



T. N. RAO COLLEGE OF TEACHER EDUCATION

Managed by: सव्यसाची Education Trust, Rajkot

Meeting Notes: In-house Curriculum Meeting

Date: 25/06/2020

Attendees:

- Dr. Bharti Rathod, Principal *Bharti*
- Jasmin Joshi, HOD B.Ed Department *Jasmin*
- Dr. Ramu Khint, Associate Professor *Ramu*
- Dr. Dharam Khambaliya, Principal VK Kamdar B.Ed College *Dharam*
- Dr. Swati Joshi, Principal, K.J Kotecha Girls School *Swati Joshi*
- Jayesh Raval, Staff Representative from the Admin Department *JR*
- Chhaniyara Vinit, Student Representative *Vinit*
- Dr. Mital Vora, IQAC coordinator *Mital*
- Satish Chavda, Alumni *S. Chavda*

Main Issues Discussed:

Curriculum and Calendar Preparation:

- Emphasized the need for preparing the curriculum and the calendar for the upcoming academic year.
- The deadline set for submission of the planner by the first week of July to the Principal by the HOD.


Integration of Learning Management System (LMS):

- Explored the integration of a learning management system to enhance online learning.

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- Google Classroom was identified as the preferred LMS to facilitate online teaching and learning, especially in light of the COVID-19 situation.

Strategies for Online Learning:

- Discussed strategies for incorporating online learning into the teaching process.
- Recommended the use of various Google tools such as Google Documents and Google Sheets to complement the learning experience within Google Classroom.

Action/Decisions Taken:

Curriculum Submission Deadline:

- HODs are instructed to submit the planner for the upcoming session, including Value Added and Add-on Courses, to the Principal by the first week of July.

Prioritization of Google Classroom:

- Google Classroom was selected as the primary Learning Management System for online teaching and learning.

Utilization of Google Tools:

- Faculty encouraged to utilize Google Documents and Google Sheets to enhance the learning experience within Google Classroom.

Next Steps:

- HODs to ensure timely submission of the curriculum planner as per the set deadline.
- Implementation of Google Classroom and associated Google tools to be initiated promptly to facilitate online learning effectively.

Note: Meeting minutes are documented for reference and action.



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Meeting Summary: In-house Curriculum Planning

Date: 14/06/2021

Attendees:

- Dr. Bharti Rathod, Principal *Bharti Rathod*
- Jasmin Joshi, HOD B.Ed Department *Jasmin Joshi*
- Dr. Trusha Koradiya, Assistant Professor *Trusha Koradiya*
- Dr. Nisha Ranninga, Assistant Professor, J.J.K B.Ed. College, Rajkot *Nisha Ranninga*
- Meeta Jadeja, Principal, T.N. Rao School for Girls *Meeta Jadeja*
- Jayesh Raval, Staff Representative from the Admin Department *Jayesh Raval*
- Goswami Komal, Student Representative *Goswami Komal*
- Dr. Mital Vora, IQAC Coordinator *Mital Vora*
- Mehta Dixita, Alumni *Mehta Dixita*

Agenda:

1. Saurashtra University B.Ed. and M.Ed. Curriculum Analysis:
 - Delve into the structure, content, and alignment of the B.Ed. and M.Ed. curricula with current educational standards and practices.
 - Consider aspects such as course offerings, pedagogical approaches, and integration of theoretical and practical components.
2. Review of Last Academic Year's Activities:
 - Reflect on academic, extracurricular, and professional development activities organized or undertaken by the university during the previous academic year.
 - Assess their effectiveness in enhancing student learning, fostering collaboration, and promoting holistic development.



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3. Evaluation of Value-Added and Add-On Courses:

- Examine the impact and relevance of value-added and add-on courses offered alongside the core B.Ed. and M.Ed. programs.
- Analyze how these courses contribute to students' knowledge enhancement, skill development, and employability in the field of education.

4. Selection of Topics for Academic Expert Talks:

- Identify potential themes or subjects for expert talks and seminars to be conducted in the upcoming academic year.
- Consider areas of educational research, pedagogical innovations, technology integration, inclusion and diversity, and professional growth.
- Ensure that the chosen topics align with the goals and objectives of the B.Ed. and M.Ed. programs and cater to the evolving needs of educators and learners.

Detailed Discussion:

1. Saurashtra University B.Ed. and M.Ed. Curriculum Analysis:


- Participants engaged in a detailed analysis of the existing B.Ed. and M.Ed. curricula, focusing on their relevance and alignment with contemporary educational standards.
- Consideration was given to the incorporation of emerging pedagogical approaches and the balance between theoretical knowledge and practical application.


2. Review of Last Academic Year's Activities:

- Attendees shared insights and observations regarding the various activities conducted during the previous academic year, including academic lectures, workshops, and extracurricular events.

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- Discussions centered on the effectiveness of these activities in achieving their intended objectives and enhancing the overall learning experience for students.
3. Evaluation of Value-Added and Add-On Courses:
- A thorough evaluation was conducted to assess the impact of value-added and add-on courses on students' academic and professional development.
 - Emphasis was placed on identifying areas for improvement and exploring new opportunities for offering courses that address emerging trends and challenges in the field of education.
4. Selection of Topics for Academic Expert Talks:
- Participants brainstormed potential themes and subjects for expert talks and seminars, considering input from various stakeholders and aligning them with the overarching goals of the B.Ed. and M.Ed. programs.
 - Priority was given to topics that promote innovation, inclusivity, and continuous professional growth among educators and learners.

Key Decisions and Actions Taken:

1. Subject Allocation:
- The university administration finalized subject allocation for the upcoming academic year, ensuring a balanced distribution of subjects across the B.Ed. and M.Ed. curricula.
2. Academic Planner Development:
- The Academic Planner was tasked with developing a comprehensive schedule for the upcoming academic year, incorporating key activities, deadlines, and events.



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- A deadline was set for the submission of the Academic Planner by the first week of July to facilitate timely planning and execution of academic activities.
3. Emphasis on ICT in Value-Added Courses:
- Recognizing the importance of technology integration in education, it was decided to enhance the focus on offering value-added courses focusing on Information and Communication Technology (ICT).
 - These courses aim to equip students with essential digital literacy skills and prepare them for the challenges of online and blended learning environments.
4. Appointment of Dr. Trusha Koradiya for Expert Talks Arrangement:
- Dr. Trusha Koradiya was appointed to coordinate the arrangement of expert talks and seminars for the upcoming academic year.
 - Dr. Koradiya's responsibilities include identifying relevant themes, inviting distinguished speakers, and organizing events that enrich the academic experience for students and faculty.

Next Steps:

- The Academic Planner will work on developing a detailed schedule for the upcoming academic year and ensure its submission by the first week of July.
- Dr. Trusha Koradiya will commence preparations for arranging expert talks and seminars, focusing on selecting relevant themes and inviting speakers to address key topics of interest.




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Meeting Summary: In-house Curriculum Planning

Date: June 8, 2022

Attendees:

1. Dr. Bharti Rathod, Principal *Bharti Rathod*
2. Jasmin Joshi, HOD B.Ed Department *Joshi*
3. Dr. Trusha Koradiya, Assistant Professor *Trusha Koradiya*
4. Dr. Nehal Shingala, Assistant Professor, ILT B.Ed. College, Rajkot *Shingala*
5. Dr. Swati Joshi, Principal, Kotecha Girls School *Swati Joshi*
6. Jayesh Raval, Staff Representative from the Admin Department *JR*
7. Hardik Chavda, Student Representative *Chavda*
8. Dr. Mital Vora, IQAC Coordinator *Mital*
9. Vinit Chaniyara, Alumni *Chaniyara Vinit*

Main Issues Discussed:


1. Assessment of last academic year's activities
2. Monitoring trainees' participation in community teaching endeavors
3. Evaluation of Value Added and Add-on courses
4. Selection of topics for academic expert talks and cultural events in the upcoming academic year
5. Coordination of the College's Trade Fair and Annual Culture Fest



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Actions or decisions taken during the meeting:

1. Assessment of last academic year's activities:
 - Jasmin Joshi, the HOD of the B.Ed Department, led the presentation covering all events held during the previous academic year. This presentation offered a comprehensive overview of each activity, its outcomes, and associated feedback. The purpose was to evaluate the effectiveness of these activities and gather insights for future planning.
2. Monitoring trainees' participation in community teaching endeavors:
 - Specific community service endeavors such as Wisdom on Wheels, visits to Sneh Nirzar, and the management of Playhouse at Rashtriya Shala were meticulously documented. These instances of trainees' involvement in outreach programs were recognized as valuable opportunities for personal growth and community impact. Plans were made to expand the scope and frequency of similar activities in the future to deepen the trainees' engagement with the community and their understanding of social issues.
3. Evaluation of Value Added and Add-on courses:
 - An exhaustive evaluation of the Value Added and Add-on courses was conducted, examining factors such as course content, delivery methods, student participation, and feedback. This assessment aimed to gauge the effectiveness of these courses in enhancing students' skills and knowledge. Insights gathered from this evaluation would inform decisions for curriculum refinement and improvement to better meet the needs of students.



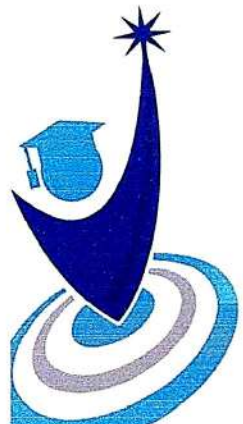
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4. Selection of topics for academic expert talks and cultural events in the upcoming academic year:
 - The planning committee proposed a series of new expert talks focusing on Communication Skills for the forthcoming academic year. The objective was to equip students with essential competencies for professional and personal success. Additionally, recommendations were made to invite speakers from Government agencies to provide insights into relevant topics and industry trends, thereby broadening students' perspectives and career opportunities.
5. Coordination of the College's Trade Fair and Annual Culture Fest:
 - Plans for organizing the Trade Fair and Annual Culture Fest of the College were confirmed. Detailed arrangements were made for event logistics, participant recruitment, and program scheduling. These events serve as flagship occasions for showcasing student talent, fostering cultural exchange, and promoting campus unity. Efforts were directed towards ensuring the success and inclusivity of both events, enriching the college experience for all stakeholders.



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