



MAHATMA EDUCATION SOCIETY'S

PILLAI

COLLEGE OF

EDUCATION & RESEARCH

NAAC Accredited
'A' Grade

Dr. Pillai Teachers Training & Research Centre
Plot.1. Sector 8, Khanda Colony,
New Panvel - 410206 Tel: 2748 0289, 2748 1864
Fax: 2746 4161

PCERP/B.Ed./1004/2016

Date: 7th November, 2016

IQAC meeting notice

Dear Madam/Sir,

Thank You very much for accepting our proposal of being a part of the Internal Quality Assurance Committee (IQAC) of our institution. As a post-accreditation quality sustenance activity, a meeting of the IQAC has been arranged to deliberate upon the ways and means for optimal utilization of resources, opportunities and capabilities of the staff and students to promote quality. We request you to be present for the meeting.

Date: 19th November, 2016

Time: 4.00 p.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly go through the agenda of the meeting and give your valuable suggestions:

AGENDA:

1. Introduction of members of the PCER- Panvel IQAC committee
2. Chalking out the plan of action for quality enhancement
3. Discussion on faculty development programmes
4. Suggestions on quality related themes for inter and intra institutional workshops/ seminars/ conferences/symposiums
5. Value-added Add-on courses that can be implemented
6. Any other matter with the permission of the chair

Thank You.

Yours truly,


Dr. (Mrs.) 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.



IQAC Coordinator
Dr. Bhavna Dane

Date: 19th Nov. 2016

Highlights of the meeting

The IQAC co-ordinator, Dr. Bhavna Dave welcomed the chairperson and all the group members to the 1st formal meeting of the IQAC. She explained the meaning of IQAC & stated its objectives.

All the group members were introduced ~~to~~ & the process of constitution explained. She then focused on the monitoring mechanism of IQAC. The following information was shared with all the members:

Date of establishment of IQAC : 20th Oct, 2016

Website address : www.pcerpanel.ac.in

email id : pcerpiqac@mes.ac.in

web-link : pcerpanel.ac.in/disclosures/iqac

Dr. Bhavna read out the 10 recommendations given by NAAC Peer team during its visit to the institution. On the basis of suggestions given by NAAC, it was discussed that we need to take initiatives in keeping records of various activities like narrative-writing, video-recording of practice lessons of the students, analysis of feedback etc. Based on the report the perspective plan was listed down.

Dr. Dave told the members that a plan of action for quality enhancement had to be chalked out. She presented the criteria-wise (NAAC) initiatives that had to be considered while making a plan of

action. She urged all the members to give their suggestions and opinions. Dr. Sally, Chairperson of the IQAC told the group members that to find out programmes such as ECCE, guidance & counselling and others which the institute could start as certificate courses. She also said that we need to sign Memorandum of Understanding with other institutions/university/GO's/NGO's to enhance our quality.

Further in the meeting it was discussed that we have been appreciated for our mechanism of taking feedback from the stakeholders. It was decided that analysis of this feedback should be done and a report prepared.

To better the quality of teaching-learning & evaluation, it was decided that the following measures ^{should} be taken:

- * Peer-evaluation of different activities like community work, internship & book review.

- * Self study to be encouraged and therefore reciprocal peer-teaching to be started.

Dr. Enos agreed to ^{take} immediate action w.r.t. 2(f) 12(B).

It was discussed that initiatives in staff development need to be taken. Dr.

Enos said that all members of the faculty need to look for some short-term courses, orientation & refresher programmes.

as when required. The group members also discussed ^{the topics} on which faculty development programmes could be organized and the ^{availability of} resource people for the same. However it was concluded that all group members should think on this and give their suggestions in the areas of research, ICT, teaching-learning strategies & so on.

All group members also decided to locate funding agencies for research. Dr. Enos said that faculty members need to encourage students also to take up research work/projects other than compulsory by the university.


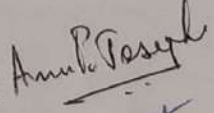
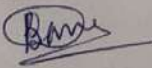
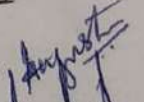
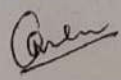
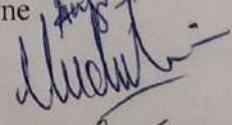
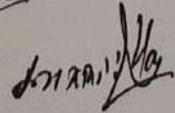
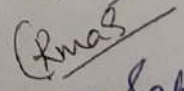
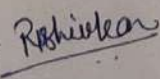
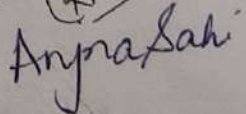


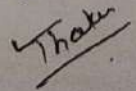
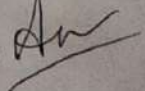

Collectively, it was also decided to start coaching for CTET/TET for school teachers & student-teachers.

The chairperson also suggested to the members to get information & think on energy audit & environmental audit.

The meeting was concluded with a happy note after the reading the report & vote of thanks.

Also attended by: - Mrs. Geeta S. Thakur ^{YST}
 Mrs. Bindu Jambhe ^{B. Jambhe}
 Ms. Navneet Sandhu ^{NS}

Attendance of the IQAC members:

- | | |
|---|---|
| 1. Dr. Sally Enos  | 9. Ms. Annu Varghese  |
| 2. Dr. Bhavna Dave  | 10. Mrs. Jeanette Augustine  |
| 3. Mrs. Geeta Menon  | 11. Mrs. Suchitra More  |
| 4. Mr. Ramchandran Nair  | 12. Mr. Rajesh Kumar  |
| 5. Ms. Pramila Shivkar  | 13. Mrs. Anjana Sahi  |
| 6. Dr. Pratima Pradhan  | 14. Dr. Saramma Mathew  |
| 7. Dr. Geeta R. Thakur  | 15. Mrs. Anuradha Kolhe  |
| 8. Ms. Anuradha Ray  | |

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MAHATMA EDUCATION SOCIETY'S

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Date: 24th December, 2017

IQAC meeting notice

Dear Madam/Sir,

Greetings to all of you!!

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

Date: 7th January, 2017

Time: 4.00 p.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate on the agenda of the meeting:

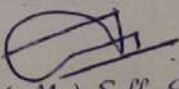
Agenda:

- Innovative processes to be adopted in teaching, learning and evaluation
- Discussion on quality related theme for the next seminar
- Regarding impact factor for publications
- Research related activities
- Suggestions on strengthening best practices
- Any other matter with the permission of the chair

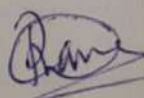
Your presence at the meeting will enable us get valuable suggestions. Please do make it possible to attend.

Thank you,

Yours truly,


Dr. (Ms.) Sally Enos
PRINCIPAL

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Pillai College of Education & Research
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Plot No. 1, Sector-8, Khanda Colony,
New Panvel - 410 206


IQAC Co-ordinator
DR. Bhavna Dama

7th Jan. 2017

Highlights of the Meeting

Dr. Bhavna Dave, IBAC coordinator welcomed all the group members and initiated the meeting. She said that the next seminar had to be organized by the IBAC and therefore it was necessary that ^{to decide} a quality-related theme had to be thought of.

Dr. Geeta R. Thakur was made incharge of the next seminar to be organized in the month of April. She ~~do~~ put forth her ideas on the theme of the seminar - 'Designing the 21st Century Classroom.' ~~she~~ The members approved the theme and discussed upon the sub-themes that could be included. It was also proposed by Dr. Sally that we should apply to the ICSSR (WRC) for funding this seminar. Dr. G. R. Thakur agreed to work upon the same. The tentative dates fixed for the seminar ~~was~~ ^{would be the} 8th April, 2017. The ^{rough draft of the} brochure for the seminar would be mailed to everyone. Everyone was requested to forward the details of the seminar to their contacts so that many could benefit from it.

Dr. Bhavna Dave ~~brought~~ informed the other members that faculty members need to work on their publications, however it has to be noted that the papers are published in peer-reviewed journals approved by the UGC. She also urged the members to find out information regarding how to get/gather

impact factor for the college publications.

Dr. Pratima Pradhan incharge of the research cell declared that a research colloquium was planned in the month of February. The dates decided were 11th, 18th & 25th February, 2017. Research scholars (Ph.D & M.Ed.) as well as teachers who had taken up minor researches were asked to present their proposals for discussion. The colloquium was planned with the aim of interacting, sharing & developing research abilities. It would also enable to build presentation & research skills ~~among~~ ⁱⁿ the participants. She encouraged all the members present for the meeting to ~~be present~~ attend and participate in the colloquia.


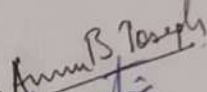
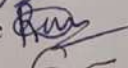
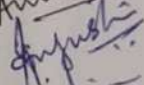

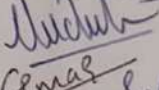
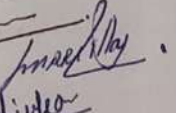
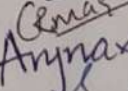
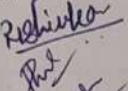
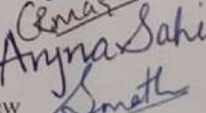

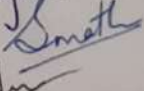
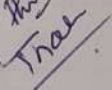
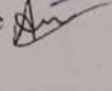

Mrs. Geeta S. Thakur then shared with the group that she had been working on the drafting & finalizing of Memorandum of Understanding (MOU) with MGM College of Nursing, Kamothé. and she said ~~that~~ ^{that she} has completed all formalities and the faculty members of their institution also conducted a certificate course for our students on 'First Aid'. Most of our F.Y.B.Ed. & S.Y.B.Ed. students benefitted from this course in the month of December.

Everyone congratulated Mrs. Geeta for working this out successfully.

Discussion was also held on introducing innovative teaching-learning strategies in the classroom. It was decided that whoever learns about a new methodology or uses one in the classroom should make a lesson plan with a detailed description of its procedure. This way it could be shared with others and learnings enhance the quality of teaching-learning.

The meeting ended with a vote of thanks to all the committee members as well as the faculty members for their suggestions.

Attendance of the IQAC members:

- | | | | |
|-------------------------|---|-----------------------------|---|
| 1. Dr. Sally Enos |  | 9. Ms. Annu Binoy Joseph |  |
| 2. Dr. Bhavna Dave |  | 10. Mrs. Jeanette Augustine |  |
| 3. Mrs. Geeta Menon |  | 11. Mrs. Suchitra More |  |
| 4. Mr. Ramchandran Nair |  | 12. Mr. Rajesh Kumar |  |
| 5. Ms. Pramila Shivkar |  | 13. Mrs. Anjana Sahi |  |
| 6. Dr. Pratima Pradhan |  | 14. Dr. Saramma Mathew |  |
| 7. Dr. Geeta R. Thakur |  | 15. Mrs. Anuradha Kolhe |  |
| 8. Ms. Anuradha Ray |  | | |

The following faculty members also attended the meeting:

Mrs. Geeta S. Thakur

Mrs. Bhagyashri M.

Mrs. Bindu Tambe

Ms. Navneet Sandhu

Mrs. Pradnya Gadhar

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MAHATMA EDUCATION SOCIETY'S

PILLAI

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EDUCATION & RESEARCH

Date: 22nd April, 2017

IQAC meeting notice

Dear Madam/Sir,

Greetings to all of you!!

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

Date: 3rd May, 2017

Time: 4.00 p.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate on the agenda of the meeting:

Agenda:

- Preparation of a perspective plan
- Discussion on our mission
- Regarding additional certificate and diploma courses
- Regarding research publications and grants
- Suggestions on strengthening best practices
- Any other matter with the permission of the chair

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

Thank you,

Yours truly,

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

IQAC Coordinator
DR. Bhavna Dane

3rd May, 2017

Highlights of the meeting

The meeting began with a warm welcome to all the members by the IQAC co-ordinator Dr. Bhavna Dave. She briefed everyone on the agenda of the meeting.

* Mrs. Jeanette shared her school experiences and strategies used by her for project work. She put forth the idea of training the B.Ed. student-teachers to take workshops/sessions for the parents of the school-going children. She said that most of the parents who are uneducated ~~are~~ do not understand the purpose of project-work or open-book assignments or group-learning strategies. They need to be explained and an awareness ^{should be} created among them for the benefit of their children. ~~However,~~ It was concluded that the institution may plan some workshops on such themes which could benefit the community.

* Dr. Bhavna Dave explained the 1st agenda of the meeting - Making a perspective plan - she said that we need to chalk out an action plan keeping in mind what we intend to do in the areas of curriculum transaction, research, community & extension projects, faculty development, student progression and best practices. This plan should be made for another five to ten years. Dr. Enos asked the members to suggest value-added courses that could be started. Certificate course like flock leaders

(Scouts & guides) was discussed. Mrs. Suchitra and Mrs. Jeanette both agreed to co-ordinate and find out more details in this connection. Everyone discussed about the cost of the course & how often it could be given.

Members were asked to suggest any other value added courses that we could be given started. The suggestions that came were courses on counselling & Yoga. It was decided that institutions offering these short-term courses (diploma or certificate) need to be taken contacted and the possibilities explored. Mrs. Bindu was given the responsibility of finding details on the Yoga course whereas Dr. Bharna agreed to get details on the counselling course.

Dr. Bharna Dane also spoke about the NGO - Heart foundation which is located in CBD - Belapur. She informed the members about its various activities. Mrs. Bindu Tambe added that she had also contacted Mr. Jaykar Ellis, the founder of this NGO w.r.t. SEED which is one of its environmental initiatives. Everyone gave their consensus and it was decided to fix a meeting with Mr. Ellis and if possible sign an MoU with the NGO.

Dr. Enos told all the members to contemplate on the mission of the institution. She said that though it is well-defined, we could make changes if necessary. We have to think about resources—both human & material to deliver the mission. All the members agreed to give a thought to it.

The discussion that followed was on research related activities. Teachers were asked to publish their research papers in peer-reviewed journals with impact factor. It was discussed that teachers need to focus on this aspect. More efforts have to be put up for research. Applications to seek grants from various institutions like UGC, ICSSR, HRDC etc. need should be worked upon. All the members said that they would find out about the funding agencies and do the needful.

Discussion was also held on strengthening best practices. Mrs. Geeta S. Thakur said that 'Project - Paper Bag' was working well. Local vendors had been contacted & as per their need paper-bags were being supplied to them. Dr. Sally appreciated this idea—she said it was a very good eco-friendly act. She motivated all members to help in this project and make it a habit to wind up the day's work after making atleast five bags. She said a little effort from each one of us will serve as a model for the students to

be encouraged and they would in turn contribute to this project.

Further, it was discussed that other such activities which would help in spreading environmental consciousness should be taken up. This practice of the institution had to be internalized now. Energy audit of this building can be one of the activities. Everybody should fuel environmental values. One must motivate the other. We need to keep continuing with the work started for a good social cause.

Finally it was decided that all the activities decided upon in the area were enhancing curriculum with short-term certificate/diploma courses, research, collaborations & social commitment need to be reflected in our perspective plan. Dr. Bhavna Dane, co-ordinator of IQAC said that she shall get the plan ready on paper before the next meeting ~~so~~ which was decided to be in the month of June.

Dr. Enos also added that the MOU signed with MGM University has been fruitful and the students had benefitted by the First-Aid certificate course given to the students. She said that she looked forward to have ~~at least~~ MOU's with institutions

which would help the students in their career in the field of education. We could have these at the National level & with ~~the~~^{an} NGOs. It was added that in the next 5 years atleast 5 MOV's ^{should be} signed & college level policies to be prepared.

The discussions on the agenda of the meeting were summarized in the report as the minutes of the meeting were read. The meeting concluded with a vote of thanks to all the members for their suggestions.

IQAC members:

DR. Sally Enos ~~Enos~~

DR. Bhavna Dave ~~Dave~~

Mrs. Geeta Menon ~~Menon~~

Mr. Ramchandran Nair ~~Nair~~

Ms. Pramila Shivkar ~~Shivkar~~

Dr. Pratima Pradhan ~~Pradhan~~

Dr. Geeta R. Thakur ~~Thakur~~

Ms. Anuradha Ray ~~Ray~~

Ms. Annu Binoy Joseph ~~Joseph~~

Mrs. Jeanette Augustina ~~Augustina~~

Mrs. Suchitra More ~~More~~

Mr. Rajesh Kumar-AB

Mrs. Anjana Sahi ~~Anjana Sahi~~

Dr. Saramma Mathew ~~Mathew~~

Mrs. Anuradha Kolhe ~~Kolhe~~

The meeting was attended by the following faculty members also:

Mrs. Geeta S. Thakur

Ms. Bhagyashri Mhatre

Mrs. Bindu Tambe

Ms. Navneet Sandhu

Mrs. Pradnya Jadhav