

**At the institution level, the curriculum planning and adopted are a collaborative effort; Indicate the persons involved in the curriculum planning process during the last completed academic year.**

(A) LIST OF PERSONS WHO PARTICIPATED IN THE PROCESS OF IN-HOUSE CURRICULUM PLANNING




NIRMALA MEMORIAL FOUNDATION  
COLLEGE OF EDUCATION  
AFFILIATED TO UNIVERSITY OF MUMBAI

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 022-6943 6400

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

Sr. No.	Designation	Name of the attendee	Signature
1	Principal of the institution	Dr. Tandra Bandyopadhyay, Nirmala Memorial Foundation College of Education, Kandivali East, Mumbai	J. Bandy
2	Faculty of the Institution	Ms. Nitisha Jha, Nirmala Memorial Foundation College of Education, Kandivali East, Mumbai	Nitisha Jha
3	Member of Practice Teaching School	1. Ms. Neeta Tytsiyan, Nirmala English School, Kandivali East, Mumbai 2. Ms. Shashikala Yadav, Nirmala Memorial Foundation Junior College, Kandivali East, Mumbai	Neeta T. Soy
4	Employer	Mr. Milan Desai, Nirmala Memorial Foundation, Kandivali East, Mumbai	M. Desai
5	Experts- Principal of B.Ed. college	Mrs. Sunita Thakur, Shri L.P. Raval Col. Of Edu. And Res., Mira Road (East)	S. Thakur
6	Student of host college	Ms. Rakhi Kansara, Nirmala Memorial Foundation College of Education, Kandivali East, Mumbai	Rakhi
7	Alumni of host college	Mr. Pradeep Kedare, Nirmala Memorial Foundation College of Education, Kandivali East, Mumbai	P. Kedare



  
Principal, NMI:CE

**(B) NOTICE AND AGENDA OF THE MEETINGS FOR IN-HOUSE CURRICULUM PLANNING**



**NIRMALA MEMORIAL FOUNDATION  
COLLEGE OF EDUCATION  
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**NOTICE**

Date: 10 /6/2021

This is to notify that a staff meeting will be conducted on 13/6/2021 at 11.30 a.m. in the principal cabin regarding House planning for the Academic year: 2021 -22. All the staff members are requested to be present at the meeting.

The agenda for the meeting is enclosed herewith for your reference.

The agenda for the meeting is as follows.

1. House practice planning
2. Reviewing of curriculum
3. Revising of curriculum
4. Academic calendar preparation
5. Academic duties distributed.
6. Discussion on any local issue with the permission of the chair

Sr. No	Name of the faculty	Signature
1.	Dr. Tandra Bandyopadhyay	J. Bandy
2.	Ms. Nitisha Jha	Jha
3.	Ms. Neeta Tulsiyan	Neeta T
4.	Ms. Shashikala Yadav	Sh
5.	Mr. Milan Desai	Milal Desai
6.	Mrs. Sunita Thakur	Sunita
7.	Ms. Rakhi Kansara	Rakhi
8.	Mr. Pradeep Kedare	P. Kedare



Jha  
Principal, NMI/CE



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**NOTICE**

Date: 9/12/2021

This is to notify that a staff meeting will be conducted on 12/12/2021 at 11.30 a.m. in the principal cabin to identify actions for mid-course correction. All the staff members are requested to be present at the meeting. The agenda for the meeting is enclosed herewith for your reference.

The agenda for the meeting is as follows.

- Planning for Re- test of Essay and class test
- Remedial teaching weak students
- Revised timetable for practice teaching
- Planning for the annual sports Meet
- Planning for Educational Visit
- Discussion on any local issue with the permission of the chair

Sr. No	Name of the faculty	Signature
1.	Dr. Tandra Bandyopadhyay	
2.	Ms. Nitisha Jha	
3.	Ms. Neeta Tulsian	
4.	Ms. Shashikala Yadav	
5.	Mr. Milan Desai	
6.	Mrs. Sunita Thakur	
7.	Ms. Rakhi Kansara	
8.	Mr. Pradeep Kedare	



Principal, NMFCE

## (C) MINUTES OF THE MEETINGS FOR IN-HOUSE CURRICULUM PLANNING



### NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION AFFILIATED TO UNIVERSITY OF MUMBAI

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#### MINUTES OF THE MEETING

A staff meeting was held on 13<sup>th</sup> June 2021 at 11:30 am in the principal's office with all the staff members.

The following points were discussed

1. It was decided in the meeting to make proper planning for various activities to be conducted for housepractice. Detailed discussions about various activities were planned, and the workload was distributed among the teachers.
2. Principal Madam reviewed in detail the curriculum of B.Ed. course with all the teachers. Suggestions from all the teachers were discussed positively in the meeting.
3. It was discussed in the meeting to make a plan for necessary curriculum changes wherever required by the teachers.
4. Principal Madam discussed the preparation of the academic calendar with the teachers. Ms. Shubhangi Kore Madam was asked to prepare the academic calendar for the year 2021-22 keeping in mind all the activities discussed in the meeting.
5. Academic duties are distributed as follows

SR. NO.	PORTFOLIO	NAME OF INCHARGE TEACHER
1	Students Attendance	Div- A Dr. Rupali Wadkar Div- B Ms. Charu Singh
2	Microteaching, Practice teaching	Ms. Nitisha Jha
3	Community work	Ms. Navita Sood
4	Student council	Ms. Shubhangi Kore
5	Student grievances	Ms. Damanjit Kaur & Navita Sood
6	Cultural File, Intra, and Inter Competition.	Ms. Navita Sood
7	Picnic, Educational visit	Ms. Sweety Singh & Nitisha Jha
8	Action Research	Ms. Damanjit Kaur
9	Internal marks	Ms. Navita Sood & Dr. Rupali Wadkar



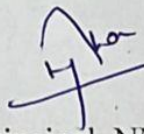
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10	Essay, Class test	Ms. Charu Singh
11	University Exam	Ms. Sweety Singh
12	Content test	Ms. Navita Sood
13	Workshops	Ms. Nitisha Jha (All teachers)
14	Timetable	Ms. Shubhangi Kore
15	Minutes of Staff Meeting	Ms. Sweety Singh
16	College magazine	Ms. Sweety Singh
17	Assembly	All teachers
18	Sports	Ms. Damanjit Kaur
19	Women's Development Cell	Ms. Nitisha Jha
20	Campus placement	Ms. Damanjit Kaur
21	IQAC	Ms. Sweety Singh
22	College Development Committee	Ms. Damanjit Kaur
23	Anti-Ragging Cell	Ms. Shubhangi Kore
24	College Website	Ms. Damanjit Kaur & Sweety Singh

As there was no other relevant matter to be discussed, the meeting was terminated with the permission of the principal.



  
Principal, NMFCE



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**MINUTES OF THE MEETING**


A staff meeting was held on 12<sup>th</sup> December 2021 at 11:30 am in the principal's office with all the staff members.

The following points were discussed

1. It was decided to conduct a retest of essay and class tests for absent students and those who did not perform well in the exam.
2. After completion of the syllabus and internal exam it was found that few students are weak in their performance. Teachers were asked to conduct remedial teaching sessions for such students. Teachers were to take revision and practice test papers for the weak students.
3. Few students were unable to complete their lessons during the internship, so a separate timetable was prepared for students to complete their pending lessons.
4. In the meeting detailed discussion about planning for the annual sports meet was done. The respective sports teacher-in-charge was asked to prepare a tentative schedule for the program along with the sports-in-charge student.
5. In the meeting detailed discussion about planning for an Educational visit was done. The respective teacher-in-charge was asked to prepare a tentative schedule for the program.

As there was no other relevant matter to be discussed, the meeting was terminated with the permission of the principal.



  
Principal, NMFCE

**(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 the in-house practice of planning and reviewing the curriculum are as below. House practice of planning**

**a. Procedure**

For this very purpose, the faculty at TEI under the guidance and chair of Honorable Principal Madam carried out the meetings.

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

In these meetings, the following points were discussed.

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 the entire B.Ed. programme
6. Time Table of each class
7. Attendance registers of students
8. Documents showing the internal 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 and weak learners list for a plan to rich curriculum for every student
13. Communication of decisions to all

stakeholders Aspects were discussed.

In the Academic Year 2021-22, two meetings were carried out. The first meeting was carried out in the month of June on 13<sup>th</sup> June 2021 for terms 1 and 3. Similarly, the second meeting was carried out on 12<sup>th</sup> December 2021 for terms 2 and 4.

The meeting was a regular 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 the procedure**

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

- Academic Calendar of the Institute
- Teaching Plan of Teachers for 2021-22
- Teaching plan of F.Y. B.Ed.- I & II Semester
- Teaching plan of S.Y. B.Ed. - III & IV Semester
- Time Table of entire B.Ed. programme
- Time Table of each class
- Attendance register of students
- Documents showing examination schedule for all semesters



- Plan for mid-course correction-evaluation schedule
- Use of Library for Curriculum delivery
- Use of ICT Classrooms for Curriculum delivery
- Advance learner, weak learners list for a plan to rich curriculum to every student
- 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 part of meetings, and part of the committee so ultimately, they get to know the decisions.

The students in general are not known about the decisions. The decision was communicated to students at large for the smooth functioning of various academic activities through notices displayed on college notice boards, WhatsApp groups, and the college website.

**d. Kinds of issues discussed**

The meeting discussed the following aspects-

- i. Plan developed for the 2021-22 Academic Year
- ii. Plan for mid-course correction for the 2021-22 Academic Year

