mr. Pramod Ramteke (Faculty)
12. Pradhnya Dudhe (Student)
13. Shivani Kuthe (Student)
14. Manali Rathore (Student)
15. Kanta Bhagwani (Alumni)
16. Geeta Patel (Alumni)



  
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# **Appendix-III**

## 1. Curricular Aspects

### 1.1 Curriculum Planning (25)

1.1.2 At the Institution level, the curriculum planning and a collaborative effort (8)

2.2: Indicate the persons involved in curriculum planning process during the last completed academic year

#### 1. Faculty of the institution

#### Dates of the meetings for in house curriculum planning during the last five years

<b>Dates</b>	<b>Categories of persons attended</b>	<b>Main issues</b>	<b>Action decision taken</b>
<b>15-12-2022</b>	Principal, Faculty members, Alumni, Administrative staff	1. To conduct objective based Examination	Committee discussed about it and given duties for objectives based Examination
		2. To conduct Bridge Courses	It was decided to organize Bridge Courses
<b>15-09-2022</b>	Principal, Faculty members, Alumni, Administrative staff	1. To conduct class on blue print	Students were informed about it and classes were conducted
		2. To conduct co-curricular Activities	Co-curricular activities were organized
		3. Planning of guidance for 2nd semester	Teachers have given guidance according to subject
<b>25-06-2022</b>	Employer, Principal, Faculty members, Alumni, Administrative staff, Students, member from Practice teaching school	1. To organize guest Lectures on personality development	Ms. Bhagyashri Rahate was invited to give Guest Lecture
		2. To organize Induction Meeting	Induction Meeting was successful
<b>18-03-2022</b>	Principal, Faculty members, Alumni, Administrative staff	1. planning about practical exam and revision classes	Practical exam and Revision classes dates were fixed
		2. To do modification in teaching methodology	small groups of 10 students were allotted to each teacher
		3. Discussion about classes to be taken in offline mode	Teachers welcome the offline classes and they were allotted their groups

  
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13-09-2021	Principal, Faculty members, Alumni, Administrative staff, students members from practice teaching school	1. To conduct Guest Lecture of Expert	Ms. Jayshree Lataye was invited as Guest Speaker
		2. To conduct practical and theory exam as per university dates	theory and practical exams were taken
23-06-2021	Principal, Faculty members, Alumni, Administrative staff	1. To conduct condolence meet	Condolence meeting was held and only staff attended as per covid norms
		2. To discuss online/offline sessions	Teachers decided to help students through both modes
18-03-2021	Principal, Faculty members, Alumni, Administrative staff	1. To conduct online internship	Schools gave permission for online Internship
		2. To discuss online reference material	The Librarian was asked to provide online reference material and teachers were also to do the same
7-01-2021	Principal, Faculty members, Alumni, Administrative staff	1. Discussion about online microteaching classes	Each teacher was assigned a group of 10 students
		2. Discussion about visit of physical verification committee	A committee was made and were assigned work for the same
9-09-2020	Principal, Faculty members, Alumni, Administrative staff	1. To discuss about Admission process	Admission procedure was thoroughly discussed and duties were given accordingly
		2. To discuss 3 <sup>rd</sup> semester practical and theory exams.	Revision classes for 3 <sup>rd</sup> semester were held
11-03-2020	Principal, Faculty members, Alumni, Administrative staff	1. An urgent meeting was arranged due to lock down	Staff thoroughly discussed about the precautions to be taken during admission process
		2. to discuss about online classes	Staff discussed about how to take online classes
25-01-2020	Principal, Faculty members, Alumni, Administrative staff	1. To discuss about college examinations	Staff were asked to prepare question papers strictly in MCQ pattern
		2. To prepare for visit of physical inspection team by	Work regarding the same was assigned to in charge teachers



  
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		Govt. of Maharashtra	
4-12-2019	Principal, Faculty members, Alumni, Administrative staff	1. To discuss about the completion of course and 3 <sup>rd</sup> Sem practical's	Practical exam dates were decided
		2. To give information about the visit of LEC committee	Staff Members were assigned different responsibilities related to committee
10-10-2019	Principal, Faculty members, Alumni, Administrative staff	1. To discuss about PAR form	Special committee was formed and all staff were asked to cooperate
		2. To discuss about change in admission time table	Changes in time table were accepted and adjustments were done
13-08-2019	Principal, Faculty members, Alumni, Administrative staff	1. To conduct workshop for Power Point Presentations	Workshop for PPT was conducted successfully
		2. To organize workshop for Action Research	Workshop of Action Research was a success
11-12-2018	Principal, Faculty members, Alumni, Administrative staff	1. To review student and college welfare	Student and college review was taken on the last Saturday of every month
		2. To organize kala Mahotsav	Students actively participated in kala Mahotsav week
5-09-2018	Principal, Faculty members, Alumni, Administrative staff	1. To provide awareness on Nutritious food in daily life	Dietician provided awareness on nutrition food
		2. To organize Art and Craft workshop	Ms. Jayashri Lataye was invited to conduct the workshop
12-02-2018	Principal, Faculty members, Alumni, Administrative staff	1. To discuss literacy programme for rural people	Literacy camp was organized in Pardi
		2. To visit orphanage	The college students visited Mother Teresa Orphanage



  
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