

**Mahatma Education Society's**  
**Pillai College of Education & Research, Chembur**  
**Academic Year 2020-21**  
**Minutes of the Meeting held on 11<sup>th</sup> May, 2021**

**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>• Best Practice NEP 2020</li><li>• Expert Talk on Teacher Education Practices Across Boundaries</li><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>• Content Enrichment Programme was conducted</li><li>• Session on Challenges During Distance Learning</li><li>• Session on CoRT Tools</li><li>• Session on Kolb's Learning cycle</li></ul>
Research Initiatives	<ul style="list-style-type: none"><li>• Working towards Ph. D center</li><li>• Faculty published research papers, books.</li></ul>
Integrating Technology in the Classroom	<ul style="list-style-type: none"><li>• Launch of Digital Library</li></ul>

	<ul style="list-style-type: none"> <li>• e-LMS begun for add on courses, value added courses</li> <li>• Enhanced social media presence of institution through Facebook, Instagram</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>• Fistful of Grains project</li> <li>• Short movie created and enacted by student teachers on Human Rights, Human Trafficking.</li> <li>• In association with Lions Club of Mumbai Ghatkopar Galaxy and Leo Club of Ghatkopar Galaxy organized the Corona Women Warriors Award, 2021.</li> <li>• YouTube session by experts from various fields on the importance of Health and Safety at Work.</li> <li>• Donate a Meal Drive</li> <li>• Online educational resources were developed by student teachers and provided to the less privileged</li> </ul>
Establishing an Eco-friendly Campus	<ul style="list-style-type: none"> <li>• Special Assembly on World Water Day to raise awareness</li> <li>• Endeavor towards paperless transactions through promoting online assignments and submissions</li> </ul>

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

Teachers were asked to prepare the AQAR report for criterion 7.

### **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:

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

<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 3. 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/>

#### **Agenda 8: Discussion on submission of AQAR for academic year 2020-2021 and 2021-22.**

The Chair announced that all reports must be mailed to the principal and IQAC coordinator on or before 30th May, 2021. The chair announced that details of all the events and activities carried out in the said academic year must be duly recorded and documented as same must be presented in the AQAR. to give a clear representation to NAAC regarding the endeavors made at the institution towards quality improvement.

Submission of Final Draft of A.Q.A.R. to the Principal and the IQAC Coordinator was 30<sup>th</sup> May 2021