

MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF EDUCATION AND RESEARCH
RASAYANI , 410207

Academic Year (2020-21)


NOTICE


Date: 8/06/2020

All the staff members are hereby informed that a staff meeting will be held on 13th June 2020 in online mode . All the members are requested to be present for the meeting. Kindly come prepared with your portfolio activities report and planning for future activities.

Agenda :

- 1..Process of online lectures
- 2.Value added course addition
- 3.Activities for students development
- 4.Planning faculty welfare activities
- 5.Alumni activities
- 6.College website updation
- 7.Any other matter of relevance with the permission of the chair


Principal
Pillai HOC College of Education &
Research, HOCL Educational Campus,
Rasayani, Tal. Khalapur, Dist. Raigad.


I/C Principal
Pillai HOC College of Education &
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MINUTES OF THE MEETING HELD ONLINE ON 13 TH JUNE 2020 , MEET PLATFORM :
GOOGLE MEET

The meeting was attended by the following members:

Attended by:

Dr. T.A James
Mrs Mamta Patil
Mrs. Sheetal Kadam
Ms. Reema Nikalje
Mr. Vithoba Sawant
Ms. Angel Sunder

1. The chair person read the minutes of the previous meeting and the agenda of the meeting.
2. **Agenda 1: Process of online lectures**
The academic year 2020 commenced with the online lectures for the S.Y.B.Ed students due to covid pandemic adhering to the government norms of social distancing. The faculty members got acquainted with the required technology and the provisions made by management regarding the G suite and zoom platform. The Members also discussed the need for documentation of the online lectures and the evaluation process .
3. **Agenda 2 : Value added course addition**
'Tools for Prospective Teachers ' module were to be introduced as value added course for the students of our college . The course module was discussed in detail. The outline of the module , attendance requirement , certification, assignments and lecture mode was finalized . slots in the timetable were discussed and finalized.
4. **Agenda 3 : Activities for students development**
The staff members discussed the need for activities to be organized for students' benefit. Webinars or guest lectures can be organized in online mode .

5. **Agenda 4 : Alumni activities**


The members also felt the need of arranging Alumni interaction sessions . Provision of the same to be made in the timetable . It was also decided to ask the alumni for giving online demonstrations for their subjects.


6. **Agenda 5 : Planning faculty welfare activities**

Faculty members felt the need to plan for staff welfare activities for the overall development of their emotional and social development . Staff members were encouraged to take up plan for short term courses, orientation programmes or webinars for professional development.

7. **Agenda 6 : College website updation**

The Principal felt the need for updating the website with all the online activities which will be planned in the coming days for the transaction of the curriculum and for the welfare of the students. Angel madam was given the task of updating the website. All the teachers should send reports and pictures of any activities conducted in their portfolio perview.


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ACTION TAKEN REPORT

- The documentation of teaching- learning process conducted online was decided to maintained by creating Google classrooms for each subject, class-wise across all streams. The class teachers were given the responsibility to manage the google classrooms as per the guidance of IQAC. For the easy access of e-content in the classroom, the link for the same was decided to be shared on the website of the college as per instructions from IQAC.
- The live online sessions were decided to be conducted using Google meet platform and the sessions would be recorded by the concerned teachers and to be shared for further reference.
- Single google classroom with different sections for different heads of various subjects were created. The teachers posted their notes in the classroom. Flipped classroom was used most of the time where the students would come prepared for their lectures .
- It was decided that online attendance would be maintained to let us know the number of students attending the sessions.
- It was decided to conduct an online add on course for the students, whose lectures will be delivered online. Assignment submissions will be organized at the end of semester. Those students who have maintained good attendance and submitted their assignments will be eligible for E- certificates.

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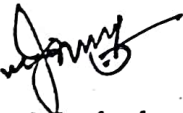
Date: 20/05/2021

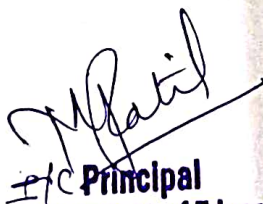
NOTICE (2020-21)

All the members of the teaching faculty of the college are hereby informed that the staff meeting is scheduled on 28/05/2021 at 11.00 a.m.in online mode (google meet) . The following agenda shall be discussed in the meeting. All the members are requested to attend the meeting on the said date and given time .

AGENDA OF THE MEETING-

1. Sharing the Action Taken Report
2. Plan of action for the academic year 2021-22
3. Distribution of Portfolios for the academic year 2021-22


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HOC Principal
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Academic Year (2020-21)

Staff Meeting 1

Principal : Dr. JAMES

Date : 28/05/2020

Time : 11:00 am.

Venue : Virtual Platform (Google meet).

The staff meeting was held on 28/05/2020 in online mode on google meet . Principal Dr. T.A. James welcomed the members present for the meeting.

The following members were present in the meeting

- 1 Dr. T.A. James
- 2 Dr.Lata Kasture Menon
- 3 Ms. Reema Nikalje
- 4 Mrs. Mamta Patil
- 5 Mrs. Sheetal Sawant
- 6 Mr. Vithoba Sawant
- 7 Ms. Angel Sunder

The following matters were discussed in the meeting

Agenda 1.Review of last meeting's minutes was taken, and next strategies were planned accordingly.
The last meeting action taken report was shared by the convener.

Agenda 2. The plan of action for the academic year 2021-22 for the fulfillment of the various academic and co-curricular activities were discussed.

- ✓ Keeping in mind the ongoing pandemic it was decided that the college will function in the online mode for students however faculty members will be asked to work from college depending on the circulars received from higher authorities. .
- ✓ The FYB.Ed Batch 2020-22 were admitted in the college in March 2021. The committee suggested that they should be trained in Micro-teaching skills and they should be given an opportunity to observe how online lessons are delivered. Thus the SYB.Ed students must be asked to deliver model lessons in the online mode.
- ✓ It was suggested that National Days will be celebrated in the online mode with the students however the faculty members must report to college for flag Hoisting.
- ✓ It was decided that activities like world mental day, Yoga course , etc must be held in the online mode this year and wherever possible experts talks can be organized.
- ✓ The committee suggested that more and more staff and students must participate in research work and accordingly present or publish their research in reputed journal.

Agenda 3. The Academic and other portfolios for the academic year 2021-2022 were decided and allocated to the faculty members.

Agenda 4. Any other subject with the prior permission of the chair.

Since there was no other subject for discussion the meeting ended by vote of thank by Mr. Vithoba Sawant.



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