



A.K. SINGH COLLEGE

JAPLA, PALAMU, JHARKHAND – 822116

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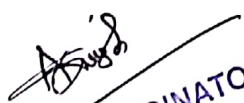
Curriculum Transaction Planning Committee Meeting Notice, Minutes and Action Taken Report 2022-2023


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A meeting of the committee for planning the curriculum transaction will be held on 23 May 2023 in the conference hall at 10:00 a.m. All kindly make it convenient to participate in this precisely meeting.

Agenda

- Planning curriculum delivery
- Schedule the syllabus
- Preparing the master routine & time table
- Preparing workload of teachers Enrichment of curriculum


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Members


01. Dr. Ram Subhag Singh
02. Mr. Sudhir Kumar Singh
03. Mr. Ashok Kumar Singh
04. Mr. Sashi Bhushan
05. Mrs. Rekha Singh
06. Dr. Shiv Kumar Vishwakarma


Minutes

The meeting held on 3rd May 2023 begins at 10:00 a.m. in the conference hall with a warm welcome by the principal who also welcomed the members Mr. Praful Kumar Singh Secretary, Chairman, Academic In-charge Dr. Ram Subhag Singh after presenting the minutes of the previous meeting and its action taken report briefed the members about the agenda of the meeting.

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Planning curriculum delivery

How to maximize teaching learning opportunities was discussed and since online mode of teaching was now familiar to all, principal suggested for a blended learning mode this year with the online session to complement the offline classes as and when required. Means to enrich curriculum delivery was taught upon and Dr Ram Subhag Singh reminded that the expertise of external resource person could be a will of the complement the curriculum transaction and reminded that the expertise of external resource persons could be availed off to compliment the Curriculum transaction. Availing Community resources could also be thought upon was suggested by Mr. Sudhir Singh said that Strategies like Cooperative learning, project method, brain storming, buzz session, think pair share strategy experiential learning. We have encouraged more than simple lecture and demonstration methods for delivering the Curriculum. The teachers and students using Interactive board during class delivery. A wide range of capacity enhancement program for student teachers need to be planned was brought to the notice of the


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members by Dr Ram Subgah Singh Activities organised other than what is prescribed in the curriculum.

The number of Students progressing to Higher Education was found to be very low when compared to Arts and Science Colleges was brought to the notice of the members. Some students have found by the teachers they are doing Masters after completing Bachelor course. One of the reasons being that most of them join for Bachelor after having completed their PG. Another reason being that student teachers were found lacking in being self-responsible for learning. Dr Ram Subgah Singh Spoke of encouraging Self-regulated modes too to inculcate in students a thirst for lifelong learning. Pedagogy was found to be poor among student teachers. Dr Ram Subgah Singh Shared that it would be good if the Submissions of assignments, practicum and practical works could be scheduled So as to reduce the work load of students. The principal assigned the preparation of an Academic Calendar to 2022 and 2023 for the institution. The date of submission of the same was decided as 14/06/2022.


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Agenda 2:

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Agenda 3:

Preparing the Master Time Table

Dr. Alok Ranjan appoint that the Core Courses Eleteive course and optional courses could be scheduled before on as far as possible while the library and ICT lab periods could be scheduled for the afternoon hours. It was also appointed to have Yoga Education, add-on courses and mentoring and cultural activities in the last hours of the day Dr. Alok Ranjan opined that it would be good if the timing of the college could be changed to 10.00 AM to 4:00 PM. The principal made it clear that the timings of the college were decided to be from 9.45 AM taking into Consideration the timing schedule. Mr. Rahul Singh suggested to have an hour for Cultural activities, sports and for value added Courses and self-study Courses in the time table and hence it was suggested to change the college timings and have it from morning 9.45 AM to 4.00 PM

The principal assigned Dr. Alok Ranjan and Ms. Rekha Singh with the preparation of the Master time table by the 27th of May 2022 and place it before the principal for approval.


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Agenda 4:


Preparing the work load of faculty.

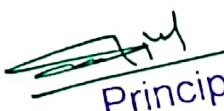
The Principal suggested Dr. Ram Subhag Singh be entrusted with the work of preparing the Work load of teachers and to have it submitted by 15/06/2022

Agenda 5:

Enrichment Activity

Mr. Arun Singh suggested to increase the number of value added Courses for the students. Mr. Arun Singh said that it would be good to have a Value Added Course for enhancing leadership qualities. Dr. Alok Ranjan Suggested mapping of the Curriculum to identify gaps in the Curriculum and to design the value Added Courses accordingly Dr. Ajay Singh pointed out that Course on Communicative English could help in the employability of the students. Mr. Rahul Singh opined that an interaction of student teachers with the teachers of the Practice teaching school would help them understand their expectations and clarify their work. The meeting ended with Dr. Ram Subhag Singh and the Dr. Alok Ranjan proposing the vote of thanks.


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Action taken report of the meeting held on 23/05/2022.

1. Academic Calendar was prepared by Dr. Alok Ranjan Singh & Dr. Ram Subhag Singh submitted to the Principal on 14/06/2022. The same was published in the website and distributed among the staff. The academic calendar was also published in the Hand Book of the institution.
2. Dr. Ram Subhag Singh and Mr. Sudhir Singh scheduled the syllabus and Submitted it to the principal on 25/05/2022.
3. Dr. Alok Ranjan prepared the Master time table and placed it before the principal on 27/05/2022 for approval.
4. Dr. Ram Subhag Singh prepared the Work load of teachers and submitted it to the Principal on 15/06/2022.
5. Course plan was submitted by the faculty on 21/06/2022.
6. A blended mode of learning was followed this year with online classes to complement the offline sessions. A number of program were Organized in the online mode too.
7. Training in self-regulated modes was ensured by allowing library hour and encouraging students to take up self-study courses.
8. Student teachers were reminded to integrate elements of Art and drama while transacting their lessons and were encouraged to incorporate the same in their lesson plans too.
9. Value added course on Health Education and sustainable wellness was given Stress free day was celebrated dates for submission of assignments were scheduled and the faculty reminded to avoid overcrowding of submissions.
10. The college timing was fixed as 9:00 AM to 4:00PM.


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11. Yoga Education and English Spoken were taken as Certificate Course
12. Workshop on Curriculum mapping was held on 3/4/2022 & 4/11/2022.
13. A total of 05 Add-on and value added Courses were offered this year.


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2. Administrative Responsibilities & Non-Teaching

(A) Academic Coordination & Student Support

- **Academic Coordinator** – Oversees syllabus completion, attendance, and scheduling. –
Dr Ram Subhag Singh
- **Mentor-Teacher System** – Faculty members mentor groups of students, providing academic and career guidance. - Mr. Rahul Singh, Dr. Alok Ranjan Kumar
- **Research & Projects** – Guiding students in action research and dissertation work. – Dr Ram Subhag Singh

(B) Examination & Evaluation Duties


- Setting question papers & conducting internal assessments. – Mr. Ashok Kumar (Controller or Examination)
- Evaluating assignments. - Mr. Ashok Kumar
- Organizing viva-voce for internship and research projects. – Mr. Rahul Singh, Ravi Singh


(C) Extracurricular & Co-Curricular Activities

- Organizing cultural programs, debates, and sports activities. – Mr. Rahul Singh
- Conducting extension activities (community work, awareness programs). - **Rajesh Kumar**
- Coordinating educational visits & excursions. – **Mr. Mukesh Kumar**

(D) Administrative & Institutional Responsibilities

- **Principal**– Overall administration & policy implementation. **Prof. Surya Mani Singh**
- **IQAC Committee** – Ensuring compliance with quality standards. – **Mr. Arun Kumar Singh**


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- **Library & Resource Management** – Faculty overseeing book procurement & digital learning resources. – Mr. Baban Pd. Singh
- **Career/ Guidance and counseling Cell** – Helping students with job opportunities & professional development. – Dr. ram Subhag Singh

Workload Distribution (Per Week - Approximate Guide)

- **Assistant Professors:** 6-7 teaching hours + administrative duties –
- **Principal:** Institutional management, faculty coordination, and policy implementation – Prof. Surya Mani Singh

Note: Mr. Ravi Kumar (IT In-charge) is instructed that all the committees will make their respective contributions.

Conclusion

A well-structured work distribution among faculties Members ensures efficient management of academic, administrative, and co-curricular activities, leading to better teacher education outcomes.

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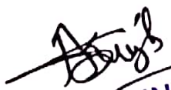
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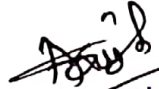
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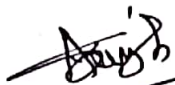
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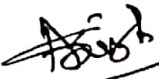
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Enrichment Activity

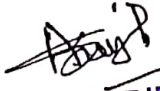
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