

About the Cell

INTRODUCTION:

Anand College of Education for Women being a self-financed college of Higher Education from the academic year of 2019-2020, we initiated Curriculum Development Cell (CDC) for the regular monitoring of the curriculum and syllabus. It is the key factor for formal education process and take initiatives in restructuring the curriculum based on the UGC norms and GNDU guidelines. It also accomplishing the vision of the institution into the learning community with multitasking skills!

The Curriculum Development Cell is functioning effectively in college under the guidance of The Principal as the Chairperson of Curriculum Development Cell, in addition to Chairperson, 1 Co-ordinator and 3 other members representing the cell. Any reputation educational institution measure based on the quality of education and their output of students to the society. Hence, curriculum has vital role in college reputation, which should monitor

by a separate cell. So, there is a need for Curriculum Development Cell (CDC). The primary function of CDC is to prepare curriculum framework and design.

VISION:

To design and develop academic programmes to provide quality education through appropriate teaching - learning method and educate the rural students to stand their own independent and responsible citizen.

MISSION:

1. To design the academic program and other courses to provide quality education.
2. To streamline appropriate teaching, learning and evaluation process.
3. To introduce new programmes based on new emerging areas.

OBJECTIVES:

1. To promote improving quality, creativity and innovation in teaching learning methodology.
2. To inculcate value based education.
3. To organize programmes for develop faculty skills and upgrade their knowledge in innovative teaching strategies to meet students in the emerging social challenges in backward areas.
4. To initiate new innovative programmes based on job opportunities in the National and International arena.

QUALITY POLICY:

1. Strengthen the digitalizing teaching and learning practices for global competencies.
2. Continuously evaluating the quality of teaching-learning, co-curricular and extra-curricular activities to improve the learning experience by ensuring the utilization of learning resources.

ROLES AND RESPONSIBILITIES

1. To collect feedback from different stakeholders to discover the opportunities and upgrade the knowledge, which enhance the skills of students to complete international corporate environment.
2. To drafting the regulation for House Tests with the collaboration of Examination Incharge.
3. To organize academic-industry meet for identification of knowledge and skill required for employability in different fields.

COMPOSITION:

The CDC shall consist of following members for session 2019-20.

S.No.	Name	Designation
1.	Dr. Kawalvir Kaur	Principal
2.	Dr. Manoj Kumar	Professor
3.	Dr. J.P. Sharma	Professor
4.	Dr. Meenu Verma	Asst. Professor

Minutes of Curriculum Development Cell.

Meeting: 8th January 2019.

The meeting of CDC was held on 8th January 2019 in Principal office at 2:00 P.M.

Agenda of the Meeting:

1. Preparation for Academic Calendar.
2. Discussion on Time Table and subjects to be allotted to teachers for the new session.
3. Dates to be finalized for Inter College Competition in the month of Feb.
4. Celebration of important days.

Proceedings of the Meeting:

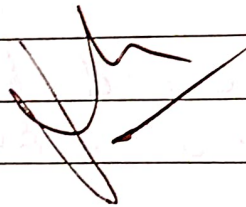
1. Academic Calendar was prepared and dates of different activities was finalized.
2. Discussion regarding Time Table was done and subjects were assigned to teachers.

3. Principal Madam announced the date of Inter College Competition and schedule was prepared and Duties were assigned to teachers.

4. List of important days which is going to be organized was prepared and teachers were also noted important days.

Principal
8/1/19

NAD



Minutes of Curriculum Development Cell

Meeting 12th July 2019

The meeting of CDC was held on 12th July 2019 in Seminar Room.

Agenda of the Meeting:

1. Purchase of Books for Library.
2. Formation of Clubs and Committees
3. Suggestions for introducing value added courses

Proceedings of the Meeting:

1. Principal Madam asked the teachers to submit the list of books required for their respective subjects to the Librarian.
2. Different Clubs and Committees were formed for the smooth functioning of the College.
3. Value added courses ~~were~~ introduced from the next year. Suggestions were given by the teachers. It was decided that Self Defence Course will be introduced in session

2020-21

Prashant

12/7/19

AD

PM

Rajbir

Minutes of Curriculum Development Cell

Meeting 14/01/2020

Agenda:

1. Academic Calendar to be finalized.
2. Discussion of Time Table for IVth Sem (B.Ed) & M.Ed (Ist & IInd).
3. Duties of Houses assigned to teachers.
4. Celebration of Various Events.
5. Enrolment of Students in Value Added Courses.
6. 4 week internship programme for M.Ed class and formulation of synopsis for M.Ed Sem II.

Proceedings of the Meeting:

Meeting of CDC began with welcome Address by Dr. Meenu Verma on 14/01/2022 at Seminar Hall of College.

1. Principal Madam with the co-ordinator finalized the Academic Calendar. Important days, various activities were mentioned in the Academic Calendar.

2. Time Table of B.Ed and M.Ed was discussed by the co-ordinators and they were asked that if there is any discrepancy then noted it.

3. Dates of important days which is going to be celebrated were discussed.

4. Teachers were asked to submit the suggestions and modification in the syllabus to curriculum development cell.

5. Principal Madam asked the teachers to motivate the students and encourage them for value added courses.

Prinpal

14/1/20

Raybir

MA

Minutes of Curriculum Development Cell.

Meeting 17th April 2020
Platform: Zoom

During Lockdown, meeting of CDC was organized in an online mode by using zoom platform.

Agenda of the Meeting:

1. Student's performance in online classes.
2. Paper pattern for online mode of Examination.
3. Discussion regarding Mid Course in Time Table.
4. Webinar on COVID-19.

Proceedings of the Meeting:

1. During online meeting, Principal Madam asked the teachers Regarding syllabus covered.
2. Paper Pattern for online Exams was discussed with teachers.
3. Important Days which is going

to be celebrate in coming days
were discussed.

4. Discussion regarding Mid Course
in Time Table was discussed with
teachers.

5. It was also decided that college
is going to be organize Webinars
on COVID-19. Topic of webinars
was discussed by Principal with
Teachers and duties were assigned
to teachers.

[Signature]
17/4/20

[Signature]

[Signature] *[Signature]*

Minutes of Curriculum Development Cell

Meeting 10/01/2023

The meeting of CDC was held on 10/1/2023 in Seminar Room. The meeting was attended by Principal and Members of Curriculum Development Cell. The meeting began with welcome by Dr. J.P. Sharma, Incharge of Curriculum Development Cell.

Agenda of the Meeting:

1. Orientation programme of Teachers and Students.
2. Purchase of Books for Library.
3. Updation of Labs (Science, Maths, Computer, Psychology, Phys. Edⁿ etc).
4. Assigned Teachers for Synopsis (M.Ed II)

Proceedings of the Meeting:

1. Principal Madam finalized the date of orientation programme for Teaching Staff, Non Teaching and Students

2. Principal Madam asked the teachers to submit the list of books for their concerned subjects.

3. Principal Madam asked the different teachers for the requirement of their labs.

4. For the synopsis, list of students with their guides was prepared.

~~10.11.21~~

Rajbir

~~14.12~~

~~14.12~~

Minutes of Curriculum Development Cell Meeting: 15/7/2021

Agenda:

1. Recommendations for changes in value added courses.
2. Organizing activities for different courses in accordance with GNDU Ass.
3. Organisation of Extension Lecture in the college - by IQAC.
4. Celebration of Important Days in College.

Proceedings of the Meeting:

1. Incharge of CDC gave some suggestions for value added courses.
2. It was also decided by IQAC members for organizing Extension Lectures.
3. Different activities in accordance with the syllabus of B.Ed and M.Ed will going to organize in coming days.
4. List of celebration of important days was prepared.

Dr. Ashish
15/7/21

Rajbir

Minutes of Curriculum Development Cell

Meeting - 6/09/2021.

The meeting of CDC was held on 6/9/2021 in seminar room. Meeting began with welcome address by Dr. Manoj Kumar.

Agenda of Meeting:

1. Constitution of Committee for Report writing by IOAC.
2. Preparation of GNDU Youth Festival.
3. Enrolment of students in Value Added Courses and Self study Courses.
4. Feedback from teachers regarding syllabus prescribed by GNDU, for all the courses.

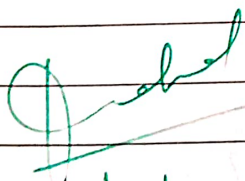
Proceedings of the Meeting:

1. Committees and Clubs of the session 2021-22 were framed and duties were assigned to the teachers.
2. Principal Madam asked the teachers

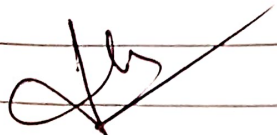
to encourage the students for value Added Courses and self study courses. They were asked the teachers to motivate the students and visit the sites for self study courses for their own interest.

3. Feedback from teachers regarding syllabus prescribed by GNDU for all the courses and suggestion which was given by teachers ~~mailed~~ to Dr. J.P. Sharma (Prof.) Member of Board of Studies.

4. Special arrangement for Youth Festival and time table were framed.


6/9/21

Rajbir


Rajbir

Minutes of Curriculum Development Cell

Meeting 30/1/2022

The meeting of CDC was held on 30/1/2022 in the Seminar Room of College. The meeting began with welcome address by Dr. J.P. Sharma

Agenda of the Meeting:

1. Feedback regarding completion of syllabus of M.Ed and formulation of synopsis of M.Ed (Sem I).
2. Purchase of Books for Library and items for various Labs.
3. Inter House Competitions.

Proceedings of the Meeting:

1. Principal Madam asked the co-ordinator to prepare a schedule for 4 week internship and duties were assigned to teachers. Supervisors were allotted to the formulation of synopsis for M.Ed 1st sem.

2. Principal Madam asked the teachers to submit the list of books required for their subjects to the librarian.

3. Various inlethouse competitions i.e. Mehendi, Rangoli, Best ^{out} of waste will going to organize in the month of Feb.

~~Detd~~ ~~Adv~~
30/1/22
~~Adv~~

Rajbir

Minutes of Curriculum Development Cell.

Meeting : 22/07/2022

The meeting of the CDC was held on July 22, 2023 at 1:00 P.M. in the Seminar room. The meeting began with the welcome address by Mrs. Ravika Kaur, Incharge Curriculum Development Cell.

Agenda of the Meeting:

1. Reconstitution of members of Curriculum Development Cell and Committee.
2. Suggestions for modification in the syllabi of Value added courses.
3. Assigning of duties to the members regarding seeking and compiling subject wise feedback from students, teacher educators and heads of practising schools, alumni and parents and submit to the Curriculum Development Cell.
4. Workshops / Extension Lectures

Proceedings of the Meeting:

1. Ms. Meenu Verma replaced Mrs Ritu Kalia in the curriculum Development Cell and the revised Semester incharges constituted the committee of the session 2022-23.
2. Duties were assigned to members of the newly constituted Curriculum Development Cell for preparing, seeking and compiling feedback regarding curriculum of various Teacher Education Courses.
3. Mrs. Ritu Kalia assigned the duty to orient the students regarding value added courses Self Defence and Naitik Sikhiya Exam.
4. Themes for organising various workshops, seminars and extension lectures were discussed and recommended to IQAC for further action.
5. The members of the cell decided to motivate teachers for attending workshops and seminars.

22/7/23

SA

Ritu Kalia
Kalia

Minutes of Curriculum Development Cell

Meeting 4 / 9 / 2023

The meeting of C.D.C. was held on 4/9/2023 in seminar room at 1:00 P.M. The meeting began with welcome address by Principal. Dr. Kawalbir Kaur Mahal.

Agenda of the Meeting:

1. Preparation for GNDU Youth Festival.
2. Celebration of Teacher's Day and other important days.
3. Purchase of books for library and Tests for Psychology Lab.
4. Enrolment of students in Value added Courses and Self study.
5. Plan for mid course correction.

Proceedings of the Meeting:

1. Principal Madam assigned duties to the teachers for preparation of various items of Youth Festival of GNDU Amritsar.
2. A schedule for organisation.

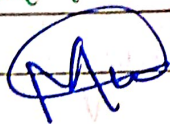
and celebration of important days was prepared. Duties of Teacher's Day/ Foundation Day celebrated on 5th Sep. was assigned to faculty members.

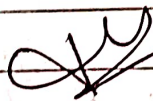
3. Principal Madam asked the teachers to submit the list of books required for their respective subjects to the Librarian.

4. Principal Madam asked the incharges of Value Added Courses and other courses to acquaint the students with the system and ensure enrolment of the student in these courses.

Jahel

4/9/23





Ritu Kalia

Kaffie

Meeting of Curriculum Development Cell

Meeting: 1/12/2023

The meeting of C.D.C. was held on 1/12/2023 in Seminar Room at 2:00 P.M. The meeting began with welcome address by Mrs. Rajbir Kaur (Co-ordinator)

Agenda of the Meeting:

1. Feedback regarding completion of syllabus of B.Ed (Sem I) and finalisation of House Tests of B.Ed (Sem I) Evaluation of M.Ed.
2. NSS camp for B.Ed (Sem IV) and schedule for visit to Community Service.
3. Evaluation of Field Engagement with Community files of B.Ed (Sem IV)

Proceedings of the Meeting:

1. The dates for internal evaluation of M.Ed and B.Ed. internships record were finalized and dates were assigned to the teachers. Duties for evaluation of school internship files of B.Ed (Sem II) were assigned by the Principal.

2. Principal Madam asked the co-ordinator of B.Ed to frame the schedule of final discussion lesson.

3. NSS activities for B.Ed (Sem I) were discussed with NSS in-charge Madam Baljeet Kaur and they are asked to visit the students for various community services.

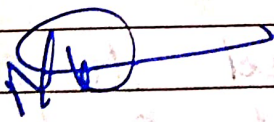
4. Files of Field Engagement were submitted to the concerned teacher in-charge and dates of all these events were finalized.

5. Feedback regarding completion of syllabus of B.Ed (Sem I) and finalisation of dates of House Test of B.Ed (Sem I).

Final
11/12/23

Ritu Gaur

Rajbir

Meetings of Curriculum Development Cell.

Meeting 16/01/2024.

The meeting of CDC was held on 16/01/2024 in Staff room at 2:00 P.M.

Agenda of the Meeting:

1. Conduct of House Test (M.Ed)
2. Internal Assessment for B.Ed.
3. 4-week internship programme of M.Ed class and formulation of Synopsis of M.Ed Sem I
- 4.

Proceeding of the Meeting:

1. In this meeting, Principal Madam asked the co-ordinator ~~B.Ed~~ regarding the preparation of conduct of House Tests.
2. Teachers were asked to evaluate the students test and giving feedback to the students.
3. The date for celebration of National Volei's Day was finalized.

4. A schedule for 4 week internship was prepared and duties were assigned to the teachers. Supervisors were allotted to the formulation of synopsis for M.Ed II students.

~~Qadri~~

~~10/1/24~~

~~✓~~

Ritu Gaur

~~RAH~~

Rajni

Meetings of Curriculum Development Cell.

Meeting - 29/04/2024

The meeting of CDC was held on 29/4/2024 in the Seminar Hall at 2:00 P.M.

Agenda of Meeting

1. Feedback and Placement Performas
2. Cultural Program and Poster Making Mehendi and Rangoli Competitions for B.Ed and M.Ed students
3. Suggestions for modification in the value added courses
4. Feedback from teachers regarding syllabus prescribed by GNDU Amritsar.

Proceedings of the Meeting;

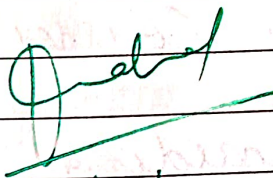
1. Duties were assigned for getting the feedback performa and placement performas filled by the students.
2. Duties were assigned for organising Extension lecture and interactive session by educationist of different

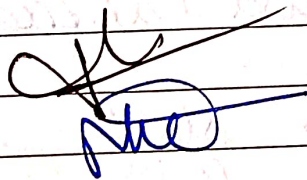
institutions.

3. Duties were assigned for the organisation of Poster Making, Rangoli competition for B.Ed and M.Ed students.

4. Teachers were asked to submit the suggestions of modifications in the syllabus to curriculum development cell.

5. Suggestions are invited from the teachers for modification in the value added courses.


29/4/24



Ritu Bhatia
Rajbir

Meeting of Curriculum Development Cell

Meeting: 8/8/2024

The meeting of CDC was held on 8/8/2024 at 1:00 P.M. in Seminar Room.

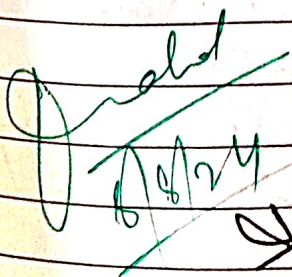
Agenda of Meeting:

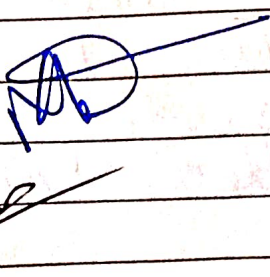
1. Formulation of Committees and Clubs.
2. Purchase of Books for Library.
3. Enrolment of Students in Value Added Courses and Certificate Courses.
4. Suggestions from Staff regarding Curriculum of B.Ed.
5. Celebration of Teacher's Day and Planning for Seminar on the topic Role of Youth in inculcating Peace with Global Punjabi Association and Ahmadiyya Muslim Community.

Proceedings of the Meeting:

1. Committees and Clubs of Session 2024-25 were formed and duties were assigned to teachers.

2. Principal Madam asked the teachers to submit the list of books required for their respective subjects. Specimens were provided to teachers.
3. Principal Madam asked the incharges of Value Added Courses and other courses to acquaint the students with the system and ensure enrolment of students in these courses.
4. Suggestions regarding B.Ed and M.Ed syllabus prescribed by G.N.D.V. for all the courses and suggestions which was given by teachers noted to Dr J.P. Sharma (Prof).
5. A schedule for organisation of important days and various activities was prepared. It was also decided (proposal of seminar sent by Global Punjab Association and Ahmadiyya Muslim Community) that the seminar on ^{topic} ~~topic~~ ^{topic} inculcating Peace will be organized in the last week of September.


J. P. Sharma


Ritu Kalia

Ritu Kalia
Rajbir

Meeting of Curriculum Development Cell

Meeting 28/11/25

The meeting of CDC was held on 28/11/25 at 1:00 P.M. in the Seminar Room.

Agenda of the Meeting:

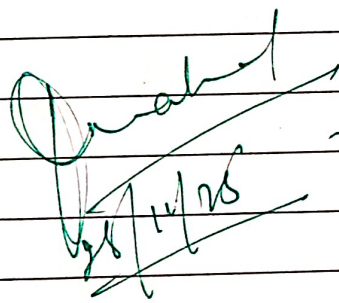
1. Conduct of House Test
2. Enrolment of students in Self Study Courses and Value Added Courses
3. Plan for Mid Course Correction.

Proceeding of the Meeting.

1. Principal Madam assigned duties to the teachers for to acquaint the students with the system and also asked the co-ordinator BEd regarding the preparation of conduct of House Tests.
2. Principal Madam asked the incharges of Value Added Courses and other courses to acquaint the students regarding self study and value added courses and

ensure the enrolment in these courses.

3. Principal Madam asked the faculty members to proposed necessary adjustments in teaching strategies, timelines and assessment practices. It was resolved to implement these corrections immediately and monitor progress through periodic reviews


28/11/25