

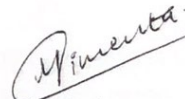
PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

Notice

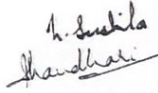
Notice is hereby given to the entire faculty that there will be staff meeting on 10th September 2018 at 10.00 a.m. in the staff room to discuss the following agenda.

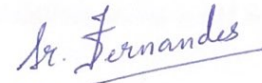
Agenda:-

1. To read and confirm minutes of the previous meeting
2. Matter arising out of the minutes
3. To take decisions regarding course on Art and Drama
4. To take decisions regarding submission of assignments
5. To plan annual picnic
6. To plan a programme in the honour of Mother Mary Veronica and sesquicentennial year of CCR
7. To plan activities during Gandhi Jayanti week
8. To take decisions regarding Class Test for S.Y.B.Ed.
9. Any other matter with the permission of the Chair.


Principal.

1. Sr. Sushila D'Silva – Manager
2. Dr. Sheetal Chaudhari
3. Ms Angelina Nunes
4. Dr. Helen Jadhav
5. Dr. Cynthia D'Costa
6. Ms Heather Gabriel




I/C Principal
PUSHPANJALI COLLEGE
OF EDUCATION
PAPDY VASAI, DIST. PALGHAR-401 207

Minutes of the meeting held on 10 Sept 2018

The staff meeting held on 10 Sept 2018 was attended by the following members

- Principal Dr Mabel Pimenta
- Dr Sheetal Chaudhari
- Ms Angelina Nunes
- Dr Helen Jadhav
- Dr Agnes DCosta
- Ms Heather Gabriel

The minutes of the previous meeting held on 28 June 2018 were read. No matter emerged out of the minutes and the minutes were unanimously passed after being confirmed.

Decisions regarding Course on Art and Drama

The audit course on Art and Drama is a common course for students of FY and SY B.Ed. For the academic year 2018-19, the distribution of modules was as follows. Activities for module One would be organised by Dr Mabel Pimenta, Mrs Angelina Nunes and Dr Helen Jadhav. Module Two would be organised by Dr Sheetal Chaudhari, Dr Agnes DCosta, Ms Heather Gabriel and Sr Delicia. Activities for the modules were to be discussed by individual groups.

Decision regarding Submission of assignments

The assignments for Semester Three were to be submitted by 20 October

Decision regarding Annual Excursion

The Annual Excursion for SYBED was scheduled to be held between 22 to 27 October 2018. The venue for the picnic was decided to be Goa. Principal and accompanying teachers would co-ordinate with the tour organisers.

Decisions regarding co-curricular activities

It was decided that celebrations and competitions planned with respect to Diwali would be held on 29,30,31 October 2018. The Feast Day Mass in honour of patroness St Therese would be held on 1st October. It would also be the inaugural mass for the newly admitted FYBED students. 14 November was to be observed as Children's Day. Sports Day for SYBED would be held on 13 November.

Decisions regarding Gandhi Jayanti Week

The year starting from 2 October 2018 is being observed as the sesquicentennial anniversary of Mahatma Gandhiji's birth year. To commemorate the event it was decided that special assemblies, discourse on Gandhian philosophy, dramatization and cleanliness drives would be undertaken.

Decisions regarding Class Tests for SYBED

As the University Examinations for SYBED Semester III were scheduled for 10 December, it was decided that the Class Tests be held per the following schedule.

Class Test One – 13,15,17 October 2018

Class Test Two – 19,21,24 November 2018

The meeting ended with a Vote of Thanks by the Principal

Sr. Fernandes

**I/C Principal
PUSHPANJALI COLLEGE
OF EDUCATION
PAPDY VASAI, DIST. PALGHAR-401 207**

PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

Notice

Notice is hereby given to the entire faculty that there will be staff meeting on 4th October 2018 at 10.00 a.m. in the staff room to discuss the following agenda.

Agenda:-

1. To read and confirm minutes of the previous meeting
2. Matter arising out of the minutes
3. Orientation regarding modification in secondary attendance report to the University of Mumbai
4. Discussion on Gandhi Jayanti week
5. To take decisions regarding workshop on self defense
6. Any other matter with the permission of the Chair.

Mimenta
Principal.

1. Sr. Sushila D'Silva – Manager
2. Dr. Sheetal Chaudhari
3. Ms Angelina Nunes
4. Dr. Helen Jadhav
5. Dr. Cynthia D'Costa
6. Ms Heather Gabriel

S. Sushila

Chaudhari

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H

C

H

Sr. Fernandes

**I/C Principal
PUSHPANJALI COLLEGE
OF EDUCATION
PAPDY VASAI, DIST. PALGHAR-401 207**

Minutes of the Meeting held on 4 October 2018

The staff meeting held on 4 October 2018 was attended by

- Manager Sr Sushila DSilva
- Principal Dr Mabel Pimenta
- Dr Sheetal Chaudhari
- Ms Angelina Nune
- Dr Helen Jadhav
- Dr Agnes DCosta
- Ms Heather Gabriel
- Ms Sunita Pambujya

The minutes of the meeting held on 10 Sept 2018 were read and passed unanimously.

Decisions regarding modifications in attendance at University Examinations

Dr Mabel Pimenta and Ms Sunita Pambujya attended an orientation at University of Mumbai, Kalina Campus on 3 Oct 2018. Dr Mabel Pimenta briefed the staff regarding changes in the system of procuring candidates attendance at University Examinations. The following instructions were to be duly followed.

- All previous answer booklets were to be returned to the University as they were being replaced by new answer booklets.
- All faculty members tagged by the University for assessment/moderation work would receive updates regarding assessment work
- A 40 page answer booklet would be given to candidates. In case of supplements, an 8 page supplement would be supplied. The main answer book and the supplement had scope for coordination
- The practice of writing QP codes was to be discontinued. Instead a general programme code would have to be written on the answer book.
- A stamp for Persons with Disability was to be prepared to be used in case of such candidates.
- From 8 Oct onwards Google Play store would make available an App named TracMarks. This could be downloaded by evaluators to keep track of their evaluation activities.
- Online attendance of candidates present at the examination centre was to be dispatched to the University within an hour of commencement for the Examinations. Post examination a final slip of conformation was to be downloaded for pasting answer books sent to the University.
- Question Banks would be prepared for each course as University plans to sue the same to compile question papers in future.

Staff members presented queries and these were duly clarified by the Principal Dr Mabel Pimenta and Ms Sunita Pambujya. Sr Sushila accepted the responsibility of preparing the PWD stamp.

Sr. Fernandes

H/C Principal

**PUSHPANJALI COLLEGE
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Discussion on Gandhi Week

The college had undertaken many activities to mark Gandhiji's sesquicentennial birth anniversary. Dr Sheetal Chaudhari was to prepare the report on Swachata Abhiyan to be sent to Vasai Virar Municipal Corporation. Dr Agnes DCosta undertook the responsibility of preparing the report to be sent to University of Mumbai.

Decisions regarding workshop on Self Defence

The University of Mumbai Department of Student Welfare sent a circular regarding conducting self-defence workshop for women. In connection with this several possibilities were discussed. Dr Agnes Dcosta was to contact the resource person. One resource person Dr Sandhya Khedekar and team were contacted. The approximate amount for the workshop was Rs 7500/-. Sr Sushila agreed to the same. The tentative e dates for the workshop were fixed as 17,19,20 October 2018 from 11 am to 1pm.

It was also decided that the Sakhi Box(a box to put in complaints regarding on campus exploitation/harassment) be installed in a suitable place as soon as possible.

Sr Sushila suggested that the college must organise a seminar during the academic year. Principal Dr Mabel Pimenta supported the suggestion and said that a meeting for the same would be held shortly.

Sr. Fernandes

I/C Principal

**PUSHPANJALI COLLEGE
OF EDUCATION**

PAPDY VASAI, DIST. PALGHAR-401 207

PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

Notice

Notice is hereby given to the entire faculty that there will be staff meeting on 11th Dec. 2018 at 10.00 a.m. in the staff room to discuss the following agenda.

Agenda:-

1. To discuss about University Examination of Second Half 2018
2. To discuss on screen marking of Univ. Exam. answer sheets
3. To discuss schedule of National Seminar due in Feb. 2019
4. To plan co-curricular activities for the Second Term.

Mimenta
Principal.

1. Dr. Sheetal Chaudhari *Sheetal Chaudhari*
2. Ms Angelina Nunes *Angelina Nunes*
3. Dr. Helen Jadhav *Helen Jadhav*
4. Dr. Cynthia D'Costa *Cynthia D'Costa*
5. Sr. Delicia Fernandes *Delicia Fernandes*
6. Ms Heather Gabriel *Heather Gabriel*

Sr. Fernandes
I/C Principal
PUSHPANJALI COLLEGE
OF EDUCATION
PAPDY VASAI, DIST. PALGHAR-401 207

Minutes of the faculty meeting held on 11 Dec 2018

The staff meeting held on 11 Dec 2018 was attended by
Principal Dr Mabel Pimenta
Dr Sheetal Chaudhari
Ms Angelina Nunes
Dr Helen Jadhav
Dr Agnes DCosta
Ms Heather Gabriel

The minutes of the previous meeting held on 4 Oct 2016 were read and passed.

Discussion about University Examination of Second Half of 2018

Since no modification was yet done regarding date of University Examination of FYBED semester One, it was decided that the second class test should be conducted before the December vacation. Principal Dr Mabel Pimenta took stock of the situation regarding completion of the syllabus and urged the staff members to duly complete syllabus before Class Test Two.

Discussion regarding National Seminar scheduled for February 2019

IQAC coordinator and Organising Secretary for National seminar 'Education for Transformation' gave updates regarding the preparation for the seminar. Ms Angelina Nunes informed the staff that Dr Agnes DCosta had submitted the prototype for the brochure. Hence the printing of the brochure would be commenced. Ms Angelina informed that she was in contact with Ajanta Publishing House regarding the publication of seminar proceedings. She also briefed the staff regarding the communication to be done with various resource persons. The staff assured of support regarding publicity of the seminar.

Onscreen marking of University Examination Answer scripts

Dr Mabel Pimenta informed the staff that she and the office staff were in contact with University for upgrading software required for online assessment of answer booklets. At the outset 2 to 3 PCs would be furnished to support onscreen evaluation.

Discussion regarding co-curricular activities

Dr Mabel Pimenta solicited information regarding co-curricular activities scheduled for the Second Term. Ms Heather Gabriel and Ms Angelina Nunes gave update regarding the tentative programme of Christmas celebration and sports day. Planning for other activities like FYBED one day picnic were discussed. But decisions would be taken as per as actual dates of FYBED examination.

The meeting ended with all staff members being briefed about the requirement for their respective departments for the second term.

Sr. Fernandes

**I/C Principal
PUSHPANJALI COLLEGE
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PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

Notice

Notice is hereby given to the entire faculty that there will be staff meeting on 2nd Jan. 2019 at 10.00 a.m. in the staff room to discuss the following agenda.

Agenda:-

1. To make changes in lieu of rescheduled F.Y.B.Ed. Examination.
2. To plan Internship programme for F.Y.
3. To plan certificate course in yoga
4. To plan degree distribution ceremony 2019
5. To take updates on National Seminar 'Education for Trasformation'.

Mimenta
Principal.

1. Dr. Sheetal Chaudhari
2. Ms Angelina Nunes
3. Dr. Helen Jadhav
4. Dr. Cynthia D'Costa
5. Sr. Delicia Fernandes
6. Ms Heather Gabriel

Sr. Fernandes
I/C Principal
PUSHPANJALI COLLEGE
OF EDUCATION
PAPDY VASAI, DIST. PALGHAR-401 207

Minutes of the meeting held on 2 Jan 2019

The meeting of the faculty held on 2 Jan 2019 was attended by

Principal Dr Mabel Pimenta

Dr Sheetal Chaudhari

Ms Angelina Nunes

Dr Helen Jadhav

Dr Agnes DCosta

Ms Heather Gabriel

Main points of discussion

Changes in lieu of rescheduled FYBEd examination

Since the FYBEd First Semester examination was postponed to 28 January 2019, the second class test was rescheduled to first week of January. It was decided that tutorials would be held post Class Test Two. Since students would begin internship from 1 Feb 2019 it was decided that they should be oriented to few classroom teaching skills in the month of January.

Internship programme

The internship programme for Semester Four was organized from January 2018. Dr Helen Jadhav oriented staff members regarding ten requirements of Semester Four internship. She distributed the permission letters to faculty so that they could approach schools for finalizing the schedule. FYBEd Semester Two internship was scheduled from 1 to 22 Feb 2019.

Value Added Certificate Course in Yoga

It was decided that Certificate course in Yoga be scheduled in the month of March. Dr Agnes DCosta, coordinator of PushpaDEEP would approach the appropriate association and coordinate the Yoga Course.

Updates on National Seminar Education for Transformation

Dr Helen Jadhav and Ms Angelina Nunes gave updates on the National Seminar to be held on 23 February 2019. Work was distributed among faculty members to ensure the smooth conducting of the seminar.

Degree Distribution ceremony 2019

The Degree Distribution ceremony for the 2016-18 batch was tentatively scheduled for 9 Feb 2019. It was suggested that Dr Mariamma Joseph be invited as the Chief Guest for the function. In case the Degree Certificates were not received from the University by the decided date the programme would be rescheduled to a subsequent Saturday.

The meeting ended with all staff members being briefed regarding responsibilities for upcoming events like the University Examination, National Seminar Education for Transformation and Degree distribution ceremony.

Dr. Fernandes

**I/C Principal
PUSHPANJALI COLLEGE
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PAPDY VASAI, DIST. PALGHAR-401 207**

PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

NOTICE

Notice is hereby given to the entire faculty that there will be staff meeting on 22nd June 2019 at 9.00 a.m. in the staff room to discuss the following agenda.

Agenda:-

1. Review of onscreen assessment work
2. Planning for first term 2019-20

M. Pimenta
Principal.

1. Dr. Mrs. Sheetal Chaudhari *Sheetal Chaudhari*
2. Mrs. Angelina Nunes *Angelina Nunes*
3. Dr. Mrs. Helen Jadhav *Helen Jadhav*
4. Dr. Mrs. Agnes D'Costa *Agnes D'Costa*
5. Ms Heather Gabriel *Heather Gabriel*
6. Ms Nikita Rebello *Nikita Rebello*

Sr. Fernandes
I/C Principal
PUSHPANJALI COLLEGE
OF EDUCATION
PAPDY VASAI, DIST. PALGHAR-401 207

Curriculum Planning Meeting 2019-20

Minutes of the meeting held on 22 June 2019

The first meeting for the academic year 2019-20 was held on 22 June 2019 at 9 am in the college. The meeting commenced with a short prayer by principal Dr Mabel Pimenta. Minutes of the previous meeting were read and unanimously approved .

1. Review of onscreen assessment work : The faculty had started the onscreen assessment of answer scripts for the first half of 2019 that is for semester 2 and semester 4. Principal Dr Mabel Pimenta discussed the directions given by the University in the meeting held on 22 May 2019. Each college would have to access 1.5 times total number of papers that the college students appeared for. So, the college was expected to access 450 papers. The faculty members submitted details of assessment done till date. Ms Angelina Nunes and Dr Agnes DCosta gave updates on the difficulty faced by them as they were unable to login and get the required OTP. Dr Mabel Pimenta said that she had called up the university regarding the same. Dr Mabel Pimenta urged the faculty to complete as much assessment work as possible. the staff assured her of full cooperation regarding the same

2. Discussion of calendar for 2019 -Semester 3

Dr Mabel Pimenta informed the staff that she would be on leave for 4 to 5 weeks hence the calendar was being planned before the re-opening date. The main decisions taken were

- The SY.B.Ed would begin their internship from 8 July 2019.
- Pre internship workshops work to be conducted in the first week of July. These would comprise of inputs in models of teaching, games and constructivist methods.
- Dr Sheetal Chaudhari was to prepare the time table for the pre internship workshops.
- Dr Sheetal Chaudhari and Dr Helen Jadhav were to provide inputs regarding experiential learning lessons. According to a circular issued by the Department of Education each student was to give a total of 8 regarding experiential learning lessons
- Dr Agnes DCosta was to organise a workshop in making and using puppets for classroom teaching. Each student was to deliver at least one lesson using puppets.
- Ms Angelina Nunes briefed everyone regarding the tentative schedule for Class tests and essays.
- A unit test planning workshop was to be held around the first or second week of August. Dr Sheetal Chaudhari was to plan the schedule for the same.
- The tentative dates for all activities were drawn up and the calendar was finalised

Any other matter: Dr Mabel Pimenta gave a brief idea regarding the admissions for 2019-21. Ms Angelina Nunes briefed the staff regarding the admission procedure. Dr Mabel Pimenta asked all faculty members to prepare the plan of action for the academic year 2019-20. The meeting ended with the both of thanks by the principal.

Sr. Fernandes

I/C Principal

**PUSHPANJALI COLLEGE
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PAPDY VASAI, DIST. PALGHAR-401 207

NOTICE

Notice is hereby given to the entire faculty that there will be staff meeting on 31st August 2019 at 11.00 a.m. in the staff room to discuss the following agenda.

Agenda:-

1. To review internship of nine weeks *completed till date*
2. To plan activities for the second term.
3. Review planning of second year
4. To plan calendar for the students of F.Y.B.Ed.(2 Yrs.)
5. Planning of 150th birth anniversary of Gandhiji

V. Penrueta

Principal.

1. Dr. Mrs. Sheetal Chaudhari *Sheetal Chaudhari*
2. Mrs. Angelina Nunes *Angelina Nunes*
3. Dr. Mrs. Helen Jadhav *Helen Jadhav*
4. Dr. Mrs. Agnes D'Costa *Agnes D'Costa*
5. Ms Heather Gabriel *Heather Gabriel*
6. Ms Nikita Rebello *Nikita Rebello*

Sr. Fernandes

**I/C Principal
PUSHPANJALI COLLEGE
OF EDUCATION
PAPDY VASAI, DIST. PALGHAR-401 207**

Minutes of the meeting held on 31 August 2019

A meeting of the faculty was held on 31 August 2019 at 11:00 a.m. The minutes of the meeting held on 22nd June 2019 were read and passed unanimously. Details of discussions and action taken report are described below

1. **Review of internship held till date:** Dr Helen Jadhav, in charge of internship department brief the faculty members regarding the internship held till date. All students except those with medical issues had completed the required number of lessons. Lessons for one student who was indisposed due to surgery would be completed in September. Since the University exams for semester 3 was decided to continue the last two weeks of internship in October or November and concentrate on the completion of the syllabus and internal evaluation in the month of September.
Action taken: Nine weeks of internship to be completed till 14 September. There after 2 weeks to be completed in November 2019.
2. **Activities for the second term:** A tentative schedule for the second term was discussed. finalization of the same would be done in a follow up meeting.
3. **Review planning for SY B.Ed:** The University Exam for Semester 3 was scheduled for 9 December 2019. It was decided that one class test be scheduled prior to the Diwali Break and the Second Class Test be scheduled after Diwali break. Action research to be completed during Semester 4. The SYBEd students would be involved in the organisation of Pushpanjali Day on 1st October. A workshop on Teacher Eligibility Test was planned for S.Y. B.Ed students. Some input sessions were to be planned to facilitate career and placement.
4. **Calendar For FY B.Ed:** the principal informed the staff about the FY B.Ed admission. The first list was to be out on September 7. Accordingly, the admissions would be finalised after subsequent release of second and third list. it was estimated that regular lectures would begin around the first week of October. The tentative schedule of FY B.Ed was discussed. finalisation would soon follow as per the actual date of commencement of FY B.Ed class.
5. **Planning 150th birth anniversary of Mahatma Gandhi:** It was decided that special programs would be held to commemorate the culmination of the 150th birth anniversary of Mahatma Gandhi. The History Club would organise an exhibition on the life of Mahatma Gandhi. Cleanliness fortnight was to be observed. A quiz and a guest lecture on Gandhian ideas and philosophy was planned.

Any other matter: Principal Dr Mabel Pimenta briefed the staff members regarding the cent percent results of Semester 4 and Semester 2. She appreciated the hard work of the faculty. She informed that Ms Ranjeeta Rebello the top scorer of the SY B.Ed had maximum GPA among all the English medium students who had appeared for the University exams.

Dr Agnes DCosta informed that students were interested in enrolling for a Massive open Online Course on Technology Enabled Learning. Principal Dr Mabel Pimenta appreciated the move. The meeting ended with a vote of thanks by the principal.

Dr. Fernandes

I/C Principal

**PUSHPANJALI COLLEGE
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PAPDY VASAI, DIST. PALGHAR-401 207

NOTICE

Notice is hereby given to the entire faculty that there will be staff meeting on 14th December 2019 at 9.00 a.m. in the staff room to discuss the following agenda.

Agenda:-

1. To discuss the calendar of S.Y.B.Ed. (Sem.-IV)
2. To discuss the calendar of F.Y.B.Ed. (Sem.-II)
3. To schedule weeks of internship

Mimenta

Principal.

1. Dr. Mrs. Sheetal Chaudhari - *Sheetal*
2. Mrs. Angelina Nunes *AN*
3. Dr. Mrs. Helen Jadhav *Helen*
4. Dr. Mrs. Agnes D'Costa *Agnes*
5. Ms Heather Gabriel - *Heather*
6. Ms Nikita Rebello *Nikita*

Sr. Fernandes

I/C Principal
PUSHPANJALI COLLEGE
OF EDUCATION
PAPDY VASAI, DIST. PALGHAR-401 207

Minutes of the Curriculum Planning meeting held on 14 December 2019

A staff meeting was held on 14 December 2019 to discuss the schedule for the term.

After a short prayer, the faculty members gave a brief description of the events held till date. The newly admitted students for the 2019-21 batch were oriented about the B.Ed Course and student council elections were held. Workshop in street play was organised. The SYBEd students had begun the internship for Semester Three. There was discussion about the events for the months from Dec 2019 to May 2020

Decisions taken were as follows

1. **Cocurricular activities:** The following competitions would be organised to mark Christmas celebrations 18 December -card making, 19 December- candle decoration, 20 December -Christmas Carol singing competition. The Christmas celebrations would be held on 23rd December.
Sports day for FY B.Ed would be held in January 2020.
2. **Community Work** - A visit to the community centre Bosco Samajik Vikas Kendra Jawahar would be held after December 2019. Students would conduct life skills sessions for the students of the technical school and also explore the nature of education in the place.
3. **Visit to innovative schools** -A visit to National English High School would be conducted in January or February 2020. Ms Gaurangini Kulkarni would conduct a workshop on Charged Classrooms. The students would also interact with her to learn more about the working of ICSE Schools.
4. **Internal assessment** -The dates for the F.Y.B.Ed class test would be as follows. Class test 1 - 17, 19, 21 December 2019. Class Test two would be held on 27, 28, 30 December 2019.
5. **Certificate Course in counselling skills**- A Certificate course in Counselling Skills was to be conducted by Ms Sonal Naik, a counsellor. The course would include ten face to face sessions. It was decided that a Google Classroom would be created to upload resources for the course.

The meeting ended with Principal Dr Mabel Pimenta thanking everyone for the efforts put in.

Sr. Fernandes

I/C Principal

**PUSHPANJALI COLLEGE
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PAPDY VASAI, DIST. PALGHAR-401 207

PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

NOTICE

Notice is hereby given to the entire faculty that there will be staff meeting on 16th March 2020 at 9.00 a.m. in the staff room to discuss the following agenda.

Agenda:-

1. To re-schedule of Class Test-1 and Class Test-2 (F.Y.B.Ed.)
2. To re-schedule of Class Test-2 (S.Y.B.Ed.)
3. To allot the duties of supervision for University Examination
4. Any other

M. Vincenta

Principal.

1. Dr. Mrs. Sheetal Chaudhari *Shandhari*
2. Mrs. Angelina Nunes *AN*
3. Dr. Mrs. Helen Jadhav *HJ*
4. Dr. Mrs. Agnes D'Costa *Agnes*
5. Ms Heather Gabriel *HG*
6. Ms Nikita Rebello *NRebello*

Sr. Fernandes

I/C Principal

**PUSHPANJALI COLLEGE
OF EDUCATION**

PAPDY VASAI, DIST. PALGHAR-401 207

Minutes of the Curriculum Planning meeting held on 16 March 2020

A staff meeting was held on 16 March 2020. This was an emergency meeting to discuss the modifications in the schedule due to COVID 19 situation.

The following decisions were taken

1. Class Test for FYBEd would be held as follows: Class test One – 1st, 3rd and 4th April 2020. Class Test two for FYBEd would be from 23 to 25 April 2020
2. Class Test Two for SYBEd would be from 1st to 4th April 2020
3. Content Test for FYBEd would be on 7 April 2020
4. Lectures were to be continued from 4th April to 17th April 2020
5. Valedictory function for SYBEd was scheduled for 18 April 2020

Yoga course was scheduled for month of March -April 2020. A decision was taken not to go ahead with the course due to the pandemic situation. It would be rescheduled at a later date.

Since there was not much clarity about the situation ahead, it was decided that the college must wait for further directives from the University and then plan further course of action.

Sr. Fernandes

I/C Principal
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PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

Notice for Curriculum Planning Meeting

Date: 25 June 2020

A curriculum planning meeting of the faculty will be held on 28 June 2020. The meeting will be held in online mode via Zoom platform. Kindly be present for the meeting. The agenda will be as follows

- Conducting training session on E Content Development for students
- Review of curriculum plan for Semester Three of 2020-21
- Preparation for theory transaction in online mode

Mimenta.
Principal

Sr. Fernandes
I/C Principal
**PUSHPANJALI COLLEGE
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PAPDY VASAI, DIST. PALGHAR-401 207

held online

Curriculum Planning Meetings 2020-21

Minutes of the meetings of Curriculum Planning 2020-21

Curriculum Planning Meeting held on 28 June 2020

Agenda of the Meeting: Discussion of training session on E Content Development

An online meeting was held on 28 June 2020 to discuss the programmes for the academic year 2020-21. Due to the pandemic and the lockdown there were no directives from the University regarding the reopening of institutions. However, bearing in mind that all activities were likely to be held in online mode, the Principal and the faculty felt it was necessary to train students in digital skills. This was the main intent of the meeting which was chaired by the Principal.

The meeting was attended by

Principal Dr Mabel Pimenta

Faculty members

Dr Sheetal Shaudhari

Ms Angelina Nunes

Dr Helen Jadhav

Dr Agnes DCosta

Ms Heather Gabriel

Discussion held and decisions taken:

1. A course on E Content Development would be held from 1 July to 15 July 2020. Dr Agnes DCosta, coordinator of Pushpadeep would create the course content. Faculty members would be mentors. Students would be trained in e content development through Google Classroom. Special inputs would be provided via digital platforms. Subsequent courses in E Learning would be conducted for the newly inducted batch. Best practices in E Learning would be duly shared with the inservice teacher community.
2. Dr Agnes DCosta shared that three courses in E Content development were successfully conducted for in service teachers and this experience would be integrated into the proposed course on E Content Development.
3. The curriculum plan for the academic year would be prepared once there were concrete directives from the university and Board of Studies in Education.
4. It is expected that the all theory courses of Semester Three would be held in online mode and hence Principal Dr Mabel Pimenta asked faculty members to prepare for the same.
5. Staff members informed that they had attended many workshops and training sessions during the lockdown and this would be useful in creating resources and conducting lectures and activities online.

M. Pimenta

H/C Principal

**PUSHPANJALI COLLEGE
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PAPDY VASAI, DIST. PALGHAR-401 207

PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

Notice for Curriculum Planning Meeting

Date: 28 July 2020

A curriculum planning meeting of the faculty will be held on 1 August 2020. The meeting will be held in online mode via Zoom platform. The agenda will be as follows

- Online Internship for Semester Three
- Value added Courses for S.Y.B.Ed students
- Workshops to be conducted in Semester Three
- Internal assessment in online mode
- Organization of Co-curricular activities in online mode

Kindly be present for the meeting

Wimenta.
Principal

Sr. Fernandes
I/C Principal
PUSHPANJALI COLLEGE
OF EDUCATION
PAPDY VASAI, DIST. PALGHAR-401 207

held online

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Curriculum Planning Meeting held on 1 Aug 2020

Agenda of the Meeting: Discussion of the curriculum plan for S.Y.B.Ed.

The college lectures were likely to be held in online mode. Internship too would likely be in online mode. Tentative planning was done and it would be subject to modification depending on guidelines from University of Mumbai and Board of Studies in Education.

The meeting was chaired by Principal Dr Mabel Pimenta. Faculty members Dr Sheetal Shaudhari, Ms Angelina Nunes, Dr Helen Jadhav, Dr Agnes DCosta and Ms Heather Gabriel attended.

Decisions taken were as follows:

1. **Internship:** Faculty members were to co-ordinate with Principals of Internship schools and discuss the feasibility of online internship in accordance with the pattern followed by the respective schools. Faculty member In charge of Internship Dr Helen Jadhav was to draw a general plan of action for internship. Individual faculty members were to draw plans of action for internship in the respective schools. Tentatively the internship programme of 11 weeks was to commence from second week of August 2020.
2. **Theory classes:** Theory lectures would be held for one or two hours daily along with the online internship. Necessary time scheduling would be done. A decision was taken to modify timings as per the workload allotted to students by the internship schools.
3. **Essays and examinations:** Essays for courses in Semester Three would commence in October. Class Tests would be held in November after getting clarity regarding the nature of examinations and after receiving directives from the University. Faculty in charge Ms Angelina Nunes would coordinate the same.
4. **Workshops:** Unit Test workshop was to be held in online mode in October. Dr Sheetal Chaudhari was to co-ordinate the same with the help of pedagogy teachers.
5. **Value added Courses:** One value added course on E Content Development was completed successfully by all 48 students. The next Value Added Course on Apps in Education would commence from 17 August 2020. Dr Agnes DCosta would coordinate the course and it would take around six to eight weeks to complete. Necessary provisions were to be made in the timetable.
6. **Co-curricular activities:** As colleges were unlikely to resume for the next few weeks, co-curricular activities would be conducted in online mode. Co-curricular activity in charge Ms Heather Gabriel was to co-ordinate with the student council in this matter.

The meeting ended with Principal Dr Mabel Pimenta applauding the efforts of the faculty for streamlining the college activities in digital mode.

Sr. Fernandes

I/C Principal

**PUSHPANJALI COLLEGE
OF EDUCATION**

PAPDY VASAI, DIST. PALGHAR-401 207

PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

Notice for Curriculum Planning Meeting

Date: 29 Dec 2020

A curriculum planning meeting of the faculty will be held on 3 January 2021. The meeting will be held in online mode via Zoom platform. Kindly be present for the meeting. The agenda will be as follows

- Planning curriculum for Semester Four and Semester One
- Action research during Semester Four
- Internship and Community Work
- Internal assessment activities
- Organization of Co-curricular activities
- Value added Courses for F.Y.B.Ed

Mimenta
Principal

Sr. Fernandes
I/C Principal
PUSHPANJALI COLLEGE
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held online

Curriculum Planning Meeting held on 3 Jan 2021

Agenda of the Meeting: Discussion of the curriculum plan for Semester Four S.Y.B.Ed.
Discussion of Curriculum Plan for Semester One F.Y.B.Ed

As the lockdown was not yet completely lifted, internship for Semester Four was to be held in online mode. The admissions of F.Y.B.Ed were soon to be finalized. Hence the meeting was called for to discuss the curriculum plans for Semester One and Semester Four. The meeting was chaired by Principal Dr Mabel Pimenta. Faculty members Dr Sheetal Chaudhari, Ms Angelina Nunes, Dr Helen Jadhav, Dr Agnes DCosta and Sr Sujata Marve attended.

Decisions taken:

1. **Internship:** Faculty members were to co-ordinate with Principals of Internship schools and discuss the internship details for Semester Four. Faculty member In charge of Internship Dr Helen Jadhav would co ordinate with individual faculty members and set the timetable for internship. Individual faculty members were to draw plans of action for internship in the respective schools. Tentatively the internship programme of 4 weeks was to scheduled from 18 January to 12 February 2021.
2. **Theory classes:** It was decided that there would be two to three theory lectures along with the online internship. A decision was taken to modify timings as per the workload allotted to students by the internship schools.
3. **Essays and examinations:** Essays for courses in Semester Four would be held during the third week of February. Class Tests would be held in the month of March. The 2nd class test would be in April. Faculty in charge Ms Angelina Nunes would coordinate the same.
4. **Community Work:** As it was not feasible to send students to the community centres during the lockdown , it was decided that students would carry out remedial teaching for school students and also coordinate with a local NGO and help in their environmental management programmes. Community Work in charge Dr. Sheetal Chaudhari would oversee the arrangements for the same.
5. **Action Research:** Action Research for Sem Four would commence from January 2021. Faculty members would guide students allotted to them. Special videos were to be created to help students get in-depth knowledge of action research. Considering the fact that schools were still in online mode it was decided that the action research would also be carried through digital mode.
6. **Value added Courses:** As soon as the F.Y.B.Ed admissions were finalized a course on English Grammar would be started. Dr Cerena DCunha of St Teresa's Institute of Education would co -ordinate the same. In February a course on E- content Development would be started and the course would be spread over ten to twelve weeks. Dr Agnes DCosta would coordinate the course Necessary provisions were to be made in the timetable.
7. **Co-curricular activities:** As in the earlier Semester, co-curricular activities would be conducted in online mode. Sr Sujata Marve would coordinate the activities.

Sr. Fernandes

I/C Principal

**PUSHPANJALI COLLEGE
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PAPDY VASAI, DIST. PALGHAR-401 207

Online meeting

PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

Notice for Curriculum Planning Meeting

Date: 5 June 2021

A curriculum planning meeting of the faculty will be held on 10 June 2021. The meeting will be held in online mode via Zoom platform. The agenda will be as follows

- Reallocation of theory courses in Semester Two
- Calendar for Semester Two
- Internship programme for Semester Two

Kindly be present for the meeting.

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**PUSHPANJALI COLLEGE
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PAPDY VASAI, DIST. PALGHAR-401 207

Curriculum Planning Meeting held on 10 June 2021

Agenda:

- Distribution of subjects for Semester Two,
- planning for various curricular programmes
- Internship Programme Semester 2

The online meeting was chaired by Principal Dr Mabel Pimenta. Faculty members Dr Sheetal Shaudhari, Ms Angelina Nunes, Dr Agnes DCosta, Ms Heather Gabriel and Sr Sujata Marve attended.

1. Due to the unfortunate demise of faculty member Dr Helen Jadhav, departments hitherto held by her had to be reshuffled and allocated to other faculty members. The rearrangement is as follows:

Internship: Ms Angelina Nunes will take charge of the department. The new member appointed will coordinate with Ms Angelina Nunes

Assembly: To be continued by Sr Sujata

Rucha Literature Club: To be managed by Ms Heather Gabriel

Research Cell: To be coordinated by Dr Agnes DCosta

Immensa Commerce Club: Dr Mabel Pimenta will coordinate the club activities.

2. **Allocation of Theory Courses:** For Semester Two, the workload of theory courses will be as follows

Course	Faculty
CC3: Learning and Teaching	Ms Angelina Nunes and Ms Nikita
EC2: Pedagogy of School Subject	
English	Ms Heather Gabriel and Sr Sujata Marvi
History	Dr Agnes DCosta
Mathematics	Ms Angelina Nunes
Science	Dr Sheetal Chaudhari and Ms Nikita
Commerce / Economics	Dr Mabel Pimenta
IC 2: Educational Management	Ms Heather Gabriel and Sr Sujata Marvi

3. **Discussion of Calendar:** Extensive discussion was held to plan the calendar. It was decided that in addition to regular theory lectures, there would be inputs for content test in the month of June. In the month of July, workshops on Apps in teaching, Classroom teaching skills, writing of objectives and lesson planning would be conducted to as preparation for internship.
4. **Internship for Semester Two:** Internship was tentatively scheduled from 26 July to 14 August 2021. The various components of the internship activities were duly discussed and it was decided that as internship was most likely to be in online mode, students would observe five online lessons presented by school teachers. Pedagogy

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teachers would organize the same after identifying the teachers. Each faculty member would create a Google Classroom for Internship groups to facilitate posting of mandatory activities.

Time schedule of various activities is denoted in the calendar.

A copy of the programme of action for in- house curriculum planned and adopted during the academic year 2020-21

Sr No	Curricular activities planned	Date / period	Remark	
1	Theory Courses	Throughout the academic year as per University syllabus Lectures as per timetable Assignments and examinations to be completed as per Internal Assessment schedule Remedial tutorials to be held before examinations Content Enrichment programme for Sem 2	Completed Content Enrichment completed June 2021	
2	Project Based Courses (Internship and community work)	Internship Semester 3:17 Aug to 31 Oct 2020 Semester 4:17 Jan to 12 Feb 2021 Semester 2: July –August 2021 Community Work Semester 1: March 2021 Semester 4: Jan to March 2021	Completed in online mode due to lockdown Community Work completed in collaboration with NGO Dhyaas Foundation	
3	Ability Courses			
	Sem 1: Critical Understanding of ICT in Education	Feb 2021 to May 2021	Completed successfully. Assignments submitted	
	Sem 4: Reading and Reflecting on Texts	Jan 2021 to March 2021	Completed successfully. Assignments submitted	
4	Audit Course (Drama and Art in Education)	Throughout the year	Activities completed by students. Incorporated activities in lessons	
5	Value added Courses	F.Y.B.Ed	S.Y.B.Ed	
	VAC1: E Content Development	26 Feb to 10 April 2021	1 to 15 July 2020	All courses successfully completed by 100% students
	VAC2: Apps in Education	1 to 10 July 2021	17 Aug to 15 Nov 2020	
	VAC3: English Grammar	29 Jan to 4 Feb 2021	N.A	
6	Self-study Courses	As per schedule announced by the	i.10 students successfully	

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		institution conducting the course	completed a MOOC on Blended Learning conducted by Commonwealth of Learning ii.50 students completed course on Educational Needs of differently abled Learners hosted on Open Learn Create
7	Community Work	F.Y.B.Ed : Jan to March 2021 S.Y.B.Ed : Dec to March 2021	Successfully completed in collaboration with Environmental NGO Dhyaas
8	Co curricular activities	Throughout the year various festivals, days of national importance to be observed through assemblies and special programmes	All students involved in planning, organizing and executing the co-curricular activities
9	Learning from experts	Expert interaction on E Learning Self-Management Techniques Preparation for careers Environmental Issues Developments/ New Trends in Education Interaction with expert in Special Education Interaction with experts from fields like yoga, numismatics Interaction with school teachers (schedule to be decided after consulting the resource persons)	More than 16 sessions organized where students have interacted with experts from different fields.
10	Action Research	To be initiated in Jan 2021 and continue till Feb/March 2021 Paper Reading session after coordinating with researchers	Completed by all students. Reports submitted Paper Reading session conducted on 23 Sept 2021
11	Workshops		Workshops conducted successfully
	Workshop on Classroom skills	12 to 15 July 2021 (Sem 2)	
	Workshop on Learning Outcomes	17 July 2021(Sem2)	
	Lesson Planning	17 July 2021 (Sem2)	
	Unit Test Workshop	12 to 17 Oct 2020 (Sem3)	
12	Practical work • Making Learning	Dec 2020	Learning resources made by all students

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**PUSHPANJALI COLLEGE
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	<ul style="list-style-type: none"> Resources • Creating online resources • VENTEL Cell activities 	<p>During Value Added Courses</p> <p>lessons incorporating Nai Talim approach during internship</p>	<p>Each student has created 5 to 10 online resources and used them during internship</p> <p>Successfully completed by all students. Appropriate videos made on the activities</p>
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Assignments will be submitted and examinations will be conducted as per schedule drawn for Internal Assessment.

Sr. Fernandes

I/C Principal

**PUSHPANJALI COLLEGE
OF EDUCATION**

PAPDY VASAI, DIST. PALGHAR-401 207

Date: 14 Sept 2021

Notice

There will be a Curriculum Planning Meeting on 28 September 2021 at 9 a.m. Kindly be present for the meeting. The agenda for the meeting is as follows

1. Review of Curriculum transaction 2020-21
2. Distribution of Courses for 2021-22
3. Planning of the curricular activities for Semester Three

Mimenta

Principal

Sr. Fernandes

H/C Principal

**PUSHPANJALI COLLEGE
OF EDUCATION**

PAPDY VASAI, DIST. PALGHAR-401 207

PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

Curriculum Planning Meeting 1

Date: 28 Sept 2021

Attended by:

Principal Dr Mabel Pimenta

Dr Sheetal Chaudhari

Ms Angelina Nunes

Dr Agnes Dcosta

Sr Delicia Fernandes

Ms Heather Gabriel

Sr Sujata Marvi

Chaudhari

Ms Nunes

Sr Fernandes

Agenda:

- Review of Curriculum transaction 2020-21
- Distribution of Courses for 2021-22
- Planning of the curricular activities for Semester Three

1. **Review of Curriculum transaction 2020-21:** The curricular transaction for 2020-21 was briefly reviewed and each faculty member shared their experiences. Faculty members shared the various strategies they used as the curriculum was largely transacted through online mode due to the lockdown. The Principal appreciated the efforts of everyone and noted that all internal assessment activities were conducted as scheduled. There was fair blend of curricular and co-curricular activities and this was beneficial for the holistic development of students.
2. **Distribution of Courses for 2021-22:** The courses for the academic year 2021-22 were distributed among all faculty members to ensure uniformity as far as possible. The distribution is as attached. There was a discussion on the same and since the distribution was fine with all faculty members it was accepted.
3. **Planning for curricular activities for 2021-22:** The new academic year begins from 11 October 2021. Since there was not much clarity regarding the time of admission of the new batch only activities of Semester Three were discussed. The tentative schedule is as attached. A discussion was held regarding the activities to be carried during school internship. All faculty members would draw up individual plans for the internship after coordinating with the Principal or Coordinator of the respective school. Unit Test Workshop would be held in mid-November to facilitate the conducting of tests in school. Tentative dates for internal assessment were decided. In addition to the curriculum prescribed by the University, it was decided that a workshop on Life Skills would be conducted. Guest lectures would be duly arranged in coordination with the courses in Semester Three. The Principal appreciated the fact that different strategies were incorporated during the previous academic year and she encouraged the faculty to continue the same and modify wherever required depending on the experience of the earlier year.

The meeting ended with the Principal thanking everyone for their inputs.

Sr. Fernandes

I/C Principal

**PUSHPANJALI COLLEGE
OF EDUCATION**

PAPDY VASAI, DIST. PALGHAR-401 207

*Report by
Dr Agnes Dcosta*

Dr Dcosta

Date: 21 Oct 2021

Notice

There will be a Curriculum Planning Meeting on 28 October 2021 at 9 a.m. Kindly be present for the meeting. The agenda for the meeting is as follows

1. Review of planned calendar considering University circular regarding offline teaching
2. Unit Test Workshop planning
3. School based internship
4. Any Other Matter with the permission of the Chair

Pimenta.

Principal

Sr. Fernandes.

I/C Principal

**PUSHPANJALI COLLEGE
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PAPDY VASAI, DIST. PALGHAR-401 207

Attended by:

Principal Dr Mabel Pimenta

Dr Sheetal Chaudhari

Dr Agnes Dcosta

Sr Delicia Fernandes

Ms Heather Gabriel

Sr Sujata Marvi

• Agenda:

1. Review of Planned calendar considering University circular regarding offline teaching
2. Unit Test Workshop planning
3. School based internship
4. Any Other Matter with the permission of the Chair

Following decisions were taken on basis of discussions held:

1. The University directed all colleges to reopen from 18 October if students and faculty were completely vaccinated. Since less than 50% students had completed both doses of vaccine, it was decided that online teaching would continue till the Diwali break. Colleges were to reopen from 17 Nov 2021. Principal Dr Mabel Pimenta gave an overview of the status and it was decided that from 17 Nov, College would function in face to face mode as by then all students and faculty be fully vaccinated.
2. Decisions regarding the calendar: Lessons from November 2021 would be in face to face mode. Accordingly, faculty was directed to present one demonstration lesson for the students on 17/18 November 2021. Plans for at least three lessons would be sent by students via email. Faculty could guide both in online and face to face mode. It was decided that six lessons would be scheduled per day.
3. Decisions regarding Unit Test workshop: Unit Test workshop was scheduled from 17 Nov to 20 Nov. Dr Sheetal Chaudhari would prepare the time table and make the arrangements.
4. Faculty would coordinate with school principals for the internship with schools. Decisions regarding online or face to face nature of the internship would be as per the decisions conveyed by the schools and would also be subject to the conditions at that time. Hence this aspect was kept flexible for the time being.
5. As some students were appearing for CTET, Dr Agnes Dcosta would conduct training sessions for the students and prepare special material for the same.

Repro by
Dr Agnes Dcosta

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Sr. Fernandes
I/C Principal

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PAPDY VASAI, DIST. PALGHAR-401 207

Our Lady of Grace Convent
PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI
Curriculum Planning Meeting

Date : 31/1/2022

Curriculum Planning meeting will be held on 1/2/2022 in the staff room .

Agenda for the meeting will be as follows :

- Curriculum Planning for Semester 4
- Curriculum Planning for Semester 1
- Conducting Examination – Semester 3

1. Dr. Mrs. Sheetal Chaudhari

2. Mrs. Angelina Nunes

3. Dr. Mrs. Agnes D'Costa

4. Sr. Delicia Fernandes

5. Sr. Sujata Marvi

6. Sr. Sushila D, Silva

Sheetal Chaudhari
Angelina Nunes
Agnes D'Costa
Sr. Delicia Fernandes
Sr. Sujata
A. Sushila

Please attend the meeting.

Thanks

M. Pimenta
Dr. Mabel Pimenta

Principal

Sr. Fernandes
I/C Principal
**PUSHPANJALI COLLEGE
OF EDUCATION**
PAPDY VASAI, DIST. PALGHAR-401 207

Curriculum Planning Meeting 3 Date: 1 Feb 2022

Attended by:

Sr Sushila Dsilva

Principal Dr Mabel Pimenta

Dr Sheetal Chaudhari

Ms Angelina Nunes

Dr Agnes Dcosta

Sr Delicia Fernandes

Sr Sujata Marvi

• Agenda:

1. Distribution of workload for Semester One and Four
2. School based internship Semester Three
3. Discussion of Class Test Two(Semester Three)

The meeting to decide the curricular transactions for Semester One and Semester Four was held on 1 Feb 2022. Sr Delicia led the participants in prayer. Principal Dr Mabel Pimenta briefed the members regarding the purpose of the meeting and appreciated the efforts of the faculty regarding curricular transaction for Semester Three. The discussions held resulted in the following decisions.

1. Distribution of workload for Semester One and Four

Distribution of Workload for Semester One and Semester Four would be as follows

Semester One	
CC1: Childhood and Growing Up	Dr Mabel Pimenta and Dr Sheetal Chaudhari
CC2: Knowledge and Curriculum	Ms Angelina Nunes and Sr Delicia Fernandes
IC1: Gender, School and Society	Dr Agnes Dcosta and Sr Sujata Marvi
AB1: Critical understanding of ICT in Education	Ms Angelina Nunes and Dr Agnes DCosta
Semester Four	
CC5: Contemporary India Education	Sr Delicia Fernandes and Sr Sujata Marvi
EC 3: Environment Education	Dr Sheetal Chaudhari and Dr Agnes Dcosta
IC4: Creating an Inclusive Classroom	Dr Mabel Pimenta and Sr Delicia Fernandes
AB2: Reading and Reflecting on Texts	Dr Sheetal Chaudhari, Sr Delicia Fernandes and Sr Sujata Marvi

Drama and Art in Education course would continue to be conducted involving all faculty members.

Sr. Fernandes
I/C Principal
**PUSHPANJALI COLLEGE
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2. Decisions related to School internship

The four week Internship for Semester Four would begin from 21 February 2022. As part of Drama and Art in Education, students would give one lesson in Semester Four using puppets. They would give two lessons using Nai Talim approach preferably including any art form. Action Research would be carried out during the internship period. Other activities that would be carried out during the internship could include mentoring students, carrying out a career guidance session, interacting with teachers to learn more about document to be maintained by school teachers. Students would continue to work as in earlier internships and administer and evaluate tests/ assignments. Cultural activities in schools would be conducted in consultation with school heads and the faculty in charge. At all times Standard Operating Procedures with respect to Covid19 pandemic are to be followed.

3. Discussion of Class Test Two(Semester Three)

The Online Class Test Two for Semester Three was to commence from 2 Feb 2022 and would be proctored. Instructions to be followed were given by Ms Angelina Nunes. Instructions for the final examination would be giving after receiving details from the University.

As the admission process for F.Y.B.Ed was still ongoing, it was decided that the details of the calendar from February to May 2022 would be drawn up in subsequent meetings. The meeting ended with the Principal thanking everyone for their presence and involvement.

Agnes prepared by
Dr Agnes D'Costa

Sr. Fernandes
I/C Principal
PUSHPANJALI COLLEGE
OF EDUCATION
PAPDY VASAI, DIST. PALGHAR-401 207

Date: 20 June 2022

Notice

There will be a Curriculum Planning Meeting on 24 June 2022 at 9 a.m. Kindly be present for the meeting. The agenda for the meeting is as follows:

1. Distribution of workload for Semester Two
2. Distribution of portfolios
3. School based internship Semester Two
4. Workshops and Value Added Courses for Semester Two

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Principal

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EC Principal

PUSHPANJALI COLLEGE
OF EDUCATION

POPOH WELA, DIST. PALOVARA, RET 2022

1. Dr. Sheetal Choudhary *[Signature]*
2. Ms. Angelina Nunes *[Signature]*
3. Dr. Nisha Datta *[Signature]*
4. Sr. Delicia Ferrando *[Signature]*
5. Sr. Cheryl Gaudio *[Signature]*
6. Ms. Shifra Datta *[Signature]*

Curriculum Planning Meeting 4 Date: 24 June 2022

Attended by:

Sr Sushila Dsilva
Principal Dr Mabel Pimenta
Dr Sheetal Chaudhari
Ms Angelina Nunes
Dr Agnes Dcosta
Sr Delicia Fernandes
Sr Cheryl Gladys
Ms Steffie DCosta

• **Agenda:**

1. Distribution of workload for Semester Two
2. Distribution of portfolios
3. School based internship Semester Two
4. Workshops and Value Added Courses for Semester Two

The curriculum planning meeting for Semester Two of academic year 2021-22 was held at 9 am on 24 June 2022. The meeting began with a prayer by Sr Delicia. Principal Dr Mabel Pimenta welcomed the faculty and asked the newly inducted faculty to introduce themselves. The following discussions were held.

1. Distribution of courses for Semester Two

CC3: Learning and Teaching	Ms Angelina Nunes and Sr Delicia Fernandes
EC 1: Pedagogy of School Subjects	
English	Sr Delicia Fernandes
Commerce	Sr Cheryl and Steffie DCosta
Geography	Sr Cheryl
History	Dr Agnes DCosta
Mathematics	Ms Angelina Nunes
Science	Dr Sheetal Chaudhari
IC2: Educational Management	Sr Cheryl and Steffie DCosta

All faculty members were to use multimodal approach in their curriculum transaction. Google Classroom would continue to be used as the LMS. Pedagogy appropriate inputs during content enrichment programme would be given to ensure robust content. Content enrichment programme was to be held in the month of July 2022 with extra emphasis during the third week of July. The content test was planned for 30 July 2022.

2. **Distribution of department related work for Semester Two:** As Principal Dr Mabel Pimenta was to proceed on leave, timetables would be prepared by Dr. Sheetal Chaudhari. Dr Sheetal Chaudhari would also be in charge of making arrangements for workshops. Sr Delicia Fernandes would be in charge of Internship. Sr Cheryl and Ms. Steffie DCosta were allotted the responsibility of organizing co-curricular activities. Ms Angelina Nunes and Dr Agnes DCosta would look after IQAC related work. Dr Agnes DCosta would continue to look after Pushpadeep and other portfolios held in previous year.

Sr. Fernandes
I/C Principal

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3. **School based internship Semester Two:** School based internship of three weeks for Semester two was proposed to be held from 1 August to 19 August 2022. Sr Delicia was to orient students regarding the same. Six schools were proposed for the internship and faculty members would coordinate with the principals for further arrangements.
4. **Workshops and Value Added Courses for Semester Two :** The following workshops and Value added Courses were planned for Semester Two

No	Workshop/course	Dates	Person in charge
1	Value added Course Apps in Education	July 2022	Dr Agnes DCosta
2	Workshop on Game Based Pedagogy	9 July 2022	Dr Agnes DCosta
3	Workshop on Objectives of Teaching	7 July 2022	Dr Sheetal Chaudhari
4	Workshop on Classroom Skills	11 to 15 July 2022	Dr Sheetal Chaudhari
5	Lesson Planning Workshop	21 July 2022	Dr Sheetal Chaudhari

Students would be encouraged to attend the online programmes conducted via CIET NCERT during the last week of every month.

Ms Angelina Nunes would circulate the dates for all internal assessment activities for Semester Two.

prepared by
Dr Agnes DCosta

AD Costa

Sr. Fernandes
I/C Principal

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Curriculum Planning Meeting 1 (2022-23)

Date: 3 Oct 2022

Notice

There will be a Curriculum Planning Meeting on ~~7~~⁴ October 2022 at 9 a.m. Kindly be present for the meeting. The agenda for the meeting is as follows

1. Review of Curriculum Transaction of Academic Year 2021-22
2. Distribution of workload for Academic Year 2022-23
3. Distribution of portfolios from November 2022

Mimenta

Principal

1. Dr. Sheetal Chandhari Shandhar
2. Ms. Angelina Nunes Am
3. Dr. Agnes Costa Am
4. Sr. Delicia Fernandes Sr. Fernandes
5. Ms. Steffie Costa Social

Sr. Fernandes
I/C Principal

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PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI

MINUTES OF CURRICULUM PLANNING MEETINGS FOR 2022-23

Curriculum Planning Meeting One

Minutes of the Meeting – Date 4 Oct 2022 Time 10.30 am to 11.30 a.m

Agenda:

- Review of Curriculum transaction 2021-22
- Distribution of Courses for 2022-23
- Planning of activities for Semester Three

Review of Curriculum Transaction of 2021-22

Dr Mabel Pimenta initiated the proceedings of the meeting and asked the faculty members to give a review of the curriculum transaction of 2021-22. This was done course wise. Faculty members shared that all curriculum transaction was done smoothly. Blended learning approach was used. All submissions for internal assessment were on time. The switch over from online to offline mode was in February 2021 and the transition was efficiently done through proper planning. Along with the set syllabus, three Value Added Certificate Courses and over 15 workshops and guest lectures were organised for the students. Dr Mabel Pimenta congratulated the faculty on the successful efforts put in by them.

Distribution of Courses for 2022-23

Two faculty members Dr Mabel Pimenta and Ms Angelina Nunes would be retiring in November 2022. Ms Sonia Bombacha would be joining the college in November. Reshuffling of work distribution was discussed. The distribution of theory courses and departments was duly discussed. For 2022-23, work distribution for Semester Three and Semester One were tentatively was to be as follows:

CC4: Assessment for Learning	Sr Delicia Fernandes and Ms Sonia Bombacha.
EC2: Pedagogy of School Subject	English: Sr Delicia Fernandes and Sr Cheryl Gladis History: Dr Agnes DCosta Mathematics: Ms Steffi DCosta Science: Dr Sheetal Chaudhari Economics: Ms Soniya Bombacha
IC3: Language Across Curriculum	Ms Steffi DCosta Sr Cheryl Gladis

CC1: Childhood and Growing Up	Dr Sheetal Chaudhari and Ms Soniya Bombacha
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Sr. Fernandes
I/C Principal

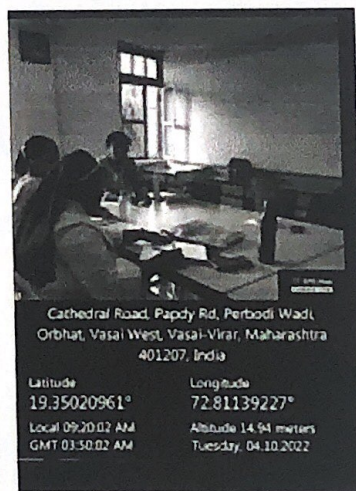
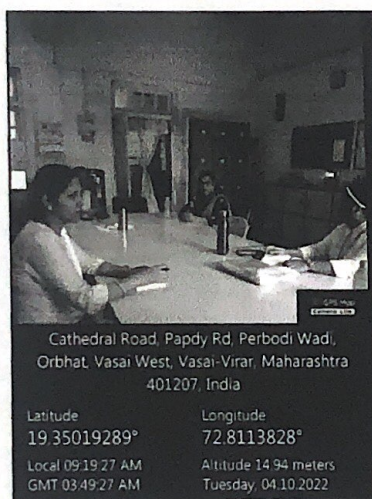
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CC2: Knowledge and Curriculum	Sr Delicia Fernandes and Ms Steffi DCosta
IC1: Gender, School and Society	Dr Agnes DCosta and Sr Cheryl Gladis

Dr Sheetal Chaudhari offered to complete one unit from CC4. As Sr Cheryl was recuperating after an injury to her leg, it was decided that if she was unable to resume then work allotted to her would be distributed among the other members. Sr Sushila DSilva informed that the management was also considering appointing a new faculty member.

Planning of activities for Semester Three

Examinations of Semester Two were expected to be held in November 2022. The internship for Semester Three was tentatively scheduled from 1 December 2022. In case of any change in examination dates, the internship schedule would be revised. Internship activities would be decided after consultation with the schools. A visit to a rural school was planned for November 2022. It was decided that the students would conduct need based workshops during the visit. A workshop on Learning Resources would be held. Students would begin the Action Research work in Semester Three. Hence a series of inputs for the same were scheduled. Tentative dates for internal assessment of Semester Three were decided. The co-curricular department was directed to plan activities for Christmas, World AIDS Day, Braille Day, Makar Sankrant, Republic Day and other days of national/global and cultural significance. Placement Cell In-charge Dr Agnes DCosta informed that some schools would be coming for campus placement and the dates would be finalized only after commencement of Semester Three. Meanwhile students would be oriented for preparation for placement. Dr Agnes DCosta also informed that Teacher Eligibility Test workshops were being held both in online and offline mode as many students interested in appearing for the same.



The meeting concluded with Dr Mabel Pimenta thanking the members present.

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Pushpanjali College of Education

Notice

Curriculum Planning Meeting No- 2

Date: 14 Jan 2023

A curriculum planning meeting will be held on 21 Jan 2023 at 10 am in the Staff Room. The agenda for the meeting is as follows

1. Discussion of the internship programme of Semester Three
2. Planning internal assessment for Semester One
3. Planning co-curricular activities for Semester One
4. Arrangement of workshops, certificate courses , guest lectures for the months Feb to May 2023
5. Any other matter with the permission of the chair

Kindly be present.

Sr. Fernandes

I/C Principal

Sr Delicia Fernandes

Attendees

1. Sr Delicia Fernandes
2. Dr Sheetal Chaudhari
3. Dr Agnes DCosta
4. Ms Soniya Bombacha
5. Ms Steffie DCosta
6. Ms Diya Vadukkoot
7. Sr Jerry Anthony

Sr. Fernandes

Chaudhari

ABCosta

Soniya

Steffie

Diya

Sr. Jerry

Sr. Fernandes

I/C Principal

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Curriculum Planning Meeting Two

Agenda

1. Discussion of the internship programme of Semester Three
2. Planning internal assessment for Semester One
3. Planning co-curricular activities for Semester One
4. Arrangement of workshops, certificate courses , guest lectures for the months Feb to May 2023
5. Any other matter with the permission of the chair

The meeting was to be held on 21 January 2023. Due to some circumstances the planning was done department wise from 25 - 30 January 2023. A follow up meeting was held on 8 Feb 2023.

1. **Discussion of the internship programme of Semester Three and Review of curriculum transaction till date** – Each faculty member gave a brief overview of the curriculum transaction in their respective courses. Details of the internal assessment activities were given by Dr Sheetal Chaudhari. Internship details were given by Ms Sonia Bombacha. Ms Steffi DCosta shared the co curricular activities held till date. Dr Agnes DCosta gave an overview of the activities done under PUSHPADEEP. Principal In Charge Sr Delicia appreciated the efforts of the faculty.
2. **Planning internal assessment for Semester One** – Dates for all internal assessment activities of Semester One were duly discussed after being tabled by Dr Sheetal Chaudhari. Faculty members were directed to orient students regarding assignments and other activities.
3. **Planning co-curricular activities for Semester One**- A tentative schedule for Co-curricular activities for Semester One was put forth by Ms Steffi DCosta. She informed that orientation about these activities was already given to students as it was part of their Project Based Courses. A street play workshop was to be organised in February. Talent search programme and student council elections were also planned to be held in the second week of February.
4. **Arrangement of workshops, certificate courses, guest lectures for the months Feb to May 2023** – Dr. Agnes Dcosta informed that a Value Added Certificate Course in E Content Development was completed for the F.Y.B.Ed students. In March/April 2023 one more course on Apps in Education would be organised. The guest lectures planned on stress management, public speaking and financial literacy would be scheduled soon. Workshops on Artificial Intelligence and other contemporary topics were also being planned. The tentative time schedules for the same were discussed.
5. **Any other matter with the permission of the chair** – The student representatives of SYBED Sr Jerry and Ms Diya were present at the meeting. They said that there is need

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for inputs in Communication Skills as some students required assistance in this area. They appreciated the fact that stress management workshops are organised by the college, but they suggested that these need to be ongoing especially when students are faced with multiple tasks and they need coping skills at such stages.

The meeting concluded with the Principal In charge appreciating the work done from November 2022 to date.

Action Taken Report wrt decisions taken in previous Curriculum Planning Meeting held on 28 Sept 2022

Decision/ Broad area	Action taken
Distribution of Courses in Semester One and Three	Courses were distributed as decided in the meeting. As Sr Cheryl was unable to join till 31 Jan 2023, the college appointed Ms Heather Gabriel on CHB and certain theory course lectures were allotted to her in January 2023.
Internship	Internship for Semester Three proceeded as scheduled. For supervision of lessons, in addition to the faculty members, Ms Sybella Andrades, Ms Siddhi Lotlikar and Ms Chloris Gonsalves were deputed to schools during internship.
Internal Assessment	Internal Assessment activities held as scheduled for Semester One and Three.
Community work	Community visit to Jawhar, remedial teaching for marginalised students and community work held regularly.
Cocurricular activities to be held	Cocurricular activities were duly organised from November 2022 to January 2023
TET guidance to be organised	Conducted both in face to face mode (four sessions) and online mode for Mathematics (three sessions). Mock tests given via Google classroom
Placement activities to be organised	Preplacement workshops on writing of CV were conducted. Three schools visited the campus for placement interview. Students were guided as required for off campus placements and their demonstration lessons

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Notice

Curriculum Planning Meeting No 3

Date: 4 March 2023

A curriculum planning meeting will be held on 6 March 2023 at 10 am in the Staff Room. The agenda for the meeting is as follows

1. Review of Curriculum Transaction of Semester Three
2. Distribution of Work for Semester Four
3. Internship programme of Semester Four
4. Planning internal assessment for Semester Four
5. Planning co-curricular activities , workshops, guest lectures for S.Y.B.Ed for the months March to May 2023
6. Any other matter with the permission of the chair

Kindly be present.

Sr. Fernandes

I/C Principal

Sr Delicia Fernandes

Attendees

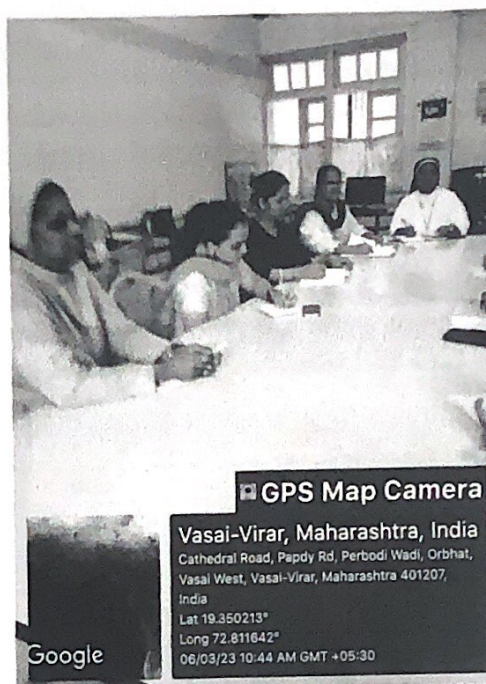
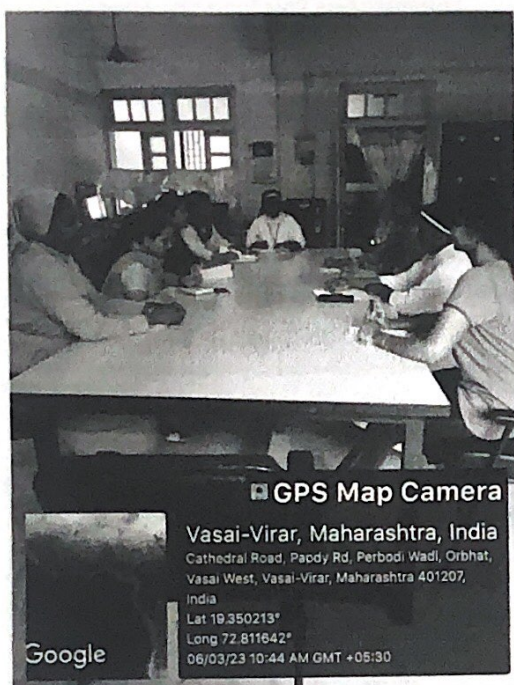
1. Sr Delicia Fernandes *Sr. Fernandes*
2. Dr Sheetal Chaudhari *Chaudhari*
3. Dr Agnes DCosta *DCosta*
4. Ms Soniya Bombacha *Bombacha*
5. Ms Steffie DCosta *DCosta*
6. Ms Diya Vadukkoot *Diya*
7. Sr Jerry Anthony *Sr. Jerry*
8. Sr. Cheryl *Sr. Cheryl*

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Curriculum Planning Meeting Three 6 March 2023

Agenda

1. Review of Curriculum transaction of Semester Three
2. Distribution of Work for Semester Four
3. Discussion of the internship programme of Semester Four
4. Planning internal assessment for Semester Four
5. Arrangement of co-curricular activities, workshops and guest lectures for the months March to May 2023
6. Any other matter with the permission of the chair



The meeting was attended by Principal In charge Sr Delicia Fernandes , faculty members Dr Sheetal Chaudhari , Dr Agnes Dcosta, Ms Sonia Bombacha , Ms Steffi Dcosta, Sr Cheyl and student representatives Sr Jerry Anthony and Ms Diya Vadukkoot.

The meeting began with a short prayer and reading of the minutes of the previous meeting.

1. **Review of the curriculum Transaction of Semester Three:** Sr Delicia Fernandes asked for feedback regarding Semester Three. Faculty members shared that due to the uncertain schedule of University Exams there were some hectic times but on the whole all lectures, practical activities and examinations were held on time.

Sr. Fernandes

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2. **Distribution of Work for Semester Four:** Sr Delicia read the work distribution for Semester Four and faculty members confirmed the same. She also reminded faculty members to keep all departmental work updated and report the same to her on a timely basis.
3. **Discussion of the internship programme of Semester Four:** Ms Sonia Bombacha had attended the meeting organised by University of Mumbai held on 3 March 2023. The meeting gave inputs regarding the arrangement of internship keeping in mind the delayed nature of Semester Four. Based on the same, it was decided that Internship would tentatively be from 6 to 17 March. The rest of the internship would be in the month of April.
4. **Planning Internal Assessment for Semester Four:** Internal Assessment in charge Dr Sheetal Chaudhari presented the schedule for Essays, assignments and Class tests. The same was reviewed and approved.
5. **Arrangement of co-curricular activities, workshops and guest lectures for the months March to May 2023:** Co-curricular activities in connection with International Women's Day, World Water Day, Consumer Rights day would be planned in consultation with the student council. Some guest lectures on inclusive education would be organized after consulting the appropriate resource persons. A workshop in Individualised Education Plans was to be organised. Community work and Action Research would proceed as planned earlier.
6. **Any other matter with the permission of the chair:** Dr Agnes Dcosta suggested that students could prepare low-cost Teaching Learning Material which could then be distributed to needy schools on the lines of Jadui Pitara launched under NEP 2020.

Action taken report

Decision / Broad area	Action
Internship for Semester Four	Conducted successfully from 6 to 31 March 2023
Creation of Low-cost learning resources	Resources prepared under Jadui Pitara programme and donated to S.S Dhuri School
Workshop on IEP	Workshop conducted by special educator Ms Laura Dias on 15 April 2023
Guest lectures on Inclusive Education	Lectures by special educator Ms Priya Menezes held on 1 April 2023
Value Added Course in Communication Skills	Course conducted in March -April 2023

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PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI
Curriculum Planning Meeting No. 4

Date : 3rd April 2023

A Curriculum Planning meeting will be held on 11th April 2023 in the staff room.

The agenda for the meeting will be as follows :

1. Review of progress of Semester four
2. Distribution of work for Semester two
3. Planning internal assessment for Semester two
4. Arrangement of co-curricular activities, workshops and guest lectures for April-May 2023
5. Any other matter with the permission of the Chair.

Kindly be present.

Sr. Fernandes

I/C Principal.

List of Attendees

1. Sr. Delicia Fernandes *Sr. Fernandes*
2. Dr. Sheetal Chandhari *Sheetal Chandhari*
3. Dr. Agnes Bosta *Agnes*
4. Ms. Sonia Bombacha *Sonia Bombacha*
5. Ms. Steffi *Steffi*
6. Sr. Cheryl Gladis *Sr. Cheryl*
7. Sr Jerry (Student representative) - *Sr. Jerry*
8. Ms-Diya V. (Student representative) - *Diya*

Sr. Fernandes
I/C Principal

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PUSHPANJALI COLLEGE OF EDUCATION, PAPDY, VASAI
Curriculum Planning Meeting No. 4

Date : 3rd April 2023

A Curriculum Planning meeting will be held on 11th April 2023 in the staff room.

The agenda for the meeting will be as follows :

1. Review of progress of Semester four
2. Distribution of work for Semester two
3. Planning internal assessment for Semester two
4. Arrangement of co-curricular activities, workshops and guest lectures for April-May 2023
5. Any other matter with the permission of the Chair.

Kindly be present.

Sr. Fernandes

I/C Principal.

List of Attendees

1. Sr. Delicia Fernandes *Sr. Fernandes*
2. Dr. Sheetal Chandhari *Sheetal Chandhari*
3. Dr. Agnes Beorta *Agnes*
4. Ms. Sonia Bombarda *Sonia*
5. Ms. Steffi *Steffi*
6. Sr. Cheryl Gladis. *Sr. Cheryl*
7. Sr Jerry (Student representative) - *Sr. Jerry*
8. Ms-Diya V. (Student representative) - *Diya*

Sr. Fernandes

I/C Principal

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Curriculum Planning Meeting Four -11 April 2023

Agenda

1. Review of progress of Semester Four
2. Distribution of Work for Semester Two
3. Planning internal assessment for Semester Two
4. Arrangement of co-curricular activities, workshops and guest lectures for the months April -May 2023
5. Any other matter with the permission of the chair

The meeting was attended by Principal In charge Sr Delicia Fernandes , faculty members Dr Sheetal Chaudhari , Dr Agnes Dcosta, Ms Sonia Bombacha , Ms Steffi Dcosta, Sr Cheryl, Ms Sanika Asolkar and student representatives Sr Jerry Anthony and Ms Diya Vadukkoot.

1. **Review of progress of Semester Four:** Dr Sheetal Chaudhari gave updates about the internal assessment tasks conducted to date. All faculty members updated those present regarding details of Semester Four syllabus completed till date. A rough estimate of lectures needed was conveyed to facilitate the timetable preparation.
2. **Distribution of Work for Semester Two:** The theory courses for Semester Two were to be shared as follows CC3: Learning and Teaching (Ms Sonia and Ms Sanika Asolkar), EC1 Pedagogy of school Subjects (English -Sr Delicia and Sr Cheryl, Science- Dr sheetal Chaudhari, History -Dr Agnes DCosta, Mathematics -Ms Steffi DCosta, Commerce -Ms Sanika Asolkar and Economics -Ms Sonia Bombacha), IC2 -Education Management (Ms Steffi DCosta and Sr Cheryl). Departmental responsibilities were to continue as in earlier Semester. Ms Sanika would assist Ms Steffi in Cocurricular activities.
3. **Planning internal assessment for Semester Two:** Dr Sheetal Chaudhari shared the tentative time schedule for content test, essays, assignment submission and Class test for Semester Two. It was decided that workshops for learning outcomes, content mapping, lesson planning and teaching skills would be held in June 2023. Internship was tentatively planned to commence from 10 July 2023.
4. **Arrangement of co-curricular activities, workshops and guest lectures for the months April -May 2023:** It was proposed to organize a special lecture on Education of children with special needs. A panel discussion on different Boards of Education would be organized in May 2023. Research Cell activities were scheduled for 8 May and 13 May 2023.
5. **Any other matter with the permission of the chair:** It was proposed by Dr Agnes DCosta that for a week, suitable time be allotted to have discussions on educational scenario across few Indian states. The suggestion was accepted and Ms Steffi Dcosta would mentor students in this respect. Dr DCosta also oriented the faculty to the recently uploaded E Books and E journals and requested faculty to orient students to the same.

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Decision/ broad area	Action taken
Discussions on educational scenarios across Indian states	Education in states of Maharashtra, Kerala, Manipur, Karnataka, Delhi discussed from 17 to 21 April 2023
Panel discussion on different Boards of Education	Discussion held on May 2023 for students of F.Y.B.Ed
Research Paper reading by PhD holders	Dr Angelina Nunes, Dr Pradnya Bhosekar, Dr Mildred Dabre and Dr Reshma Rodrigues felicitated on 8 May 2023 for their PhD. They also shared their research findings.
Action research paper presentations	Group wise presentation of Action research findings were held on 13 May 2023
Internal assessments	Activities held as per schedule

Sr. Fernandes.

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