

**Mahatma Education Society's**

**Pillai College of Education & Research, Chembur**

**Academic Year 2020-21**

**Minutes of the Meeting held on 7<sup>th</sup> December, 2020**

**Agenda 1: Sharing Action Taken Report 2020-21 prepared by I.Q.A.C.**

Dr. Mary George Varghese, Coordinator IQAC, shared the Action Taken Report. The chair appreciated the initiatives made by IQAC.

<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
Enhance Teaching & Learning	<ul style="list-style-type: none"><li>• Expert talk on Swami Vivekananda's Philosophy on Education in association with Ramkrishna Mission</li><li>• Expert Lecture Series through Youtube Live</li><li>• Best Practice NEP 2020</li></ul>
Strengthen Training & Placements	<ul style="list-style-type: none"><li>• Session on Set Induction in a Virtual Classroom</li><li>• Internship activities through online mode were organised</li><li>• Students participated in Coursera courses</li></ul>
Research Initiatives	<ul style="list-style-type: none"><li>• Research Colloquium on Trends in Education</li><li>• Seminar on Student Teacher's Action Research</li></ul>
Integrating Technology in the Classroom	<ul style="list-style-type: none"><li>• 'Digital Stree Shakti-Webinar on Online Safety of Girls'</li></ul>

	<ul style="list-style-type: none"> <li>• Lesson demonstration, planning, guidance, lesson delivery through online format</li> <li>• Session for student teachers on creating quiz through google forms</li> </ul>
Strengthening Alumni Engagement	<ul style="list-style-type: none"> <li>• Publication of book by Alumni</li> </ul>
Community Outreach	<ul style="list-style-type: none"> <li>• Expert talk titled 'Your Courage – Your Asset' on 'PoSH (Prevention of Sexual Harassment) and the Legal Rights of Teachers.</li> <li>• National Level Inter-Collegiate Essay Competition for a Social Cause</li> <li>• Online quizzes, slogan writing, essay writing to raise awareness on social issues</li> <li>• Expert Talk session on Cancer Awareness, Early Detection Towards Protection</li> <li>• Special Assembly on World Health Day</li> </ul>
Establishing a Eco-friendly Campus	<ul style="list-style-type: none"> <li>• Quizzes, slogan writing to raise awareness on environmental issues</li> <li>• Sessions were conducted on Swachhata, Paper Bag making, kitchen gardening</li> </ul>

### **Agenda 2: Preparing of AQAR.**

Teachers were asked to prepare the AQAR report for criterion 5 and 6.

### **Agenda 3: Discussion on preparing SAR.**

Preparation of SAR was discussed among all the teachers and all the teachers were allotted criterion wise tasks to work on the metrics.

#### **Agenda 4: Discussion of Plan of Action for the year 2020-2021**

Keeping in mind the objectives of the B.Ed programme the teachers discussed about the plan of action for the year 2020-2021 wherein various academic as well as cocurricular activities which can be conducted was discussed.

#### **Agenda 5: Monthly portfolio wise task allocation.**

The portfolios for the academic year will be as follows:

<b>Portfolios</b>
Examination, Internal Assessment, Admission
NAAC, NCTE, Online submission
NAAC
Practice Teaching
CCA, Student Council, Assembly, Student Grievance, Add-On course
Website updation, Academic Calendar, Community, work, Extension, Online Feedback mechanism
Alumni
WDC, Anti-Sexual Cell
HORIZON publication
Scrutiny Committee
Placement

<https://www.pcer.ac.in/faculty/faculty-duty-allocation/>

#### **Agenda 6: Discussion on Institutional distinctiveness.**

The institutional goals which are In line to the institution's vision of making responsible teachers with the help of trained and dedicated faculty, PCER, Chembur were discussed in order to develop professional teachers having respect for the environment and nation but also will contribute to technological development. Dr. Reni Francis, principal shared that expert talks, seminars, conferences, cocurricular activities, various competitions, Workshops, Seminars, Interactions with the experts are all regular events in the college.

#### **Agenda 7: Discussion on Best practices for the academic year 2020-21**

Principal shared that the two practices have been identified as the institutions best practices for the said academic year: 1. VENTEL. 2. TQM And 2. EDU-2030. Keeping in mind the objectives of these practices, college should conduct various events in the said academic year to make the student teachers aware about Gandhiji's ideas on educational values, basic education, vocational education, to cater to the various baselines of student teacher competency differences while ensuring an experiential learning environment and also to create awareness of the 17 Sustainable Development Goals.

<https://www.pcer.ac.in/iqac/institutional-values-best-practices/>