



Mahatma Education Society's Pillai College of Education & Research

Plot-1, Sector-8, Khanda Colony, New Panvel (W)-410206

Curriculum Planning Committee

A.Y. 2023-2024

Principal of the College	Dr. Sally Enos
Faculty of the Institution	Dr. Saramma Mathew Dr. Bhavna Dave Dr. Geeta S. Thakur Dr. Jiji Sahaya
Representatives of Practice Teaching	Mrs. Teena Johny Mr. Jomon Mathew
Experts	Dr. Anna Fernandes Dr. Sandeep Shinde
Student Representatives	Seemran Sahani Jisha Parekkadan Priya Pillai Astha Pandey
Alumni	Mrs. Deepa Jayaroy Mrs. Ichha Mehrotra


Dr. (Ms.) Sally Enos
PRINCIPAL
MAHATMA EDUCATION SOCIETY'S
Pillai College of Education & Research
Dr Pillai Teacher Training & Research Centre
Plot No 1, Sector-8, Khanda Colony,
New Panvel-410 206.



Mahatma Education Society's Pillai College of Education & Research

Plot-1, Sector-8, Khanda Colony, New Panvel (W)-410206

Date: 1st March 2024

MEETING NOTICE

Dear Madam/Sir

Warm Greetings!

A meeting of the Curriculum Planning Committee has been scheduled as follows. Please make it possible to attend the same.

Date: 6th March 2024

Time: 11.30 am

Venue: Conference room, Second floor, PCER- Panvel.

Kindly contemplate the agenda of the meeting.

Agenda of the meeting:

- Curricular Planning B.Ed. – Semester 2 and Semester 4
- Curricular Planning M.Ed. – Semester 2 and Semester 4
- Any other matter with the permission of the chair

Your presence at the meeting will enable us to get valuable suggestions. Please make it possible to attend.

Thank You.

Yours truly,


Dr. (Ms.) Sally Enos
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Plot No 1, Sector-8, Khanda Colony,
New Panvel-410 206.

Minutes of the Meeting

Date: 6th March 2024

Time: 11.30 am

Venue: Conference room, Second floor, PCER- Panvel

Chairperson: Dr. Sally Enos

Participants: M.Ed. and B.Ed. Faculty Members, Student Representatives, Experts, Representatives of Practice Teaching & Placement Schools

Agenda:

- Curricular Planning B.Ed. – Semester 2 and Semester 4
- Curricular Planning M.Ed. – Semester 2 and Semester 4
- Any other matter with the permission of the chair

Meeting Highlights:

- **Curricular Planning B.Ed. – Semester 2 and Semester 4**
 - 4 weeks of internship for the student teachers of F.Y. B.Ed. Semester 2 needs to be planned and executed. Internship in-charge will be Dr. Jiji Sahaya. Guidance list and school list for internship with student name to be kept ready and conveyed to the student teachers.
 - The examination in-charge, Ms. Shruti Nari should plan for the conduction of Class test for Semester 2 to be held in the month of May 2024. Portion for the test to be planned and conveyed well in advance to the student teachers. Dates have to be discussed and finalized for the same in the staff meetings.
 - Community work for semester 4 must be conducted in special schools and the schedule for the same has to be decided. Permission from special schools needs to be acquired and community work to be finished by 2nd week of May 2024. Tentative dates for fourth semester exams for the B.Ed. students will be in the month of August.
- **Curricular Planning - M.Ed. Semester 2 and Semester 4**
 - Submission date for completion of M.Ed. dissertations to be decided and informed to the students. Dr. Bhavna Dave will plan and schedule for the internals of M.Ed. Discussion on M.Ed. pending portion and its completion should be done during staff meeting. Timetable should be made accordingly so that class test can be conducted. Date for the class test for M.Ed. to be decided and conveyed to the students. Assignments for M.Ed. to be finished in the month of May.
- **Cocurricular Planning**
 - Cultural fest can be conducted in the first half of May i.e. before 9th May 2024. The activities can be planned club and cell wise. Ms. Shruti Nair, Cultural teacher in-charge will plan and schedule for the same. The details will be shared during the staff meeting.
 - Indoor Sports can also be planned and organized during the same time. Ms. Bhanu Yadav will be the teacher in-charge of the event. Coordination with the B.P. Ed. section needs to be carried out and planning should be done with their assistance.

- Teaching aid workshop can be arranged for the student teachers before the beginning of their Semester 3 internship. Dr. Saramma Mathew will be in-charge of the

Other

- **Loksabha Elections:** 13th of May will be the election and the teachers will be having election duty and tentatively the premise will also be a center for voting and thus from 11th May no lectures are scheduled. Due to the election class test for the B.Ed. to be rescheduled to the month of June.
- **Summer Vacation:** As per the circular by the University of Mumbai, summer vacation will be from 23rd May to 22nd June 2024. Vacation for the teachers will be decided later during the staff meeting depending upon response from NAAC.





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Plot-1, Sector-8, Khanda Colony, New Panvel (W)-410206

Date: 25th November 2023

MEETING NOTICE

Dear Madam/Sir

Warm Greetings!

A meeting of the Curriculum Planning Committee has been scheduled as follows. Please make it possible to attend the same.

Date: 29th November 2023

Time: 11.45 a.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate the agenda of the meeting.


Agenda of the meeting:

- Curricular activities
- Club and Cell activities
- Co-curricular activities
- Outreach activities
- Any other matter with the permission of the chair

Your presence at the meeting will enable us to get valuable suggestions. Please make it possible to attend.

Thank You.

Yours truly,


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Minutes of the Meeting

Date: 29th November 2023

Venue: Conference room, Second floor, PCER-Panvel

Time 11.45 am

Chairperson: Dr. Sally Enos

Participants: M.Ed. and B.Ed. Faculty Members, Student Representatives, Experts, Representatives of Practice Teaching & Placement Schools

Agenda:

- Curricular activities
- Club and Cell activities
- Co-curricular activities
- Outreach activities
- Any other matter with the permission of the chair

Meeting Highlights:

- **Curricular Activities:**
 - Class-test for 1st and 3rd Semester B.Ed. and M.Ed. should be planned for January or February by the Examination in-charge Ms. Bhanu Yadav and Dr. Bhavna Dave. Dates for assignment submissions should be planned and conveyed to the student teachers.
 - The teacher educators should be mentally prepared if our college is selected as the center for university exam for 3rd semester tentatively scheduled for February 2024. The examination in-charge of the University examination will be Dr. Bhavna Dave who will look after the arrangement for the same.
 - The tentative schedule for B.Ed. and M.Ed. Semester 2 will be March 2024. The syllabus distribution of the courses to be done and discussed with the respective teacher in-charge in detail during the staff meetings. Content test has to be conducted for first year students in the month of February, Ms. Shruti Nair will be the Examination in-charge of the same.
 - Teaching competency has to be conducted for first year students and Ms. Shruti Nair will be the teacher in-charge for the same. She will make the schedule and arrange for the smooth conduct of the teaching competency scheduled for the month of February.
 - Orientation to semester 4 to be conducted in the month of February and data should be collected from S.Y. B.Ed. Semester 4 student teachers related to elective papers viz. Environmental Education, Guidance and Counselling and Action Research. The distribution of units related to these subjects will be dealt with in detail in the staff meetings. Dr. Bhavna Dave will be the teacher in-charge of the Reading and Reflecting of text and Book review which will be conducted for second year students as a part of Sem 4.
 - Community Service for semester 4 will also tentatively begin from February 2024. Grouping of the students should be done and centres for service to be decided.

- M.Ed. students in their second semester will have Preparatory course on research. The teachers in charge of preparing the students for the research proposal will be Dr. Bhavna Dave and Dr. Geeta S. Thakur. Planning on weekly conduction of the session to done and shared with the students.
- **Outreach Activities:**
 - As a part of the Nature club activities, sustainable activities should be undertaken by the college on a regular basis. The Nature club can organize an e-waste collection drive in the month of December. The teacher in-charge should discuss the type of e-waste to be included in the collection drive with the members of the club and communicate it to the students.
 - Nature club can also organize Plastic Waste collection drive in the month of December. The type of plastic to be included in the drive should be discussed and conveyed respectively. Apart from collecting waste, the teacher educators and student teachers can generate awareness about the need for such initiatives and encourage their students.
- **Club and cell activities:**
 - All the teacher in-charge of various clubs should plan and decide for visits related to the different clubs of the college. The teacher in-charge of these clubs should ensure that necessary communication and coordination for the visit are being conducted.
 - Placement Cell in-charge Dr. Geeta Thakur was asked to plan for the recruitment drive from the first week of January. VACC on **Interview etiquettes** should be planned and conducted before the placement drives to prepare the students for in person interviews as well as preparation of Resume.
 - Science day is celebrated every year on 28th of February; the teacher in-charge for the visit will be Ms. Bhanu Yadav and Ms. Shruti Nair. They will guide the students from both B.Ed. and M.Ed. for participation in the exhibition and look after the necessary arrangements for the visit.
- **Co-curricular Activities:**
 - Ms. Manju Vinish and Ms. Bhanu Yadav were asked to plan for the sports day for the first year and second year students to be scheduled for the first week of January 2024. The teacher in-charge of the sports day were asked to group students, plan, organize and make necessary arrangements for the same.
 - Students were grouped for making different craft items for VAAC course on Craft as Pedagogy and Ms. Manju Vinish, the teacher in-charge for the course was asked to guide the students for the same.

The meeting concluded at 2.00 pm and was attended by:





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Date: 16th October 2023

MEETING NOTICE

Dear Madam/Sir

Warm Greetings!

A meeting of the Curriculum Planning Committee has been scheduled as follows. Please make it possible to attend the same.

Date: 21st October 2023

Time: 11.45 a.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate the agenda of the meeting.

Agenda of the meeting:

- Curricular Planning for the term
- Co-curricular Planning for the term
- NAAC related work
- Any other matter with the permission of the chair

Your presence at the meeting will enable us to get valuable suggestions. Please make it possible to attend.

Thank You.

Yours truly,


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Minutes of the Meeting

Date: 21st October 2023

Venue: Conference room, Second floor, PCER-Panvel

Time 11.45 am

Chairperson: Dr. Sally Enos

Participants: M.Ed. and B.Ed. Faculty Members, Student Representatives, Experts, Representatives of Practice Teaching & Placement Schools

Agenda:

- Curricular Planning for the term
- Co-curricular Planning for the term
- NAAC related work
- Any other matter with the permission of the chair

Meeting Highlights:

Principal, Dr Sally Enos initiated the meeting and the following points related to the agenda were discussed.

Curricular Planning for the term:

- **Semester 1 Schedule:** Orientation for F.Y. B.Ed. student teachers will be conducted in the coming week of October. The session should include Introduction to MES' PCER, Code of Conduct, role of the student council and Layout of B.Ed. structure.
The student teachers were already oriented to community work schedule and Ability course 1 – Critical Understanding of ICT which was planned from 5th October. The community work teacher in-charge was Dr. Jiji Sahaya and ability course teacher in-charge was Dr. Geeta Thakur. Detailed planning was shared with the student teachers and other teacher educators and the plan is in execution. After the completion of the above two task, marks entry to ICT (50 Marks), Community work (20 Marks) to be completed. Date for hard copy submissions of the reports to be decided in the staff meetings that followed.
Students should be introduced to self-study VAAC - Dance and drama as Pedagogy. The teacher in-charge Ms. Shruti Nair should orient the student teachers and give a suitable assignment.
Details of the distribution of the units for M.Ed. Semester 1 will be done in the staff meeting and communicated to Dr. Sally Enos, Dr. Saramma Mathew, Dr. Bhavna Dave, Dr. Geeta Thakur and Dr. Jiji Sahaya.
- **Semester 3 Schedule:** Topic and dates for assignment and presentations of M.Ed. Semester 3 presentations to be decided by the teacher in-charge and shared with the students well in

advance. 3rd Semester lectures for M.Ed. will begin from the second last week of November. The number of Self-study courses needs to be decided for those M.Ed. and B.Ed. students, who have not completed their internship.

- **Diwali break** for the teachers will be from 10th to 19th November 2023, however in case of NAAC related work, teachers may have to come to college. Diwali break for students will be from 10th to 22nd November. B.Ed. and M.Ed. classes will resume from 23rd November 2023.
- **Learning Resource:** Learning resources in their respective pedagogy should be made by the Second year B.Ed. students and date of submission for the same should be communicated.

Co-curricular Planning for the term

- **Cultural Activities:** Cultural activities must be decided and conducted for the student teachers. Since Navratri is coming closer, one day could be allotted to the student teachers to celebrate the festival. The second-year students could plan and organize a fresher's party for the first-year students to welcome them to the college.
- **Visits:** At least 4 educational visits must be arranged for the student teachers related to the clubs run by the college. The teacher in-charge will look for avenues, decide upon the dates and prepare brochures.
- **VAAC:** To get a certificate in any of the VAAC courses, 80 % attendance is mandatory. Student teachers should be given assignments that can be used in education.
- **English Language test:** The teacher in-charge Dr. Bhavna Dave should conduct English Language test for both B.Ed. and M.Ed. and select students for Communicative English Course.
- **Anti-Ragging:** The teacher in-charge of the Anti-Ragging cell will be Ms. Bhanu Yadav. She should decide and organize an orientation session related to anti-ragging. A pledge has to be taken by the student teachers to refrain from ragging and fill an undertaking for the same.

NAAC related work

- IQAC coordinator, Dr. Bhavna Dave needs to assess the completion of NAAC related work daily and conduct meetings every day if required. In the meetings, discussion on the creation of relevant files on Qualitative aspect (3 aspects) to be taken into account.

The meeting concluded at 2.00 pm and was attended by:





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Date: 10th July 2023

MEETING NOTICE

Dear Madam/ Sir,

Warm greetings!

A meeting of the Curriculum Planning Committee has been scheduled as follows. Please make it possible to attend the same.

Date: 15th July 2023

Time: 11.45 a.m.

Venue: Conference room, Second floor, PCER-Panvel

Kindly contemplate the agenda of the meeting.

Agenda:

- National Level Seminar
- B.Ed. and M.Ed. Sem 2 and Sem 4 examinations
- Distribution of portfolio and syllabus for B.Ed. 2022-24 Sem 3
- Any other matter with the permission of the chair

Your presence at the meeting will enable us to get valuable suggestions. Please do make it possible to attend.

Thank you.

Yours truly,


Dr. (Ms.) Sally Enos
PRINCIPAL

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Minutes of the Meeting

Date: 15th July 2023

Venue: Conference room, Second floor, PCER-Panvel

Time 11.45 am

Chairperson: Dr. Sally Enos

Participants: M.Ed. and B.Ed. Faculty Members, Student Representatives, Experts, Representatives of Practice Teaching & Placement Schools

Agenda:

- National Level Seminar
- B.Ed. and M.Ed. Sem 2 and Sem 4 examinations
- Distribution of portfolio and syllabus for B.Ed. 2022-24 Sem 3
- DLLE Programme
- Any other matter with the permission of the chair

Meeting Highlights:

Principal, Dr Sally Enos initiated the meeting and the following points related to the agenda were discussed.

- **National Level Seminar**
 - Two national level seminars will be planned for this year. The theme of the first seminar should be based on the next series of Environmental Re-engineering. The second seminar could be on any topics of immediate relevance to Education. The theme and sub-theme will be contemplated and discussed in the staff meeting.
 - The first seminar could be held in the month of September while the second could be held in the month of October 2023. The teacher educators could volunteer to take over the organizing of the seminars.
 - Both the seminars will be conducted via hybrid mode.
 - The teacher educators along with student-teachers can take up research topics related to the themes/sub-themes for presentation.
- **B.Ed. and M.Ed. Sem 2 and Sem 4 examinations**
 - We are yet to receive information pertaining to Semester 2 and Semester 4 University Level Examinations from the university.
 - Entry of Internals of Semester 2 and Semester 4 marks must be completed at the earliest.
 - Revision for all the subjects should begin and will be done online.
- **Distribution of portfolio and syllabus for B.Ed. 2022-24 Sem 3**
 - **Planning for Semester 3:** For all Pedagogy Unit 1, could use the dialogic method for teaching. The common topics in Pedagogy will be done by the M.Ed. interns during their

internship which will be scheduled in the month of October. A list of Unit-wise detailed distribution of the courses to be decided in the staff meeting.

- Unit-wise detailed distribution of the courses of both M.Ed. and B.Ed. Semester 1 and 3 to be decided in the staff meeting.
- Topics for DLLE work should be decided by the DLLE in-charge teacher and conveyed to the student teachers.
- **Practice teaching:** The tentative Semester 3 internship schedule will be from August to November 2023. Mrs. Manju Vinish, the practice teaching in-charge will follow the protocol needed for the smooth conduction of internship at the previously decided schools and junior colleges in Panvel, Kamothe, Belapur and Kharghar. Schools must be approached again for Semester 3 internship permission and the internship has to be planned.
- The student teachers will go to internship schools on any 4 days in a week while the other 2 days can be kept for guidance of lesson plans and lectures (if any).
- Group leaders should be appointed, and responsibility of the group leader will be to analyze the consolidated school timetable to decide upon 2 days for lessons. The lesson distribution for Semester 3 is: 10 general lessons, 2 theme based lessons and 3 co-teaching lessons. (*Minimum 10 lessons in 1st Pedagogy and 3 lessons in 2nd Pedagogy*).
- **DLLE Programme**
 - The programme conducted by 'Department of Distance and Lifelong Learning' will be taken up this year too and Mrs. Bhanu Yadav will be the in-charge teacher. She will have to attend the 2 DLLE Training programs and guide the students to take and complete the project work given to them.
- **NAAC related work**
 - Ms. Manju and Ms. Shruti will work on Metric 2.7.4.
 - Since the syllabus was completed, we were able to complete three Value Added Certificate Courses; 1. Self Enhancement 2. Preparatory course in Research 3. Teaching competency. Feedback on the same needs to be collected from the student teachers.
 - We need to introduce the next VACC on **Art as Pedagogy** to the student teachers.
 - Thinking and reasoning is to be done in continuity.

The meeting concluded at 2.00 pm and was attended by:






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ACTION TAKEN PLAN

Members	Issues/ Challenges	Action Taken
Students	New Value-added courses to be introduced.	Add on courses on Craft as Pedagogy; Computer art as pedagogy were created and spoken tutorials in the MES e-learning studio were developed.
	Enhancing communication skills.	Course on Communicative English was conducted and debate club was established.
Practice Teaching Schools	Keeping the students occupied during proxy classes.	Student teachers were trained to conduct various activities in the thinking and Reasoning club so that the student teachers could keep the middle school occupied in proxy periods during internships.
Research Scholars	To develop research attitude.	Research Colloquium was organized to discuss topics framed by PG student.
Faculty members	Sensitization and awareness about NEP 2020.	All faculty members were given the opportunity to enroll for and relieved from duty to attend sessions on a weeklong certification course on NEP 2020 Orientation and Sensitization programs conducted by HRDC of various colleges under Malaviya Mission Teacher Training Programme (MM-TTP) of University Grants Commission (UGC).
Principal	To avail grants from ICSSR Delhi for conducting FDP/workshops/seminar.	Application was sent to ICSSR-WRC for conducting a 10 days Research Methodology workshop.
Alumni	Sensitization towards Environmental Sustainability.	Collection of e-waste and plastic waste on a regular basis.


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