

Minutes of IQAC meeting held during AY2019-20

1.Minutes of IQAC meeting held on 27 July 2019

Agenda of the Meeting:

1. Refining and approving Plan of Action for 2019-20
2. Discussion of Quality measures to be taken up for the academic year
3. Discussion of student satisfaction survey

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. Ms Gaurangini Shetty – Management Trustee National English High School and group External
-Expert on Quality Management
6. Sr. Perpetua Pathrose- Principal, Gloria Convent High School-Alumni Representative
- 7.Sr. Sushila D'Silva – Manager --Management Representative
- 8.Dr. Sheetal Chaudhari – Associate Professor Member, Faculty
- 9.Dr. Helen Jadhav – Associate Professor Member, Faculty
- 10.Dr. Agnes D'Costa – Associate Professor Member, Faculty
- 11.Ms Sharmila Colaco – Librarian Member, Librarian
- 12.Ms Sunita Pambuja – Senior Clerk Member, Administrative Staff
- 13.Fr. Kingsley Coutinho – Chairperson of Student Council Student Representative

Minutes: The minutes of the previous meeting held on 5 April 2019 were read and confirmed.

1. **Refining and approving Plan of Action for 2019-20** : IQAC co ordinator Ms Angelina Nunes presented the Plan of Action for 2019-20. The POA was 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 said that all departmental plans and course plans would be prepared according to the POA. Since the draft of RAR was put on the NAAC website the IQAC had a discussion about the draft.

Principal Dr Mabel Pimenta informed the IQAC that in June , the faculty had met to discuss the draft as NAAC had invited suggestions to the draft. These suggestions were collated and sent to NAAC.

2. Quality measures for A.Y 2019-20:

- Student related quality measures: It was suggested that mentoring be continued as in previous years. Students would benefit with value added courses. Hence it was decided that a Certificate Course in Counseling be organized for S.Y.B.Ed. Dr Agnes Dcosta said that other Courses that would enhance employability would be organized by Pushpadeep and added that MOOCs organized by reputed institutions would be made known to students. It was decided that since Teacher Eligibility Test is mandatory in aided institutions , a session should be organized on TET.
 - Infrastructural modifications: It was decided that the premises should be painted as certain sections needed a fresh coat of paint. Manager Sr Sushila said this would be taken up during vacation.
 - Research in education: The mandatory Action Research would be preceded by a course in action research. The college blog would display necessary resources for the same. The annual research paper reading session would be organized at a suitable time.
3. **Discussion of student satisfaction survey:** The student satisfaction survey of the batch of 2017-19 was presented by Ms Angelina Nunes and this was minutely discussed . Suggestions from the batch would be incorporated in relevant areas after studying the viability and feasibility.

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

Decisions taken during IQAC meeting held on 27 July 2019

1. Faculty decided to review the departmental plans and revise according to Plan of Action dawn by IQAC
2. Certificate Courses to be organized by Pushpadeep so as to increase skills needed for employability.
3. Disseminate information about MOOCs so that students can pursue the same
4. Organise an orientation session for Teacher Eligibility Test
5. Organise Research paper reading session
6. Organise a programme for inservice teachers on a need based theme such as technology in education or innovative teaching techniques.

Compliance report of decisions taken in IQAC meeting dated 5 April 2019

Decision	Action taken	Remark
•practices such as collaborative planning, quality check at each step, inviting suggestions after reflective exercises, pursuing the quest	Suggestions made in the decision are being implemented . Refining of the procedures and documentation is in process. Suggestions from stakrholders are	On going process

for excellence should be refined and institutionalized	invited after each event/programme and these need to be incorporated after due examination.	
• Feedback from stakeholders to be procured and analysed	Feedback collected from students , analysis done. Important aspects to be integrated into further programmes	Feedback reveals student satisfaction regarding B.Ed programme. Suggestions given by students will be processed and integrated
• Draw up plan of action for 2019-20	Plan of action drawn for the year 2019-20	Plan to be revised if necessary in accordance with dates set by University for Examinations.

2.Minutes of IQAC meeting held on 23 Nov 2019

Agenda of the Meeting:

1. Review of First Term activities of 2019-20
2. Discussion of NAAC RAR released in Nov 2019
3. PAR report of NCTE
4. Quality initiatives in Second Term of 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. Ms Gaurangini Shetty – Management Trustee National English High School and group External
-Expert on Quality Management
6. Sr. Perpetua Pathrose- Principal, Gloria Convent High School-Alumni Representative
- 7.Sr. Sushila D'Silva – Manager --Management Representative
- 8.Dr. Sheetal Chaudhari – Associate Professor Member, Faculty
- 9.Dr. Helen Jadhav – Associate Professor Member, Faculty
- 10.Dr. Agnes D'Costa – Associate Professor Member, Faculty
- 11.Ms Sharmila Colaco – Librarian Member, Librarian
- 12.Ms Sunita Pambuja – Senior Clerk Member, Administrative Staff
- 13.Fr. Kingsley Coutinho – Chairperson of Student Council Student Representative

Minutes: The minutes of the meeting held on 27/07/2019 were read and confirmed.

1.Review of Activities of First Term of 2019-20: Principal Dr Mabel Pimenta reviewed the activities of the first term. Activities conducted during the first term mainly included the Semester 3 internship. Students had begun a Course in Counselling under Ms Sonal Naik, psychologist and counselor. Many students had undertaken a MOOC in Technology Enabled Learning conducted by University of Athabasca, Canada. It was suggested that

students be made aware of more such MOOCs so that their skills could be enhanced. The University Results of Second and Fourth semester examinations held in May 2019 were also discussed. All students had cleared the examinations successfully.

2. Discussion of NAAC RAR released in Nov 2019: Since NAAC had displayed on the website the new format of the Reaccreditation Report, it was imperative to understand the same and modify the Plan of action if required. Dr Agnes Dcosta oriented the faculty to the six criteria and the revised system. She explained the quantitative and qualitative metrics involved in the new system. Faculty members made a note of the same so as to keep all departments updated with required documentation and evidences. Queries were resolved. Three criteria were taken up for discussion in the IQAC with an understanding that the others would be taken up at a later date.

3. NCTE PAR requirement: Principal Dr. Mabel Pimenta oriented the IQAC members regarding the mandatory Performance Appraisal System (PAR) required by NCTE. She explained that the specially designed portal would be open till Dec 31st 2019 to submit data for 2018-19. She also informed that work was in progress to ensure that the deadline was met. All members said that required details would be duly furnished to complete the work successfully.

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

4. Quality initiatives in Second Term of 2019-20 : The IQAC co ordinator referred to the IQAC Plan of Action that was discussed in the earlier meeting. A review of completed activities was discussed. The other activities would be completed during the second term. Manager Sr Sushila reinforced that feedback from stakeholders, completion of student satisfaction survey should be completed by April 2020. Ms Angelina Nunes briefed the IQAC members that a Research Paper Reading Session and a workshop for inservice teachers and alumni would be arranged after collating information about need based themes.

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

Decisions taken during IQAC meeting held on 23 Nov 2019

1. All IQAC members to read and reflect over the SSR manual uploaded by NAAC.
2. Subsequent meetings be conducted within faculty to become familiar with new NAAC manual.
3. Student satisfaction survey for 2019-20 be undertaken by IQAC .
4. Detailed plan for research cell report reading and course for inservice teachers should be prepared by department in charge persons.

Compliance of decisions taken during IQAC meeting of 27 July 2019

Decision	Action taken	Remark
1. Faculty decided to review the departmental plans and revise according to Plan of	All departmental plans of action were drawn in synch with IQAC Plan of Action	Plans submitted to principal for perusal

Action dawn by IQAC		
2.Certificate Courses to be organized by Pushpadeep so as to increase skills needed for employability.	22 students completed MOOC on Technology Enabled Learning conducted by Commonwealth of Learning and university of Athabasca, Canada	Certificates received by students
3.Disseminate information about MOOCs so that students can pursue the same	50 students enrolled for Counselling Course conducted by the college.	Course in progress. Students participating enthusiastically.
4.Organise an orientation session for Teacher Eligibility Test	Orientation session on Teacher Eligibility Test organized by college.	Students are fully oriented to the TET. Ms Simran DMello cleared the CTET
5.Organise Research paper reading session	Research paper reading session and programme for inservice teachers would be held in April 2020 as expected participants were busy with institution work.	Tentative period for research paper presentation April 2020
6.Organise a programme for inservice teachers on a need based theme such as technology in education or innovative teaching techniques	Programme on Technology in education to be organized in second fortnight of April 2020	•

3.Minutes of IQAC meeting held on 14 March 2020

Agenda of the Meeting:

1. Review of the quality initiatives taken during the year 2019-20
2. Feedback on the year 2019-20
3. Drawing up the Plan of action for 2020-21
4. Decisions regarding planned action for inservice teachers and alumni

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
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- 8.Dr. Sheetal Chaudhari – Associate Professor Member, Faculty
- 9.Dr. Helen Jadhav – Associate Professor Member, Faculty
- 10.Dr. Agnes D'Costa – Associate Professor Member, Faculty
- 11.Ms Sharmila Colaco – Librarian Member, Librarian
- 12.Ms Sunita Pambuja – Senior Clerk Member, Administrative Staff
- 13.Fr. Kingsley Coutinho – Chairperson of Student Council Student Representative

Minutes: The minutes of the meeting held on 23/11/2019 were read and confirmed.

1. **Review of the quality initiatives taken during the year 2019-20:** Principal Dr Mabel Pimenta led the IQAC members to reflect over major activities held in the year 2019-20. Department wise reports were presented and critically analysed from the quality point of view. Based on the experiences gained during the implementation, suggestions were made to enhance quality in such programmes. IQAC co ordinator Ms Angelina Nunes made note of

these suggestion. It was suggested that these practices such as implementation of Nai Talim approach in practice lessons, school base themes for action research and encouraging students to pursue online courses for enrichment should be promoted in coming academic year as well. Dr Mabel Pimenta appreciated the teamwork and participatory management that helped to have a successful academic year.

2. **Student Satisfaction survey for 2019-20:** The NAAC manual for Self Study Report (SSR) was on the NAAC website. The same was perused in the previous meeting. In accordance with the requirements, the Student Satisfaction Survey would be duly carried out in the month of april or May 2020. Important findings from the 360 degree feedback exercises would be used to refine the Plan for the forthcoming academic year.
3. **Drawing up the Plan of action for 2020-21:** Suggestions were invited for the draft Plan of Action for 2020-21. Suggestions made by members were duly recorded. IQAC coordinator and faculty member Dr Agnes DCosta 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.
4. **Decisions regarding planned action for inservice teachers and alumni:** In the previous meeting, it was planned that a research paper reading session would be organized in April 2020. Similarly, a workshop for teachers was to be organized on innovative classroom teaching –learning techniques. However in the present condition due to Covid-19 it was advisable to have large gatherings. Dr Helen Jadhav (in charge of Anweshan Research cell)and Dr Agnes DCosta (incharge of Pushpadeep cell for Extension Education Programmes) informed IQAC members that it would be advisable to shift these proposed programmes to a later date or else organize the same through online mode in case the situation did not improve till the end of the academic year. This suggestion was unanimously accepted

The meeting ended with the IQAC coordinator thanking all members.

Decisions taken during IQAC meeting held on 14 March 2020

- Conduct the student satisfaction survey for 2019-20
- Draw up plan of action for 2020-21
- Due to Covid-19 pandemic, it will not be advisable to have a face to face programme for inservice teachers . Hence look for alternative platforms to conduct the programme.
- Due to Covid-19 pandemic, research paper reading programme should take place via web based platforms

Compliance of Decisions taken during IQAC meeting held on 23 Nov 2019

Decision	Action taken	Remark
All IQAC members to read and reflect over the SSR manual uploaded by NAAC.	IQAC members had got themselves oriented to the changed NAAC SSR format . Faculty had discussions to understand the revised NAAC process and format of assessment and accreditation.	Detailed session on first three criteria of NAAC SSR conducted for benefit of the IQAC . Other criteria would be discussed in due course of time.
Subsequent meetings be conducted within faculty to become familiar with new NAAC manual.		
Student satisfaction survey for 2019-20 be undertaken by IQAC .	Student satisfaction survey would be taken through Google Forms	Forms to be circulated in May - June 2020
Detailed plan for research cell report reading and course for inservice teachers should be prepared by department in charge persons.	Plans prepared by Anweshan and Pushpadeep for the proposed programmes were reviewed but kept on hold due to the Covid 19 pandemic	Alternative plans to be prepared