

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

**Minutes of the Meeting held on 14<sup>th</sup> September, 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>• Short Term Course on Inclusive Learning Environment</li><li>• Short Term Course on Continuous Professional Development</li><li>• National Level Live Webinar on NEP 2020- Vision for a Prospective Nation.</li><li>• Session for student teachers on creating quiz through google forms</li></ul>
Strengthen Training & Placements	<ul style="list-style-type: none"><li>• Add on course Job Perfect- sessions on Communication Skills, Interview Skills, Resume Writing, Soft Skills</li><li>• Workshop on VENTEL (Vocational Education Nai Talim Experiential Learning)</li><li>• Webinar titled 'Prerequisites for being an Educator' was conducted</li></ul>
Research Initiatives	<ul style="list-style-type: none"><li>• Webinar on YouTube titled Different Approaches in Management Research</li></ul>

Integrating Technology in the Classroom	<ul style="list-style-type: none"> <li>• Online classroom and virtual lectures through G-Suite</li> <li>• Institution has its own YouTube channel</li> <li>• Short-term course on 'Connecting Classroom through Online Learning'</li> </ul>
Strengthening Alumni Engagement	<ul style="list-style-type: none"> <li>• Learning Q-EST online sessions by PCER Alumni</li> <li>• Alumni Achievers Award</li> <li>• Teacher Assistant programme was initiated</li> </ul>
Community Outreach	<ul style="list-style-type: none"> <li>• Online session on Mental Health titled 'Here I am to Hear you'</li> <li>• Yoga for Wellness sessions</li> <li>• Webinar on Population challenges 'Take a Stand, Raise Awareness'</li> </ul>
Establishing an Eco-friendly Campus	<ul style="list-style-type: none"> <li>• International Conference on Innovative and Sustainable Educational Practices in Higher Education.</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 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. 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/>