

MES' Pillai College of Education & Research, New Panvel (W)
Academic Year: 2020-2021
College Development Committee
Meeting Notice

Date: 15th May 2020

Dear Madam/ Sir,

Greetings to all of you!

An online meeting of the College Development Committee has been scheduled on **1st June 2020** at 4:00 p.m. on Google Meet. Please make it possible to attend the same.

Kindly contemplate on the agenda of the meeting.

Agenda:

- Regarding admissions
- Regarding planning for the academic year 2020-21 to be conducted online
- Regarding preparation of AQAR for submission
- Regarding conduct of Webinars

All members are requested to attend the online meeting. The link will be shared via Whatsapp.

Thank you.

Yours truly,



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

Minutes of the meeting of the College Development Committee held on 1st June, 2020

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:

Admission process:

The contact numbers of staff to answer the enquiries for admission to the B.Ed. & M.Ed. courses to be updated on the website and attended to **via telephonic conversations & online mode via mails**. The names of the prospective students to be registered and the office staff was instructed to keep a constant follow-up with them till the completion of the admission process.

Regarding planning for the academic year 2020-21 to be conducted online:

- **Teacher Orientation Programme:** Online meetings to be scheduled and different units of the Course subjects, activity portfolios, clubs & cells to be distributed among the staff members appropriately. Discussions with reference to submission of reports of various activities, log books, code of conduct to be taken up in the staff meetings.
- **Student Induction Programme:** A whatsapp group for B.Ed. & M.Ed separately to be created for the admitted students. The students to be oriented with reference to the courses semester-wise on Google Meet.
- **Practice Teaching & Internship:** In order to train the F.Y. B. Ed. students-teachers in the various skills of teaching, Online workshops on skills in teaching to be organized. Online internship to be planned for students of Sem-3 & 4. Online workshops to be conducted on online teaching-learning & formative assessment techniques.
- **Extension Project work of the DLLE** to be completed, submissions of reports and annexure to be done & students to be prepared for participation in UDAAN.

Regarding preparation of AQAR for submission: The college has to go for NAAC reaccreditation in 2021 and therefore the IQAC has to gear up for the submission of Annual Quality Assurance Reports and SSR of the college.

Regarding conduct of Webinars: It is not possible to have seminars and conferences in the situation of lockdown, therefore a series of webinars to be organized. Incharge teachers of all clubs and cells to be instructed to decide themes and contact experts in the field and thereafter finalize the dates with the Principal.

MES' Pillai College of Education & Research, New Panvel (W)
Academic Year: 2020-2021
College Development Committee
Meeting Notice

Date: 1st January 2021

Dear Madam/ Sir,

Greetings to all of you!

An online meeting of the College Development Committee has been scheduled on **10th January 2021** at 4:00 p.m. on Google Meet. Please make it possible to attend the same. Kindly contemplate on the agenda of the meeting.

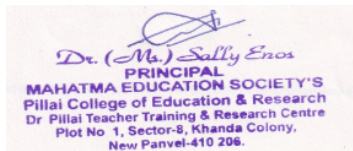
Agenda:

- Review of activities done since June 2020
- Regarding planning for research activities
- Reviewing progress of the IQAC quality initiatives

All members are requested to attend the online meeting. The link will be shared via Whatsapp.

Thank you.

Yours truly,



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

Minutes of the meeting of the College Development Committee held on 10th January, 2021

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:

Review of activities done since June 2020

- **International Day of Yoga** was celebrated on 21st June to raise awareness on the many benefits of practicing yoga.
- **Webinar on Ethical Teacher Behaviour Modifications for enhancing professionalism on 24th July 2020.** The resource person for the session was Dr. Anuradha Jaiswal, Academic Director, Gems group of schools, Nasik. The session was streamed live on YouTube for the participants.
- **Integrating soft skills in online teaching on 31st July 2020.** The resource person for the session was Dr. Vandana Mahajani, Nagar Pramukh, Vivekananda Kendra, Kanyakumari, Navi Mumbai Branch.
- **Creating and editing video lessons on 1st August 2020.** The resource person was Ms. Neetu Pillai, Associate professor, Pillai College of Engineering.
- **Intellectual Property Rights on 13th August 2020.** The resource person for the session was **Mr. Priyesh Keenan**, faculty, Pillai HOC College of Arts, Science & Commerce, Rasayani.
- **Using ‘Kahoot’ for “Online Assessment Techniques” on 3rd September, 2020.** The resource person was Dr. Prashant Lokhande.
- **Webinar on 12th September, 2020, on Teaching for Perspective Change: Transformational Learning.** Our expert for the session was Dr. Anne Grey, Professor, Faculty Chair, Concordia University, Wisconsin.
- **Webinar on Critical Thinking: Tools and Techniques for Teachers - 26th September, 2020.** The resource person was Dr. Chetan Date, President, Business Quality Systems.
- To celebrate **World Habitat Day**, a webinar was organized by PCER Panvel in collaboration with PHCER Rasayani and Soroptimist Welfare Association (SIBC) to find 1-minute habit formation which can conserve and preserve the habitat and environment on **15th October, 2020.** The theme was “One Habit. One Decision. One Change. Everyday.”
- **Cultural competitions 2020:** PCER Panvel organized Cultural Competitions for S.Y.B. Ed and M. Ed. students from 19th to 22nd November, 2020. Due to pandemic situations these competitions were conducted through the online mode. Many students actively participated and displayed their skills and talents.
- **Community Service:** Students conducted online sessions in their practice teaching schools on various topics to create awareness among the students.

- **Examinations:** University of Mumbai decided to conduct the pending exams using online mode in October 2020. PCER Panvel had the privilege of being a **lead college with 8 cluster colleges working together to complete semester exams of the University of Mumbai successfully.** Exams were conducted using MKCL platform at first & then Google Meet, Google forms and Google Classrooms.

Regarding Research activities:

It was planned that the sem. 4 students of B.Ed and M. Ed. to be given online guidance for action research and dissertation writing respectively. Students to be instructed to connect with their respective guides via Google Meet at least thrice a week; and M.Ed students to be trained to face online viva with the help of Powerpoint presentation.

Reviewing progress of the IQAC quality initiatives:

1. Professional Growth of Teachers:

- Dr. Geeta Thakur & Mrs. Namrata Saxena successfully completed Refresher Course in Teacher Educators: Learning Outcomes and Educational Reform -Pedagogy, Assessment and Quality Assurance (Online mode) from 14th August 2020 to 27th August 2020 and obtained grade (A).
- Dr. Geeta completed an online Short-Term Programme on “Human Rights” from 3rd to 9th October 2020. The STP was conducted by IQAC and IIC of Sree Ayyappa College for Women, Chunkankadai in collaboration with UGC- HRDC, Kannur University, Kerala.
- Mrs. Namrata Saxena completed online short-term course on “Inclusive Learning Environment” conducted through MOOC platform, organized by Inter University Centre for Disability Studies, Mahatma Gandhi University, Kottayam, Kerala in collaboration with MES’s Pillai College of Education and Research, Chembur, Mumbai from 10th to 18th June 2020.
- The teachers also conducted workshops and sessions **as resource persons.**
- Teachers participated in webinars, workshops and published research papers.

2. **Planning of the NAAC Sponsored Webinar** on “Qualitative & Quantitative Metrics in Assessment of TEIs as per NAAC Guidelines 2019” to be held in February 2021.

3. **Planning of a workshop of Self-development and Capacity building for teachers** in the month of March, 2021.
