

Pushpanjali College of Education
Minutes of IQAC meetings
MINUTES OF THE IQAC MEETING 1

A meeting of college IQAC was held on 15/9/2017 at 10.30 am in the conference room.

Following members were present.

Principal Dr Mariamma Joseph: Chairperson

Manager Sr Sushila D'Silva: Member from the Management

Prof Dr Karuna Gupta : Expert academician

Fr Patrick D'Souza: Member from local community

Mr Sunil Rajpurkar: Alumnus

Mr Willibrord George : Employer/Stakeholder

Members of faculty and staff

Agenda

- Conveying of thanks to the faculty for their contribution towards writing of NAAC report
- Status of NAAC Peer Team Visit: Review of completed work
- Preparation of Plan of Action for NAAC Peer Team visit
- Quality Appraisal of Academic activities
- Any other matter with the permission of the Chair

IQAC coordinator Dr Sheetal Chaudhari welcomed the members and conveyed the status of the NAAC Peer Team visit scheduled on 6th & 7th October 2017. She thanked the faculty for their support and valuable contribution in the creation of Self -Appraisal Report. Principal Dr Mariamma Joseph appreciated the efforts of IQAC coordinator and entire staff.

IQAC coordinator and faculty members updated the committee members regarding department wise preparation for NAAC peer team visit. Each faculty member gave elaborate outline of the work completed for the visit. External expert Dr Karuna Gupta assured everyone that preparation was going in right direction and college has worked hard and taken a great leap towards quality enhancement.

Alumni member Mr Sunil Rajpurkar guided the staff by sharing his experiences with NAAC peer team visit in his institution. He said NAAC peer team will focus on processes in the organization. Therefore placement, alumni association, student support, curricular planning and transaction were to be highlighted.

A plan of action for further work related to peer team visit was worked out. Responsibilities for actual visit were discussed and entrusted.

Welcome committee- To receive the members of NAAC Peer Team at the airport –Members of faculty

Hospitality committee- Hotel stay and Refreshments- Ms Angelina Nunes, Ms Heather Gabriel, Ms Sharmila Colaco

Administrative support- Ms sunita Pambujya, Sr Delicia

Arrangement of technological support, photography and video shooting- Sr Sushila D'Silva and Dr Sheetal Chaudhari

Arrangement of transport- Sr Sushila D'silva, Mr Domnic Colaco

Visit to Internship schools and Community centers- Dr Sheetal Chaudhari and Dr Cynthia D'Costa

Flexi banners- Mr Domnic Colaco and Mr Ramesh Ghute

All faculty members did a quality appraisal of the academic and non-academic activities conducted in the college till date. Review of school internship programme and student performance was done.

The meeting ended with vote of thanks.

Pushpanjali College of Education
Minutes of IQAC meetings
MINUTES OF THE IQAC MEETING 2

A meeting of college IQAC was held on 26/4/2018 at 10.30 am in the conference room.

Following members were present.

Principal Dr Mariamma Joseph: Chairperson

Manager Sr Sushila D'Silva: Member from the Management

Fr Patrick D'Souza: Member from local community

Mr Sunil Rajpurkar: Alumnus

Mr Willibrord George : Employer/Stakeholder

Members of faculty and staff

Agenda

- To read and review the observations made by NAAC Peer Team
- To review the academic and co-curricular activities of the college for the year 2017-18
- To discuss perspective plan for the academic year 2018-19
- To initiate the action plan for up-gradation of the campus

NAAC Peer Team report for the third cycle of reaccreditation was presented before the IQAC committee. IQAC coordinator Dr Sheetal Chaudhari highlighted the observations and recommendations made by NAAC Peer Team. Members congratulated the management, principal and staff of the college for getting A+ grade with CGPA 3.51. Based on the suggestions made by the NAAC Peer Team decision was taken to initiate following activities with immediate effect–

Addition of reference books to the existing collection

Subscribing to International Journals

Installation of additional computer stations

Up-gradation of existing playground and sports facilities

IQAC Plan of Action for 2018-19

Areas for action	Planned activities / programmes /courses	Proposed Time
1. Curricular Aspects		
➤ Meticulous planning of curricular transaction	Curricular transaction to be planned keeping in mind changes brought due to introduction of CBCS pattern from 2017 for F.Y.B.Ed and 2018 for S.Y.B.Ed ✓ Orientation to students	June 2018
	✓ Interaction among faculty to evaluate the curricular transaction	Every month,
	✓ Annual plans for all courses and departments	June 2018
	✓ Feedback to be taken at the end of the year	April 2019
➤ Skill development programmes to support curriculum	Workshop in innovative techniques and Models of Teaching for S.Y.B.Ed	July 2018
	Workshops in teaching skills and planning effective classroom teaching-learning for F.Y.B.Ed	January 2019
	Workshop in Unit Planning and unit testing for S.Y.B.Ed	July-Aug 2018
	Workshop in use of puppets in teaching F.Y.B.Ed	Oct 2018
➤ Awareness programmes to ensure cross disciplinary connections	Gender sensitization programmes, symposium/seminar on awareness of gender laws (for F.Y.B.Ed)	Dec 2018
	Environmental consciousness through assemblies, celebration of special days, activities in collaboration with NGOs	Throughout the year. Special emphasis days such
	Inclusive Education Display on assistive technology in education (for S.Y.B.Ed)	Feb 2019
	Expert lecture on contemporary Science and Environmental issues (for S.Y.B.Ed)	Dec 2018

2. Teaching Learning and Evaluation		
➤ Use of tech based approach to augment face to face learning	Augmenting the existing digital resources created by the college by creating OERs, updating blogs	Throughout the year
	Integrated use of LMS (Edmodo, Schoology, Eliademy) for Blended Learning	Throughout the year
➤ Incorporation of innovative techniques in classroom teaching	Use of constructivist methods in transaction of curriculum (for each course atleast two constructivist methods to be used)	Throughout the year
	Student led seminars for different courses to be held as per suitability of the topics	Throughout the year
	Workshops on interactive classrooms (for F.Y.B.Ed)	Jan /Feb 2019
➤ Emphasis on Models of Teaching	Workshops on Models of Teaching and innovative teaching methods as suited to different pedagogies (for S.Y.B.Ed)	July 2018
➤ Workshops on contemporary evaluation and reporting techniques	Workshop on Unit planning and unit test (for S.Y.B.Ed)	Aug 2018
	Inputs on innovations in evaluation such as portfolio creation (for S.Y.B.Ed)	Sept 2018
➤ Examination related activities	Conducting internal evaluation, declaring results, offering remedial action in collaboration with Internal Examination dept and Internship dept	Throughout the year
➤ Internship activities	Organizing internship, co ordinating with Principals and mentor teachers from schools. Ensuring quality rich internship experience.	July to Oct 2018 January- Feb 2019
3. Research and Outreach		
➤ Research methodology workshop for students	Orientation to action research. Detailed sessions on various aspects of research. Students will carry out Action research (S.Y.B.Ed)	Distributed between Aug 2018 to Feb 2019
➤ Research by faculty	Encourage faculty to take up research and apply for sponsored research	According to notifications from sponsoring agencies
➤ Organising a seminar to provide a platform to share research findings	Organizing a National Seminar on a suitable theme Publishing innovative practices/ research papers in education in a journal	Jan /Feb 2019
➤ Dissemination of innovative practices among faculty of various institutions	Conducting workshops in innovative practices for schools	April 2019
	Conducting workshops for faculty of colleges and schools when invited as resource persons	Throughout the year
➤ Collaborating with NGOs for the benefit of community	Participation in programmes for clean environment. Visits to homes for the aged and orphanages, participating in drives initiated by NGOs such as Bind Relief organization	Throughout the year
4. Infrastructure and Learning Resources		

➤ Quality enhancement of physical resources	Maintenance and repair work of premises and equipment	as and when required
➤ Increasing existing e-learning resources	Generating e resources as per the felt need and disseminating the same among stakeholders	Throughout the year
➤ Ensuring adequate utility of existing resources	Monitoring use of library, e resources through proper documentation of use of resources Acknowledging use of resources through prizes like Best User of Library	Throughout the year
5. Student support and progression		
➤ Awareness regarding health and nutrition	Certificate course in Yoga	Feb / March 2019
	Symposium on Healthy Food habits	As per availability of resource persons
➤ Conducting certificate courses to enhance job prospects	Course in Counselling skills for S.Y.B.Ed	Dec 2018 – April 2019
➤ Strengthening the existing mentoring programme	Regular mentor mentee meetings	Throughout the year
➤ Building leadership skills in students through various activities	Workshop in self defence techniques	Oct 2018
	Organizing various programmes through Student council with focus on planning, problems solving, decision making and other vital life skills	Throughout the year
	Depute students to participate in intercollegiate activities	Throughout the year
➤ Support for placement	Orientation to preparing one's CV, applying for jobs	Sept 2018
	Inviting schools for placement interviews in co ordination with Placement cell	Jan/ Feb 2019
	Co ordinating with schools for off campus recruitment	Jan /Feb 2019
6. Governance, Leadership and Management		
➤ Faculty/ Staff Development Programmes	Deputing faculty for Faculty Development Programmes	Throughout the year as and when such programmes are announced
	Deputing non teaching staff for skill development programmes	
➤ Strengthening of IQAC	Organizing think tank sessions for enhancing IQAC performance	One session per term
➤ Co ordination with CDC	IQAC and CDC to work collaboratively towards Quality enhancement measures. CDC to approve of IQAC plans	Throughout the year
➤ Alumni initiatives	Collaborate with alumni to conduct programmes for student enrichment	Atleast three to five programmes spread throughout the year
➤ Quality Check	IQAC plan for present academic year (2018-19) incorporating feedback of previous year	June 2018
	Collect feedback from all stakeholders Analyse feedback and integrate insights into paln for the next year	April 2019

7. Innovation and Best Practices		
➤ Identification of best practices	Initiate good practices in curricular planning, curriculum transaction, research, outreach, student progression and refine the same. Collate data on implementation Institutionalize good practices	At least two good practices to be identified and refined