



MAHATMA EDUCATION SOCIETY'S

**PILLAI**

**COLLEGE OF**

**EDUCATION & RESEARCH**

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

Date: 25<sup>th</sup> May, 2019

**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: **1<sup>st</sup> June 2019**

Time 4:00 p.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate on the agenda of the meeting.

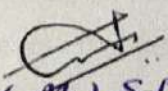
Agenda:

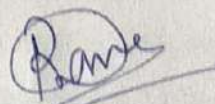
- Discussions on academic activities to be carried out in the first term
- Discussion on internship for the 3<sup>rd</sup> semester
- Regarding Extension Programme
- Regarding support to Alumni seeking better job prospects
- Accelerating club & cell activities
- Any other matter with the permission of 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**  
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 Dave

### Minutes of the IQAC meeting held on 1<sup>st</sup> June 2019

Principal Dr. Sally Enos was in the chair. She welcomed all the members of the IQAC committee. She told the committee members that in her meeting with the staff members the subjects and modules to be taught with respect to B.Ed. & M.Ed. were discussed and workload properly distributed. Teachers were told to prepare for the classes for the semester 3 students first as the admissions for the new batch was in process. The committee members suggested that innovative teaching –learning strategies should be used by all teachers for at least a few topics.

Dr. Bhavna Dave announced to the members the details of Internship. She said that permission for internship for the current academic year was sought from the schools and Junior Colleges; Orientation to 3<sup>rd</sup> semester internship for students & teachers was planned and the period of internship would be from 1<sup>st</sup> July to 21<sup>st</sup> Sept. 2019. Groups were made for guidance of lessons under the teacher-educators as the subject expert. The leaders of student-groups would be asked to seek units for lesson preparation and undertake various duties from the school supervisors which would then be shared with the other students.

Dr. Enos then shared with the members that every year our college has been a part of the Extension programme carried out by DLLE, UoM with a lot of enthusiasm. Therefore, this year too, she informed faculty in-charge, Mrs. Bindu Tambe, to complete the necessary formalities for the same. She then requested the committee members to give their suggestions for selecting the project to be taken for the current year. The various projects were displayed in front of the members by Bindu madam and the committee decided to take up Career Project as it would not only help the school students but also create awareness amongst the B.Ed. & M.Ed. students.

The alumni members of the IQAC committee appreciated the work done by the Placement cell of the college. However they put forth a suggestion to the IQAC members to extend their support to the students and alumni seeking better job prospects in the education field. It was discussed that the students be made aware about careers in the education field other than teaching as well as available opportunities not only outside Navi Mumbai but also abroad to be shared with the students. This would help students to get well-paid jobs as this is one of the factors to dissuade students from seeking admissions in the B.Ed course.

Dr. Enos told the committee members that the various club and cell activities at PCERP need to be accelerated. The members discussed that the anti-ragging committee, the well-being committee and the WDC of the college ensures the physical as well as the psychological well-being of the students but they should introduce more training programmes, counselling sessions and make arrangements for workshops which will build the confidence of the student-teachers for their own safety and develop positive mental health.

The members all decided to work upon the various points discussed in the meeting and decide upon its implementation in the coming weeks. The meeting ended with the vote of thanks proposed by Dr. Bhavna Dave.

The following members attended the meeting:

Dr. Sally Enos

Dr. Bhavna Dave

Dr. Pratima Pradhan

Dr. Geeta S. Thakur

Mrs. Namrata Saxena

Mrs. Bindu Tambe

Mr. Jomon Mathew

Dr. Anna Fernandes

Dr. Sandeep Shinde

Mrs. Anuradha Kolhe

Mrs. Shraddha Sardesai

Mrs. Deepa Jayaroy

Mr. Khalil Shaikh



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Date: 7<sup>th</sup> Sept., 2019

### 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: 14<sup>th</sup> Sept. 2019

Time 4:00 p.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate on the agenda of the meeting.

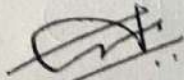
Agenda:

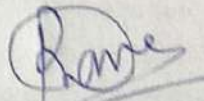
- Regarding Research Cell Activities
- Encouraging students for participation in Intercollegiate competitions
- Regarding Co-curricular activities
- Regarding Disaster Management Workshop
- Regarding Govt. of Maharashtra CASI initiative
- Collaborating with Sorooptimist Welfare Association
- Any other 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  
PRINCIPAL  
MAHATMA EDUCATION SOCIETY'S  
Pillai College of Education & Research  
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Plot No 1, Sector-8, Khanda Colony,  
New Panvel-410 206.

  
IQAC Coordinator  
Dr. Bhavna Dave

### Minutes of the IQAC meeting held on 14<sup>th</sup> Sept. 2019

- Dr. Sally announced to the members that this year the research forum organized by MES every year was scheduled on 27<sup>th</sup> Sept. 2019 & Dr. Pradhan, Dr. Dave & Mrs. Geeta Thakur had submitted their research abstracts for the same. The committee members congratulated these teachers for showing keen interest to participate on this platform provided by the parent body. Ma'm also told the IQAC that the University of Mumbai circular for submission of Minor Research Proposals has come and the last date for the same is 30<sup>th</sup> Sept.2019. The members encouraged the teachers to take up minor research alternatively.
- Dr. Bhavna Dave told the committee members that students need to be encouraged for participation in intercollegiate competitions. Circulars are put up on the notice board and announcements also made; however it is observed that though the students have talent they are not internally motivated to participate in events. The committee members agreed on the discussion that student-teachers need to be supported so that they step out and get an opportunity not only to enhance their talent but also to learn how events are organized in other institutions, which in turn will help them when they become teachers.
- Mrs. Pradnya Jadhav, faculty in-charge of organizing Co-curricular activities requested the committee members to suggest themes for the semester-1 students. After discussion it was decided that theme would be 'Celebrating Cultural diversity' wherein the students will be divided into groups and each group would prepare themselves to present a state of India. The dates were finalized to be 18<sup>th</sup> Oct. to 24<sup>th</sup> Oct. 2019.
- Dr. Bhavna Dave announced that as an action on the agenda discussed in the last meeting on accelerating the club and cell activities, a Disaster Management Workshop has been planned from 14<sup>th</sup> Nov. to 16<sup>th</sup> Nov. 2019 for the B.Ed. & M.Ed. students. The resource persons for the workshop would be Deputy Controller Smt. Rajeshwari Kori & Asst. Dep. Controller Mr. K.R. Kurkute from the Civil Defence Organization. All the sessions would be dominated by demonstrations and training so that students learn various skills to handle emergency situations. Everybody was happy to know about this workshop. The alumni were also invited for the workshop.
- Mrs. Geeta Thakur told the committee members that CASI initiative-Govt. of Maharashtra is going to organize Maha walkathon on 30<sup>th</sup> Nov. to spread awareness about no honking, road safety and responsible driving. It is mandatory for all colleges to be a part of this. The committee members said that it is a good cause and students should be encouraged to make slogans and participate in this activity, however all the necessary

formalities like making a road map, seeking permission from the police and making arrangements for the walkathon should be completed beforehand.

- Dr. Sally Enos told the committee members that Soroptimist Welfare Association has planned for conducting 'Activism against Gender-based violence' in the month of Nov-Dec. She said that our college students must be a part of this activity. It's an Social initiative and besides that we have signed an MoU with SWA. It will also help our students to be aware of many gender-related issues. All the committee members unanimously agreed for the same.
- The meeting ended with a vote of thanks proposed by Dr. Bhavna Dave for the valuable inputs given by the committee members.

The following members attended the meeting:

Dr. Sally Enos

Dr. Bhavna Dave

Mr. Khalil Shaikh

Dr. Pratima Pradhan

Dr. Geeta S. Thakur

Mrs. Namrata Saxena

Mrs. Bindu Tambe

Mrs. Pradnya Jadhav

Mrs. Geeta Nair

Dr. Sandeep Shinde

Dr. James T.A.

Dr. Elizabeth Mathew

Mr. Jomon Mathew

Mrs. Jeanette Augustine

Mrs. Deepa Jayaroy



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Date: 12<sup>th</sup> Dec. 2019

**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: 21<sup>st</sup> Dec. 2019

Time 4:00 p.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate on the agenda of the meeting.

Agenda:

- Regarding Community Service Day
- Regarding series of talks by alumni
- Regarding Research Cell Activities
- Regarding Collaboration with UGC-HRDC-University of Mumbai
- Regarding Extension Programme
- Regarding field visits

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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IQAC Coordinator  
Dr. Bhavna Dave

### Minutes of the IQAC meeting held on 21<sup>st</sup> Dec. 2019

- Dr. Sally Enos was in the chair. Everyone shared greetings and the Dr. Bhavna Dave began by reading the minutes of the last meeting.
- Mrs. Bindu Tambe told the committee members that this year Mahatma Education Society's Community Service Day celebrations were planned on 24<sup>th</sup> Jan, 2020. She requested the members to suggest entertainment activities to be conducted for the children of Immanuel Mercy Home who will be our guests on that day. The members discussed a variety of games, gifts and budget for the community service day celebrations.
- Dr. Bhavna Dave informed the members that all teachers are involved in getting in touch with the alumni. Participation of the alumni will be accelerated soon as a number of sessions have been planned for the benefit of the current B.Ed. & M.Ed. students. The IQAC members were happy that the alumni had readily agreed to come and share their skills with the PCERP students.
- Dr. Sally Enos said that it is time for the quarterly presentations for the Ph.D. research scholars and that she had planned the same in Feb. She also added that there were three seats vacant for Ph.D. candidature and panel interviews would be scheduled in March. She told the members to plan workshops related to Research Methodology for the M.Ed. students and research scholars. The committee members discussed on the topics and told in-charge of the research cell Dr. Pratima Pradhan agreed to get in touch with resource persons and finalize dates for the same. She said that Dr. Priam Pillai had given his consent to conduct a session
- It was discussed in the IQAC that PCERP must plan faculty development programmes for the Higher Education teachers. Dr. Sally Enos informed the committee members that she had already written to the UGC-HRDC-University of Mumbai for collaboration to conduct a FDP. Everyone said that it would be a good opportunity for PCERP if they receive a positive response.
- Mrs. Bindu Tambe informed the members that this year the 'UDAAN' the extension programme of the DLLE, University of Mumbai was scheduled on 26<sup>th</sup> February. The committee members suggested that the theme
- Dr. Pratima Pradhan then discussed the schedule of the National Seminar on "Environmental Re-engineering: People & Nature- A Livable & Sustainable Future" to be organized on 23<sup>rd</sup> Dec. The schedule, details for the conduct of various sessions and lunch were finalized and members requested to implement everything smoothly.
- Dr. Geeta Thakur told the committee members that she had planned a field visit for the students to HBCSE on 28<sup>th</sup> Feb. 2020. She said it will be an enriching experience for the students as they would get an exposure to the varied dimensions in Science after visiting the exhibition that will be organized at HBCSE.



- Everybody was happy for the efforts put in by the staff members. The meeting ended on a happy note.

The following members attended the meeting:

Dr. Sally Enos

Dr. Anna Fernandes

Dr. Bhavna Dave

Dr. Sandeep Shinde

Mr. Khalil Shaikh

Mrs. Shraddha Sardesai

Dr. Pratima Pradhan

Mr. Jomon Mathew

Dr. Geeta S. Thakur

Mrs. Geeta Nair

Mrs. Namrata Saxena

Mrs. Deepa Jayaroy

Mrs. Bindu Tambe

Mrs. Jeanette Augustine



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Date: 13<sup>th</sup> March'20

### 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: 23<sup>rd</sup> March'20

Time 4:00 p.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate on the agenda of the meeting.

Agenda:

- Regarding documentation and reports for AQAR
- Discussion on Empowerment of Staff
- Regarding Evaluation workshop
- Regarding interviews for Ph.D. seats
- Regarding Celebration of Women's Day
- 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  
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IQAC Coordinator  
Dr. Bhavna Dave

### Minutes of the IQAC Online meeting held on 8<sup>th</sup> April, 2020

The meeting scheduled on 23<sup>rd</sup> March 2020 had to be cancelled due to the lockdown declared on account of the Covid 19 pandemic. The committee members were informed about the same and postponement of the meeting to be held in April, 2020.

The IQAC members had joined the Google meet at 4:00 p.m. All the members were present for the online meeting. Dr. Bhavna Dave welcomed all the members, and thanked them for joining the online meet, inspite of all the anxiety and stress of Covid 19 prevailing all over. Dr. Sally Enos also shared her concern over the prevailing situation, and added that we must follow the guidelines given w.r.t. safety measures and do our best to continue with our work from home. She also said mentoring students and passing on positivity is the most important thing in these difficult times.

Dr. Dave said that the AQAR reports have to be uploaded and hence she requested all the members to help out in the necessary documentation. She said that the new guidelines for the AQAR report, revised in February 2020, have been downloaded and the data had to be organized accordingly. She also informed that the supporting documents needed for the various criteria have to be made in excel format only which should be kept in mind by all. The alumni representatives in the committee agreed to give the data w.r.t. alumni activities. The quality initiatives by the IQAC were noted down.

Dr. Sally Enos told the members that the staff members have been asked to update their knowledge and skills w.r.t. technology as all curricular and co-curricular activities had to be conducted online for the students due to the uncertainty of lockdown. She informed everyone that 3 teachers had already enrolled for the online workshops organized by Universal Teachers academy, Puducherry to learn the use of ICT tools in teaching-learning. Everyone was instructed to share whatever new they learn with the others.

The committee members also discussed that the evaluation workshop must be conducted for the students in the same manner as done physically. Students would be placed pedagogy-wise under their method-masters and guided online through Google meet.

Dr. Enos told the members that panel interview was conducted before the lockdown for candidates who had applied to the centre for Ph.D. seats; 3 candidates have been selected on merit and informed about the same. They have been asked to give their consent and get ready with their proposals to be submitted for registration at the University.

Dr. Bhavna informed the members that the International Women's day function that was to be held on 5<sup>th</sup> March, 2020 in collaboration with Soroptimist Welfare Association had been cancelled due to the circular received from the Government to avoid gatherings. The committee members discussed how other cell activities should be conducted online. The meeting then ended with the vote of thanks proposed by Dr. Bhavna Dave.