

## **St. Joseph's College of Education for Women**

Opp. Sambasivapet 2<sup>nd</sup> Lane, Naaz Centre, GUNTUR, A.P., INDIA.  
(Under the Management of Society of Jesus Mary & Joseph)



### **1.1.1**

**Details of Curriculum Planning from 2018 - 2023**

- a. the Procedure adopted including Periodicity, Kinds of Activities,**
- b. Communication of Decisions to all concerned,**
- c. Kinds of Issues discussed**



*T. Sivaruparani*  
PRINCIPAL  
ST. JOSEPH'S COLLEGE OF EDUCATION,  
FOR WOMEN  
GUNTUR-522 001., A.P.

## Curriculum Planning for 2022 – 2023

### a. The Procedure Adopted Periodically

The Curriculum prescribed by the University is adopted and executed for the academic year 2022 - 2023. We strictly adhere to the university curriculum and apart from that we contextualize ourselves to the local needs conducting internship and outreach programmes that would expose the students to real world experience, net - working and career exploration. We do train the students with add on courses that would enhance the skills, abilities and increased productivity of students. The experts in IQAC and In-House Curriculum Planning Committee suggest new initiatives to strengthen the quality of the curriculum. Regular Staff Meetings were conducted to discuss, plan and implement various activities suggested by the above committees. College trains the students to develop required competency for quality learning keeping in mind the Vision and Mission of the college. At the commencement of the program the institution distributes the syllabus approved for that year to each student and conducts orientation program to give awareness towards entire courses.

### The Meetings Organized:

***IQAC Meet:*** The meetings of the IQAC (Internal Quality Assurance Cell) were conducted thrice in the academic year 2022-2023 on 20-7-2022, 17-10-2022 and 21-01-2023 in the board room. The meeting started with a prayer and Bible reading by our staff Dr. C. Grace Indira. The members of the committee discussed many important aspects to ensure quality in the teacher education programmes.

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**Staff Meeting:** The academic and non-academic programmes and activities were discussed in the staff meetings whenever necessary. For the academic year 2022-2023 meetings were conducted on 27-06-2022, 25-08-2022, 30-09-2022, 16-11-2022, 08-12-2022, 11-12-2022 and 17-02-2023 respectively at board room. It starts with a word of prayer.

**In-house curriculum planning committee:** The meetings of college In-house curriculum planning committee was conducted before the commencement of the Class Work. For the academic year 2022-2023, the committee met on 22-02-2023, 17-07-2023, 26-10-2023 and 25-01-2024 respectively.

### Kinds of Activities (B.Ed.) 2022 – 2023

1. Literary Activities: Observation, Demonstration, Teaching Practice and Projects.
2. Organizing Seminars and Symposium
3. Assignment
4. Seminar Presentation
5. Internal Test
6. Collection of feedback from students/faculty, Alumni/stakeholders
7. Guest Lecturers in different pedagogy subjects
8. TLM Workshops
9. Inter-Collegiate Competition: Quiz, Debate, Elocution
10. Internship

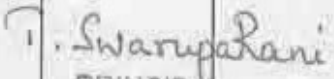


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**Kinds of Activities (M.Ed.,)  
2022 – 2023**

<b>Inter Semester Break 1</b>			
<b>Sl. No</b>	<b>Activities</b>	<b>Credits</b>	<b>Marks</b>
M.Ed. ISB1.1	<b>Communication Skills</b>	1 credit	25
	<ul style="list-style-type: none"> <li>➤ Talk (or) Group Discussion.</li> <li>➤ Introduction/Presentation of a Book(or)Article.(Book Review)</li> <li>➤ Addressing the Assembly in a College.</li> <li>➤ Conversation</li> <li>➤ Role play(Group–Each individual is assessed)</li> <li>➤ Self-introduction</li> <li>➤ Introducing Eminent / Inspiring/ Role model personalities.</li> <li>➤ Latest trends/present issues.</li> <li>➤ Hindu Newspaper Article Reading.</li> </ul>		
M. Ed ISB1.2	<b>Expository Writing</b>	1 credit	25
	<ul style="list-style-type: none"> <li>➤ Creative Writing</li> <li>➤ Books &amp; Article (Write Up)</li> <li>➤ Description of places visited</li> <li>➤ Writing to an Editor</li> <li>➤ Writing to the District Collector</li> <li>➤ Writing about an event/ a happening.</li> <li>➤ TV Script writing</li> <li>➤ Play let</li> <li>➤ Dialogue writing</li> <li>➤ Poetry(writing poems)</li> <li>➤ Writing Songs</li> </ul>		



  
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<b>Inter Semester Break 2</b>			
M. Ed ISB2.1	A) Dissertation Research Proposal Presentation Proposal Writing	2 credits	50
M. Ed ISB2.2	B) Internship in Teacher Education Institution One Demonstration One Lecture Observation of Micro Teaching Practice–10students Observation of Macro Teaching –5 students.	4 credits	100
<b>Inter Semester Break 3</b>			
M. Ed ISB3.1	A) Dissertation ➤ Preparation of Research Tool Data Collection	2 credits	50
M. Ed ISB3.2	B) Internship in Specialization ➤ Students Case Studies (2 Students) ➤ Institutional Case Study (Elementary/Secondary) ➤ Multimedia Lesson Presentation using Teaching Models ➤ Organization of Events like (a) Brain storming (b) Quiz (c) Group Discussion (d) Events of National Importance (e) Life Skills Activities (conduct the activity & write a report)	4 credits	100
<b>Inter Semester Break 4</b>			
M. Ed ISB4.1	Dissertation Report Writing Viva	6 credits 2 credits	200
<b>Total</b>		<b>24 credits</b>	<b>600</b>



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**b. Communication of Decisions**

**2022 - 2023**



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# ST. JOSEPH'S COLLEGE OF EDUCATION FOR WOMEN

Opp. Sambasivapet, 2<sup>nd</sup> Lane, Naaz Center, Guntur-522001, A.P., INDIA.

(Under the Management of Society of Jesus Mary Joseph)

Affiliated to Acharya Nagarjuna University

Prof. T. Swarupa Rani,  
M.Sc., M.Ed., M.Phil., Ph.D.  
Principal



Phone: 0863-2223090, 2217494

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Email: [sjce.guntur@yahoo.co.in](mailto:sjce.guntur@yahoo.co.in)

Website: [www.stjosephbedcollege.ac.in](http://www.stjosephbedcollege.ac.in)

Date: 15-11-2023

To

The Coordinator & Members of the IQAC,  
St. Joseph's College of Education for Women,  
Guntur.

Respected Members,

Sub: St. Joseph's College of Education for Women, Guntur-Communication of decisions  
regarding curriculum planning & implementation- regarding

This is to inform you that with reference to the subject cited above herewith we are communicating  
the decisions regarding curriculum planning and implementation in the form of Annexure.

Kindly follow the same.

Thanking you,

Yours Sincerely

*T. Swarupa Rani*

Copy to:

1. The Correspondent
2. Other Committees
3. The Staff Members



*T. Swarupa Rani*  
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## ANNEXURES

The following decisions are taken for the academic year 2022 – 2023 for implementation in addition to all the regular activities.

1. Work shops
2. Awareness Programmes
3. Guest lectures
4. Seminars
5. Research orientation M.Ed.
6. Health Camps
7. Campus Recruitment
8. MOU (Memorandum of Understanding)
9. Community Service Activities
10. NAAC Preparation
11. Celebration of Important days



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Website: [www.stjosephbedcollege.ac.in](http://www.stjosephbedcollege.ac.in)

Date: 31-01-2024

To

The External Members of In-House Curriculum Planning

St. Joseph's College of Education for Women

Guntur

Respected Members

Sub: St. Joseph's College of Education for Women, Guntur-Communication of  
decisions regarding curriculum planning & implementation- regarding

With reference to the subject cited above I hereby pleased to inform you that I am communicating the  
decisions regarding curriculum planning and implementation in the form of an Annexure.

Kindly do follow the same.

Thanking you,

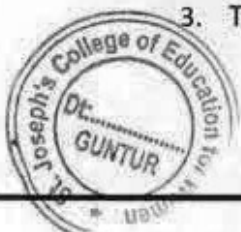
Yours Sincerely

*T. Swarupa Rani*  
*T. Swarupa Rani*  
PRINCIPAL

ST. JOSEPH'S COLLEGE OF EDUCATION  
FOR WOMEN  
GUNTUR-522 001., A.P.

Copy to:

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## ANNEXURES

The following decisions are taken for the academic year 2020 – 2021 for implementation in addition to all the regular activities.

1. Work shops
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11. Celebration of Important days



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**c. Kinds of Issues  
2022-2023**

**Internal Quality Assurance Cell (IQAC)**

1. NAAC Preparation
2. Campus Recruitment
3. Research cell revival
4. Communal Harmony Week
5. Inter college competitions
6. Awareness programmes
7. Preparation of Performance Appraisal Report
8. Guest Lectures
9. Health Camps
10. Research Orientation Programmes (M. Ed)
11. MOU (St. Ann's and RVRR College of Education)
12. Seminars
13. Observing Important Days
14. TLM Work Shop
15. Community Service Activities



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## Staff Meeting (2022-2023)

1. NAAC Preparation
2. Inauguration Celebrations
3. Allotment of Papers
4. Micro Teachings
5. Observations and Demonstrations
6. Teaching Practice and Internship
7. Internal Tests (B.Ed. & M.Ed.)
8. M.Ed. Research Projects
9. Observing Important Days
10. Talent Show
11. Education Club Elections
12. English Quiz
13. ICSSR Projects
14. Guidance and Counselling Workshop



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## In-house Curriculum Planning (2022-2023)

1. NAAC Preparation
2. Allotment of Criteria
3. Micro Teachings
4. Observations
5. Demonstrations
6. Teaching Practice and Internship
7. Internal Tests (B.Ed. & M.Ed.)
8. Submission of Activity Records (B. Ed) SEM I
9. M.Ed. Research Projects
10. Observing Important Days
11. ICSSR Projects
12. Guidance and Counselling Workshop



*T. Swamya Rani*  
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## Curriculum Planning for 2021 – 2022

### a. The Procedure Adopted Including Periodicity

Curriculum planning for the academic year 2021-2022 was a comprehensive process designed to align educational objectives with teaching methods, assessment strategies, and student outcomes. The planning aimed to ensure that the curriculum was current, inclusive, and responsive to the evolving educational landscape, particularly considering the challenges posed by the post COVID-19 pandemic. It was a dynamic and iterative process, emphasizing collaboration, inclusivity, and responsiveness. By adopting a structured Curriculum prescribed by the University we were maintaining regular review cycles, the curriculum aimed to meet the diverse needs of students and prepare them for future academic and personal success. The experts in IQAC and In House Curriculum Planning Committee suggest new initiatives to strengthen the quality of the curriculum. Regular Staff Meetings were conducted to discuss, plan and implement various activities suggested by the above committees. College trains the students to develop required competency for quality teaching keeping in mind the local needs of the society and Vision and Mission of the college. At the commencement of the program the institution distributes the syllabus approved for that year to each student and conducts orientation program to give awareness towards entire courses.

### The Meetings Organized:

**IQAC:** The meetings of the IQAC (Internal Quality Assurance Cell) were conducted twice in an academic year 2021-2022 on 11-10-2021 and 10-01-2022, in the board room. The meeting started with a prayer and bible reading by our staff members. The members of the committee discussed many important aspects to ensure quality in the teacher education programmes.



**Staff Meeting:** The academic and non-academic programmes and activities were discussed in the staff induction programmes whenever necessary. For the academic year 2021-2022 meetings were conducted on 28-06-2021, 28-09-2021, 23-10-2021, 11-11-2021, 04-01-2022, 27-01-2022, 15-03-2022, 28-03-2022, 16-04-2022 and 27-04-2022 (online), respectively at board room. It starts with a word of prayer.

**In-house curriculum planning committee:** The meetings were conducted before the commencement of the Class Work. For the academic year 2022, the committee met on 25-06-2021, 09-11-2021 and 10-03-2022 respectively.

### Kinds of Activities (B.Ed.) 2021-2022

1. Micro Teaching Practice
2. Innovative Lessons
3. Teaching Practice
4. Internship
5. ICT Teachings
6. Activities/ Practical /Project
7. Co-Curricular and Extra Curricular activities
8. Social Service activities
9. Extension activities
10. Yoga and physical Education
11. Field Visits
12. Internal Tests
13. Observation Lessons
14. Demonstration Lessons
15. Audio Visual work shop
16. Books Exhibition
17. Collaborative Learning
18. Co-operative Learning
19. Peer Learning activities



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## Kinds of Activities (M.Ed.) 2021-2022

Inter Semester Break 1			
Sl. No	Activities	Credits	Marks
M. Ed ISB1.1	<p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>➤ Talk (or) Group Discussion.</li> <li>➤ Introduction / Presentation of a Book (or) Article. (Book Review)</li> <li>➤ Addressing the Assembly in a College.</li> <li>➤ Conversation</li> <li>➤ Role play(Group-Each individual is assessed)</li> <li>➤ Self-Introduction</li> <li>➤ Introducing Eminent/Inspiring/Role model personalities.</li> <li>➤ Latest trends/present issues.</li> <li>➤ Hindu Newspaper Article Reading</li> </ul>	1 credit	25
M.Ed. ISB1.2	<p><b>Expository Writing</b></p> <ul style="list-style-type: none"> <li>➤ Creative Writing</li> <li>➤ Books &amp; Article (Write Up)</li> <li>➤ Description of places visited</li> <li>➤ Writing to an Editor</li> <li>➤ Writing to the District Collector</li> <li>➤ Writing about an event /a happening.</li> <li>➤ TV Script Writing</li> <li>➤ Play let</li> <li>➤ Dialogue writing</li> <li>➤ Poetry (writing poems)</li> <li>➤ Writing Songs</li> </ul>	1 credit	25
M.Ed. ISB 1.3	<p><b>Self-Development</b></p> <p>Sub activity(i): Self-critical awareness as and when required to</p> <ul style="list-style-type: none"> <li>➤ About one's Subject Knowledge</li> <li>➤ About one's Teaching Competencies</li> <li>➤ About one's Professional Qualities.</li> <li>➤ About one's Interpersonal Relations.</li> </ul> <p>Sub-activity (ii): Yoga Practices.</p> <ul style="list-style-type: none"> <li>➤ Number of yogic exercises learnt</li> <li>➤ How each yogic exercise helped in the maintenance of one's physical/ mental health</li> </ul>	1 credit	25



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	Sub-activity (iii): Meditation Practices. What is the effect of Pranayama ➤ How is it on oneself How is one helped in the 'let come' & 'let go' of mental status in the cleansing of the mind		
M.Ed. ISB 1.4	Review of Research Studies and Identification of Research Problem	1 credit	25
<b>Inter Semester Break 2</b>			
M. Ed ISB 2.1	A) Dissertation Research Proposal Presentation Proposal Writing	2 credits	50
M. Ed ISB 2.2	B) Internship in Teacher Education Institution One Demonstration One Lecture Observation of Micro Teaching Practice–10students Observation of Macro Teaching–5students	4 credits	100
<b>Inter Semester Break 3</b>			
M. Ed ISB 3.1	A) Dissertation ➤ Preparation of Research Tool ➤ Data Collection	2 credits	50
M. Ed ISB 3.2	B) Internship in Specialization. ➤ Students Case Studies (2 Students) ➤ Institutional Case Study (Elementary /Secondary) ➤ Multimedia Lesson Presentation using Teaching Models ➤ Organization of Events like (a) Brainstorming (b) Quiz (c) Group Discussion (d) Events of National Importance (e) Life Skills Activities (conduct the activity & write a report)	4 credits	100
<b>Inter Semester Break 4</b>			
M. Ed ISB 4.1	Dissertation Report Writing Viva	6 credits 2 credits	200
<b>Total</b>		<b>24 credits</b>	<b>600</b>



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FOR WOMEN  
GUNTUR-522 001, A.P.

**b. Communication of Decisions**

**2021 -2022**



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Website: [www.stjosephbedcollege.ac.in](http://www.stjosephbedcollege.ac.in)

Prof. T. Swarupa Rani, M.Sc., M.Ed., M.Phil., Ph.D.

Principal



Date: 24-10-2022

To

The Coordinator & Members of the IQAC

St. Joseph's College of Education for Women

Guntur

Respected Members

**Sub:** St. Joseph's College of Education for Women, Guntur-Communication of decisions regarding Curriculum planning & implementation- regarding

I hope this message finds you well. I would like to inform you that with the reference to the subject cited above here I am communicating the decisions regarding curriculum planning and implementation in the Annexure attached.

Kindly do acknowledge the same.

Thanking you,

Yours Sincerely

*T. Swarupa Rani*  
T. Swarupa Rani  
PRINCIPAL

ST. JOSEPH'S COLLEGE OF EDUCATION  
FOR WOMEN  
GUNTUR-522 001, A.P.

Copy to:

1. The Correspondent
2. Other Committees
3. The Staff Members



## ANNEXURES

The following decisions are taken for the academic year 2021 – 2022 for implementations in addition to all the regular activities.

1. FFC Inspection
2. Research cell Revival
3. Celebration of Aazadi ka Amrit Mahotsav
4. Celebration of 75 years of Independence
5. Communal Harmony Week
6. Awareness Programmes
7. MOU (Memorandum of Understanding)
8. Performance Appraisal Report
9. Community Service Activities
10. NAAC Preparation
11. Celebration of Important days



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Website: [www.stjosephbedcollege.ac.in](http://www.stjosephbedcollege.ac.in)

Dt: 19-03-2022

To

The External Members of In-House Curriculum Planning

St. Joseph's College of Education for Women

Guntur

Respected Members,

Sub: St. Joseph's College of Education for Women, Guntur-Communication of decisions  
regarding curriculum planning & implementation- regarding

I am writing to inform you that with reference to the subject cited above, herewith I am communicating the decisions regarding curriculum planning and implementation in the form of Annexures to be attached. Find them in the attachment and do the needful.

Thanking you

Yours Sincerely

*T. Swarupa Rani*

*T. Swarupa Rani*

PRINCIPAL

ST. JOSEPH'S COLLEGE OF EDUCATION  
FOR WOMEN

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GUNTUR-522 001., A.P.

## In-house Curriculum Planning Meeting (2021 – 2022)

1. NAAC Preparation
2. Allotment of Criteria
3. Micro Teachings
4. Observations and Demonstrations
5. Teaching Practice and Internship
6. Internal Tests (B.Ed. & M.Ed.)
7. Submission of Activity Records (B. Ed) SEM I
8. M.Ed. Research Projects
9. Observing Important Days
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12. Guidance and Counselling Workshop
13. National Seminar Proposals
14. ICSSR Projects



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Website: [www.stjosephbedcollege.ac.in](http://www.stjosephbedcollege.ac.in)

Dt: 02.02.2024

From  
Prof. T. Swarupa Rani  
Principal

To  
The Chair Person  
Board of Studies  
Department of Education  
Acharya Nagarjuna University

Respected Madam,

Greetings!

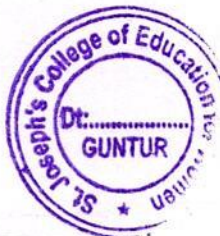
Sub: SJCE - Communication and Action taken - Planning and /or Reviewing, Revising  
Curriculum-Reg.

This is to bring to your kind notice that the In-house Curriculum Planning Committee meeting and action taken regarding the Curriculum of B.Ed., and M.Ed., courses are communicated to the respective Committee Members and the same is communicated to the University, Department of Education, Acharya Nagarjuna University.

Thanking you,

Yours Sincerely

*T. Swarupa Rani*



*T. Swarupa Rani*  
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Dt: 11.03.2023

From  
Prof. T. Swarupa Rani  
Principal

To  
The Chair Person  
Board of Studies  
Department of Education  
Acharya Nagarjuna University

Respected Madam,

Greetings!

Sub: SJCE - Communication and Action taken - Planning and /or Reviewing, Revising  
Curriculum-Reg.

This is to bring to your kind notice that the In-house Curriculum Planning Committee meeting and action taken regarding the Curriculum of B.Ed., and M.Ed., courses are communicated to the respective Committee Members and the same is communicated to the University, Department of Education, Acharya Nagarjuna University.

Thanking you,

Yours Sincerely

*T. Swarupa Rani*



*T. Swarupa Rani*  
PRINCIPAL  
ST. JOSEPH'S COLLEGE OF EDUCATION  
FOR WOMEN  
GUNTUR-522 001., A.P.

# ST. JOSEPH'S COLLEGE OF EDUCATION FOR WOMEN

Opp. Sambasivapet, 2<sup>nd</sup> Lane, Naaz Center, Guntur-522001, A.P., INDIA.

(Under the Management of Society of Jesus Mary Joseph)

Affiliated to Acharya Nagarjuna University

Prof. T. Swarupa Rani, M.Sc., M.Ed., M.Phil., Ph.D.  
Principal



Phone: 0863-2223090, 2217494

Cell: +91 6369806737

Email: [sjce.guntur@yahoo.co.in](mailto:sjce.guntur@yahoo.co.in)

Website: [www.stjosephbedcollege.ac.in](http://www.stjosephbedcollege.ac.in)

Dt: 24.07.2023

From  
Prof. T. Swarupa Rani  
Principal

To  
The Chair Person  
Board of Studies  
Department of Education  
Acharya Nagarjuna University

Respected Madam,

Greetings!

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Website: [www.stjosephbedcollege.ac.in](http://www.stjosephbedcollege.ac.in)

Dt: 06.11.2023

From  
Prof. T. Swarupa Rani  
Principal

To  
The Chair Person  
Board of Studies  
Department of Education  
Acharya Nagarjuna University

Respected Madam,

Greetings!

Sub: SJCE - Communication and Action taken - Planning and /or Reviewing, Revising  
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GUNTUR-522 001., A.P.

### c. Kinds of Issues (2021 – 2022)

#### Internal Quality Assurance Cell (IQAC)

1. NAAC Preparation
2. Campus Recruitment
3. Guest Lectures
4. Health Camps
5. Research Orientation Programmes (M. Ed)
6. MOU (RVRR College of Education)
7. Seminars
8. Observing Important Days
9. TLM Work Shop
10. Community Service Activities

#### Staff Meeting

1. NAAC Preparation
2. Inauguration Celebrations
3. Allotment of Papers
4. Micro Teachings
5. Observations and Demonstrations
6. Teaching Practice and Internship
7. Internal Tests (B.Ed. & M.Ed.)
8. M.Ed. Research Projects
9. Observing Important Days
10. Talent Show
11. Education Club Elections
12. English Quiz
13. ICSSR Projects
14. Guidance and Counselling Workshop



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# Curriculum Planning for 2020 – 2021

## a. The Procedure Adopted Including Periodicity

The Curriculum prescribed by the University is adopted and executed for the academic year 2020 - 2021. Due to Pandemic Covid – 19, the experts in IQAC and In House Curriculum Planning Committee initiated online classes, to implement the curriculum. Google Meet was organised for Staff to discuss, plan and implement various activities suggested by the above committees. Students were connected through online and Google meets for completion of the syllabus. Each student was oriented to face the challenges of the current year. In spite of these hurdles during Lockdown and the absence of physical presence of staff and students in the campus, the college provided online facilities and various means to complete the entire course.

## The Meetings Organized:

***IQAC:*** The meetings of the IQAC (Internal Quality Assurance Cell) were conducted twice in an academic year 2020-2021 on 07-09-2020 and 23-01-2021 in the board room. The meeting started with a prayer and bible reading by our staff members. The members of the committee discussed many important aspects to ensure quality in the teacher education programmes.

***Staff Meeting:*** The academic and non-academic programmes and activities were discussed in the staff induction programmes whenever necessary. For the academic year 2021-2022 meetings were conducted on 30-06-2020, 15-08-2020, 25-08-2020, 14-09-2020, 31-10-2020, 11-01-2021, 06-02-2021, 16-02-2021, 19-03-2021, 28-05-2021(online) respectively at board room. It starts with a word of prayer.

***In-house curriculum planning committee:*** The meetings were conducted before the commencement of the Class Work. For the academic year 2021-2022, the committee met on 15-06-2020, 27-10-2020, 03-02-2021 and 27-04-2021 respectively.



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## Kinds of Activities B.Ed. 2020-2021

1. Practical /Project
2. Micro Teaching Lesson
3. Innovative Lesson
4. Internship
5. Practice Lesson
6. ICT
7. Co-Curricular and Extra Curricular activities
8. Social Service
9. Extension activities
10. Yoga and physical Education
11. Field Visits
12. Internal Tests
13. Observation Lessons
14. Demonstration Lessons
15. Audio Visual work shop
16. Books Exhibition
17. Project based activities
18. Collaborative Learning
19. Co-operative Learning
20. Peer Learning activities

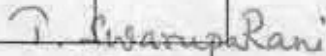


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## Kinds of Activities (M.Ed.) 2020 – 2021

Inter Semester Break 1			
S. No	Activities	Credits	Marks
M. Ed. ISB1.1	<b>Communication Skills</b> <ul style="list-style-type: none"> <li>➤ Talk (or) Group Discussion</li> <li>➤ Introduction/Presentation of a Book (or) Article (Book Review)</li> <li>➤ Addressing the Assembly in a College</li> <li>➤ Conversation</li> <li>➤ Role play (Group-Each individual is assessed)</li> <li>➤ Self-introduction</li> <li>➤ Introducing Eminent / Inspiring/ Role model personalities</li> <li>➤ Latest trends/present issues</li> <li>➤ Hindu Newspaper Article Reading</li> </ul>	1 credit	25
M. Ed ISB1.2	<b>Expository Writing</b> <ul style="list-style-type: none"> <li>➤ Creative Writing</li> <li>➤ Books &amp; Article (Write Up)</li> <li>➤ Description of places visited</li> <li>➤ Writing to an Editor</li> <li>➤ Writing to the District Collector</li> <li>➤ Writing about an event/ a happening.</li> <li>➤ TV Script Writing</li> <li>➤ Play let</li> <li>➤ Dialogue writing</li> <li>➤ Poetry (writing poems)</li> <li>➤ Writing Songs</li> </ul>	1 credit	25
M. Ed ISB1.3	<b>Self-Development</b> Sub activity (i): Self-critical awareness as and when required to <ul style="list-style-type: none"> <li>➤ About one's Subject Knowledge</li> <li>➤ About one's Teaching Competencies</li> <li>➤ About one's Professional Qualities</li> <li>➤ About one's Interpersonal Relations</li> </ul> Sub-activity (ii): Yoga Practices <ul style="list-style-type: none"> <li>➤ Number of yogic exercises learnt</li> <li>➤ How each yogic exercise helped in the maintenance of one's physical / mental health</li> </ul>	1 credit	25



  
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	Sub-activity (iii): Meditation Practices What is the effect of Pranayama ➤ How is it on one-self ➤ How is one helped in the 'let come' & 'let go' of mental status in the cleansing of the mind.		
M.Ed. ISB1.4	Review of Research Studies and Identification of Research Problem	1 credit	25
<b>Inter Semester Break 2</b>			
M. Ed ISB 2.1	A) Dissertation Research Proposal Presentation Proposal Writing	2 credits	50
M. Ed ISB 2.2	<b>b. Internship in Teacher Education Institution</b> One Demonstration One Lecture Observation of Micro Teaching Practice–10students Observation of Macro Teaching –5 students.	4 credits	100
<b>Inter Semester Break 3</b>			
M. Ed ISB 3.1	A) Dissertation ➤ Preparation of Research Tool Data Collection	2 credits	50
M. Ed ISB 3.1	A) Dissertation ➤ Preparation of Research Tool Data Collection	2 credits	50
M. Ed ISB 3.2	C) Internship in Specialization. ➤ Students Case Studies (2 Students) ➤ Institutional Case Study (Elementary/Secondary) ➤ Multimedia Lesson Presentation using Teaching Models ➤ Organization of Events like (a) Brainstorming (b) Quiz (c) Group Discussion (d) Events of National Importance (e) Life Skills Activities (conduct the activity & write a report)	4 credits	100
<b>Inter Semester Break 4</b>			
M. Ed ISB4.1	Dissertation Report Writing Viva	6 credits 2 credits	200
<b>Total</b>		<b>24 credits</b>	<b>600</b>



*P. Swaruparani*  
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**b. Communication of Decisions**

**2020 - 2021**



*T. Swarupani*  
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Website: [www.stjosephbedcollege.ac.in](http://www.stjosephbedcollege.ac.in)

Dt: 28-06-2021

To

The External Members of In-House Curriculum Planning

St. Joseph's College of Education for Women

Guntur

Respected Members

Sub: St. Joseph's College of Education for Women, Guntur-Communication of decisions regarding curriculum planning & implementation- regarding

With reference to the subject cited above here we are communicating the decisions regarding curriculum planning and implementation in the form of Annexures.

Kindly follow the same

Thanking you

Yours Sincerely

*T. Swarupa Rani*

PRINCIPAL

ST. JOSEPH'S COLLEGE OF EDUCATION  
FOR WOMEN  
GUNTUR-522 001., A.P.

*T. Swarupa Rani*

PRINCIPAL

ST. JOSEPH'S COLLEGE OF EDUCATION  
FOR WOMEN  
GUNTUR-522 001., A.P.

Copy to:

1. The Correspondent
2. Other Committees
3. The Staff Members



# ST. JOSEPH'S COLLEGE OF EDUCATION FOR WOMEN

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Dt: 28-06-2021

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*T. Swarupa Rani*

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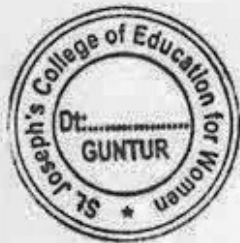
1. The Correspondent
2. Other Committees
3. The Staff Members



## ANNEXURES

The following decisions are taken for the academic year 2020 – 2021 for implementation in addition to all the regular activities.

1. Celebration of Important days
2. Work shops
3. Curricular aspects of JBC
4. Community Service Activities
5. Awareness Programmes
6. Report of AISHE
7. Online classes and seminars
8. MOU (Memorandum of Understanding)



*T. Inasurakani*  
PRINCIPAL  
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Prof. T. Swarupa Rani, M.Sc., M.Ed., M.Phil., Ph.D.  
Principal



Dt: 16-10-2021

To

The Coordinator & Members of the IQAC

St. Joseph's College of Education for Women

Guntur

Respected Members

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*T. Sivarupakani*  
PRINCIPAL  
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## Staff Meeting (2020 – 2021)

1. Online Classes
2. Allotment of Subjects
3. ECCE Certificate Course Classes
4. Webinars on NEP 2020 and Innovative Teaching Methods
5. Internal Tests (B.Ed. & M.Ed.)
6. Shifting of Non-Core Papers from Semester I to Semester II
7. Changes in Guidance and Counselling Paper
8. Curricular Activities
9. Language Lab Tests
10. ECCE Certificate Course – Project Work
11. Record valuation of Semester II & III at a time
12. Instead of Seminar, two assignments
13. Google Meet for clarification of doubts
14. Internship
15. NAAC Preparation
16. Autonomous Status
17. Record Submission
18. Adopt University Norms and Time Table
19. Decided the nomination of NAAC Coordinator
20. Teaching Practice
21. Workshop on TLM
22. Formation of New Clubs – JPIC & Wolf Club
23. Preparation of Academic Calendar
24. Demonstration Classes
25. Activity Records
26. Celebration of St. Joseph's Year
27. Mentor Classes
28. International Women's Day
29. Extension Talk on Human Rights
30. Audio Classes
31. Data Collection through online by M.Ed Students



*P. Swarnaparni*  
PRINCIPAL  
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## In-house Curriculum Planning (2020 - 2021)

1. Online Classes
2. ECCE Certificate Course Classes
3. Webinars on NEP 2020 and Innovative Teaching Methods
4. Shifting of Non-Core Papers from Semester I to Semester II
5. Changes in Guidance and Counselling Paper
6. Curricular Activities
7. ECCE Certificate Course – Project Work
8. Record valuation of Semester II & III at a time
9. NAAC Preparation
10. Autonomous Status
11. Adopt University Norms and Time Table
12. Preparation of Academic Calendar



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## Curriculum Planning for 2019 – 2020

### a. The procedure adopted including periodicity

The curriculum prepared by our faculty members in different courses were modified and approved by College Board of Studies and then it was placed every year in academic council for suggestions. Finally, the approved curriculum from academic council was presented for perusal of Governing Body of the college for implementation. Every year the content of the courses are reviewed through curriculum feedback mechanisms received from students, alumni and school heads along with the faculty members. The changes suggested were placed before the experts in the Board of Studies and Academic Council committee. The suggestions given by them are incorporated and relevant changes are made to the curriculum. After recommendations by the board of studies, it is placed in the Academic Council and it is passed after the changes suggested, it followed by the resolutions of Governing Body for implementation. IQAC suggest new initiatives to strengthen the quality of the curriculum approved by all the committees. College trains the students to develop required competency for quality teaching keeping in mind the Vision and Mission of the college. At the commencement of the program the institution distributes the syllabus approved for that year to each student and conducts orientation program to give awareness towards entire courses.

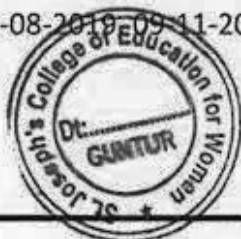
### The Meetings Organized:

The Governing Body (Autonomous) meetings were not held due to Non-autonomous status during the year 2019- 2020.

The meeting of the BOS (Board of Studies) was held on 22-06-2019 at 10 AM in the board room.

The Academic Council meeting was held on 24-07-2019 at 10 AM in the board room. The resolutions passed in the BOS was approved in the Academic Council.

The meetings of the IQAC (Internal Quality Assurance Cell) were conducted thrice in an academic year on 05-08-2019, 09-11-2019 and 03-02-2020 in the board room.

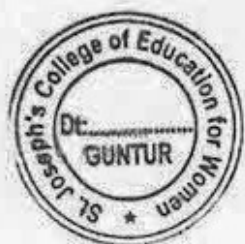


*T. Swarnaparni*  
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The Staff meetings were conducted whenever necessary for discussing the academic and non-academic programmes. For the academic year 2018 five meetings were conducted on 24-06-2019, 02-07-2019, 19-09-2019, 21-10-2019 and 02.12.2019 respectively at board room.

### Kinds of Activities B.Ed. 2019-2020

1. Practical /Project
2. Micro Teaching Lesson
3. Innovative Lesson
4. Internship
5. Practice Lesson
6. ICT
7. Co-Curricular and Extra Curricular activities
8. Social Service
9. Extension activities
10. Yoga and physical Education
11. Field Visits
12. Internal Tests
13. Observation Lessons
14. Demonstration Lessons
15. Audio Visual work shop
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18. Collaborative Learning
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20. Peer Learning activities



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## Kinds of Activities (M.Ed.) 2019-2020

### SEMESTER I: Inter-Semester Break (ISB) - 1

Papers	Title of the paper	Type of course	No. of Credits
ISBP1	Communication Skills	Core Practicum	1credits
ISB P2	Expository Writing	Core Practicum	1credits
ISB P3	Self-development	Core Practicum	1credits
ISB P4	Dissertation – Review of Research Studies and Identification of Research Problem –	Tool Practicum	1credits
<b>Total</b>			<b>4credits</b>

### SEMESTER II: Inter-semester Break (ISB) - 2

Papers	Title of the paper	Type of course	No. of Credits
ISBP1	Dissertation-Research Proposal Presentation	Tool Practicum	2credits
ISBI(1)	Internship in a Teacher Education Institution	Teacher Education Practicum	4credits
<b>Total</b>			<b>6credits</b>

### SEMESTER III: Inter-Semester Break (ISB) - 3

ISB P1	Dissertation–Data Collection	Tool Practical	2credits
ISBI(2)	Internship in Specialization	Specialization Practical	4credits
<b>Total</b>			<b>6credits</b>

### SEMESTER IV: Inter-Semester Break (ISB) - 4

Papers	Title of the paper	Type of course	No. of Credits
ISBD (1)	Dissertation–Report writing	Specialization Electives	6credits
ISBD (2)	Viva Voce	Specialization Electives	2credits
<b>Total</b>			<b>8 credits</b>



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**b. Communication of Decisions**

**2019 - 2020**



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Dt: 31-08-2019

To

The External Members of Academic Council & Board of Studies

St. Joseph's College of Education for Women

Guntur

Respected Members

Sub: St. Joseph's College of Education for Women, Guntur-Communication of  
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With reference to the subject cited above here we are communicating the decisions regarding  
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Kindly follow the same.

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## ANNEXURES

The following decisions are taken for the academic year 2019 – 2020 for implementation in addition to all the regular activities.

1. Faculty Development Programmes
2. Community Service Activities
3. Awareness Programmes
4. Founders day
5. M.Ed. Projects
6. Visits to Mano vikasa Kendra Center
7. Surveys
8. Online classes and seminars
9. Online Alumni Meet
10. MOU (Memorandum of Understanding)



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Website: [www.stjosephbedcollege.ac.in](http://www.stjosephbedcollege.ac.in)

Dt: 12-09-2020

To

The Coordinator & Members of the IQAC

St. Joseph's College of Education for Women

Guntur

Respected Members

Sub: St. Joseph's College of Education for Women, Guntur-Communication of decisions regarding curriculum planning & implementation- regarding

I hope this message finds you all well. I am pleased inform you that with reference to the above subject herewith I am communicating the decisions regarding curriculum planning and implementation in the form of Annexures for the necessary action to be taken.

Kindly do acknowledge follow the same.

Thanking you

Yours Sincerely

*T. Swarupa Rani*

PRINCIPAL  
ST. JOSEPH'S COLLEGE OF EDUCATION  
FOR WOMEN  
GUNTUR-522 001., A.P.

Copy to:

1. The Correspondent
2. Other Committees
3. The Staff Members



*T. Swarupa Rani*  
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GUNTUR-522 001., A.P.

## ANNEXURES

The following decisions are taken for the academic year 2019 – 2020 for implementation in addition to all the regular activities.

1. Faculty Development Programmes
2. Community Service Activities
3. Awareness Programmes
4. Founders day
5. M.Ed. Projects
6. Visits to Mano vikasa Kendra Center
7. Surveys
8. Online classes and seminars
9. Online Alumni Meet
10. MOU (Memorandum of Understanding)



*T. Sivaruparani*  
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## c. Kinds of Issues

### Academic Council Meeting (2019 – 2020)

1. Changes in the B.Ed., Practicum (Activities)
2. Introduce Non-core Papers with choice based credit system
3. Syllabus for Non-core Papers
4. Changes in Scheme and structure of B.Ed., Curriculum
5. Certificate Course Syllabus on Early Childhood Care Education

## Board of Studies

1. Discussion and confirmation on Activities in the B.Ed., Practicum
2. Confirmation of Non-core Papers with choice based credit system
3. Preparation of the Syllabus for Non-core Papers
4. Modification in Scheme and structure of B.Ed., Curriculum
5. Changes in the Certificate Course Syllabus

## Internal Quality Assurance Cell (IQAC)

1. Project Report – M. Ed., Students
2. Semester end Examinations
3. Community Service Activities
4. Visit to Special Children
5. Demonstrations and Teaching Practice
6. University Practical Examinations
7. Curriculum Flexibility



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## Staff Meeting (2019 – 2020)

1. Observations & Demonstrations
2. Teaching Practice & Internship
3. Introducing & Framing of Syllabus new Subjects
4. Guidance & Counselling Cell
5. Skill Development Cell
6. Research Articles and Publication
7. Allotting Non-Core Papers
8. Celebration of Solidarity Day
9. Communal Harmony Week
10. Computer Practical
11. ECCE Certificate Course
12. Internal Tests
13. Semester End Examinations
14. Micro Teachings
15. Activity Records
16. Talent show
17. Elections for Education Club
18. Inaugural Day Celebration



*T. Swanupalani*  
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GUNTUR-522 001., A.P.

## Curriculum Planning for 2018 – 2019

### a. The procedure adopted including periodicity

The curriculum prepared by our faculty members in different courses were modified and approved by College Board of Studies and then it was placed every year in academic council for suggestions. Finally, the approved curriculum from academic council was presented for perusal of Governing Body of the college for implementation. Every year the content of the courses are reviewed through curriculum feedback mechanisms received from students, alumni and school heads along with the faculty members. The changes suggested were placed before the experts in the Board of Studies and Academic Council committee. The suggestions given by them are incorporated and relevant changes are made to the curriculum. After recommendations by the board of studies, it is placed in the Academic Council and it is passed after the changes suggested, it followed by the resolutions of Governing Body for implementation. IQAC suggest new initiatives to strengthen the quality of the curriculum approved by all the committees. College trains the students to develop required competency for quality teaching keeping in mind the Vision and Mission of the college. At the commencement of the program the institution distributes the syllabus approved for that year to each student and conducts orientation program to give awareness towards entire courses.

### The Meetings Organized:

The Governing Body (Autonomous) meetings were held on 25-07-2018 and 02-03-2019 during the year 2018- 2019.

The meeting of the BOS (Board of Studies) was held on 23-06-2018 at 09.30 AM in the board room.

The Academic Council meeting was held on 06-10-2018 at board room. The resolutions passed in the BOS was approved in the Academic Council.

The meetings of the IQAC (Internal Quality Assurance Cell) were conducted thrice in an academic year on 05-07-2018, 15-12-2018 and 12-04-2019 in the board room.



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The Staff meetings were conducted whenever necessary for discussing the academic and non-academic programmes. For the academic year five meetings were conducted on 15-06-2018, 27-07-2018, 06-09-2018, 09-11-2018, 09.01.2019 and 09-04-2019 respectively at board room.

### Kinds of Activities B.Ed. 2018-2019

1. Subject Clubs
  - English - KEAT'S
  - Mathematics - LEELAVATHI
  - Social Studies - KAUTILYA
  - Biology - ALEXANDER FLEMMING
  - Physical Science - EINSTIEN
  - Telugu - SRUJANA
2. Women's Cell - SABALA
3. Red Ribbon Club - SPANDANA
4. Literary Association - SAHITYA
5. Counselling Centre - SNEHA
6. Eco Club - HARITHA SOBITHA
7. Extension Activities - SAHAYA
8. Micro Teaching Lesson
9. Innovative Lesson
10. Internship
11. Practice Lesson
12. ICT
13. Co-Curricular and Extra Curricular activities
14. Yoga and physical Education
15. Field Visits
16. Internal Tests
17. Observation Lessons
18. Demonstration Lessons
19. Audio Visual work shop
20. Books Exhibition

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## Kinds of Activities (M.Ed.) 2018-2019

### SEMESTER I: Inter-Semester Break (ISB) -1

Papers	Title of the paper	Type of course	No. of Credits
ISBP1	Communication Skills	Core Practicum	1credits
ISB P2	Expository Writing	Core Practicum	1credits
ISB P3	Self-development	Core Practicum	1credits
ISB P4	Dissertation – Review of Research Studies and Identification of Research Problem –	Tool Practicum	1credits
<b>Total</b>			<b>4credits</b>

### SEMESTER II: Inter-semester Break (ISB)- 2

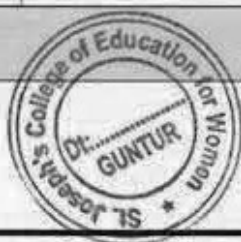
Papers	Title of the paper	Type of course	No. of Credits
ISBP1	Dissertation-Research Proposal Presentation	Tool Practicum	2credits
ISBI(1)	Internship in a Teacher Education Institution	Teacher Education Practicum	4credits
<b>Total</b>			<b>6credits</b>

### SEMESTER III: Inter-Semester Break (ISB)-3

ISB P1	Dissertation–Data Collection	Tool Practical	2credits
ISBI (2)	Internship in Specialization	Specialization Practical	4credits
<b>Total</b>			<b>6credits</b>

### SEMESTER IV: Inter-Semester Break (ISB) -4

Papers	Title of the paper	Type of course	No. of Credits
ISBD (1)	Dissertation–Report writing	Specialization Electives	6credits
ISBD (2)	Viva Voce	Specialization Electives	2credits
<b>Total</b>			<b>8 credits</b>



*T. Suresh Babu*  
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**b. Communication of Decisions**

**2018 - 2019**



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# ST. JOSEPH'S COLLEGE OF EDUCATION FOR WOMEN

Opp. Sambasivapet, 2<sup>nd</sup> Lane, Naaz Center, Guntur-522001, A.P., INDIA.

(Under the Management of Society of Jesus Mary Joseph)

Affiliated to Acharya Nagarjuna University

Prof. T. Swarupa Rani, M.Sc., M.Ed., M.Phil., Ph.D.  
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Website: [www.stjosephbedcollege.ac.in](http://www.stjosephbedcollege.ac.in)

Dt: 31-07-2019

To

The External Members of Academic Council & Board of Studies

St. Joseph's College of Education for Women

Guntur

Respected Members

Sub: St. Joseph's College of Education for Women, Guntur-Communication of decisions regarding curriculum planning & implementation- regarding

With reference to the subject cited above here we are communicating the decisions regarding curriculum planning and implementation in the form of Annexures.

Kindly follow the same

Thanking you

Yours Sincerely

*T. Swarupa Rani*

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*T. Swarupa Rani*  
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GUNTUR-522 001., A.P.

## ANNEXURES

The following decisions are taken for the academic year 2018-2019 for implementation in addition to all the regular activities.

1. Introduction of the certificate course, Early Childhood and Care Education, Beautician course and Cookery classes
2. Introduction of Non-Core Papers
3. Publication of Research Articles in UGC CARE journals
4. Introduction of MOOCS to B. ED students
5. Minor & Major Research Projects



*P. Swarnakani*  
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Prof. T. Swarupa Rani, M.Sc., M.Ed., M.Phil., Ph.D.  
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Dt: 16-11-2019

To

The Coordinator & Members of the IQAC

St. Joseph's College of Education for Women

Guntur

Respected Members

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## c. Kinds of Issues

### Governing Body Meeting

1. Report of the Curricular and Co-curricular activities of 2017 -2018
2. Proposed Activities for the year 2018 - 2019
3. Clarification on the Minutes of Academic Council Meet - 22 July 2017

### Academic Council Meeting

1. Changes in the Titles of Certificate Course
2. Retain two years B.Ed., Course Syllabus
3. Practical Exposures - Understanding the Self
4. New Certificate Course - Anganwadi and Pre-primary Teacher Training

### Board of Studies

1. B.Ed., Curriculum in view of B.Ed., Integrated Course
2. Introduction of New Certificate Course - Anganwadi and Pre-primary Teacher Training

### Internal Quality Assurance Cell (IQAC)

1. Guest Lectures
2. Awareness Programmes
3. Teaching Practice & Internship
4. TLM Workshop
5. Community Service Activities
6. Observation of Important Days
7. Campus Recruitment
8. JPIC Activities
9. Inter College Competitions
10. Seminars & Workshops
11. Orientation Programmes



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## Staff Meeting (2018 – 2019)

1. Internal Tests
2. Semester End Examinations
3. Submission of Records
4. Observations & Demonstrations
5. Alumni Day
6. Announcement of Full Time Principal
7. Re-exam for Absentees
8. Micro Teachings
9. Valedictory Function
10. Election of Association Members
11. Seminars & Workshops
12. Projects of IQAC
13. NAAC Preparation
14. Certificate Courses (MOOCS)



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