

SOCIETY OF OUR LADY OF GRACE CONVENT

PUSHPANJALI COLLEGE OF EDUCATION

Minutes of IQAC Meetings 2020-21

Meeting One

Date: 17 Nov 2021

Agenda of the Meeting:

1. Discussion of Student Satisfaction Survey of last academic year
2. Review of Perspective Plan
3. Planning for academic year 2021-22
4. Any other Business with the permission of the chair

Meeting attendees

1. Dr Mabel Pimenta
2. Dr Sheetal Chaudhari
3. Ms Angelina Nunes
4. Dr Agnes DCosta
5. Sr Delicia Fernandes
6. Sr Sujata Marvi
7. Sr Sushila DSilva
8. Dr Sunil Rajpurkar

The meeting of the IQAC was held on 17 November 2021 in the college at 10 am. IQAC coordinator Ms Angelina Nunes presented the minutes of the last meeting held on 29 September 2021. Dr Sheetal Chaudhari proposed the minutes and Sr Delicia seconded the same

1. **Discussion of Student Satisfaction Survey of academic year 2020-21:** For the year 2020-21 the student feedback was taken semester wise. Ms Angelina Nunes gave the gist of the feedback and also out forth the suggestions given by the students. Students had suggested that there should be training organized for CTET.
2. **Review of Perspective Plan:** A perspective plan for the period 2020-25 had been drawn up in the earlier academic year. The targets accomplished in Year One were duly discussed. Each faculty member shared the work done in the departments managed by them and sought suggestions regarding how the department can work in a better way to achieve the perspective plan.
3. **Planning for 2021-22:** The curriculum planning for 2020-21 was already done in separate faculty meetings. Programs to augment the same were discussed. As the

transition from online to offline mode was imminent in the near future, it was decided that the present batch of SYBEd must be given special inputs to have a smooth transition. The newly inducted batch was expected to be admitted in February 2022. Dr Agnes DCosta suggested that the need analysis of the newly admitted students be done in a structured form so that better planning can be done. Dr Sheetal Chaudhari shared that there were steps being taken to have co-ordination with NGOs to have more society oriented community work.

4. **AQAR preparation:** Principal Dr. Mabel Pimenta briefed the members regarding AQAR submissions. Work on the AQAR for 2019-20 was in progress and it was expected to be uploaded in next few days. As data was being collated for the AQAR of 2020-21 the Principal directed all faculty members to keep all information ready. Once the link for the AQAR of 2020-21 would be opened, work on the same would begin.

Decisions taken:

- Need analysis for FYBEd students
 - Training for CTET to be organised in December 2021
 - Data for AQAR 2020-21 to be kept ready for uploading
 - Need based inputs for students in case the mode of internship shifts to offline in 2022.
- Decisions regarding this would be taken as per the situation.


Principal
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Paddy, Vasai, Dist. Palghar-401207

Meeting Two

Date: 22 Feb 2022

Agenda of the Meeting:

1. Discussion of AQAR 2020-21
2. Review of Semester Three activities
3. Planning for Semester One and Semester Four
4. Discussion of applying for NAAC sponsored seminar

Meeting attended by:

- 1) Dr Mabel Pimenta
- 2) Dr Sheetal Chaudhari
- 3) Ms Angelina Nunes
- 4) Dr Agnes DCosta
- 5) Sr Delicia Fernandes
- 6) Sr Sujata Marvi
- 7) Sr Sushila DSilva
- 8) Dr Sunil Rajpurkar

The minutes of the IQAC meeting held on 17 November 2021 were read and duly passed. Sr Delicia proposed the minutes and Sr Sushila seconded the same.

1. **Discussion of AQAR 2020-21:** The format of the AQAR was different from that of the earlier AQARs. Hence a discussion on the new format was conducted especially in certain metrics where clarity was needed. Dr Agnes DCosta clarified these queries. Principal Dr Mabel Pimenta urged the faculty to furnish the data needed to compile the AQAR. Ms Angelina Nunes shared that about 60% of the data for AQAR 2020-21 was uploaded and the rest would be uploaded soon. All faculty members were requested to maintain the documentation regularly for the ongoing academic year.
2. **Review of Semester Three activities:** Faculty members gave a brief review of the activities held in each department. Dr Agnes DCosta informed that as per suggestions that came forth from the earlier Student Satisfaction Survey training in CTET was organised and three students cleared the CTET. Dr Sheetal Chaudhari gave a brief overview of the internship of Semester Three and also shared that MOUs with environment related NGOS were in progress.
3. **Planning for Semester One and Semester Four:** Keeping in mind the transition to offline teaching learning, it was decided that planning of curriculum transaction would be done focusing on blended mode. Google Suite would continue to be used for dissemination of learning material, doubt clarification and circulation of enrichment material. Also the Certificate Course E Content Development would be done in blended mode. Workshops in street play, preparation of learning resources and Action research were planned. The needs of newly admitted students were ascertained and the findings of

this were duly shared with the faculty. Principal Dr Mabel Pimenta directed the faculty to plan suitable activities to ensure that these needs are met.

4. **Discussion of applying for NAAC sponsored seminar:** Dr Agnes DCosta shared the NAAC notification regarding sponsored seminars. It was decided that the college should apply for assistance for one seminar. Dr Agnes DCosta accepted the responsibility of preparing the proposal. The theme of the seminar was tentatively decided as 'Quality Assurance in the light of NEP 2020'.
5. **Any Other Business with the permission of the chair:** It was suggested that as per NEP 2020 there needs to be focus on emerging trends in education and for this both students and faculty need specialized inputs. It was decided that PUSHPADEEP would organize programmes that will help to understand emerging trends in education. Dr Mabel Pimenta informed the faculty that the Performance Appraisal Report (PAR) of NCTE was uploaded on the portal.

Action taken Report

Decisions taken in meeting held on 17 Nov 2021	Action taken
Need analysis for FYBED students	Need analysis done for newly admitted students. Findings shared with faculty. Programmes to be aligned as per these needs.
Training for CTET to be organised in December 2021	Training done in online mode through Google Classroom. Three students cleared the CTET.
Data for AQAR 2020-21 to be kept ready for uploading	60% data uploaded. Rest of the AQAR data would be uploaded soon.
Need based inputs for students in case the mode of internship shifts to offline in 2022.	Semester Four internship began in offline mode. Few adjustments in time schedule required as schools were gearing for SSC examination and were working for limited hours. Extensive coaching given for students to transit from online to offline mode.


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Meeting Three

Date: 6 Aug 2022

Agenda of the Meeting:

1. Reading the minutes of the meeting held on 22 Feb 2022
2. To discuss issues arising out of the minutes
3. Report of activities for 2021-22
4. Preparation of strategic plan for 2022-23
5. Any other matter with the permission of the chair

Meeting attended by:

1. Manager Sr Ansela DMello
2. Principal Dr Mabel Pimenta
3. Ms Angelina Nunes –Member Secretary IQAC coordinator
4. Dr Sheetal Chaudhari –Faculty member
5. Dr Agnes DCosta–Faculty member
6. Sr Delicia Fernandes–Faculty member
7. Ms Sunita Pambujya –Non Teaching Staff
8. Ms Sharmila Colaco -Librarian
9. Sr Sushila DSilva – Management Representative
10. Dr Sunil Rajpurkar – Nominated member from Alumni
11. Ms Gaurangini Kulkarni- Nominated member from Employers
12. Ms Sara Gonsalves –Student Representative

The meeting began with a formal welcome by Principal Dr Mabel Pimenta and a short prayer by Manager Sr Ansela.

1. Reading of the minutes of previous IQAC meeting

The minutes of the IQAC meeting held on 22 February 2022 were read by Ms. Angelina Nunes IQAC Coordinator and Member Secretary. The minutes were duly passed with Dr. Sheetal Chaudhari proposing the minutes and Sr. Delicia Fernandes seconding the same.

2. To discuss issues arising out of the minutes

As there was unanimity regarding the minutes presented, there was no matter for discussion based on the minutes presented.

3. Report of activities for 2021-22

Dr Agnes DCosta presented a PowerPoint showcasing the activities from October 2021 till date. Activities were presented under each criterion of the NAAC AQAR and SSR format. The quality initiatives under each criterion were highlighted. The results of the SWOC analysis undertaken in May 2022 were also put forth for deliberation. The members were informed of upcoming

programmes like the NAAC sponsored webinar, course in Barefoot Counselling and course for TET. All members appreciated the activities conducted. Dr. Sunil Rajpurkar said that the report echoed the holistic approach in quality assurance followed by the college as the activities conducted were grounded in values and reflected the local ethos. Dr. Mabel Pimenta shared how some activities like community work helped to gain a more robust understanding of topics in the Course Inclusive Education

4. Preparation of strategic plan for 2022-23

The perspective plan of the college for the period 2020-25 was revisited and ideas were invited so that the annual IQAC plan for 2020-25 could be prepared.

- i. Dr Sunil Rajpurkar suggested that some revenue generating need based courses could be held for inservice teachers. He also shared the pattern of TET preparation followed in other institutions. He also shared some best practices in mentoring to help student teachers gear to the variety seen across different boards of education.
- ii. Ms Gaurangini Kulkarni shared her experience as a teacher bearing in mind the post-pandemic challenges seen in educational institutions. She suggested that Socio Emotional Learning be a part of the curriculum planning. She also said that most teachers grapple with the twin issues of syllabi completion and large numbers in the classroom. Amid such a scenario it is necessary to train student-teachers with skills to engage large classes in a meaningful manner.

It was decided that these suggestions would be dovetailed into the curriculum planning and transaction.

5. Any other matter with the permission of the chair

Librarian Ms Sharmila Colaco suggested that the college needs to subscribe to more magazines. She was directed to go ahead with the procedure to procure more journals and magazines

As there was no other matter to be discussed the meeting concluded with a vote of thanks by Ms Angelina Nunes. Principal Dr Mabel Pimenta also expressed her satisfaction. Manager Sr Ansela appreciated the efforts of all and motivated the IQAC members to keep contributing towards quality initiatives.

Decisions taken at the meeting

1. Starting revenue generation courses as per the needs of local society
2. Organizing input sessions for students to manage large classes
3. Conducting sessions for teachers in alignment with NEP 2020

Action Taken Report for decisions taken during the previous meeting held on 22 Feb 2022

Decisions taken in the meeting	Action taken
Preparation of AQAR 2021-22	AQAR duly prepared and uploaded on 23 June 2022. Accepted by NAAC on 27 June 2022
Need analysis of newly admitted FYBED students	Data gathered from students and needs were duly identified. Programmes to meet these needs were conducted. Few programmes would be conducted by Oct 2022
Application for NAAC sponsored seminar	Proposal sent to NAAC and accepted by NAAC. Webinar on 'Quality Assurance in the light of NEP 2020' to be held on 15 Sept 2022
Conducting programmes based on NEP 2020	Workshops on joyful learning, game based pedagogy and Artificial Intelligence conducted for students Faculty attended webinars on NEP 2020


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Meeting Four

Date: 28 Sept 2022

Agenda of the Meeting:

1. Reading the minutes of the meeting held on 6 Aug 2022
2. To discuss issues arising out of the minutes
3. Planning for 2022-23
4. Any other matter with the permission of the chair

Meeting attended by:

1. Manager Sr Ansela DMello
2. Principal Dr Mabel Pimenta –Chairperson of IQAC
3. Ms Angelina Nunes –Member Secretary IQAC coordinator
4. Dr Sheetal Chaudhari –Faculty member
5. Dr Agnes DCosta–Faculty member
6. Sr Delicia Fernandes–Faculty member
7. Ms Sunita Pambujya –Non Teaching Staff
8. Ms Sharmila Colaco -Librarian
9. Sr Sushila DSilva – Management Representative
10. Dr Sunil Rajpurkar- Nominated member from Alumni
11. Ms Sara Gonsalves- student representative

1. Reading the minutes of the meeting held on 6 Aug 2022

After a short prayer, IQAC coordinator Ms Angelina Nunes read the minutes of the meeting held on 6 August 2022. The action taken report was presented. The minutes were proposed by Dr Agnes Dcosta and seconded by Dr Sheetal Chaudhari.

2. To discuss issues arising out of the minutes

There were no issues arising out of the minutes and the minutes were duly passed.

3. Planning for 2022-23

Suggestions were invited so that the planning for IQAC activities for 2022-23 could be planned. The strategic plan of the college was revisited and areas where more efforts were required were identified. The five goals viz ensuring academic quality, capacity building for all, fostering partnerships and community engagement, being proactive and committed to innovation were reflected upon, the sub-goals were also examined. Feedback got from the batch of 2020-22 was tabled. It was decided that the faculty would meet again for further discussion and identify specific programmes to be undertaken to meet the goals.

4. Any other matter with the permission of the chair

Principal Dr Mabel Pimenta shared that the acceptance of AQAR of 2018-19 was pending and the same was accepted on 15 Sept. 2022. Thus all AQAs submitted have been accepted by NAAC and uploading of the AQAR of 2021-22 should be initiated as soon as possible.

The college had organised NAAC sponsored Webinar on 15 Sept 2022. The gist of the same and the progress regarding the paper publications was shared.

Dr Agnes DCosta informed that students wanted training in TET and the same would be organised for them in October 2022.

Action Taken Report for Decisions taken in the meeting held on 6 Aug 2022

Decisions taken in the meeting	Action taken
1. Starting revenue generation courses as per the needs of local society	The college has conducted three courses for students in the AY 2021-22. However these are not charged. One possibility of a revenue generating course is TET training. This will be considered once the application for TET begins.
2. Organizing input sessions for students to manage large classes	Ms Gaurangini Kulkarni conducted a session on Charged Classrooms on 24 Sept 2022.
3. Conducting sessions for teachers in alignment with NEP 2020	A NAAC Sponsored National webinar was organised on 15 Sept 2022 26 Papers on NEP 2020 were received and these have been duly published in a journal. PM Shri Yojana was elucidated by Dr Agnes DCosta to make school teachers aware of the scheme for innovative schools Teacher educators participated in a discussion on institutional preparedness for NEP 2020

Decisions taken in the meeting held on 28 Sept 2022

1. Inviting suggestions from IQAC members and stakeholders to ensure effective planning for 2022-23
2. Organizing programmes for students to give practical experiences in having engaging and enjoyable teaching -learning
3. Organising sessions for students to help them develop a thorough understanding of the working of different boards of education


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