

# Pushpanjali College of Education

## IQAC

### Plan of Action 2017-18 and action taken

No	Title of the Programme	Details	Action taken
i	<b>Teaching Learning Process</b>	i. plan for teaching learning in varied situations(eg 60% thro lecture discussion mode, 10% thro blended learning, 10% self study, 10% student seminar, 10% thro case studies) flexibility as per course ii. <u>complementary curriculum</u> to be integrated into individual courses as per need iii. Assure <u>integration of theory and practicum</u> to provide engagement with the curriculum. Encourage reflective practices and if possible documentation in form of student portfolios iv. Arrangement for <u>cognitive apprenticeship</u> with help of alumni/ school teachers v. Development of material(such as customized worksheets) for <u>differentiated instruction</u> for academically challenged learners	Variety used in all courses. Blended Learning used in all courses. Student seminars held. Case studies used where applicable. MOOCs used in two courses  Added atleast one topic in each course. Some courses had more than one topic done beyond prescribed course  Done as part of internship (student portfolios submitted )  Successfully done with school teachers. About 75 teachers functioned as mentors.  Developed content enrichment worksheets/ question banks
ii	<b>Evaluation mechanisms</b>	i. Prepare <u>rubrics</u> for each activity to be evaluated ii. <u>Display mean score</u> of written tests for students to determine their own position iii. Design and upload <u>online tests</u> for selected topics of each course iv. Organise <u>remedial sessions</u> for academically weak students	Rubrics for some activities  Analysis of marks given to students  Done for select courses  Done on regular basis. Teacher and peer mentoring was done
iii	<b>ICT in learning</b>	i. Generate and strengthen <u>ICT resources</u> in form of ppts, videos ii. Develop and upload <u>OERs</u> for blended learning iii. <u>ICT Training</u> to students at two levels Basic course and Advanced course iv. Encourage students to create and share OERs	All courses used ICT for transaction  Started a group on OER Commons to upload content Basic course done online. Advanced course done as part of EPC 3  To be completed

iv	<b>Extension of learning spaces</b>	<p>i. <u>Visit to schools</u> practicing innovative/ student centric methods</p> <p>ii. <u>Strengthen existing web portals</u> for learning</p> <p>iii. Sensitization of students thro <u>visits to community centres</u></p> <p>iv. <u>Strengthening library resources</u> by adding more titles</p> <p>v. Promote <u>subject specific activities</u> through Pushpaganit Mathematics Club, Eureka Science Club, Vasundhara Environment Club and Rucha Literature Club</p>	<p>Visited National English School and Abhang Special School</p> <p>Updated various web portals</p> <p>Collaborated with NGOs</p> <p>Added 291 titles during the year</p> <p>Competitions and other initiatives taken through various subject clubs</p>
v	<b>Capacity building programmes for students</b>	<p>i. Organization of <u>talent search and other activities</u> to identify and promote talent</p> <p>ii. Interaction with experts in art, teaching, literature thro guest lectures and workshops</p> <p>iii. <u>leadership programme</u> for student council</p> <p>iv. Encourage <u>students to publish articles</u> of educational interest through college magazine, blogs and newspapers</p>	<p>Talent search held. Students represented the college at various inter collegiate events.</p> <p>Organized 7 such programmes</p> <p>Done on regular basis</p> <p>Students contribution published on blogs. One student contributed two articles to magazines published outside the college.</p>
vi	<b>Promoting inclusion</b>	<p>i. Buddy system for those needing assistance to cope with any aspect of the course</p> <p>ii. Co operative learning for select topics</p>	<p>Provided as per need.</p> <p>Done during revision</p>
vii	<b>Infusing research skills in students teachers</b>	<p>i. <u>Workshop</u> in research methodology</p> <p>ii. <u>Recognition of good research</u> through display of findings of action research on blogs</p>	<p>Conducted for S.Y.B.Ed students.</p> <p>Done by displaying teacher's research findings on Anweshan blog</p>
viii	<b>Value oriented programmes</b>	<p>i. <u>Theme based assemblies</u> with focus on values</p> <p>ii. <u>Environmental awareness</u> projects through Environmental club Vasundhara</p> <p>iii. <u>Celebration of days</u> of national importance, Science Day, Literature Day, UNO day, Women's day</p>	<p>Done throughout the year</p> <p>Celebrated important days like Earth Day, Water day</p> <p>Done through assemblies and special programmes</p>

	<b>STUDENT WELFARE PROGRAMMES</b>		
<b>No</b>	Title of the Programme	Details	
<b>i</b>	<b>Preparation for the world of work</b>	i. Inputs for TET in form of orientation ii. Generating MCQs for TET(print & electronic format) iii. Orientation to appearing for interviews & writing CVs	Orientation given to S.Y.B.Ed students  Added three more tests  Done by Ms Fatima DSouza and Ms Sarika Rawat
<b>ii</b>	<b>Placement Services</b>	i. Contacting schools for conducting campus placements ii. Arrangement of on campus placement interviews iii. Publicity to off campus placements through notice boards iv. Assistance to prepare for demonstration lessons	4 schools visited for on campus placements. Students were directed to schools for off campus placement. Placement rate 70%  Assistance rendered for demonstration lessons
<b>iii</b>	<b>Counseling services</b>	i. Orientation about counseling services in college	Those in need of counselling availed of the services.
<b>iv</b>	<b>Empowerment through PUSHPADEEP</b>	i. Organizing certificate courses through Pushpadeep ii. Arrangement of guest lectures and workshops	Certificate courses in Personality Development and Yoga were conducted Workshop in self defence, Street play workshop, workshop in flower making, chart making, writing radio script, handwriting analysis were conducted.
	<b>ALUMNI ACTIVITIES</b>		
<b>No</b>	Title of the Programme	Details	
<b>i</b>	Support to alumni seeking better job prospects	Co ordinate with alumni to let know of job opportunities	Alumni seeking better jobs were contacted

<b>ii</b>	Support to alumni undergoing further education	Addition of relevant books in the library Arrangement of guidance to those seeking the same	Done on regular basis
<b>iii</b>	Use of alumni resources	i.Organize programmes involving alumni ii. Invite alumni to orient present students iii.Invite alumni to train students for competitions	Ms Fatima DSouza oriented on Preparing for a career. Instead of alumni, this year S.Y.B.Ed students oriented F.Y.B.Ed regarding preparing for the examination.
<b>iv</b>	Supporting Lifelong Learning among alumni	Upgrading online blogs, websites and disbursing the information among alumni	Done through pushpalumni.blogspot.in
	<b>FACULTY IMPROVEMENT PROGRAMMES</b>		
<b>No</b>	Title of the Programme	Details	
<b>i</b>	ICT skills	Training for faculty regarding use of online platforms	Faculty participated in MOOCs organized by SNDT University and IIT Mumbai Faculty trained to use Google Forms
<b>ii</b>	Institutional level workshops/ seminars for Quality Assurance	Organize seminars on i. NCFTE ..Expectations from Teacher Education ii. Transactional Analysis as a Tool of Self discernment iii. Workshop to review and revise benchmarks	Workshop on ‘Creating a Learning Organization’
<b>iii</b>	Deputation to courses/ seminars for professional growth	Faculty to attend short term courses at Academic staff College, University of Mumbai	No courses attended during this year. One faculty participated in two MOOCs
<b>iv</b>	Encouraging linkages with bodies of educational importance	Promote linkage with bodies as HBCSE, ORF to organize seminars	Seminar organized in collaboration with English Fountain Academy  Linkages fostered with UGC HRD

<b>v</b>	Encouraging research and innovation	Conduct Action Research individually or collaboratively	Faculty has undertaken action researches both at individual level and collaboratively with students.
	<b>COMMUNITY BUILDING AND EXTENSION ACTIVITIES</b>		
<b>i</b>	Sensitization programmes	i. Visits to community centres ii. Talks by those involved in social work	Done on regular basis in collaboration with Jagruk Nagrik Sanstha, Vasai and Lions Club Talk by Dr Somath Vibhute and team
<b>ii</b>	Community welfare activities	i. 'Each one Teach one' programme ii. Environmental Cleanliness drives iii. Work at community centres	Done for girls of St Aloysius School  Participation in Swacch Bharat Abhiyaan. cleaned the beach  Worked at seven community centres
<b>iii</b>	Faculty's service to society	Through consultancy programmes Functioning as members of advisory panels	Total consultancies : Faculty on IQAC, LMC, Women's development cell, Diocesan Board of Education
	<b>INFRASTRUCTURAL AND MATERIAL RESOURCES</b>		
<b>i</b>	Physical structure maintenance	i. Ensuring maintenance of premises through proper housekeeping measures ii. Timely maintenance and repairs of non functioning amenities iii. Beautification of campus	Done as per need
<b>ii</b>	Library services	i. Enhancing resources in form of books, e resources, magazines ii. Display of new books supported by a short summary of the same iii. Display of educationally relevant news on the notice board	Added e books to library blog  Needs to be done more regularly  Done
<b>iii</b>	Greening the premises	i. Minimising use of paper and plastic and using other viable options ii. Ban on thermocol or any other non eco friendly material iii. Maintenance of the greenery in the premises	More emphasis on use of less paper. Online feedback instead of written feedback, use of Google tools promoted. Use of eco friendly material only

<b>iv</b>	ICT resources	i. Upgrading software to assist online learning ii. Regular upkeep and maintenance of ICT resources iii. Regular updates on website	Maintenance done as per need  Websites regularly updated
<b>MONITORING MECHANISM FOR QUALITY CULTURE</b>			
<b>i</b>	360 degree feedback	i. Seeking annual feedback from employers, parents, alumni, staff and students ii. Analysis and follow up on feedback iii. Encourage online feedback mechanisms	Done satisfactorily. Feedback was analysed. Follow up will be in next academic session
<b>ii</b>	Suggestion box	i. Soliciting suggestions to improve the college ii. Timely addressing of grievances of students	Grievances addressed include change in essay test days and inclusion of extra small recess
<b>iii</b>	TAQ	i. Seeking feedback from students with respect to individual teacher's interaction, overall functioning of the college and functioning of library	Done .
<b>iv</b>	Interaction with stakeholders	i. Organizing annual meetings with Parents ii. Faculty group meetings with students to ensure timely action with respect to difficulties encountered	Conducted one Parent teacher meeting  Faculty advisors met subject groups and internship groups to resolve problems.
<b>SPECIAL QUALITY ENHANCEMENT MEASURES THROUGH IQAC</b>			
<b>i</b>	Bench marking	i. Revisiting the benchmarks created by the college ii. Reflection exercises on extent to which benchmarks have been achieved iii. On the basis of experience revise benchmarks at the end of each year	Perspective plan was created and action was ensured through various academic activities to assure achievement of benchmarks

<b>ii</b>	Fostering Inter institutional linkages	Promote linkages with government and non government agencies involved in societal welfare Collaborate with bodies like HBCSE	Linkage with Lions Club Unique and Jagruk Nagrik Sanstha, Vasai initiated
<b>iii</b>	Documentation of activities for quality enhancement	i. IQAC to co ordinate with faculty to prepare perspective plans/ action plans at the start of the year ii. IQAC to scrutinize all reports at the end of the year iii. Preparation of AQAR	Done  Done  Done
<b>iv</b>	Dissemination of information on quality	i. Expectations of bodies like NAAC, NCTE, UGC, University, NCERT to be conveyed to faculty thro' <a href="http://www.pceiqac.webs.com">www.pceiqac.webs.com</a> ii. Faculty inputs of new vistas in quality enhancement iii. Dissemination of information on various quality parameters of higher education thro' <a href="http://www.pceiqac.webs.com">www.pceiqac.webs.com</a>	Done through IQAC newsletter and IQAC website  Discussion of quality parameters  Regular meetings to discuss quality related issues