

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

**Minutes of the Meeting held on 9<sup>th</sup> September, 2019**

**Agenda I**

**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.

| <b>Plan of Action</b>                   | <b>Achievements/Outcomes</b>   |
|---|--|
| Enhance Teaching & Learning             | <ul style="list-style-type: none"><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.</li></ul> |
| Strengthen Training & Placements        | <ul style="list-style-type: none"><li>● Content Enrichment Programme was conducted</li><li>● Campus to School- in collaboration with GEMS group Dubai -</li></ul>  |
| Research Initiatives                    | <ul style="list-style-type: none"><li>● Panel Discussion on Reflective Practices for Teachers</li><li>● Faculty published research papers, books</li></ul>   |
| Integrating Technology in the Classroom | <ul style="list-style-type: none"><li>● Workshop on innovative teaching aids</li></ul>   |
| Strengthening Alumni Engagement         | <ul style="list-style-type: none"><li>● Workshop on Classroom management</li><li>● Session on Collaborative Learning</li></ul>   |

|                                    |  |
|------------------------------------|--|
|                                    | <ul style="list-style-type: none"> <li>• Publication of book by Alumni- Decoding SDG</li> </ul>  |
| Community Outreach                 | <ul style="list-style-type: none"> <li>• Newspaper sale drive for social cause-</li> <li>• Distribution of sanitary napkins</li> </ul> |
| Establishing a Eco-friendly Campus | <ul style="list-style-type: none"> <li>• Juhu Beach Clean up Drive</li> <li>• Swachh Abhiyan</li> </ul>                                |

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

Teachers were asked to prepare the AQAR report for their criterion 3 and 4.

### **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:

| <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/wp-content/uploads/2021/11/Academic-Calendar-2019-20-Planning.pdf>

#### **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. Principal shared that expert talks, seminars, conferences, cocurricular activities, various competitions, Workshops, Seminars, Interactions with the experts are all regular events in the college.