

**Mahatma Education Society's**  
**Pillai College of Education & Research, Chembur**  
**Academic Year 2020-21**

**Minutes of the Meeting held on 9<sup>th</sup> May, 2020**

**Agenda 1: Sharing Action Taken Report 2019-20 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.

**Plans of Action for the year 2019-20 & Action Taken**

**Academic Year 2019-20**

<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
Enhance Teaching & Learning	<ul style="list-style-type: none"><li>• Online classroom and virtual lectures, activities through G-Suite, mes mail id provided to students</li><li>• Five-day Faculty Development Programme was organized in collaboration with Mahatma Gandhi National Council of Rural Education, Ministry of Human Resource Development on Nai Talim, Experiential Learning and Work Education in School and Teacher Education Curriculum. - 19th August 2019</li><li>• One Day National Seminar on 'Ki &amp; Ka – Gender Equality and Sustainable Development' was organized in collaboration with SIES College</li><li>• Add on courses/Value added courses conducted for students -Skill Development Programme, Job Perfect.</li><li>• Webinar was conducted with MIT Pune on Reshaping Education in the New World-Pandemic Effect</li><li>• Webinar on Effective Leadership Skills Post COVID -19 Pandemic</li><li>• Webinar on Reviving Educational Practices Post COVID - 19 Pandemic.</li><li>• Best Practice SDG</li></ul>

	<ul style="list-style-type: none"> <li>• Coursera online Courses were completed by faculty</li> <li>• Faculty participated in Refresher, Short Term courses, webinars</li> </ul>
Strengthen Training & Placements	<ul style="list-style-type: none"> <li>• Add on course Job Perfect- sessions on Interview Skills, Resume Writing, Language Enhancement Social Graces</li> <li>• Campus to School- in collaboration with GEMS group Dubai.</li> <li>• Workshop on innovative teaching aids.</li> <li>• Expert Talk on Educational Policy</li> <li>• Panel Discussion on Reflective Practices for Teachers.</li> <li>• Nai Talim Week- Sessions on Basic Home Skills, Financial Planning, Mental Wellbeing, Cloth Bag Making,</li> <li>• Workshop on Fevicryl Mould-It activity – preparation of learning resources</li> <li>• Creative Talks Activity.</li> <li>• Session on Why you should choose teaching as a profession</li> <li>• Session on Journey to be a teacher – Student Teacher’s Viewpoint</li> <li>• Session on Journey to be a teacher – Student Teacher’s Viewpoint</li> <li>• Students participated in Coursera courses</li> <li>• Content Enrichment Programme was conducted</li> <li>• Incubation centre- Skill Set</li> <li>• Online session on career guidance.</li> <li>• Workshop on Story Telling.</li> <li>• Placement Fair.</li> </ul>
Research Initiatives	<ul style="list-style-type: none"> <li>• Working towards Ph. D centre</li> <li>• Faculty published research papers, books</li> <li>• Online session on Action Research</li> <li>• Research papers were presented by student teachers</li> </ul>
Integrating Technology in the	<ul style="list-style-type: none"> <li>• National level online workshop on Digital Teaching for Smart Learning</li> </ul>

Classroom	<ul style="list-style-type: none"> <li>• Faculty development programme on online teaching and learning with Ponda Education Society</li> <li>• Online classroom and virtual lectures through G-Suite</li> <li>• Institution has its own YouTube channel</li> <li>• Digital Literacy workshop was conducted in collaboration with Maharashtra State Commission for Women</li> <li>• Teachers developed e content through platforms such as Institutional Learning Management System, Swayam</li> <li>• In collaboration with SLN Global Network and Twitter Organised One Day Twitter India Meet- Up</li> <li>• Short-term course on 'Connecting Classroom through Online Learning'</li> <li>• 'Digital Stree Shakti-Webinar on Online Safety of Girls'</li> <li>• Lesson demonstration, planning, guidance, lesson delivery through online format</li> </ul>
Strengthening Alumni Engagement	<ul style="list-style-type: none"> <li>• Workshop on Classroom management</li> <li>• Session on Collaborative Learning</li> <li>• Learning Q-EST online sessions by PCER Alumni.</li> <li>• Expert Talk on Mathematics</li> <li>• Alumni Achievers Award</li> <li>• Teacher Assistant programme was initiated</li> <li>• Publication of book by Alumni-Decoding SDG</li> </ul>
Community Outreach	<ul style="list-style-type: none"> <li>• Community service by student teachers through academic support at Navjeevan Centre, Murbad, NASEOH, Chembur</li> <li>• Session on Mental Health</li> <li>• Yoga for Wellness sessions</li> <li>• Swachh Abhiyan in college premises and Cleanliness Drive - Beach Clean-up and Mangrove Clean Up</li> <li>• Street plays for Awareness of Women Rights, Gender sensitization</li> <li>• Expert Talk- Anti-Dowry.</li> </ul>

	<ul style="list-style-type: none"> <li>• Online quizzes, slogan writing, essay writing to raise awareness on social issues.</li> <li>• Street play, poster making at Udaan Festival</li> <li>• Preparation of teaching aids for children with special needs.</li> <li>• National Human Rights Commission sponsored Workshop on Human Rights.</li> <li>• Extension activity- food mela</li> <li>• Expert Talk session on Cancer Awareness, Women's Law, Health and Well Being of Women.</li> <li>• Session on Disability and Inclusion.</li> <li>• Fistful of Grains project.</li> <li>• Jumble Sale, Newspaper sale drive for social cause.</li> <li>• Participation in Chembur Festival highlighting cultural diversity.</li> <li>• Distribution of sanitary napkins.</li> <li>• Short movie created and enacted by student teachers on Human Trafficking.</li> <li>• Flavours from your Homes, an online recipe contest for a Social Cause was organized in collaboration with Soroptimist Welfare Association.</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>• Swachhata Abhiyaan in the college premises, Cloth bag making activity</li> <li>• Greening the campus</li> <li>• Exhibition on self-made eco-friendly stationery</li> <li>• Wet and Dry Waste management</li> </ul>

## Agenda 2: 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-Jun-July-Aug-2020-21-Planning.pdf>

### **Agenda 3: 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 20th 2020.

### **Agenda 4: 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 5: 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 6: 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/>