

CRITERIA 1

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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**



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a. LIST OF PERSONS WHO PARTICIPATED IN THE PROCESS OF IN-HOUSE CURRICULUM PLANNING

Sr. No.	Designation	Name and Address
1	Head/ Principal of Institution	Mrs. Sunita Thakur, Vasai (West)
2	Faculty of the Institution	Mrs. Fatema Siamwalla, Vasai (West)
3	Member of Practice Teaching School	Mr. Rajani Sudhakar Zalte, St. Anthony High School, Mira Road (East)
4	Employer	Mrs. Pooja Manik, Shantinagar High School, Mira Road (East)
5	Experts- Principal of B.Ed. college	Mrs. Nitisha Jha, Nirmala Memorial Foundation College of Education, Kandivali (East)
6	Student of host college	Ms. Afroz Dehlvi, Mira Road (East)
7	Alumni of host college	Ms. Rajeshwari Ashar, Mira Road (East)



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b. MEETING NOTICE FOR IN-HOUSE CURRICULUM PLANNING

NOTICE

Meeting Notice for In-House curriculum for Academic Year 2021-22

Date: 10-06-21

There will be meeting/s for In-house practice planning for the year 2021-22

Schedule

Sr. No.	Date	Meeting for	Venue	Timing
1	15 th June, 2021	Sem I & Sem II	Administration Hall (Principal's office)	2:00 PM To 4:00 PM
2	30 th Oct, 2021	Sem III & Sem IV	Administration Hall (Principal's office)	2:00 PM To 4:00 PM

Agenda for meeting:

1. In-house practice of planning
2. Reviewing of curriculum
3. Revising of curriculum
4. Academic calendar preparation
5. Academic duties distribution
6. Discussion on any local issue

Committee members:

Sr. No.	Designation	Name and Address	Signature
1	Head/ Principal of Institution	Mrs. Sunita Thakur, Shri L.P. Raval Col. Of Edu. And Res., Mira Road (East)	
2	Faculty of the Institution	Mrs. Fatema Siamwalla, Shri L.P. Raval Col. Of Edu. And Res., Mira Road (East)	
3	Member of Practice Teaching School	Mr. Rajani Sudhakar Zalte, St. Anthony High School, Mira Road (East)	



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4	Employer	Mrs. Pooja Manik, Shantinagar High School, Mira Road (East)	
5	Experts- Principal of B.Ed. college	Mrs. Nitisha Jha, Nirmala Memorial Foundation College of Education, Kandivali (East)	
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Principal

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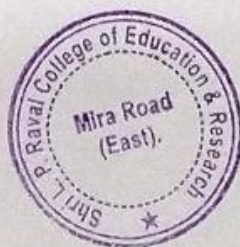
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c. MINUTES OF THE MEETING FOR IN-HOUSE CURRICULUM PLANNING HELD ON 15TH JUNE, 2021

1. List of members present for meeting

Sr. No.	Designation	Name and Address	Signature
1	Head/ Principal of Institution	Mrs. Sunita Thakur, Vasai (West)	
2	Faculty of the Institution	Mrs. Fatema Siamwalla, Vasai (West)	
3	Member of Practice Teaching School	Mr. Rajani Sudhakar Zalte, St. Anthony High School, Mira Road (East)	
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2. Discussion on Academic Calendar of the Institute
3. Discussion on Teaching Plan of Teachers for 2021-22
4. Discussion on Teaching plan of F.Y. B.Ed.- I & II Semester
5. Discussion on Teaching plan of S.Y. B.Ed. - III & IV Semester
6. Discussion on Time Table of entire B.Ed. programme
7. Discussion on Time Table of each class
8. Discussion on Attendance sheet of students
9. Discussion on Documents showing examination schedule for all semesters
10. Discussion on Plan for mid-course correction-evaluation schedule
11. Discussion on Use of Library for Curriculum delivery
12. Discussion on Use of ICT Classrooms for Curriculum delivery
13. Discussion on Advance learner, slow learners list for plan to rich curriculum to every student
14. Discussion on Communication of decisions to all stakeholders



Principal

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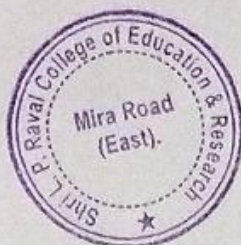
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MINUTES OF THE MEETING FOR IN-HOUSE CURRICULUM PLANNING HELD ON 30TH JUNE, 2021

1. List of members present for meeting

Sr. No.	Designation	Name and Address	Signature
1	Head/ Principal of Institution	Mrs. Sunita Thakur, Vasai (West)	
2	Faculty of the Institution	Mrs. Fatema Siamwalla, Vasai (West)	
3	Member of Practice Teaching School	Mr. Rajani Sudhakar Zalte, St. Anthony High School, Mira Road (East)	
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2. Discussion on Academic Calendar of the Institute
3. Discussion on Teaching Plan of Teachers for 2021-22
4. Discussion on Teaching plan of F.Y. B.Ed.- I & II Semester
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6. Discussion on Time Table of entire B.Ed. programme
7. Discussion on Time Table of each class
8. Discussion on Attendance sheet of students
9. Discussion on Documents showing examination schedule for all semesters
10. Discussion on Plan for mid-course correction-evaluation schedule
11. Discussion on Use of Library for Curriculum delivery
12. Discussion on Use of ICT Classrooms for Curriculum delivery
13. Discussion on Advance learner, slow learners list for plan to rich curriculum to every student
14. Discussion on Communication of decisions to all stakeholders



Principal

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d. A COPY OF THE PROGRAMME OF ACTION FOR IN-HOUSE CURRICULUM PLANNED AND ADOPTED DURING THE LAST COMPLETED ACADEMIC YEAR

Efforts at TEI for in-house practice of planning and reviewing of curriculum are as below.

1. Academic Calendar of the Institute
2. Teaching Plan of Teachers for 2021-22
3. Teaching plan of F.Y. B.Ed.- I & II Semester
4. Teaching plan of S.Y. B.Ed. - III & IV Semester
5. Time Table of entire B.Ed. programme
6. Time Table of each class
7. Attendance sheet of students
8. Documents showing examination schedule for all semesters
9. Plan for mid-course correction-evaluation schedule
10. Use of Library for Curriculum delivery
11. Use of ICT Classrooms for Curriculum delivery
12. Advance learners, slow learners list for plan to reach curriculum to every student
13. Communication of decisions to all stakeholders

In-House practice of planning

a. Procedure

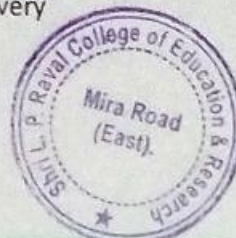
For the very purpose, faculty at TEI under the guidance and chair of Honourable Principal madam carried out the meetings.

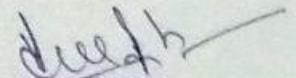
In this process, the students and alumni were also invited.

The meeting was carried out at the beginning of each term of the Academic Year. Annually two meetings were carried out.

In these meetings-

1. Academic Calendar of the Institute
2. Teaching Plan of Teachers for 2021-22
3. Teaching plan of F.Y. B.Ed.- I & II Semester
4. Teaching plan of S.Y. B.Ed. - III & IV Semester
5. Time Table of entire B.Ed. programme
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11. Use of ICT Classrooms for Curriculum delivery
12. Advance learner, slow learners list for plan to rich curriculum to every student
13. Communication of decisions to all stakeholders-

aspects are discussed.

In the Academic Year 2021-22, the two meetings were carried out. One meeting was carried out on 15th June, 2021 for terms 1 and 3. Similarly the meeting was carried out on 30th October, 2021 for terms 2 and 4.

The meeting was a regular practice in-house practice. It is for planning, reviewing and revising the curriculum. It also tried to adapt to incorporate the local context.

b. Kinds of activities in procedure

The kinds of activities that are carried out in the meeting are-

1. Academic Calendar of the Institute
2. Teaching Plan of Teachers for 2021-22
3. Teaching plan of F.Y. B.Ed.- I & II Semester
4. Teaching plan of S.Y. B.Ed. - III & IV Semester
5. Time Table of entire B.Ed. programme
6. Time Table of each class
7. Attendance sheet of students
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13. Communication of decisions to all stakeholders

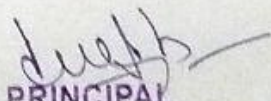
c. Communication of decisions to all concerned

The decisions were communicated to students, teachers and the HEI head.

The students, teachers and Head are the part of meeting, part of committee so ultimately, they get to know the decisions.

The students in general are not known to the decisions. The decision made was communicated to students in large for the smooth academic function by notices, mobile, WhatsApp groups as well as website.




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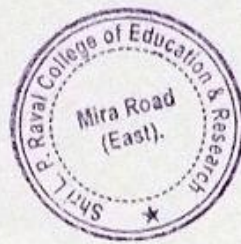
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d. Kinds of issues discussed

The following aspects were discussed in the meeting-

- A. Plan developed for the 2021-22 Academic Year
- B. Plan for mid-course correction for 2021-22
- C. Details of-
 1. Academic Calendar of the Institute
 2. Teaching Plan of Teachers for 2021-22
 3. Teaching plan of F.Y. B.Ed.- I & II Semester
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