

## **Pushpanjali College of Education**

### **Minutes of IQAC meeting held on 14 Aug 2018**

#### **Agenda of the Meeting:**

1. Reconstitution of the IQAC
2. Refining and approving Plan of Action for 2018-19
3. Quality measures toward Student Support

The following members were present for the meeting

1. Dr. Mabel Pimenta – Principal -- Chairperson of IQAC
2. Ms. Angelina Nunes -Associate Professor -Member Secretary, Coordinator of IQAC
3. Dr. Mariamma Joseph (Former Principal of Pushpanjali College , External Expert on Quality Management
4. Dr. Sunil Rajpurkar –Associate Professor of K.K. College of Ed.--External Expert on Quality Management
5. Sr. Sushila D'Silva – Manager --Management Representative
6. Dr. Sheetal Chaudhari – Associate Professor Member, Faculty
7. Dr. Helen Jadhav – Associate Professor Member, Faculty
8. Dr. Agnes D'Costa – Associate Professor Member, Faculty
9. Ms Sharmila Colaco – Librarian Member, Librarian
10. Ms Sunita Pambuja – Senior Clerk Member, Administrative Staff
11. Fr. Kingsley Coutinho – Chairperson of Student Council Student Representative

**Minutes:** The minutes of the previous meeting held on 21/04/2018 were read and confirmed.

**1.Reconstitution of the IQAC:** The previous IQAC was declared as dissolved as the external members had completed a term for five years. Principal Dr Mabel Pimenta thanked the members Dr Karuna Gupta, Fr Dr Patrick DSouza, Dr Sunil Rajpurkar and Mr Willibrord George for their unstinted support and erudite expertise during the past years. A new IQAC committee was constituted. The newly inducted members had been informed in advance and had expressed their consent to be part of the IQAC. Dr Sunil Rajpurkar member of the previous IQAC continued to be on the present IQAC as well. The new IQAC was formally welcomed by Principal Dr Mabel Pimenta. The role and functions of IQAC as stipulated by NAAC were revisited for reflection.

**2.Refining and approving Plan of Action for 2018-19:** IQAC coordinator Ms Angelina Nunes presented the Plan of Action for 2018-19. She explained that the POA was prepared in the preceding months based on inputs from the CDC, faculty and students. The POA was

prepared in the best interest of the institution and stakeholders and keeping in mind the available resources. Faculty members reiterated the need to make the B.Ed programme robust by focusing on cross disciplinary connections, blended learning and research. The society-institution connect emphasized in previous years would continue. All faculty members would finetune the departmental plans in synchronization with the IQAC plan.

### **3.Quality measures towards student support:**

- As mentoring of students is necessary for smooth functioning of all activities, the mentoring programme was revisited. It was decided that monthly meetings with students, individual counseling as per the need and peer support would be continued as in earlier years.
- Since many students were keen on appearing for TET, it was decided that special training session for the same would be organized.
- The syllabus for the S.Y.B.Ed was revised in 2018. These changes were minutely examined and faculty members discussed ways to transact the same effectively.

The meeting ended with a vote of thanks by IQAC coordinator Ms Angelina Nunes.

## **Minutes of IQAC meeting held on 3 Dec 2018**

### **Agenda of the Meeting:**

1. Review of First Term activities of 2018-19
2. Observation of Gandhiji's 150<sup>th</sup> birth anniversary
3. Discussion on Sesqui Centenary of CCR in India
4. Discussion on proposed National Seminar on Education for Transformation

The following members were present for the meeting

- 1.Dr. Mabel Pimenta – Principal -- Chairperson of IQAC
- 2.Ms. Angelina Nunes – Associate Professor --Member Secretary – Coordinator of IQAC
- 3.Dr. Mariamma Joseph (Former Principal of Pushpanjali College -- External Expert on Quality Management
- 4.Dr. Sunil Rajpurkar – Associate Professor of K.K. College of Ed.--External Expert on Quality Management
- 5.Sr. Sushila D'Silva – Manager --Management Representative
- 6.Dr. Sheetal Chaudhari – Associate Professor      Member, Faculty
- 7.Dr. Helen Jadhav – Associate Professor      Member, Faculty
- 8.Dr. Agnes D'Costa – Associate Professor      Member, Faculty
- 9.Ms Sharmila Colaco – Librarian      Member, Librarian

10.Ms Sunita Pambuja – Senior Clerk      Member, Administrative Staff

11.Fr. Kingsley Coutinho – Chairperson of Student Council      Student Representative

Minutes: The minutes of the meeting held on 14/08/2018 were read and confirmed.

**1.Review of Activities of First Term of 2018-19:** Principal Dr Mabel Pimenta reviewed the activities of the first term. Activities conducted during the first term mainly included the Semester 3 internship for the 2017-19 batch. Faculty shared the internship experience. Due to unfavorable weather conditions and heavy rains in the first fortnight of July many changes had to be made to the schedule but due to support from internship schools this challenge was faced with success. The University of Mumbai had issued a circular recommending a mandatory course in Self Defence and accordingly the Women's cell responded by organizing a Self Defence course from 17 to 19 October 2018. As admissions to the academic year 2018-19 were delayed, the principal led the faculty into a discussion regarding the revised schedule for F.Y.B.Ed.

**2. Observation of Gandhiji's 150<sup>th</sup> birth anniversary:** The 150<sup>th</sup> year to mark the birth of Mahatma Gandhi had commenced from 2 October 2018. The yearlong observation would culminate in 2019. Directives from NCTE and MHRD were put forth and accordingly it was decided to have cleanliness drives, exhibitions, student led seminars, quizzes and dramatization of important events from the life of Gandhiji. The cocurricular activities department and History club would work together to make the sesquicentenary celebrations a meaningful tribute to the father of the nation.

**3.Sesqui centenary of CCR in India:** The year 2018 marks 150 years of the presence of CCR in India. To commemorate this event, many programmes were planned. Some of these had already been completed during the first term. Principal Dr Mabel Pimenta appreciated the efforts of the faculty in organizing quiz and e-poster display on the life of Mother Veronica, founder of CCR. She discussed at length the further programmes for the year namely a musical on the life of Mother Veronica which was to be organized in collaboration with other sister institutions. IQAC coordinated Ms Angelina Nunes said that the two milestones the 150<sup>th</sup> birth anniversary of Mahatma Gandhi and the sesquicentennial year of CCR should be marked by programmes that aim at skill building of students. All dimensions of personality development such as social, emotional, cultural and intellectual could be dovetailed into the events organized. It was thus collectively decided that individual growth and societal responsibility would be the twin thrust areas for all programmes organized in connection with these two events. This would pave the way for quality assurance.

**4.National Seminar Education for Transformation:** The college IQAC accepted the responsibility of organizing a National Seminar in Feb 2019 on the theme Education for Transformation. Ms Angelina Nunes and Dr Helen Jadhav would be the co ordinators for the same. Discussion was held regarding the subthemes for the seminar and duties were duly distributed among the faculty members. Manager Sr Sushila assured of support from the management and suggested that the Bassein Catholic Co operative Bank be approached for financial support. A list of proposed resource persons was drawn and accepted with consensus

of all members. It was decided that details of the seminar would be discussed in subsequent meetings.

The meeting concluded with the IQAC coordinator thanking the members for their involvement and support.

### **Minutes of IQAC meeting held on 5 April 2019**

#### **Agenda of the Meeting:**

1. Review of the quality initiatives taken during the year 2018-19
2. Feedback on the year 2018-19
3. Drawing up the Plan of action for 2019-20

The following members were present for the meeting

1. Dr. Mabel Pimenta – Principal -- Chairperson of IQAC
2. Ms. Angelina Nunes – Associate Professor -- Member Secretary – Coordinator of IQAC
3. Dr. Mariamma Joseph (Former Principal of Pushpanjali College -- External Expert on Quality Management
4. Dr. Sunil Rajpurkar – Associate Professor of K.K. College of Ed.--External Expert on Quality Management
5. Sr. Sushila D'Silva – Manager --Management Representative
6. Dr. Sheetal Chaudhari – Associate Professor      Member, Faculty
7. Dr. Helen Jadhav – Associate Professor      Member, Faculty
8. Dr. Agnes D'Costa – Associate Professor      Member, Faculty
9. Ms Sharmila Colaco – Librarian      Member, Librarian
10. Ms Sunita Pambuja – Senior Clerk      Member, Administrative Staff
11. Fr. Kingsley Coutinho – Chairperson of Student Council      Student Representative

**Minutes:** The minutes of the meeting held on 3/12/2018 were read and confirmed.

**1. Review of the quality initiatives taken during the year 2018-19:** Principal Dr Mabel Pimenta initiated the procedure to review all major activities held in the year 2018-19. Department wise reports were presented and critically analysed from the quality point of view. Suggestions were made to enhance the quality in organizing and implementing similar programmes in future. The members identified factors and practices that were useful in making the programmes successful. IQAC co ordinator Ms Angelina Nunes made note of these practices. It was suggested that these practices such as collaborative planning, quality check at each step, inviting suggestions after reflective exercises, pursuing the quest for excellence

should be refined and institutionalized. It was felt that inter departmental barriers if any should be broken and quality measures should be adopted at each step of a proposed programme so as to prevent accumulation of barriers/ errors if any. Faculty members felt that since student involvement in the success of programmes holds an important place it is necessary to provide timely and specific training to students identified to help with the programme. Dr Mabel Pimenta appreciated the teamwork and participatory management that was an integral part of all programmes.

**2.Feedback on the year 2018-19:** Since feedback forms an integral part of planning for subsequent activities, it was decided that all faculty members would procure feedback for the courses taught by them and for their departmental work from all stake holders including students, parents, alumni and employers. All faculty members were also reminded to fill the PBAs and submit to the Principal. Important findings from the 360 degree feedback exercises would be used to refine the Plan for the year 2019-20

**3.Drawing up the Plan of action for 2019-20:** The draft Plan of Action drawn by the collaborative efforts of the faculty was put forth for examination and analysis. Suggestions made by members were duly recorded. IQAC coordinator and faculty member Dr Agnes D'Costa took the responsibility of refining the same. This refined Plan of Action would be circulated to all members of IQAC for approval. All faculty members were instructed to prepare departmental plans in synchronization with the Plan of Action.

The meeting ended with the IQAC coordinator thanking all members.