

**MES' Pillai College of Education & Research, New Panvel (W)**  
**Academic Year: 2019-2020**  
**College Development Committee**  
**Meeting Notice**

**Date: 4<sup>th</sup> July, 2019**

Dear Madam/ Sir,

Greetings to all of you!

The College Development Committee is formed as per the Section 97 of the Maharashtra Public Universities Act, 2016. We thank you for your consent to be a part of this committee.

A meeting of the College Development Committee has been scheduled on 9<sup>th</sup> July, 2019 at 4:00 p.m. in the Conference room, Second floor, PCER-Panvel. Please make it possible to attend the same.

Kindly contemplate on the agenda of the meeting.

Agenda:

- To discuss the role & responsibilities of the college development committee
- Regarding admission process for the next academic year
- Regarding planning for the academic year 2019-20
- Regarding progress of IQAC quality initiatives

All members are requested to attend the meeting. Thank you.

Yours truly,



| <b>Composition of the College Development Committee:</b> |  |
|--|--|
| Management Chairperson                                   | DR. K. M. Vasudevan Pillai   |
| Management Nominee                                       | Mrs. Geeta Menon   |
| Teaching faculty   | Dr. Geeta S. Thakur<br>Mrs. Bindu Tambe<br>Mrs. Namrata Saxena                       |
| Non-teaching faculty                                     | Ms. Pramila Shivkar  |
| Four local members including Alumni                      | Dr. Elizabeth Mathew<br>Mr. Jomon Mathew<br>Mrs. Anuradha Kolhe<br>Ms. Deepa Jayaroy |
| IQAC Coordinator   | DR. Bhavna Dave  |
| General Secretary- Student Council                       | Ms. Harvinder Kaur   |
| Principal of the College                                 | DR. Sally Enos   |

## Minutes of the meeting of the College Development Committee held on 9<sup>th</sup> July, 2019

The meeting started with a warm welcome by Principal Dr. Sally Enos to all the committee members.

Discussions and deliberations on the agenda were as follows:

### **Role & Responsibilities of the College Development Committee**

- To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- To prepare an overall comprehensive development plan of the college regarding academic, administrative and infra-structural growth and enable the college to foster excellence in curricular, co-curricular and extra-curricular activities.
- To decide about the overall teaching programmes and academic calendar for B.Ed & M.Ed. programme.
- To discuss the introduction and execution of new value-added courses & self-study courses as well as suggest recommendations on improving the existing courses.
- Review the code of conduct prepared for teachers, non-teaching staff & students.
- Make specific recommendations regarding the improvement in teaching & suitable training programmes for the employees of the college.
- To formulate proposals of new expenditure not provided for in the annual financial budget.

### **Admission process:**

- The enquiries in the college office for the B.Ed. & M.Ed. courses should be attended to with concern & warmth. Their names should be registered and the office was instructed to keep a constant follow-up with them and help them with the online process and related aspects till the completion of the admission process.

### **Planning for the academic year 2019-20**

- **Teacher Orientation & Student Induction Programme:** Different units of the Course subjects, activity portfolios, clubs & cells to be distributed among the staff members appropriately. Teachers to be instructed to submit reports of various activities & log books timely. Discussion of code of conduct to be done in the staff meetings. New students to be oriented on the semester-wise courses & value added courses. Entry tests of the students to assess their needs, skills & abilities should be conducted.
- **Conduct of Student-council Elections:** Like every year, students should be given an opportunity to nominate themselves for elections, campaign and build good interpersonal relationships with their classmates.
- **Practice Teaching & Internship:**  
Practice teaching in-charge to plan and organize the sem-3 and sem-4 internship for the

students of S.Y. B.Ed. and in order to train the F.Y. B. Ed. students-teachers in the various skills of teaching, workshops to be conducted like every year and use of Graphic Organizers, Concept Mapping to be added.

**Co-curricular & Extracurricular activities:**

All clubs & cells to plan their programmes and prepare reports.

**Regarding progress of IQAC quality initiatives:**

- Planning of One-day National Level Seminar on “Environmental Re-engineering: Series-10 People and Nature: A Livable and Sustainable Future”
- Encouraging professional growth of teachers.

**MES' Pillai College of Education & Research, New Panvel (W)**  
**Academic Year: 2019-2020**  
**College Development Committee**  
**Meeting Notice**

**Date: 2<sup>nd</sup> January, 2020**

Dear Madam/ Sir,

Greetings to all of you!

A meeting of the College Development Committee has been scheduled on **14<sup>th</sup> January, 2020** at 4:00 p.m. in the Conference room, Second floor, PCER-Panvel.

Please make it possible to attend the same.

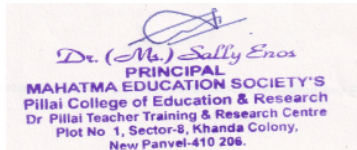
Kindly contemplate on the agenda of the meeting.

Agenda:

- Review of co curricular & extra-curricular activities since June 2019
- Regarding community service
- Regarding Collaborations and linkages
- Regarding placements
- Regarding collaboration with UGC-HRDC
- Regarding 50 years Celebrations of MES

All members are requested to attend the meeting. Thank you.

Yours truly,



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Principal of the College

DR. Sally Enos

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## Minutes of the meeting of the College Development Committee held on 14<sup>th</sup> January 2020

### **Review of Co-curricular & Extracurricular activities since June 2019:**

- **Celebrations of International Day of Yoga** on 21<sup>st</sup> June, 2019 with an hour-long session by Ms. Rajalakshmi Rao, a seasoned yoga practitioner and instructor.
- **Garba & Dandiya**, an activity for the body as well as the mind- On 5<sup>th</sup> October 2019
- **MahaWalkathon:** On 30<sup>th</sup> November 2019, the student teachers and the teaching staff participated in the MahaWalkathon organized by the University of Mumbai as a part of awareness drive. This initiative was from the Government of Maharashtra to encourage No-Honking, Road-safety and Responsible-Driving.
- **Poster-making Competition** on Constitutional Rights & duties
- **Awareness on Plastic Waste-** On 13<sup>th</sup> Nov 2019, a session on Plastic Waste Management was conducted by Ms. Kalpana Andhare. The aim of this seminar was to bring to our attention the implications of use of plastic on our surrounding and to remind us how we human beings are linked to our environment.
- **Workshop on Disaster Management:** Workshop on Disaster Management was conducted by K.R Kurkute, Asst. Deputy Controller, Civil Defence. The session was spread across 3 days, from 14<sup>th</sup> to 16<sup>th</sup> November 2019.
- **Extension Project work of the DLLE & Participation in UDAAN:** Students to complete the Career Project as oriented by DLLE.
- **Cultural programmes:** PCER celebrated the rich cultural diversity of the different states of India. The various groups of student teachers showcased the richness in festivals, dance forms, food habits as well as dressing depicting one particular state in the month of Nov-Dec-2019.
- **23<sup>rd</sup> December 2019-** One-day **National Level Seminar** on “ENVIRONMENTAL RE-ENGINEERING: SERIES-10 People and Nature: A Livable and Sustainable Future”

### **Community Service:**

- At Bhartiya Manav Vikas Trust's Special School, New Panvel
- At Rotary Club of Panvel Industrial Town Charitable Trust's Rotary Special School for Hearing Impaired Children at New Panvel
- At Shantivan, Nere
- 'Shramdaan' at the old age home
- MES Community day celebration- As in the past year, this year also children from the NGO- Immanuel Mercy Ashram, Chiple, Panvel, to be brought to the campus.

**Placements & Orientation to International Employment Opportunities:** Orientation to the students of PCER, by GEMS-Dubai with an objective to create awareness among the student teachers on the job opportunities available outside India. Other schools in and around Panvel area, like Empyrean High School, Vishwajyot High School, Vibgyor School, Lokmanya Tilak

International School, Dr. Pillai Global Academy, Mahatma International School, MNR International School, CKT College etc. to organize walk-in interviews and conduct placements.

**Collaborations and linkages:**

- Linkage with Taloja Industries Association
- Coursera, an online learning platform
- Tie-up with HP online store

**Short term course on "Contemporary Strategies in Teaching and Assessment"** to be organized in collaboration with UGC HRDC University of Mumbai.

**50 years Celebrations of MES**

To commemorate a humble beginning to the events of the 50 years celebrations of Mahatma Education Society, one day event to be organized with alumni, students and staff from the various departments in the campus.

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