




**Mahatma Education Society's
Pillai College of Education & Research**

Plot-1, Sector-8, Khanda Colony, New Panvel (W)-410206

Composition of the Curriculum Planning Committee: A.Y. 2019-2020	
Principal of the College	Dr. Sally Enos
Teaching faculty	Dr. Bhavna Dave Dr. Geeta S. Thakur Mrs. Bindu Tambe Mrs. Namrata Saxena
Student Representatives	Harvinder Kaur Larissa Periera Darshana Jadhav Isha Dhody
Experts	Dr. Anna Fernandes Dr. Elizabeth Mathew
Representatives of Practice Teaching & Placement Schools	Mrs. Anuradha Kolhe Mrs. Sudha Nair Mr. Jomon Mathew


Dr. (Ms.) Sally Enos
PRINCIPAL
MAHATMA EDUCATION SOCIETY'S
Pillai College of Education & Research
Dr Pillai Teacher Training & Research Centre
Plot No 1, Sector-8, Khanda Colony,
New Panvel-410 206.

MES' Pillai College of Education & Research, New Panvel (W)
Curriculum Planning Meeting Notice

Date: 12th Nov. 2019

Dear Madam/ Sir,

Warm greetings!

A meeting of the Curriculum Planning Committee has been scheduled as follows. Please make it possible to attend the same.

Date: 16th November 2019

Time 4:00 p.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate on the agenda of the meeting.


Agenda:

- Regarding planning of course subjects and activity portfolios w.r.t. Sem-1 & 2 for F.Y. B.Ed. & F.Y. M.Ed. students
- Review planning of course subjects and activity portfolios for S.Y. B.Ed. & S.Y. M.Ed. students.
- Regarding conduct of Community work and Co-curricular activities
- Any other matter with the permission of the chair

Your presence at the meeting will enable us to get valuable suggestions. Please do make it possible to attend.

Thank you.

Yours truly,


Dr. (Ms.) Sally Enos
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Minutes of the Curriculum Planning Committee Meeting

Date: 16th November 2019

Venue: Conference room, Second floor, PCER-Panvel

Time 4:00 p.m.

Chairperson: Dr. Sally Enos

Participants: M.Ed. and B.Ed. Faculty Members, Student Representatives, Experts, Representatives of Practice Teaching & Placement Schools

Meeting Highlights:

Principal, Dr Sally Enos initiated the meeting and the following points related to the agenda were discussed.

Planning of course subjects and activity portfolios w.r.t. Sem-1 & 2 for F.Y. B.Ed. & F.Y. M.Ed. students: The distribution of the course subjects and activity portfolios w.r.t. Sem-1 & 2 for F.Y. B.Ed. & F.Y. M.Ed. students are as follows:

Semester 1: B.Ed. Course Subject and Portfolio distribution.


- CC1- Childhood and Growing up (Mrs. Pradnya Jadhav and Mrs. Namrata Saxena)
- CC2- Knowledge and Curriculum (Mrs. Bindu Tambe and Dr. Pratima Pradhan)
- IC1 – Gender, School and Society (Dr. Bhavna Dave and Dr. Geeta Thakur)
- Ability course 1: Critical understanding of ICT (In-charge – Dr. Geeta Thakur)
- Annual College Magazine and Biannual - Newsletters – Dr. Geeta Thakur
- Co-curricular activities – Mrs Pradnya Jadhav
- Community work – Mrs. Bindu Tambe
- Examination – Dr. Geeta Thakur

Semester 2: B.Ed. Course Subject and Portfolio distribution.

- CC3- Teaching and Learning (Dr. Geeta Thakur and Mrs. Pradnya Jadhav)
- EC1 – Pedagogy of School Subjects 1
 - English – Dr. Bhavna Dave
 - Hindi & Marathi– Mrs. Pradnya Jadhav
 - History – Ms. Smita Kurup
 - Geography – Mrs. Pradnya Jadhav
 - Science – Mrs. Bindu Tambe, Mrs. Namrata Saxena
 - Mathematics – Dr. Geeta Thakur, Mr. Gyanendrapratap Singh
 - Commerce – Dr. Sheetal Kadam
 - Economics – Dr. Latha Venkataraman
- IC2 – Educational Management (Dr. Pratima Pradhan, Mrs Bindu Tambe and Mrs. Namrata Saxena)
- Examination – Mrs. Bindu Tambe
- Practice teaching – Dr. Bhavna Dave

Semester 1: M.Ed. Course Subject and Portfolio distribution.

- CC1 – Philosophy of Education (Dr. James, Dr. Reni Francis)
- CC2 – History, Politics and Economics of Education (Dr. Sally Enos, Dr. Latha Venkataraman)


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- CC3 – Psychology of Development and Learning (Ms. Sally George, Dr. Bhavna Dave, Dr. Geeta Thakur)
- CC4 – Teacher Education (Dr. Pratima Pradhan, Ms. Namrata Saxena)

Semester 2: M.Ed. Course Subject and Portfolio distribution.

- CC5 – Sociology of Education (Dr. Pratima Pradhan, Dr. Sunita Jain)
- CC6 – Introduction to Research Methods (Dr. Sally Enos, Dr. Bhavna Dave, Dr. Swasti Dhar)
- CC7 – Curriculum Studies (Dr. Geeta Thakur, Dr. Reni Francis, Dr. Mary Varghese)
- CC8 – Higher Education Studies (Dr. Pratima Pradhan, Dr. T.A. James)

Review planning of course subjects and activity portfolios w.r.t. Sem-4 for S.Y. B.Ed. & S.Y. M.Ed. students

- Syllabus completion – Syllabus was completed on time and revision was conducted. Dwindling attendance was observed due to the student teachers being in their last semester.
- Research – S.Y. M.Ed. student teachers submitted their dissertations on time and their viva was completed.
- Practice teaching – The teacher educators faced the following issues like submission of lesson plans on time and cancellation of lessons. The teacher educators were also having issues of entering marks on time. So, it was decided that teacher educators must be firmer in collecting lesson plans and give timely reminders to the student teachers. Also, cancellation of lessons should only be allowed in case of genuine reasons.
- Examination – Some students did not attend essay and class test and hence retest dates had to be allotted. Regarding assignments it was noticed that some students did not submit their assignments on time and hence necessary actions were taken.

Conduct of Community work and Co-curricular activities: This year, community work will be taken up at Special Schools. The schools identified are in Panvel. Permission must be sought and list of students to be submitted to the schools. Students need to be oriented on the take and nature of work at school must be explained to them.


For co-curricular activities, cultural diversity of India will be celebrated. Students will be oriented to the activity, grouped, assigned states of India, and given time to present cultural highlights of the allotted state.

Internship of F.Y. B.Ed. Semester 2: Student teachers must complete 4 weeks of internship during which 5 lessons in their first method has to be taken. Permission from the practice teaching schools must be sought, list of students to be submitted to the respective schools, student teachers must be assigned shadow teachers, lessons to be guided, supervised and feedback given.

Main issue: It was observed by the teacher educators that student-teachers have to be trained for better involvement of pupils in their classroom.

Decision taken: It was decided that the teachers & students should be trained for conducting experiential learning and Models of teaching though it is not a part of the curriculum. The students should link the real-life experience with the school subjects. Demonstrations of model lessons should be given by the teacher educators to equip the student teachers with skill of concept attainment model and inquiry training model. After the demonstrations presentation by

students should be followed. The students should be provided with proper guidance and adequate feedback.


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MES' Pillai College of Education & Research, New Panvel (W)

Curriculum Planning Meeting Notice

Date: 4th May 2020

Dear Madam/ Sir,

Warm greetings!

A meeting of the Curriculum Planning Committee has been scheduled as follows. Please make it possible to attend the same.

Date: 8th May 2020

Time 4:00 p.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate on the agenda of the meeting.


Agenda:

- Regarding planning of course subjects and activity portfolios w.r.t. Sem-3 & 4 for S.Y. B.Ed. & S.Y. M.Ed. students
- Regarding conduct of internship and action research
- Any other matter with the permission of the chair

Your presence at the meeting will enable us to get valuable suggestions. Please do make it possible to attend.

Thank you.

Yours truly,


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Minutes of the Curriculum Planning Committee Meeting

Date: 8th May 2020

Venue: Conference room, Second floor, PCER-Panvel

Time 4:00 p.m.

Chairperson: Dr. Sally Enos

Participants: M.Ed. and B.Ed. Faculty Members, Student Representatives, Experts, Representatives of Practice Teaching & Placement Schools

Meeting Highlights:

Principal, Dr Sally Enos initiated the meeting and the following points related to the agenda were discussed.

The distribution of the course subjects and activity portfolios w.r.t. Sem-3 & 4 for S.Y. B.Ed. & S.Y. M.Ed. students are as follows:

Semester 3: B.Ed. Course Subject and Portfolio distribution.

- CC3 – Learning and Teaching (Dr. Bhavna Dave, Dr. Geeta Thakur, Mrs. Pradnya Jadhav)
- IC2 – Educational Management (Mrs. Bindu Tambe, Mrs. Namrata Saxena)
- EC1 – Pedagogy of School Subjects 2
 - English – Ms. Angel Sundar
 - Hindi & Marathi– Mrs. Pradnya Jadhav
 - History – Dr. Bhavna Dave
 - Geography – Mrs. Pradnya Jadhav
 - Science – Mrs. Bindu Tambe, Mrs. Namrata Saxena
 - Mathematics – Dr. Geeta Thakur, Mr. Gyanendrapratap Singh
 - Commerce – Dr. Sheetal Kadam
 - Economics – Ms. Mamta Patil

Semester 4: B.Ed. Course Subject and Portfolio distribution.

- CC5 – Contemporary India and Education (Mrs, Bindu Tambe, Mrs. Pradnya Jadhav)
- EC3 – Guidance and Counselling – Dr. Bhavna Dave, Dr. Namrata Saxena
 - Environmental Education – Dr. Geeta Thakur, Mrs. Bindu Tambe
 - Action Research – Ms. Pradnya Jadhav
- IC4 – Creating an Inclusive School (Mrs. Pradnya Jadhav, Mrs. Namrata Saxena)
- Examination and Community work in-charge – Mrs. Bindu Tambe
- Practice teaching in-charge – Dr. Bhavna Dave

Semester 3: M.Ed. Course Subject and Portfolio distribution.

- EC1 – Secondary and Higher Secondary (Mrs. Bindu Tambe, Dr. Sunita Jain)
- EC2 – Pedagogy, Andragogy and Assessment (Mrs. Bindu Tambe, Dr. Geeta Thakur)
- CC9 – Research Methodology (Dr. Sally Enos, Dr. Bhavna Dave, Dr. Swasti Dhar)

Semester 4: M.Ed. Course Subject and Portfolio distribution.

- OC1 – Communication Skills and Academic Writing (Dr Bhavna Dave/ Ms Namrata Saxena)
- OC2 – Environmental Education (Dr. Sally Enos, Dr. Geeta Thakur)

- OC3 – Educational Management (Dr. Pratima Pradhan, Mrs. Bindu Tambe)
- Internship – Students have to take part in the functioning of the B.Ed. activities.

Internship: S.Y. B.Ed. will have internship programme of 11 weeks in the third semester and 4 weeks in the fourth semester. Permission from the practice teaching schools should be sought, list of students must be submitted to the schools. The students have to take 15 lessons during their third semester internship and 10 lessons during their fourth semester internship. All the lesson must be guided, supervised and constructive feedback given after the lesson. The students should attend schools as per the school timings.

Action Research: Student teachers have to conduct action research in their fourth semester. The teacher in charge will be Mrs. Pradnya Jadhav. Student teachers will be oriented, and a time line must be provided to them till the submission of the action research report. The student teachers will be grouped under different guides. Timely guidance has to be provided to the student teachers by their respective guides.

Annual college magazine Spark Teacher-Editor will be Dr. Geeta Thakur
Newsletters will be made by Dr. Geeta Thakur


Other matters: Owing to the sudden lockdown due to Covid situations and the uncertainty of reopening, the lectures were immediately shifted online. After initial teething problems, the lectures were conducted smoothly. It was also decided that to improve the digital skills of teacher educators and student teachers, webinars on online teaching tools will be conducted.

Main Issue 1: It was observed that the learning resources submitted by student teachers faced the issue of storage space.

Action/ decision taken: The issue was discussed among the teacher educators, and it was decided that student teachers should generate ideas and implement it into making compact, workable, foldable and portable learning resources.

Main Issue 2: The student teachers requested more study-time in between their class tests for better preparation and performance in tests.

Action/ decision taken: The schedule of the B.Ed.& M.Ed. course starts very late and hence it was not possible to have gaps in the exam dates. However, study leave, though less, will always be made possible.


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