

<b>MES' Pillai College of Education &amp; Research, New Panvel (W)</b>	
<b>Composition of the Curriculum Planning Committee:</b>	
A.Y. 2020-2021	
Principal of the College	Dr. Sally Enos
Teaching faculty	Dr. Bhavna Dave Dr. Geeta S. Thakur Mrs. Bindu Tambe Mrs. Namrata Saxena
Student Representatives	Larissa Periera Priyanka Singh Isha Dhody Pooja Talreja
Experts	Dr. Anna Fernandes Dr. Elizabeth Mathew
Representatives of Practice Teaching & Placement Schools	Mrs. Anuradha Kelle 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: 21<sup>st</sup> Sept. 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: 25<sup>th</sup> Sept. 2020

Time 4:00 p.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate on the agenda of the meeting.


**Agenda:**

- Regarding delayed exams & action plan to revise course subjects with Sem-2 & 4 students
- Regarding conduct of Online examinations during Pandemic
- 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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**MAHATMA EDUCATION SOCIETY'S**  
**Pillai College of Education & Research**  
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## Minutes of the Curriculum Planning Committee Meeting

Date: 25<sup>th</sup> Sept 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.

- Due to the prevailing Covid restrictions, the University level examinations got delayed. The portion for the 2<sup>nd</sup> and 4<sup>th</sup> Semester will continue on the virtual platform i.e., Google meet till further guidelines from the University.
- The University level examination will be conducted online. Our college being the lead college of a cluster of 10 colleges will work on the preparation of question papers. The paper pattern will be 30 marks MCQ (30 questions of 1 mark each) and 30 marks descriptive questions (10 short note questions of 3 marks each).
- Internship of Semester 4 students will continue online. Permission must be sought from the practice teaching schools. The internship of M.Ed. semester 4 students also be conducted online.
- Action research guidance of S.Y. B.Ed. student teachers will be done online. Schedule will be made by the teacher in-charge Mrs. Pradnya Jadhav and shared with the students and the research guides. The students will be grouped, and each group will be assigned a guide. The student teachers should connect the Guides via Google Meet at least thrice a week for guidance. The student teachers will be trained to face online viva with the help of Power Point Presentation. The students should receive timely guidance and allowed to collect data via online mode.
- The submission of Internal assessment documents and their assessments will be done using Google Classrooms. G-classrooms for each subject will be created, codes of each of classroom will be shared with the student teachers and Training to teachers should be given to use G-classes. Student teachers will upload their assignments online by scanning their documents and uploading it in their respective Classrooms in the form of jpeg images or pdf docs. Teachers can correct online and enter marks in sheets shared by the in-charge teachers.
- The annual college magazine SPARK will be made by Dr. Geeta Thakur. Students should submit their articles as soft copies to the student editor. Teachers should submit all reports and photos to the magazine in-charge teacher. Class photo can be created by collecting soft copy of the Passport size photos from all students.



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

Date: 15<sup>th</sup> Feb. 2021

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: 20<sup>th</sup> Feb. 2021

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 in the online mode.
- Review planning of Sem-4 for second year B.Ed. & M.Ed. students
- Regarding conduct of online practice teaching, community work
- Regarding online guidance for action research and M.Ed. dissertation
- 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:** 20<sup>th</sup> Feb 2021

**Venue:** Conference room, Second floor, PCER-Panvel

**Time** 4:00 p.m.

**Chairperson:** Dr. Sally Enos

**Participants:** Principal of the College, Teaching faculty, 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 – Dr. Geeta Thakur
- Biannual - Newsletters – Dr. Geeta Thakur and Mrs. Bindu Tambe
- Co-curricular activities – Mrs Pradnya Jadhav
- Community work – Mrs. Bindu Tambe
- Examination – Ms. Pradnya Jadhav

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

- CC3- Teaching and Learning (Dr. Bhavna Dave, Dr. Geeta Thakur and Mrs. Pradnya Jadhav)
- EC1- Pedagogy of School subjects 1
  - Commerce and Economics – Ms. Mamta Patil
  - English – Angel Sundar
  - Hindi and Marathi – Mrs. Pradnya Jadhav
  - History – Dr. Bhavna Dave
  - Geography – Ms. Pradny Jadhav
  - Mathematics – Dr. Geeta Thakur and Mr. Gyanendra Pratap Singh
  - Science – Mrs. Bindu Tambe and Mrs. Namrata Saxena
- IC2 – Educational Management (Mrs Bindu Tambe and Mrs. Namrata Saxena)
- Examination – Mrs. Bindu Tambe
- Practice teaching – Dr. Geeta Thakur

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

- CC1 – Philosophy of Education (Ms. Bindu Tambe, Dr. Reni Francis)
- CC2 – History, Politics and Economics of Education (Dr. Sally Enos, Dr. Latha Venkatraman)
- CC3 – Psychology of Development and Learning (Dr. Bhavna Dave, Dr. Geeta Thakur, Dr. Mary Varghese)



- CC4 – Teacher Education (Dr. Sunita Jain, Mrs. Namrata Saxena)

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

- CC5 – Sociology of Education (Dr. Bhavna Dave, Ms. Pradnya Jadhav)
- 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. T.A. James, Ms. Namrata Saxena)

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.

Regarding conduct of online practice teaching, community work

Practice teaching will be done online. Student teachers from Semester 2 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. Student teachers from Semester 4 must complete 5 weeks of internship which also includes community work. They have to take 10 lessons (the breakup of lessons will be given to the students). Lessons have to be duly guided by the method masters, supervised and feedback given.

Community work is an integral part of the R.Ed. curriculum. Due to the covid restrictions, student teachers cannot physically go to the community centres therefore the student teachers will make presentations to create awareness and literacy on social issues. Teacher educators will find out the ways to disseminate information/ create awareness

Regarding online guidance for action research and M.Ed. dissertation

The action research schedule will be given to the students after they are grouped under their research guides. The students will have to collect data from their internship schools using the Google forms. The guides have to give the student guidance and meet them at least once a week on Google meet.

M.Ed. dissertation schedule will be shared with the students as well as their guides. The guides have to meet their student online using Google meet for giving timely guidance.

Main issues discussed and their action taken are as followed –

- Access to library – Since the access to library is closed for student teacher educators are requested to scan the textual material and post it in the G-Classroom. The notes should



be uploaded in the word docs/pdf/ PPTs in G-Classroom. Extra reading material should also be provided in the form of links, audio and video for better understanding.

- Online Placements – The placements for this academic session should be done online. The in-charge should contact the HR dept of the Schools and Colleges and schedule online interviews. Before the placement drive starts, student should be trained for preparing a resume and also for appearing for interviews.
- Conducting Co-Curricular Activity for Semester 1 students – CCA is a part of the Semester 1 B.Ed. course. Since we are still on the online mode of communication, student group has to be formed and they should be assigned various states of India. They could meet online and present the culture of that state on a scheduled day.



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

Details of the Meetings for in-house curriculum planning during the academic year 2020-

21

No.	Dates	Categories of Persons attended	Main Issues	Action/ decision taken
	20th February, 2021	Principal of the College, Teaching faculty, Student Representatives, Experts, Representatives of Practice Teaching & Placement Schools	Access to library	Teachers to scan the textual material and post in the G-Classroom; Uploading word docs/pdf/ PPTs in G-Class and also provide additional material in the form of links, audio and video for better understanding.
			Online Placements	The Incharge should contact the HR dept of the Schools and Colleges and schedule online interviews.
			Online Community Work	Students to create presentations to create awareness and literacy on social issues and teachers to find out how to disseminate information/ create awareness
			Conducting Co-Curricular Activity for Sem-1 students	Student Groups to be formed and they should be assigned various states of India. They could meet online and present the culture of that state on a scheduled day.


  
Dr. (Ms.) Sulli

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MES' Pillai College of Education & Research, New Panvel(W)				
Details of the Meetings for in-house curriculum planning during the completed academic year 2020-21				
No.	Dates	Categories of Persons attended	Main Issues	Action/ decision taken
	25 <sup>th</sup> Sept. 2020	Principal of the College, Teaching faculty, Student Representatives, Experts	Delay in Exams due to the Pandemic	Revision of course subjects and conduct of online classes for the same.
			Conduct of online exams during pandemic	Orienting students and teachers w.r.t.online exams; giving sample papers for practice; Training them to fill google forms and upload files
			Action research guidance for B.Ed.. Students & Research Guidance to M.Ed. students during Pandemic	Students should connect the Guides via Google Meet atleast thrice a week; Training students to face online viva with the help of Power Point Presentation.
			Submission of Internal assessment documents and their assessments	Google Classrooms to be created; Training to teachers should be given to use G classes; Students to scan their documents and upload the assignments in the respective Classrooms as jpeg images or pdf docs; Teachers can correct online and enter marks in sheets shared by the in-charge teachers.

  
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