




**Mahatma Education Society's
Pillai College of Education & Research**
Plot-1, Sector-8, Khanda Colony, New Panvel (W)-410206

Metrics 1.1.2

Documents attached-

- 1. List of persons who participated in the process of Curriculum Planning**
- 2. Meeting Notice & Minutes for Inhouse curriculum planning**
- 3. Plan of action- planned & adopted during the last completed academic year**
- 4. Data Template**


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.




MAHATMA EDUCATION SOCIETY'S
Pillai College of Education & Research
Plot no. 1, Sector-8, Khanda Colony, New Panvel (W)-410206

Metric No. 1.1.2

**List of persons who participated in the
In-house Curriculum Planning Process
A.Y. 2021-2022**

1.	Principal of the College	Dr. Sally Enos
2.	Faculty of the institution	Dr. Saramma Mathew Dr. Bhavna Dave Dr. Geeta S. Thakur Mrs. Namrata Saxena Mrs. Pradnya Jadhav
3.	Representatives of Practice Teaching Schools	Mrs. Teena Johny Mr. Jomon Mathew
4.	Experts	Dr. Anna Fernandes Dr. Sandeep Shinde
5.	Student Representatives	Kiranjyot Mankoo Nirmit Dhuri Manju Varadattil Mukta Kashikar
6.	Alumni	Mrs. Deepa Jayaroy Mrs. Ichha Mehrotra


Dr. (Ms.) Sally Enos
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New Panvel-410 206.




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

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

METRICS 1.1.2

**Meeting notice & minutes of the meeting for
in-house curriculum planning**


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.

Date: 11th Oct. 2021

MEETING NOTICE

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 October 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-3 & 4 for S.Y. B.Ed. & S.Y. M.Ed. students
- Regarding conduct of online practice teaching, evaluation workshop, action research, M.Ed. dissertation & Community work
- 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.

Minutes of the Meeting

Date: 16th October 2021

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

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 online practice teaching, evaluation workshop, action research, M.Ed. dissertation & Community work
- Any other matter with the permission of the chair

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 (Dr. Saraamma Mathew, Mrs. Namrata Saxena)
- EC1 – Pedagogy of School Subjects 2
 - English – Ms. Angel Sundar and Dr. Bhavna Dave
 - Hindi & Marathi– Mrs. Pradnya Jadhav
 - History – Dr. Bhavna Dave
 - Geography – Mrs. Pradnya Jadhav
 - Science – Dr. Rakhi Sawlani, Mrs. Namrata Saxena
 - Mathematics – Dr. Jiji Sahaya, Mr. Gyanendrapratap Singh, Dr. Geeta Thakur
 - Commerce – Ms. Mamta Patil, Ms. Isha Dhody
 - Economics – Dr. Rakhi Sawlani

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

- CC5 – Contemporary India and Education (Mr. Gyanendrapratap Singh, Dr. Jiji Sahaya)
- EC3 – Guidance and Counselling – Dr. Bhavna Dave, Dr. Jiji Sahaya
 - Environmental Education – Dr. Geeta Thakur, Dr. Rakhi Sawlani
- IC4 – Creating an Inclusive School (Mrs. Pradnya Jadhav, Mrs. Namrata Saxena)
- Examination and Community work in-charge – All the teachers
- Practice teaching in-charge – Dr. Geeta Thakur

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

- EC1 – Secondary and Higher Secondary (Dr. Saraamma Mathew)



- EC2 – Pedagogy, Andragogy and Assessment (Dr. Saramma Mathew, 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, Dr. Geeta Thakur)
- OC2 – Environmental Education (Dr. Sally Enos, Dr. Geeta Thakur)
- OC3 – Educational Management (Dr. Saramma Mathew)

All Lectures will begin from 14th December 2021

Internship – For M.Ed. Student teachers, they must take part in the functioning of the B.Ed. activities. B.Ed. internship will begin from the 4th of January 2021 where the students must take 2 (experiential)+3 (General)+5 (Co-teaching) lessons.

Action Research – A session on Action research will be conducted after 16th December 2021. The title of the action research will be decided by the students within 5 days. Tool preparation should start after the title is selected by their respective guides. Follow up should be done by the teachers from time to time. The students will have to complete their data collection for their action research during the internship. Sessions on Data analysis and report writing will be conducted by the teacher in-charge Dr. Rakhi Sawlani.

Cultural competition will be held after the completion of the internship program for the student teachers of both B.Ed. and M.Ed. The cultural in-charge will be Mrs. Pradnya Jadhav.



Date: 2nd January. 2022

MEETING NOTICE

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: 7th January 2022

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 offline mode
- Regarding Planning of course subjects and activity portfolios w.r.t. Sem- 4 for S.Y. B.Ed. & S.Y. M.Ed. students:
- Review planning of Sem-4 for second year B.Ed. & M.Ed. students
- Regarding conduct of Community work and Practice teaching
- 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.

Minutes of the Meeting

Date: 7th January 2022

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

Agenda:

- Regarding planning of course subjects and activity portfolios w.r.t. Sem-1, 2 and 4 for F.Y. B.Ed. & F.Y. M.Ed. students in the offline mode
- Regarding Planning of course subjects and activity portfolios w.r.t. Sem- 4 for S.Y. B.Ed. & S.Y. M.Ed. students:
- Review planning of Sem-3 for second year B.Ed. & M.Ed. students
- Regarding conduct of Community work and Practice teaching
- Any other matter with the permission of the chair

Meeting Highlights:

Principal, Dr Sally Enos initiated the meeting and the following points related to the agenda were discussed. Due to the delay in the admission procedure of the B.Ed. batch 2021-23, the college will start with the lectures only after the completion of the admission procedure which is approximately in the last week of February 2022. The lectures for this batch will be completely offline as per the government guidelines.

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 & Growing up (Mrs. Pradnya Jadhav, Ms. Namrata Saxena and Dr. Jiji Sahaya)
- CC2- Knowledge & Curriculum (Dr. Jiji Sahaya, Mr. Gyanendrapratap Singh and Mrs. Isha Dhody)
- IC1- Gender, School & Society (Dr. Rakhi Sawlani, 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. Isha Dhody
- Co-curricular activities – Mrs Pradnya Jadhav
- Community work – Dr. Sally Enos, Dr. Saramma Mathew, Dr. Geeta Thakur and Mrs. Isha Dhody.
- Examination – Ms. Pradnya Jadhav
- Audit course 1 – Understanding Self – will be spread across the entire year and teacher educators will be assigned unit wise topics to be covered for the same.

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

- CC3- Learning and Teaching (Mrs. Pradnya Jadhav, Dr. Geeta Thakur and Mr Gyanendrapratap Singh)



- EC1- Pedagogy of School subjects 1
 - Commerce – Mrs. Isha Dhody
 - Economics – Dr. Rakhi Sawlani
 - English – Mrs. Pradnya Jadhav
 - History and Geography – Dr. Bhavna Dave
 - Mathematics –Dr. Jiji Sahaya and Mr. Gyanendra Pratap Singh
 - Science – Dr. Geeta Thakur
- IC2- Educational Management (Mrs Isha Dhody, Dr. Jiji Sahaya and Mrs. Namrata Saxena)
 - Examination – Mrs. Isha Dhody
 - Practice teaching – Dr. Jiji Sahaya

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

- CC1 – Philosophy of Education (Dr. Saramma Mathew, Dr. Reni Francis)
- CC2 – History, Politics and Economics of Education (Dr. Sally Enos, Mrs. Pradnya Jadhav and Dr. Mary Varghese)
- CC3 – Psychology of Development and Learning (Dr. Bhavna Dave and Dr. Geeta Thakur)
- CC4 – Teacher Education (Mrs. Namrata Saxena and Mrs. Mamta Patil)

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

- CC5 – Sociology of Education (Dr. Saramma Mathew, Ms. Pradnya Jadhav)
- CC6 – Introduction to Research Methods (Dr. Sally Enos, Dr. Bhavna Dave)
- CC7 – Curriculum Studies (Dr. Geeta Thakur, Dr. Bhavna Dave)
- CC8 – Higher Education Studies (Dr. Saramma Mathew, Ms. Namrata Saxena)

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

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

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

- CC4 – Assessment for Learning (Dr. Sally Eno, Dr. Geeta Thakur, Dr. Rakhi Sawlani and Mrs. Namrata Saxena)
- EC3 – Environmental Education (Dr. Geeta Thakur and Dr. Rakhi Sawlani)
 - Guidance and Counselling (Dr. Bhavna Dave, Mrs, Isha Dhody)
- IC 4 – Creating an Inclusive School (Dr. Rakhi Sawlani, Dr. Geeta Thakur and Mrs. Pradnya Jadhav)
- AB 2 – Reading and Reflecting Text (Teacher in-charge Dr. Bhavna Dave)

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

- Communication Skill and Academic Writing (Dr. Bhavna Dave, Mrs. Namrata Saxena and Dr. Geeta Thakur)
- Environmental Education (Dr. Sally Enos and Dr. Geeta Thakur)
- Educational Management (Dr. Saramma Mathew)

It was decided that the lectures for Semester 4 (2020-22 batch) will be shifted completely to the offline mode.

Review planning of course subjects and activity portfolios w.r.t. Sem-3 for S.Y. B.Ed. & S.Y. M.Ed. (2020-22) students.

- Syllabus completion – Syllabus for semester 3 was completed on time and revision was conducted. The University examination of Semester 3 student teachers will be tentatively scheduled in the second week of February.
- Practice teaching – Online practice teaching sessions were conducted during semester 3 internship and will be continued in most of the schools. These online sessions are due to continued Covid Restrictions and precautionary steps in Schools.
- 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 community work and practice teaching

Practice teaching will be continued online, however CKT Junior college is going to start offline classes. Permission from the practice teaching schools for Semester 4 must be sought, list of students to be submitted to the respective schools. Student teachers must complete 5 weeks of internship which also includes community work. They must take 10 lessons (the breakup of lessons will be given). Lessons must be duly guided by the method masters, supervised and feedback given.

Community work is an integral part of the B.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 must 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 must meet their students from time to time for timely guidance.

The access to library is opened for student teacher, 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.

Other Main issues discussed, and their action taken are as followed –

- Online Placements – The placements for this academic session will also be done online due to continued Covid precautions. 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 for appearing for interviews.
- Conducting Co-Curricular Activity for Semester 1 students – CCA is a part of the Semester 1 B.Ed. course. This activity will be either done using the hybrid mode or online mode based on the assessment of the situation. Student group must be formed, and they should be assigned various important days of international importance for celebration. They could meet online or offline and present the culture of that state on a scheduled day.
- Practice teaching: Semester 4 internship will continue through the online mode in most of the schools. These online sessions are due to continued Covid Restrictions and precautionary steps in Schools.



Only CKT Junior college decided to start offline classes. Student teachers were informed about the same accordingly.


Dr. (Ms.) Sally Enos
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New Panvel-410 206.

Date: 31St Oct. 2022

MEETING NOTICE

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: 4th October 2022

Time 4:00 p.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate 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 practice teaching, evaluation workshop, action research, M.Ed. dissertation & Community work
- Planning of course subjects and activity portfolios w.r.t. Sem-1 for F.Y. B.Ed. & F.Y. M.Ed. students:
- 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

Minutes of the Meeting

Date: 4th October 2022

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

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 practice teaching, evaluation workshop, action research, M.Ed. dissertation & Community work
- Planning of course subjects and activity portfolios w.r.t. Sem-1 for F.Y. B.Ed. & F.Y. M.Ed. students:
- Any other matter with the permission of the chair

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.

- CC4 – Assessment for Learning (Dr. Bhavna Dave, Dr. Geeta Thakur, Dr. Rakhi Sawlani)
- IC3 – Language Across Curriculum (Mrs. Pradnya Jadhav, Mrs. Isha Dhody, Dr. Rakhi Sawlani)
- EC2 – Pedagogy of School Subjects 2
 - English – Mrs. Pradnya Jadhav
 - History and Geography – Dr. Bhavna Dave
 - Science – Dr. Rakhi Sawlani, Mrs. Namrata Saxena
 - Mathematics – Mr. Gyanendrapratap Singh, Dr. Geeta Thakur
 - Economics – Mrs. Isha Dhody


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

- CC5 – Contemporary India and Education (Mrs. Shruti Nair, Mrs. Isha Dhody, Mrs. Bhanu Yadav)
- EC3 – Guidance and Counselling – Mrs. Manju Vinish and Mrs. Isha Dhody
 - Environmental Education – Mrs. Shruti Nair, Mrs. Darshana Jadhav, Mrs. Bhanu Yadav
- IC4 – Creating an Inclusive School (Mrs. Manju Vinish, Mrs. Darshana Jadhav, Mrs. Pradnya Jadhav, Mrs. Namrata Saxena)

Examination in-charge: Mrs. Bhanu and Mrs. Isha Dhody

Community work in-charge – Dr. Bhavna Dave

Practice teaching in-charge – Dr. Rakhi Sawlani


Dr. (Mrs.) Sally Enos
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Semester 3: M.Ed. Course Subject and Portfolio distribution.

- EC1 – Secondary and Higher Secondary (Dr. Saramma Mathew)
- EC2 – Pedagogy, Andragogy and Assessment (Dr. Saramma Mathew, Dr. Geeta Thakur)
- CC9 – Research Methodology (Dr. Sally Enos, Dr. Bhavna Dave)

All Lectures for Semester 3 will be conducted on Saturdays from 21st December 2022. Tentative examination date will be 2nd week of March 2023.

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

- OC1 – Communication Skills and Academic Writing (Dr Bhavna Dave/ Ms Namrata Saxena, Dr. Geeta Thakur)
- OC2 – Environmental Education (Dr. Sally Enos, Dr. Geeta Thakur)
- OC3 – Educational Management (Dr. Saramma Mathew)

Semester 4 internship will continue from April onwards along with lectures.

Internship – Due to the delayed Semester 2 examination, the internship for both M.Ed. and B.Ed. Semester 3 will begin after the examination which is scheduled in the second week of November 2022. For Student teachers, they have to take part in the functioning of the B.Ed. activities. B.Ed. internship will begin from 21st November 2022 where the students must take 10 General Lessons and 5 Co-Teaching lessons with their mentors.

Action Research – A session on Action research will be conducted after 20th December 2022. The title of the action research will be decided by the students within 5 days. Tool preparation should start after the title is selected by their respective guides. Follow up should be done by the teachers from time to time. The students will have to complete their data collection for their action research during the internship. Sessions on Data analysis and report writing will be conducted by the teacher in-charge Dr. Rakhi Sawlani.

Community work – For Community work, which is a part of Semester 4, the student teachers will have to make 1 eco-brick, collect or donate e-waste and make paper bags for distribution.

Audit Course - Drama and Art in Education – online e-learning course is prepared and will be made available for the student teachers. Student teachers will be assigned unit wise topics to be completed for the same.

Planning of course subjects and activity portfolios w.r.t. Sem-1 for F.Y. B.Ed. & F.Y. M.Ed. students:

Due to a delay in the admission procedure, Semester 1 will start only by February 2023. The students can start with their community work at the previously identified community centers.


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

- CC1- Childhood and Growing up (Mrs. Pradnya Jadhav, Ms. Namrata Saxena)
- CC2- Knowledge and Curriculum (Mr. Gyanendrapratap Singh and Mrs. Isha Dhody)
- IC1 – Gender, School and Society (Dr. Rakhi Sawlani, 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

- Co-curricular activities – Mrs Pradnya Jadhav
- Community work – Dr. Sally Enos, Dr. Saramma Mathew, Dr. Geeta Thakur and Mrs. Isha Dhody.
- Examination – Ms. Isha Dhody
- Audit course – Drama and Art in Education – online e-learning course is prepared and will be made available for the student teachers. This audit course will be spread across the entire year and student teachers will be assigned unit wise topics to be covered for the same.

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

- CC1 – Philosophy of Education (Dr. Saramma Mathew, Mrs. Pradnya Jadhav)
- CC2 – History, Politics and Economics of Education (Dr. Sally Enos)
- CC3 – Psychology of Development and Learning (Dr. Bhavna Dave and Dr. Geeta Thakur)
- CC4 – Teacher Education (Mrs. Namrata Saxena)


Dr. (Mrs.) Sally Enos
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METRICS 1.1.2

Copy of the Programme of Action for in-house curriculum

A.Y. 2021-2022


Dr. (Ms.) Sally Enos
PRINCIPAL
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ACTION TAKEN PLAN
A.Y. 2021-2022


Members	Issues/ Challenges	Action Taken
Principal	Avail grants for seminar/ FDP from recognized bodies & organize collaborative programs with other institutions.	Application was sent to ICSSR-WRC for conducting a 10 days Research Methodology workshop.
Faculty members	Assistance required for applying for patent.	Management appointed Dr. Sarkar who helped the Principal and two faculty members to file patents.
Practice Teaching Schools	Need of digital assistance for conducting sessions for school students.	Student teachers prepared PowerPoint presentations & also created Screen-cast videos to help the shadow teachers from the practice teaching schools.
Students	Need of more add on courses	Modules on Art & Drama in Education were created by teachers in the MES e-learning studio
	Developing soft skills	Celebration of days of importance in which students took roles of anchor, discussants, rapporteurs.
Faculty members & Research Scholars	Assistance required for review & publications	Session by expert was organized on 'Use of Excel & Internet in Research'.

Alumni	Conduct sessions for TET and PGT	The alumni are directed to the experts who conduct online sessions so that it is convenient for the alumni working in schools & colleges to seek help for preparing for the TET examination.
	Assistance for attending the seminars and conferences	Information regarding seminars/workshops/conferences in the college as well as other institutes is communicated to the alumni and they are encouraged to participate in the same.
	Help to upgrade job	Created Whatsapp group for Placement; Information related to vacancies are posted regularly, Sessions on Resume writing & facing Interviews conducted.


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

1.1.2 Details of the Meetings for in-house curriculum planning during the last completed academic year

No.	Dates	Categories of Persons attended	Main Issues	Action/ decision taken
	4th October 2022	Principal of the College, Teaching faculty, Student Representatives, Experts, Representatives of Practice Teaching & Placement Schools	Audit course	Creation and uploading of e-learning material for the Audit course on Drama and Art in Education. Teacher educators have to finalize the content and start creating spoken tutorials
			Community work	Since the admissions got delayed again this year, community work of the students will begin at the decided organizations.
	7th Januray 2022	Principal of the College, Teaching faculty, Student Representatives, Experts, Representatives of Practice Teaching & Placement Schools  Dr. (Ms.) Sally Eros 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.	Practice teaching	Semester 4 internship will continue through the online mode in most of the schools. These online sessions are due to continued Covid Restrictions and precautionary steps in Schools. Only CKT Junior college decided to start offline classes. Student teachers were informed about the same accordingly.
			Online Placements	The placments will continue online due to continued Covid precautions. The Incharge should contact the HR dept of the Schools and Colleges and schedule online interviews.
			Community Work	Second year students to create presentations to create awareness and literacy on social issues and teachers to find out how to disseminate information/ create awareness. First year students will start their community work at the identified community centres.
			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.
	20th February, 2021	Principal of the College, Teaching faculty, Student Representatives, Experts, Representatives of Practice	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.

		Teaching & Placement Schools	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.
25th 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 repective Classrooms as jpeg images or pdf docs; Teachers can correct online and enter marks in sheets shared by the in-charge teachers.
			Making of the annual college magazine 'SPARK'	Students to give their articles as soft copies, Teachers should submit all reports and photos to the magazine incharge teacher, Class photo can be created by collecting soft copy of the Passport size photos from all students.


 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.