



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

MAHATMA EDUCATION SOCIETY'S
PILLAI
COLLEGE OF
EDUCATION & RESEARCH

Date: 26th May, 2020

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 online.

Date: 1st June, 2020

Time: 4:00 p.m.

Venue: ONLINE mode via Google Meet

Kindly contemplate on the agenda of the meeting.

Agenda:

- Regarding delay of university exams and starting of Sem-3 activities.
- Regarding conduct of online workshops and webinars
- Regarding professional development of teachers in the Lockdown period
- Regarding student placements
- Regarding the preparation of AQAR
- Any other matter with the permission of the chair

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

Thank you.

Yours truly,

IQAC Coordinator

Dr. Bhavna Dave

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,

Date: 1st June 2020

The IQAC members joined the meeting on Google Meet at 4:00 p.m. Dr. Bhavna Dave welcomed everyone. Dr. Sally Enos expressed her concern over the prevailing pandemic situation and strict lockdown restrictions. However, she said that it is necessary that the IQAC members become proactive to plan strategies to conduct all college activities online and motivate everyone to continue to give their best by learning to operate (LMS) Learning Management systems.

She informed them that the Sem. 4 students of B.Ed and M. Ed. were given online guidance for action research and dissertation writing respectively. Students were instructed to connect with their respective guides via Google Meet at least thrice a week; and she had trained the M.Ed. students to face online viva with the help of PowerPoint Presentation.

She said that there is uncertainty about the University of Mumbai exams for Sem-2 and so we need to train our students for practice teaching to be taken up in Sem-3 and not waste time. She informed everyone that she had already planned a workshop on Online teaching-learning & formative assessment techniques for the students starting from 3rd June, 2020 to 9th June 2020. The teachers who had received online training from the Universal Teachers' Academy, Puducherry, will conduct the sessions for the students and train them for online interactive teaching-learning strategies.

The IQAC members discussed the need for revision lectures to be taken later, once the dates for University exams were announced. The members also discussed the themes and topics for webinars to be conducted. The teachers-in charge for the webinars were decided and they were instructed to contact appropriate resource people for the same and finalize the dates. It was decided that two webinars could be conducted in July and two in August.

The IQAC members suggested that since the teachers are working from home, they must engage themselves in professional development activities. They should apply for online orientation and refresher courses. The faculty members were instructed to look for options for courses in Education.

Dr. Bhavna Dave informed the IQAC members that she had already spoken to the Principals & coordinators of the practice-teaching schools and sought permission for the students to carry out the 3rd Semester internship online. Everyone gave suggestions on the successful



conduct of practice -teaching lessons with reference to online guidance, correction and submission of lesson plans, supervision of lessons and giving of feedback. All the points that came up were thought upon and Dr. Bhavna Dave assured everyone that she would plan all activities for internship keeping in mind the recommendations of the IQAC.

It was suggested to Dr. Geeta Thakur, as Placement In charge, to contact the HR dept. of the Schools and Colleges and schedule online campus interviews. A schedule be prepared with the interview dates and list the number of students attending the same. Dr. Geeta agreed to do the needful.

Dr Bhavna Dave informed everyone that Teacher education colleges have been reinstated for the process of NAAC accreditation after a gap of two and half years. She briefed the members with the format of the AQAR and the documentation required with reference to the quantitative and qualitative metrics. She added that the submission process is only online and she has started the processing. The qualitative questions in the AQAR were discussed and the key points to be written were noted. It was finalized that Dr. Dave would share a Google doc with the faculty members in charge of the criterion and each one would give their inputs in it. Later the answers to the questions could be finalized via an online meeting.

The meeting then ended with a vote of thanks. The following members were present for the meeting:

Dr. Sally Enos	Mr. Jomon Mathew
Dr. Bhavna Dave	Dr. Anuradha Kolhe
Dr. Geeta S Thakur	Mrs. Shraddha Sardesai
Mrs. Namrata Saxena	Mrs. Jeanette Augustine
Mrs. Bindu Tambe	Mrs. Deepa Jayaroy
Mrs. Pradnya Jadhav	Mrs. Geeta Nair
Dr. Anna Fernandes	Mrs. Isha Arora
Dr. Sandeep Shinde	Dr. Elizabeth Mathew





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Date: 1st Sept., 2020

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 Sept., 2020

Time: 4:00 p.m.

Venue: ONLINE mode via Google Meet

Kindly contemplate on the agenda of the meeting.

Agenda:

- Regarding conduct of online examinations
- Regarding admissions of the new batch
- Regarding tie-up with Coursera
- Regarding submission of AQAR
- Any other matter with the permission of the chair

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

Thank you.

Yours truly,

Dr. (Ms.) Sallu Enos

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New Panvel - 410206

IQAC Coordinator

Dr. Bhavna Dave

Date: 7th Sept., 2020

The IQAC online meeting began at 4:00 p.m. on Google Meet. Dr. Bhavna Dave greeted everyone and read the minutes of the last meeting held on 1st June. Everyone unanimously confirmed the minutes.

Dr. Sally Enos informed the IQAC members that as per the circular of the University of Mumbai, no formal exam would be conducted for B.Ed. Sem-2. The colleges were asked to submit the internal marks of the students and based on their performance in the 1st sem university exam as well as the internal assessment the results for Sem-2 would be declared. Cluster colleges were formed by the University of Mumbai under the Dean, faculty of interdisciplinary and our college was appointed as the Lead college for conducting the Sem-4 examination for the navi mumbai cluster of colleges. There were 8 other B.Ed. colleges of Navi Mumbai in this cluster. The IQAC members congratulated ma'm for this; however they also expressed their concern with reference to the various challenges of conducting online exams. Everyone gave their suggestions on the online platform to be selected, orienting students and teachers w.r.t.online exams; giving sample papers for practice; training them to fill google forms, upload files within the stipulated time, conduct of exam, supervision etc. Ms Bindu Tambe as examination in charge noted the suggestions and thanked all for their valuable views on online examination.

Dr. Bhavna Dave announced to the members that training sessions for prospective B.Ed. students who had approached the college were planned and teachers were instructed to conduct them online after collecting the mail ids from the office staff. The admission process had been delayed because of the pandemic situation and final dates for the CET exam were yet to be announced.

Dr. Enos then informed the IQAC members that Mahatma Education Society had a tie-up with Coursera, which is an online platform for MOOC, to provide free access to its varied certificate courses. This tie-up will give us the opportunity to learn and earn certificates from a plethora of renowned institutions from across the globe. All the members were very happy to hear this and said that all student teachers as well as the teacher-educators must make the best of the opportunity provided. A process to inform and keep a track of the students enrolling for the courses was chalked out by the members.



Dr. Geeta S Thakur expressed her anxiety over the publication of the annual magazine SPARK. It was agreed by all that students should be instructed to give their articles as soft copies, Teachers also should submit all reports and photos in soft copy and class-photo can be created by collecting soft copies of the passport size photos from all students.

Mrs. Namrata Saxena informed the IQAC that Dr. Geeta S. Thakur and she had successfully completed the online refresher course in Teacher Education-Learning Outcomes & Education Reforms-Pedagogy, Assessment & Quality Assurance from 14th Aug. to 27th Aug. 2020 . Everyone congratulated both of them.

Dr. Bhavna Dave announced to the committee members that she was almost ready with the qualitative data required for AQAR and was working to prepare the excel sheets required as support documents for the quantitative data. Once the AQAR is ready it will be placed before the Local Managing committee and then uploaded.

Dr. Bhavna Dave then proposed the vote of thanks to all the IQAC members. The following members were present for the meeting:

Dr. Sally Enos	Mr. Jomon Mathew
Dr. Bhavna Dave	Dr. Anuradha Kolhe
Dr. Geeta S Thakur	Mrs. Shraddha Sardesai
Mrs. Namrata Saxena	Mrs. Jeanette Augustine
Mrs. Bindu Tambe	Mrs. Deepa Jayaroy
Mrs. Pradnya Jadhav	Mrs. Geeta Nair
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Date: 2nd Jan., 2021

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: 5th Jan., 2021

Time 4:00 p.m.

Venue: ONLINE mode via Google Meet

Kindly contemplate on the agenda of the meeting.

Agenda:

- Regarding conduct of Project-based activities for Sem-1 students
- Regarding submission of AQAR
- Regarding conduct of NAAC sponsored webinar
- Any other matter with the permission of the chair

Your presence at the meeting will enable us to get valuable suggestions for improvement.

Please make it possible to attend online.

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,
Panvel-410 206.

IQAC Coordinator

Dr. Bhavna Dave

Date: 05th Jan., 2021

The IQAC online meeting began at 4:00 p.m. on Google Meet. Dr. Bhavna Dave greeted everyone and read the minutes of the last meeting held on 7th Sept. Principal Dr. Sally Enos began by informing the members that admissions for the academic year 2020-2022 were going on. Most of the students had come to college with their CET score cards and confirmed their seats. Since the admission process is already very late the syllabus has to be focussed upon immediately and no loss of time is possible. The IQAC members unanimously agreed and were of the opinion that since everything had to be conducted online, project-based courses could be started with.

It was decided that for community work, students must make presentations to create awareness and literacy on social issues and teachers must find out how to disseminate information/ create awareness. For conducting co-curricular activities, student groups should 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. Teaching of theory subjects could start only after the admission process finished completely.

Co-ordinator Dr. Bhavna Dave informed the IQAC that the Director of NAAC has approved our request to schedule the webinar on "Quantitative and Qualitative Metrics in Assessment of TEI's as per NAAC guidelines 2019" for three days from 3rd to 5th February 2021. The financial assistance of Rs.30,000/- (Rs Thirty thousand only) has been approved for conduction of the program. Everyone was pleased to receive this news. After discussion, decisions were made on the selection & invitation of resource persons, the time schedule, design of the brochure, making of google form for registration, delivery of welcome and vote of thanks to the resource people, certificate design and distribution, report writing of the sessions and photographs to be taken. The work was distributed appropriately among the IQAC members and the staff members.

Dr. Bhavna Dave thanked the IQAC members for their valuable inputs and cooperation. She wished all of them the very best and urged each one to make the maximum of this webinar as the college has to go for its accreditation process since the current validity expires on 16th Sept 2021.



She also mentioned that the AQAR for the academic year -2017-18 was submitted on 29th Oct. 2020 and accepted by NAAC. The AQAR for the academic year 2018-19 was almost ready and will be submitted soon.

The committee members assured to cooperate with each other for the smooth conduct of the webinar as well as help to organize data in the required format for the AQAR submissions. The meeting ended with a vote of thanks proposed by Dr. Bhavna.

The following members were present at the meeting:

Dr. Sally Enos	Mr. Jomon Mathew
Dr. Bhavna Dave	Dr. Anuradha Kolhe
Dr. Geeta S. Thakur	Mrs. Shraddha Sardesai
Mrs. Namrata Saxena	Mrs. Jeanette Augustine
Mrs. Bindu Tambe	Mrs. Deepa Jayaroy
Mrs. Pradnya Jadhav	Mrs. Geeta Nair
Dr. Anna Fernandes	Mrs. Isha Arora
Dr. Sandeep Shinde	Dr. Elizabeth Mathew
Dr. James T.A.	

