

## Circular

Circular No : BSS - 1QAC/004/2021 - 2022.

Date : 26.10.2021.

This is to inform you that, there will be an official meeting on 27<sup>th</sup> October 2021 in the Principal's chamber at 03:30 pm. Hence, all the faculty members are informed to attend the meeting.

## Meeting Agendas:

- \* Preventive Measures on Covid - 19.
- \* Progress of school Internship.
- \* Commencement of 1<sup>st</sup> and 4<sup>th</sup> semesters
- \* Academic Calander.
- \* Induction and orientation programme.
- \* Blended teaching methodology
- \* Action plan for Internal assessment.
- \* Renovation of classrooms.
- \* Community Living camp.
- \* Study tour
- \* NEP Presentation



*[Signature]*  
 PRINCIPAL,  
 B. S. S. B. Ed, Training College  
 Alathur (PO), Palakkad-Dt  
 Kerala - 678 541.

*[Signature]*  
 Principal  
*[Signature]*

*[Signature]*  
 Meena  
*[Signature]*

*[Signature]*  
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## Meeting Minutes

Date : 27.10.2021

An official Faculty meeting was held on 27<sup>th</sup> October 2021 at 3:30 PM in the principal's chamber headed by Dr. K. S. Balambika, Principal, B.S. B.Ed Training college.

### Meeting Agendas

1. Preventive measures on Covid-19
2. Progress of School Internship
3. Commencement of 1<sup>st</sup> & IV<sup>th</sup> Semesters
4. Academic Calendar.
5. Induction and Orientation Programme.
6. Blended teaching methodology
7. Action plan for Internal Assessment
8. Renovation of classrooms.
9. Community Living Camp.
10. Study tour.

Faculty member Presented : 11

Decisions / Discussion / Resolutions :

### Agenda - 1 - Preventive Measures on Covid-19

- \* It is decided to follow strictly the standing operative procedures assigned by the Govt. of Kerala in the institutions
- \* Hand washing in the rest rooms and washing area should be maintained
- \* Hand sanitizer in the class rooms and washing areas, rest room, staff room, office and Principal's room should be maintained
- \* Face mask is mandatory while entering the campus
- \* It is decided to paste the posters related to the preventive measures for Covid-19 wherever applicable.



### Agenda - 2 - Progress of School Internship

- \* It is decided to follow the school internship guidelines issued by the University of Calicut.

### Agenda - 3 - Commencement of 1<sup>st</sup> and 4<sup>th</sup> Semesters

- \* It is decided to adopt the commencing dates of 1<sup>st</sup> and 4<sup>th</sup> semesters as per the academic calendar of the University of Calicut.

### Agenda - 4 - Academic Calendar

- \* It is decided to design an academic calendar for the academic year 2021-2022 with the decisions of the Curriculum Development Committee.

### Agenda - 5 - Induction and Orientation Programme

- \* It is decided to conduct an orientation programme for the freshers in the middle of November, 2021.

### Agenda - 6 - Blended Teaching methodology

- \* It is decided to adopt blended teaching methodology.
- \* It is decided to inform all the teachers to create necessary LMS in their teaching.

### Agenda - 7 - Action Plan of Internal Assessment

- \* It is decided to adopt follow the internal assessment criteria as per the syllabus of the University of Calicut.
- \* It is decided to complete the tasks and assignments related to each course as per the syllabus.

### Agenda - 8 - Renovation of Classrooms

- \* It is decided to inform the management to renovate the classrooms with paint.

black board polish

### Agenda - 9 - Community Living Camp.

\* It is decided to conduct the community living camp in the second week of November 2021.

### Agenda - 10 - Study Tour.

\* It is decided to conduct one day study tour within the state at the end of the ~~second~~ <sup>odd</sup> semester.

### Agenda - 11 - NEP Presentation

\* It is decided that all the teaching faculty will present the core concept of National Educational Policy 2020.

Members:

Smt. Rasmi V.M.	
Smt. Meera T N	
smt. Neema Sureshan	
Smt. Pini. M. George.	
Sri. Santhosh. T.	
Sri. Prjith. E.P	
Sri. Santhosh. V.	
Sri. Sagar Das	
smt. Priya Copinath.	
Smt. Sruithi S.	



  
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# Action Taken Report

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Agenda	Action Taken
Preventive measures on Covid - 19.	<ul style="list-style-type: none"><li>* Hand Sanitizer put in the office, staff room, classrooms, general hall &amp; washrooms.</li><li>* Infrared Thermometer purchased for regular body temperature monitoring.</li><li>* Student teachers and staff are advised to take the vaccine.</li></ul>
Progress of School Internship	<ul style="list-style-type: none"><li>* School Internship program arranged with the institutions and monitored by the respective option teachers under the supervision of Principal.</li></ul>
Commencement of 1 <sup>st</sup> & 4 <sup>th</sup> semester Academic Calendar.	<ul style="list-style-type: none"><li>* Institution Academic Calendar prepared along with time table, duty allotment.</li><li>* Smt. Rasmi V. (Asst. Prof. in Commerce) has given the discharge.</li></ul>
Induction and Orientation	<ul style="list-style-type: none"><li>* Smt. Neema Suresh (Asst. Prof. in English) has given the discharge.</li></ul>
Blended Teaching Methodology	<ul style="list-style-type: none"><li>* All the teaching faculty are inducted to adopt learning management systems according to their content.</li></ul>

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|---------------------------------------|--|
|                                       | * All the teachers informed to create google classroom and whats App separately for the hybrid / blended teaching.           |
| Action Plan for Internal Assessment . | * All the teacher educators are instructed to complete their respective internal assessmt activities/ tasks within the time. |
| Renovation of classrooms              | * Formal message forwarded to the management by the Principal man.   |
| Community Living Camp Study tour.     | * Smt. Meera TN (Asst. Prof. in Social Science) has given the purchase   |



  
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