

SOCIETY OF OUR LADY OF GRACE CONVENT
PUSHPANJALI COLLEGE OF EDUCATION

Minutes of IQAC Meetings 2020-21

Meeting One

Date: 19 August 2020

Agenda of the Meeting:

1. Discussion of Student Satisfaction Survey of last academic year
2. Review of the year 2019-20
3. Refining and approving Plan of Action for 2020-21

Meeting attendees

1. Dr Mabel Pimenta
2. Dr Sheetal Chaudhari
3. Ms Angelina Nunes
4. Dr Helen Jadhav
5. Dr Agnes DCosta
6. Sr Sushila DSilva
7. Dr Sunil Rajpurkar

The first meeting of IQAC for the year 2020-21 was held in online mode due to the pandemic and the lockdown restrictions. Principal Dr Mabel Pimenta welcomed the attendees. Ms Angelina Nunes read the minutes of the meeting held on 14 March 2020.

1. **Discussion of student satisfaction survey of academic year 2019-20:** the student satisfaction survey of the year 2019-20 was presented by Ms Angelina Nunes. Areas where students made suggestions were taken up for discussion. Some students had communicated the need to have coaching for competitive examinations. It was decided that some measures be taken up in this respect. Students had expressed their satisfaction about extra inputs given to them in the form of Certificate Course in Counselling.
2. **Review of the year 2019-20:** A review of the year 2019-20 was presented with each faculty member highlighting the important events in the departments of which they were in charge. Suggestions for improvement were invited from peers and external members of IQAC in order to ensure the quality in the transaction of these programmes.
3. **Refining and approving Plan of Action for 2020-21:** The tentative plan of action for 2020-21 was discussed. The plan was prepared bearing in mind that probably the entire

academic year would have to function in online or hybrid(partly online) mode. Dr Sheetal Chaudhari shared the planning of online workshops. Internal Assessment In charge Ms Angelina Nunes briefed the participants regarding the tentative plans for online assessment. Dr Helen Jadhav oriented regarding the online internship that was already in progress. She invited ideas to enhance the quality of the same. Dr Agnes Dcosta briefed the committee regarding the Certificate Course in E content Development already conducted for the students. Since there was a dire need to equip with skills for online teaching a number of programmes were envisaged by PUSHPADEEP and a brief idea of this was presented to the IQAC. Ms Heather Gabriel and Sr Sujata Marvi shared how the Co-Curricular Activities department planned to conduct activities in online mode. All these presentations were to be collated and integrated into the IQAC Plan of Action. Since most learning for the year was likely to be in online mode it was decided that relevant E- resources be uploaded on the digital library as well as on the LMS(Google Classrooms) being used. It was also decided that students be encouraged to try innovative techniques in teaching- learning.

4. **AQAR preparation:** Principal Dr. Mabel Pimenta briefed the members regarding AQAR submissions. After 2017 NAAC had stopped accepting AQAR of Teacher Education Institutes. In 2019 this was revived and accordingly AQARs had to be submitted. The new format of the AQAR was discussed and Dr Sheetal Chaudhari undertook the responsibility of preparing AQAR for 2017-18 as she was the then IQAC coordinator and from 2018-19 the AQAR would be prepared by Ms Angelina Nunes as she took over as IQAC coordinator .
5. **Preparation of PLOs and CLOs:** It was decided that Programme Learning Outcomes and Course Learning Outcomes for all courses would be prepared and submitted to the Principal for perusal. Documentation of resources created and used during the curriculum transaction would also be duly maintained by the faculty.

Decisions taken:

- Refining of Plan of Action bearing in mind the lockdown situation
- Certificate Courses for students to be conducted bearing in mind need for training in online learning.
- Preparation of AQARs from 2017 -18
- Encourage faculty and students to use and explore innovative techniques especially in E-Learning
- Upload resources for students to use in lockdown mode.
- Prepare PLOs and CLOs and submit for approval.

Meeting Two

Date: 2 Jan 2021

Agenda of the Meeting:

1. Half - yearly review of activities
2. AQAR Submissions
3. Discussion of new format of NAAC AQAR

Meeting attended by :

1. Dr Mabel Pimenta
2. Dr Sheetal Chaudhari
3. Ms Angelina Nunes
4. Dr Helen Jadhav
5. Dr Agnes DCosta
6. Sr Sushila DSilva
7. Dr Sunil Rajpurkar

The IQAC meeting was held in online mode due to the pandemic and the lockdown restrictions. Principal Dr Mabel Pimenta welcomed the attendees. Ms Angelina Nunes read the minutes of the meeting held on 18 August 2020.

1. **Half - yearly review of activities:** A review of activities conducted from July 2020 to Dec 2020 was taken. Dr Sheetal Chaudhari shared the experiences of online workshops in Innovative techniques and Unit Test conducted for the students. Ms Angelina Nunes shared the experiences of proctored examinations conducted till Dec 2020. Dr Helen Jadhav gave a summary of internship and activities conducted under internship till Dec 2020. She also informed that all resources prepared by student were stored for documentation and further reference. Dr Agnes DCosta informed that two Certificate Courses on E Content Development and Apps in Education were successfully completed for S.Y.B.Ed students. All students who completed the course were given certificates. More Courses were planned for 2021 when the admission of F.Y.B.Ed would be completed. Dr Helen Jadhav requested faculty members to submit reports of the internship for their respective groups.
2. **AQAR Submission:** Dr Sheetal Chaudhari informed that work of AQAR for 2017-18 was in progress and the same would be soon uploaded. Ms Angelina Nunes informed that data for the subsequent years was being collated.
3. **Discussion of new format of AQAR:** The new format of AQAR to be followed from 2020-21 was taken up for discussion. Doubts and queries were resolved through discussion. All faculty members had already drawn the PLOs and CLOs and these were reviewed to see if the same were being duly incorporated in the curricular process.

Faculty members were to document the various E- resources and make a list of the different curricular approaches they had used during curriculum transaction.

Decisions taken:

- Reports of Internship to be prepared
- AQAR work to be completed and uploading of AQARs to be done
- Documentation of AQAR for 2020-21 to be done as and when activities are completed.
- Certificate Courses for F.Y.B.Ed to be conducted.

Decision taken in previous meeting held on 18 Aug 2020	Action taken	Remark
Refining of Plan of Action bearing in mind the lockdown situation	Plan of action prepared for 2020-21. Plan shared with faculty members and responsibilities duly distributed.	All departments prepared/modified individual plans of action based on the overall POA
Certificate Courses for students to be conducted bearing in mind need for training in online learning.	Two Certificate Courses designed by college and conducted till Dec 2020 Students enrolled for MOOC on Blended Learning Certificate Courses planned for F.Y.B.Ed	Certificate courses for F.Y.B.Ed would be conducted in 2021 as admissions were delayed.
Preparation of AQARs from 2017 -18	Work on AQAR has begun.	Uploading of AQARs to be done.
Encourage faculty and students to use and explore innovative techniques especially in E-Learning	Students and faculty encouraged to explore and share innovative techniques.	Two innovative practices have won prizes at an inter institutional competition.
Upload resources for students to use in lockdown mode.	All faculty have prepared and share E resources. Videos created for some topics uploaded on YouTube channels Library blog (granthpushp.blogspot.com) used extensively to share material	Done satisfactorily. More resources will be created and shared.
Preparing PLOs and CLOs	PLOs for the entire Two Year B.Ed Curriculum were drawn. Similarly course wise CLOs were devised by individual faculty members.	Completed and submitted to IQAC coordinator and Principal for perusal

Meeting Three

Date: 4 July 2021

Agenda of the Meeting:

- Review of work done from Jan 2021 to June 2021
- Discussion of status of AQAR
- Quality Initiatives planned from July to October 2021

Meeting attended by:

1. Dr Mabel Pimenta
2. Dr Sheetal Chaudhari
3. Ms Angelina Nunes
4. Dr Agnes DCosta
5. Sr Sushila DSilva
6. Dr Sunil Rajpurkar

1. **Review of work done from Jan 2021 to June 2021:** All faculty members submitted a brief review of work undertaken from Jan 2021 to June 2021. Discussion was held to see if there were any areas for improvement. Dr. Sheetal Chaudhari informed about the various projects in community work carried in collaboration with Dhyaas Foundation. Ms Angelina Nunes shared the results of the University Examination of the Third Semester exams held in Dec 2020. Dr. Agnes DCosta said that three Certificate Courses were successfully conducted for F.Y.B.Ed students from Jan to May 2021. Students had tried some innovative techniques in the third and fourth semester (from July 2020 to May 2021) and these were showcased in different inter institutional events. Dr Agnes DCosta shared that three such innovative initiatives were acknowledged. Ms Alisha Andrades won first place at an All India competition organised by Gandhi Shikshan Surajba College of Education for her E resource on Save Energy. Fr Kiran Salve won the first place for showcasing his action Research on 'Sustainable Practices in Waste Management.' The STAR approach in Mathematics presented by three students won the third place at an event organized by Homi Bhabha Centre for Science Education. It was decided that students must be encouraged to try out such practices in the coming semesters and be given a platform to showcase their work.
2. **Discussion of status of AQAR:** Dr. Sheetal Chaudhari informed that AQAR data for 2017-18 was collected and the same would be uploaded soon.
3. **Quality Initiatives planned from July to October 2021:** It was decided that some training programmes would be organized for students and alumni appearing for Teacher Eligibility Tests. A few suggestions were made regarding programmes that

could be organized for enrichment in curricular transactions. One suggestion made was to have an interaction with teachers teaching across various boards so that students can be oriented to the variations in boards. It was suggested that demonstration lessons by school teachers be organized for the benefit of students of FYBEd. It was decided to organize sessions on important documents pertaining to education and also have regular book review on books of educational significance.

Decisions taken:

- Conduct systematic inputs for students and alumni appearing for State and Central Teacher Eligibility Tests.
- Conduct session on orientation to various Boards of Education to create awareness of the expectations from various boards.
- Faculty and students need to be engaged in deliberations on documents of educational significance. Such documents should be made available either in the library or in digital form.
- Conduct life skill workshops for students. Students should be encouraged to conduct awareness sessions for school students during their internship.

Decision taken in previous meeting held on 2 Jan 2021	Action taken	Remark
Reports of Internship to be prepared	All groups prepared the Internship reports for Semester Three and Semester Four of AY 2020-21	Reports submitted to IQAC coordinator
AQAR work to be completed and uploading of AQARs to be done	Data collation work is on	Submission in progress
Documentation of AQAR for 2020-21 to be done as and when activities are completed.	Data collation and report documentation process in progress	Uploading of data for 2020-21 to be done
Certificate Courses for F.Y.B.Ed to be conducted	Two Certificate Courses completed by all students Third course on Apps in education in progress	Certificates given to students

Meeting Four

Date: 29 September 2021

Agenda of the Meeting:

- Review of activities of 2020-21
- Discussion of status of AQAR
- Review of PLOs and CLOs achieved
- Preliminary Planning for 2021-22

Meeting attended by:

1. Dr Mabel Pimenta
2. Dr Sheetal Chaudhari
3. Ms Angelina Nunes
4. Dr Agnes DCosta
5. Sr Sushila DSilva
6. Dr Sunil Rajpurkar

1. **Review of Activities of 2020-21:** Principal Dr Mabel Pimenta welcomed the attendees and Ms Angelina Nunes IQAC coordinator read the minutes of the meeting held on 4 July 2021. A brief overview of all work done was conducted with each faculty member giving a gist of the initiatives undertaken under each department. IQAC had coordinated with all department throughout the year for the conducting of the same. Principal Dr Mabel Pimenta thanked the faculty for the work done amidst the uncertain conditions of the pandemic and lockdown.
2. **Discussion of uploading of AQARs:** Dr Sheetal Chaudhari (IQAC coordinator for previous cycle) informed that the AQAR for 2017-18 was uploaded and duly accepted by NAAC on 29 August 2021. She also shared how queries raised by NAAC were resolved. Ms Angelina Nunes IQAC coordinator informed that AQAR of 2018-19 was submitted on 20 Sept 2021. Data uploading for AQAR of 2019-20 was in progress. She informed that the final uploading would be completed in the forthcoming weeks.
3. **Review of PLOs and CLOs:** The academic year 2020-21 was to conclude by 10 October 2021 as the Semester Two examination was scheduled to be held from 6 to 9 October 2021. The internal assessment data for 2020-21 was presented in summary form. Also the statistical data of University results for 2019-21 batch was presented. This was used to reflect over the Programme Learning Outcomes and Course Learning Outcomes for the batch of 2019-21. The main views that came forth from the discussion
 - ✓ conceptual understanding of the teaching learning process and its varied facets was developed satisfactorily by students as is evident from their performance in the theory examinations as well as in their performance during internship lessons

- ✓ Skills for classroom communication are fairly developed. Some students need more practice for the same and the college needs to explore how this can be done.
- ✓ Students have used constructivist approach very satisfactorily and even won prizes for the same in intercollegiate events. These practices have been shared with the F.Y.B.Ed students.
- ✓ Technology has been effectively integrated into the curricular process and every student is now capable of creating interesting support material for classroom teaching as well as other interactions. The links of resources created by students are available for use in future.

4. Preliminary Planning for 2021-22: Tentative planning for the year 2021-22 had to be carried out and hence the strategic plan was revisited to identify initiatives that could be undertaken under the goals envisaged. Reflection on the strategic plan was done but detailed planning for 2021-22 would be done in the first meeting of 2021-22.

Decisions taken:

- Upload AQARs of 2018-19 and 2019-20 within one month
- Planning for 2021-22 to be done in first meeting of the next academic year
- Have special inputs on Classroom Communication

Decision taken in previous meeting held on 4 July 2021	Action taken	Remark
Inputs on TET	Alumni who applied for State TET are being regularly mentored through a special online group started for the purpose	Over 200 alumni are beneficiaries of the initiative.
orientation to various Boards of Education	Discussion on different Boards of education was organized on 7 Sept 2021. Relevant resources uploaded on digital library	Students benefited from the interaction with teachers teaching in schools affiliated to different boards.
Deliberations on documents of educational significance.	Expert lecture on NEP 2020 held on 22 Sept 2021	Students were made aware of the recommendations of NEP 2020 and had a discussion on their role as teachers
life skill workshops for students	Scheduled for 11 October 2021	---