

Society of Our Lady of Grace Convent

Pushpanjali College of Education

Notices and Minutes of Meetings of IQAC

Meeting held on 15 Feb 2023

Notice of the Meeting (sent via E-mail)

Greetings of Peace! A meeting of the Internal Quality Assurance Cell (IQAC) of Pushpanjali College of Education is scheduled for 15 February 2023 at 9.30 am. The Agenda for the meeting will be as follows.

1. To read the minutes of the previous IQAC meeting held on 28 September 2022
2. Action Taken Report on decisions taken in the meeting
3. Presenting the AQAR of 2021-22 for approval
4. Planning of Quality Enhancement Programmes for the period March to May 2023.
5. Any other matter with the permission of the chair.

We look forward to your presence as your valued contribution will help us in our endeavours towards quality assurance.

Thanking you

Yours sincerely,

Sr Delicia Fernandes

Principal In-charge

A scan of the attendees is shown below.

The members present for the meeting were.

1. Manager	Sr. Anshela Dinello	-	Sr. Anshela Dinello
2. Chairperson	Principal In-charge	Sr. Delicia Fernandes	-
3. IQAC co-ordinator	Dr. Agnes Diosta	-	Dr. Agnes Diosta
4. Dr. Sheetal Chandhavi	(Faculty)	-	Sheetal Chandhavi
5. Dr. Sunil Rajpurkar	(External Expert)	-	Dr. Sunil Rajpurkar
6. Dr. Cindaella Dinello	(Alumni Representative)	-	Cindaella Dinello
7. Ms. Gaurangini Kulkarni	(Employer Rep.)	-	Ms. Gaurangini Kulkarni
8. Sr. Anshela Dinello	(Mgmt Rep.)	-	Sr. Anshela Dinello
9. Ms. Sonia Bombacha	(Faculty)	-	Ms. Sonia Bombacha
10. Ms. Steffi Diosta	(Faculty)	-	Ms. Steffi Diosta
11. Ms. Sunita Pombrijya	(Office staff)	-	Ms. Sunita Pombrijya
12. Ms. Shanmika Colaco	(Librarian)	-	Ms. Shanmika Colaco
13. Ms. Saira Gonsalves	(Student Rep)	-	Ms. Saira Gonsalves
14. Sr. Jerry Anthony	(Student Rep)	-	Sr. Jerry Anthony

A meeting of the IQAC was held on 15 Feb 2023 from 9.30 to 11 am. Sr Delicia Fernandes chaired the meeting and began the meeting with a prayer. The newly inducted member Dr Cindrella DMello was duly introduced.

1. Reading of the minutes of the previous IQAC meeting held on 28 September 2022

IQAC co ordinator Dr Agnes DCosta read the minutes of the previous meeting. The meetings were approved by Sr. Sushila DSilva and seconded by Dr Sunil Rajpurkar. As there were no matters arising from the minutes, the discussion moved to the next point on the agenda.

2. Action Taken Report(ATR) on decisions taken in the meeting

The ATR was presented through a presentation. Dr Sunil Rajpurkar appreciated the collective efforts of the staff in ensuring that the goals set in the perspective plan were being achieved through the various programmes. Dr Cindrella DMello pointed out that pictorial evidences should as far as possible be with geo-tagging.

3. Presenting the AQAR of 2021-22 for approval

IQAC coordinator Dr Agnes DCosta presented the AQAR of 2021-22 for perusal. She thanked the staff members for providing the data required to collate the AQAR. She informed that the Principal had gone through the documents uploaded. Suggestions regarding the AQAR were invited. It was decided that before final submission Dr Sheetal Chaudhari would peruse the entire AQAR to ensure that all activities were accurately reflected.

4. Planning of Quality Enhancement Programmes for the period March to May 2023.

A list of programmes that were proposed to be held from March to May 2023 were put forth for discussion. The members approved of the same. Suggestions were invited to ensure quality enhancement. Dr Sunil Rajpurkar suggested that revenue generating courses should be introduced. Principal In charge Sr Delicia said that most of the times courses were done with benevolent attitude. However the suggestion given would be considered for future courses. Dr Cindrella DMello suggested that the college could approach some NGOs or individuals for sponsorship especially for enhancement of facilities and carrying out environmental action aligned to local needs. She also said that formal MoUs need to be drawn with institutions. Ms Gaurangini shared that all programmes were satisfactorily linked to the goals of the institution.

5. Any other matter with the permission of the chair.

Dr Agnes DCosta shared her observations on some metrics in the AQAR and made the following suggestions - (i) leveraging Google Suite to support teaching learning and evaluation (ii) participation in Faculty Development Programmes (iii) Strengthening research and publications.

Decisions taken in the meeting

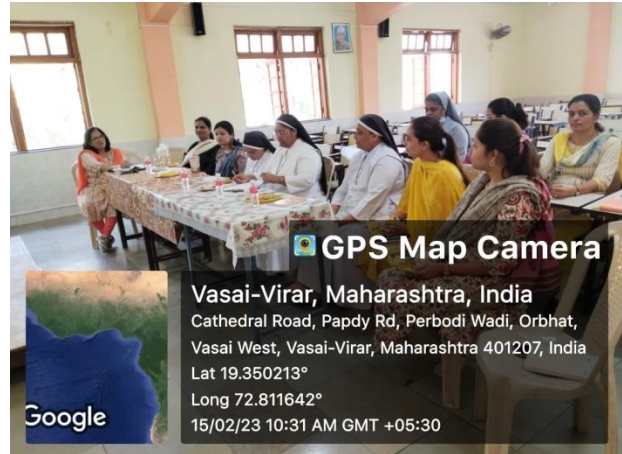
1. Conducting Value Added Courses on Apps in Education and Communication Skills
2. Conducting workshops on emerging trends in education
3. Conducting faculty enrichment workshops
4. Inviting experts to orient on areas such as technology in research, social commitment

The meeting ended with appreciation and a thanksgiving prayer by Manager Sr Ansela DMello.

Action taken report

Decision	Action Taken
Conducting Value Added Courses on Apps in Education and Communication Skills	Value added Course on Apps in Education held from 11 to 15 March 2023 Value Added Course on Communication Skills held from 24 -30 March 2023.continued activities in April-May 2023
Conducting workshops on emerging trends in education	Workshop on Artificial Intelligence in Education held on 15-16 Feb 2023
Conducting faculty enrichment workshops	Deliberations on E resources scheduled for April May 2023
Inviting experts to orient on areas such as technology in research, social commitment etc	Dr Cerena Dcunha conducted a workshop on Grammar in communication Other session to be conducted after Sem One





Se Fernandes
 I/c **PRINCIPAL,**
Pushpanjali College of Education,
50, M.G. Marg, Papdy, Vasai (W),
Dt. Palghar-401 207.

Meeting held on 8 April 2023

Greetings of Peace! A meeting of the Internal Quality Assurance Cell (IQAC) of Pushpanjali College of Education is scheduled for 8 April 2023 at 9.30 am. The Agenda for the meeting will be as follows.

1. To read the minutes of the previous IQAC meeting held on 15 February 2023
2. Action Taken Report on decisions taken in the meeting
3. Discussion of NAAC criteria
4. Discussion of documentation process
5. Discussion of collation of feedback
6. International Webinar scheduled for 6 May 2023
7. Any other matter with the permission of the chair.

We look forward to your presence as your valued contribution will help us in our endeavours towards quality assurance.

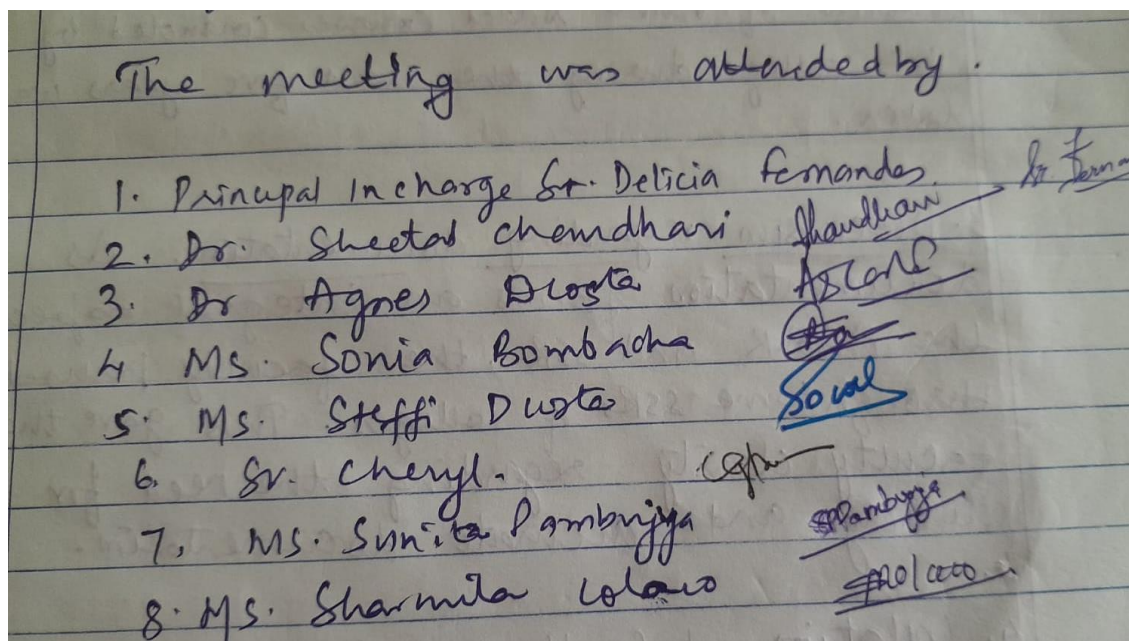
Thanking you

Yours sincerely,

Sr Delicia Fernandes

Principal In-charge and chairperson of IQAC

Scan of attendees



A meeting of the in-house members of the IQAC was held on 8 April 2023. The meeting began with a prayer by Sr Delicia Fernandes.

1. **Reading and confirming the minutes:** Dr Agnes DCosta read the minutes of the IQAC meeting held on 15 Feb 2023. The minutes were approved by Ms Steffi DCosta and seconded by Ms Sonia Bombacha. The Action Taken Report was also presented.
2. **Discussion of NAAC SSR criteria:** Dr Agnes DCosta briefed the attendees about the NAAC accreditation process. She presented an overview of the seven criteria and the metrics under the same. Criterion One was discussed in depth and the importance of curriculum planning was discussed. Dr Sheetal Chaudhari suggested that faculty members need to revisit the PLOs and CLOs and reflect if any changes were needed. She also suggested that sessions could be held to understand the state wise education scenario. An overview of Value-Added Courses conducted by the college during the last five years was taken.
3. **Discussion regarding documentation:** As documentation forms an integral aspect of the AQAR and SSR, the faculty perused through some SSRs of colleges that had opted for the 4th cycle. This gave the faculty clarity regarding the need for timely and accurate documentation.
4. **Collation of feedback:** Curriculum planning needs proper feedback from different stakeholders. Dr Agnes Dcosta explained the present system of procuring feedback four times a year from students and annually from other stake holders. Doubts of the faculty were resolved. It was resolved that feedback for Semester One would be collected immediately after the University examination.
5. **Discussion on the International Webinar:** An international webinar in collaboration with St Teresa's Institute of Education, Santacruz was scheduled for 6 May 2023. Dr Sheetal Chaudhari and Dr Agnes DCosta would be part of the Organising Committee. Dr Agnes DCosta informed that as this webinar was being organized by the Alumni Association of the college, alumni groups were informed about the webinar. Mr John Leonard of 2003-04 batch had consented to be one of the resource persons. It was decided, that for wider dissemination of the webinar, the faculty would contact the alumni on one-to-one basis via social media.
6. **Other matters:** Dr Sheetal Chaudhari took the responsibility of collating data for Criterion Four. Dr Agnes DCosta informed that collation of data for other criteria was in process. Ms Steffi DCosta and Ms Sonia Bombacha would assist Dr Sheetal Chaudhari and Dr Agnes Dcosta with documentation required.

Decisions taken

- Sessions on State wise education scenario to be organized
- Collation of data for SSR to begin
- Feedback for Semester One to be collected
- Contacting alumni for the international webinar scheduled for 6 May 2023


Action taken report

Decision	Action Taken
Sessions on State wise education scenario to be organized	student led symposium held from 17 to 21 April 2023. Educational scenarios of different states presented
Collation of data for SSR to begin	work for SSR has been initiated
Feedback for Semester One to be collected	Feedback for Semester One and Four duly collected
Contacting alumni for the international webinar scheduled for 6 May 2023	Alumnus John Leonard was one of the resource persons. Many alumni attended the webinar.

Dr. Fernandes

H/c PRINCIPAL,
Pushpanjali College of Education,
50, M.G. Marg, Papdy, Vasai (W),
Dt. Palghar-401 207.

Meeting held on 2 Aug 2023



Agnes D'costa <agnes.dcosta@pushpanjalicollege.com>

Pushpanjali College IQAC meeting - 2.8.2023
1 message

Pushpanjali College of Education <pushpanjali1990@yahoo.co.in>
Reply-To: Pushpanjali College of Education <pushpanjali1990@yahoo.co.in>
To: Agnes D'costa <agnes.dcosta@pushpanjalicollege.com>

Sun, Jul 30, 2023 at 9:47 PM

Greetings of Peace! An online meeting of the Internal Quality Assurance Cell (IQAC) of Pushpanjali College of Education is scheduled for 2 August 2023 at 10.00 am. The Agenda for the meeting will be as follows.

- Presenting the minutes of last meeting
- Review of IQAC activities from Feb 2023 till date
- Updates on Memorandums of Understanding(MoUs) signed
- Status of AQAR 2022-23
- Distribution of work for SSR
- Any other matter with the permission of the chair

The link for the meeting will be sent one day in advance.

We look forward to your presence as your valued contribution will help us in our endeavours towards quality assurance.

Thanking you

Yours sincerely,

Sr Delicia Fernandes

Principal In-charge and chairperson of IQAC

The IQAC members met for the third meeting of the academic year 2022-23 on 2 August 2023. The meeting was held via Google Meet from 10 to 11.00 a.m

The following members were present for the Meeting

Sr Sharlet Xavier (Management Representative)
Sr Delicia Fernandes (IQAC chairperson and Principal In charge)
Sr Sushila Dsilva (Management Representative)
Dr Sunil Rajpurkar (External Expert and alumni Representative)
Dr Cindrella DMello External Expert and representative of local community)
Ms Gaurangini Kulkarni (External Expert and Employer Representative)
Dr Sheetal Chaudhari (Faculty)
Dr Agnes Dcosta (Faculty and IQAC coordinator)
Ms Sonia Bombacha (Faculty)
Ms Steffi Dcosta Faculty)
Sr Sheeba (administrative staff)
Ms Sunita Pambujya (administrative staff)
Ms Sharmila Colaco (librarian)
Fr Alex Simon K (student representative)

Ms Mary Blessy George (student representative)

Ms Sanika Asolkar (adhoc faculty) and Sr Shiny (office staff) were also present on invitation.

The following members were present		
1. Sr. Sharlet Xavier (Management Representative)	- Attended online	
2. Sr. Sushila Dsilva (Management Representative)	- Attended online	
3. Sr. Delicia Fernandes (I/c Principal & IQAC chairperson)	Sr. Fernandes	
4. Dr. Sunil Rajpurkar (Ext. Expert and Alumni Representative)	Attended online	
5. Dr. Cindrella Dmello (Ext. Expert & Representative of local community)	Attended online	
6. Ms. Gaurangini Kulkarni (Ext. Expert & Employer Representative)	Attended online	
7. Dr. Sheetal Chandhari (Faculty)	Attended online	
8. Dr. Agnes Dcosta (Faculty & IQAC co-ordinator)	AB Costa	
9. Ms. Sonia Bombacha (Faculty)	AB	
10. Ms. Atiff Dcosta (Faculty)	Sonika	
11. Sr. Sheeba (Administrative staff)	Sr. Sheeba	
12. Ms. Junita Pambujya (Administrative staff)	Sr. Pambujya	
13. Ms. Sharmila Colaco (Librarian)	Sharmila	
14. Dr. Alex Simon K. (Student Representative)		
15. Ms. Mary Blessy George (Student Representative)		

The meeting began with a prayer by Sr Delicia Fernandes. The minutes of the previous meeting were read by Dr Agnes Dcosta . The minutes were passed by Dr Sunil and approved by Dr Cindrella .As there were no further matters rising from the minutes, the meeting went ahead with the next item on the agenda

Presentation of Action Taken Report

Dr Agnes Dcosta presented the Action Taken Report for the period February to July 2023. She presented the various steps taken to ensure quality with respect to teaching-learning, community work, faculty development initiatives, outreach by faculty. Details of value added courses and initiatives like Jadui Pitara were elucidated. A brief overview of the feedback taken from students of the outgoing batch was presented. Dr Sunil Rajpurkar appreciated the efforts of the college to keep quality in mind despite financial constraints. He said that the college could continue to make efforts to try for financial support for programmes. Ms Gaurangini Kulkarni appreciated the Jadui Pitara programme and the application of Manodarpan in the Value Added Course Mental Health for Secondary School Students. Dr Cindrella Dmello expressed appreciation for the work done by the college.

Updates about MoUs

Dr Agnes Dcosta gave updates on the programmes conducted under the MoUs signed with various institutions. The members of IQAC were appreciative about the quality of initiatives undertaken.

Status of AQAR of 2021-22 and 2022-23

Dr Agnes Dcosta informed the members that the AQAR for 2021-22 was duly submitted to NAC in June 2023 and was accepted by NAAC. She also informed that the AQAR for 2022-23 was being prepared.

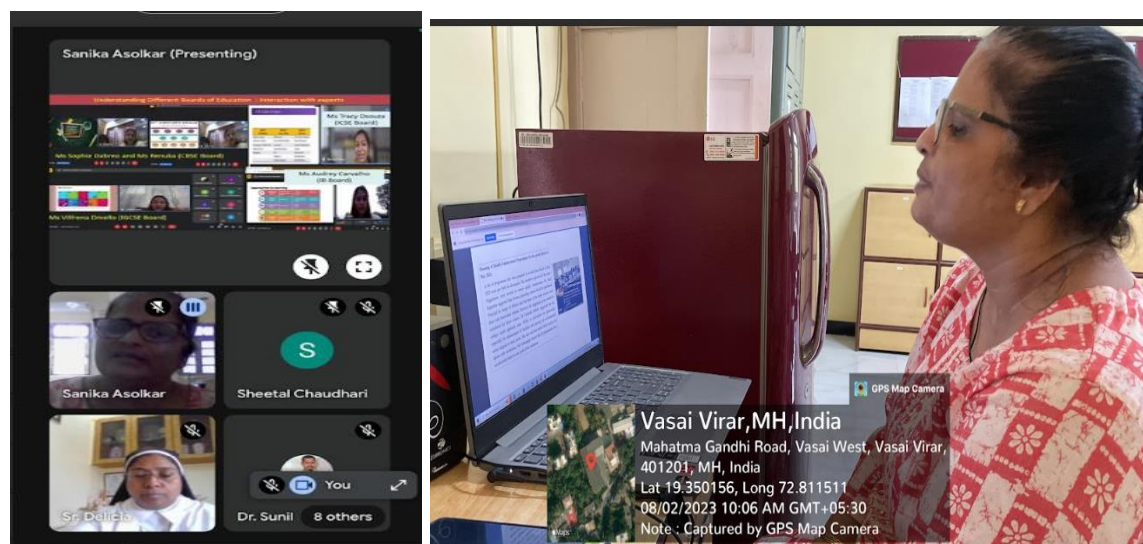
Distribution of work for SSR

The work for SSR was already distributed to the faculty members. Dr Agnes Dcosta requested the staff to keep documents ready.

Any other matter with the permission of the chair

Dr Agnes Dcosta requested Dr Cindrella Dmello to come to the college and share her experiences and tips regarding preparing the SSR. She agreed to the same.

Student representatives were asked to provide their suggestions to improve the quality of programmes in the college. Fr Alex Simon expressed his appreciation for all programmes conducted hitherto. He suggested that we could arrange an expert talk on cyber safety laws. Ms Mary Blessy George was appreciative of the various programmes conducted the college and looked forward to more such programmes for the benefit of students.



The meeting concluded with Sr Delicia Fernandes and Dr Agnes Dcosta thanking the IQAC members for all their contribution towards the quality assurance initiatives undertaken in the college.

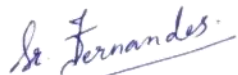
Decisions taken

- Conduct sessions on cyber safety for students
- Completion of AQAR 2022-23

- Documentation of SSR
- Conducting academic audit

Action taken Report

Decision	Action Taken
Conduct sessions on cyber safety for students	The session has been postponed to a later date due to unavailability of the resource person in the month of August 2023
Completion of AQAR 2022-23	work in progress
Documentation of SSR	work in progress
Conducting academic audit	scheduled for 28 Aug 2023


 Dr. PRINCIPAL,
 Pushpanjali College of Education,
 50, M.G. Marg, Papdy, Vasai (W),
 Dt. Palghar-401 207.

Meeting held on 21 Aug 2023

Notice

A meeting of the IQAC will be held in the staff room on 21 August 2023 at 10.30 a.m. Kindly be present for the same. The agenda for the meeting is as follows

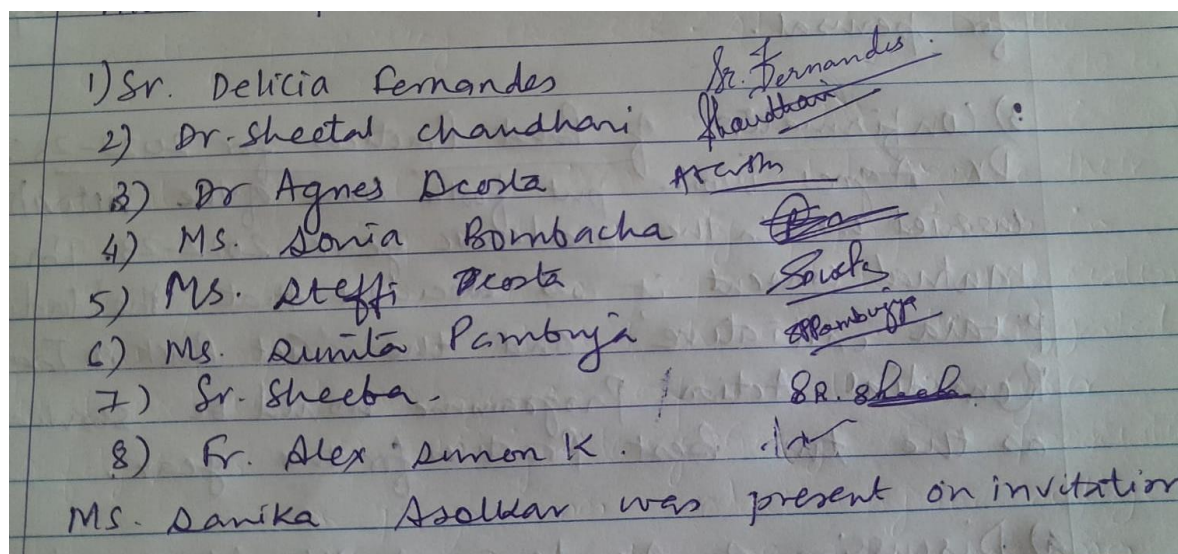
1. Reading and confirming the minutes of the meeting held on 2 Aug 2023
2. Review of Perspective Plan and Deployment Documents for 2022-23
3. Confirmation of Best Practices for 2022-23
4. Discussion of Academic Audit
5. Discussion of status of AQAR 2022-23
6. Any other matter with the permission of the chair

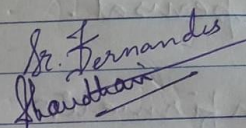
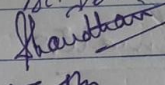
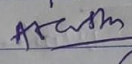
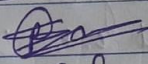
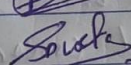
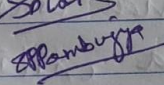
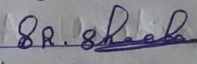



I/C Principal

Sr Delicia Fernandes

Scan of attendees



1) Sr. Delicia Fernandes 
2) Dr. Sheetal Chaudhari 
3) Dr. Agnes Dcosta 
4) Ms. Sonia Bombacha 
5) Ms. Steffi Dcosta 
6) Ms. Runita Pambuya 
7) Sr. Sheeba 
8) Fr. Alex Simon K. 
Ms. Sanika Asolkar was present on invitation

The fourth IQAC meeting for 2022-23 was held on 21 August 2023 in the staff room from 10.30 to 11.30 a.m. The members present were

1. Sr Delicia Fernandes
2. Dr Sheetal Chaudhari
3. Dr Agnes Dcosta

4. Ms Sonia Bombacha
5. Ms Steffi Dcosta
6. Ms Sunita Pambuja
7. Sr Sheeba
8. Fr Alex Simon K

Ms Sanika Asolkar was present on invitation.

I/C Principal Sr Delicia Fernandes welcomed the members present.

1. **Reading and confirming the minutes of the meeting held on 2 Aug 2023:** The minutes of the meeting held on 2 Aug 2023 were read by Dr Agnes Dcosta. Ms Sonia Bombacha proposed the minutes be passed and this was seconded by Ms Steffi Dcosta. As there was no matter arising out of the minutes the next point on the agenda was taken up.
2. **Review of Perspective Plan and Deployment Documents for 2022-23:** Dr Agnes Dcosta reviewed the Perspective Plan. The faculty had already drawn Plans of Action aligned with the Perspective Plan. Each faculty member shared how the Plans of Action had been actualised during the academic year. It was decided that plans of action would be drawn for 2023-24. The faculty members decided through mutual agreement that by 1 Sept the action taken reports for all departments would be submitted to the Principal for perusal.
3. **Confirmation of Best Practices for 2022-23:** Dr Agnes Dcosta put forth some of the activities carried out in the academic year 2022-23. Through mutual consent it was decided that The Jadui Pitara initiative and the Get back on Track Remedial Action Programme would be showcased as the two Best Practices for the year.
4. **Discussion of Academic Audit:** It was decided that the Academic Audit would be held in the last week of August 2023. I/C Principal Sr Delicia Fernandes informed all staff members to keep their files updated. Dr Agnes Dcosta shared the Academic audit report prepared. Suggestions made in this context by Sr Delcia and Dr Sheetal Chaudhari were incorporated.
5. **Discussion of status of AQAR 2022-23:** Dr Agnes Dcosta informed that uploading of AQAR of 2022-23 was in progress. Sr Sheeba and Ms Sunita Pambuja would furnish the required details. All faculty members were working on the criteria allotted to them.
6. **Any other matter with the permission of the chair:** Discussions about SSR work were held and few queries raised in this regard were elucidated.

The meeting ended with a vote of thanks by Sr Delicia Fernandes.

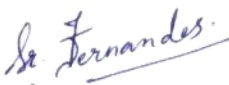


Decisions taken

- Completion of AQAR 2022-23
- Conducting/planning programmes as part of MoUs
- Academic Audit finalized

Action Taken Report

Decision	Action taken
Completion of AQAR 2022-23	work in progress
Conducting/planning programmes as part of MoUs	workshop on creating online courses held on 2 Sept 2023 as part of MoU with St Teresa's Institute of Education.
Academic audit finalized	Academic Audit successfully completed on 28 Aug 2023


 Dr. PRINCIPAL,
 Pushpanjali College of Education,
 50, M.G. Marg, Papdy, Vasai (W),
 Dt. Palghar-401 207.