

Mahatma Education Society's
Pillai College of Education & Research, Chembur
Academic Year 2019-20

Minutes of the Meeting held on 6th May 2019

Agenda 1: Discussion on Portfolio planning.

The upcoming papers and portfolios for Semester 3 and Semester 1 were discussed. It was discussed that papers will be distributed/ redistributed as mentioned in the portfolio wise allocation of the tasks.

<https://www.pcer.ac.in/wp-content/uploads/2021/11/Academic-Calendar-2019-20-Planning.pdf>

Agenda 2: Preparing of AQAR.

Teachers are to read the PDF sent regarding specific requirements for each criterion and prepare the draft AQAR report for criterion 1 and 2 and submit by June 30th 2019.

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 2019-2020

Keeping in mind the objectives of the B.Ed programme the teachers discussed the plan of action for the year 2019-2020 wherein various academic as well as co curricular activities which can be conducted was discussed.

Agenda 5: Monthly portfolio wise task allocation.

The portfolios for the academic year will be as follows:

Portfolios
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

Agenda 6 : Discussion on Best Practice

It was decided that the Best Practice for the academic year would be on SDG's- Edu 2030.

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