

**Society of Our Lady of Grace Convent**

**Pushpanjali College of Education, Vasai**

**IQAC Plan of Action for 2020-21**

Areas for action	Planned activities / programmes /courses	Proposed Time	Action taken
<b>1. Curricular Aspects</b>			
➤ <b>Planning of curriculum</b>	✓ Orientation to students ✓ Curriculum planning meetings with faculty	S.Y.B.Ed June -July 2020 (Semester Three) Semester Four orientation will be as per Terms declared by University. Orientation for FYBEd will be As per admission schedule	Dates of orientations Sem 3: 1/7/2020 Sem4: 2/1/2021 Sem1: 18/2/21 Sem2: 14/6/2021
	✓ Planning the PLOs and CLOs	July - Sept 2020	Work completed in October 2020
	✓ Annual plans for all courses and departments	July 2020	Submitted for approval
	✓ Feedback to be taken at the end of the year	May 2020 from outgoing batch of 2019-21	Student satisfaction survey taken
➤ <b>Skill development programmes to support curriculum</b>	Workshops in teaching skills and planning effective classroom teaching- learning for F.Y.B.Ed	July 2021	Conducted as planned
	Workshop in Unit Planning and unit testing for S.Y.B.Ed	October 2020	Conducted from 13 to 16 Oct 2020
	Communication skills workshop	Aug- Sept 2021  Course on English grammar for F.Y.B.Ed (to be decided as per admission completion )	Workshop held on 22 Sept 2021 and Grammar Course held in Jan Feb 2021 for FYB.Ed students

➤ Awareness programmes to ensure cross disciplinary connections	Group discussion on gender laws (for F.Y.B.Ed)	March 2021	Done as part of course Gender, School, Society
	Environmental consciousness through assemblies, celebration of special days, activities in collaboration with NGOs	Throughout the year.	Done
	S.Y.B.Ed Interaction with expert on Inclusive Education	March 2021	Expert lecture held on 3/3/2021
<b>2. Teaching Learning and Evaluation</b>			
➤ 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	Blogs, e resources duly updated E books added to the library blog
	Interaction with experts on topics like virtual reality and virtual classrooms	July Aug 2020	Expert lectures and demonstrations held
➤ Incorporation of innovative techniques in classroom teaching	Use of constructivist methods in transaction of curriculum	Throughout the year	done
	Student led seminars for different courses to be held as per suitability of the topics	Throughout the year	Students participated in seminars in different courses
➤ Emphasis on Models of Teaching	Workshops on Models of Teaching and innovative teaching methods as suited to different pedagogies (for S.Y.B.Ed)	Aug/Sept 2020	Done in pedagogy groups
➤ Orientation of students to different boards	Expert lecture on IB Board schools	Sept 2021	Panel discussion with teachers teaching in different boards held on 7 Sept 2021
➤ Interaction with experts from field of education	Lectures on relevant topics to be organized	Throughout the year depending on schedule of activities	More than ten interactions with experts were organized on different topics
➤ Workshops on contemporary evaluation and reporting techniques	Workshop on different modes of evaluation	Semester Two of F.Y. B.Ed	Done as part of pedagogy courses
	Inputs on maintaining E portfolio (for S.Y.B.Ed)	March 2021	Done as part of the Ability course

			Critical Understanding of ICT in education students prepared E portfolios in form of blogs
➤ <b>Examination related activities</b>	Conducting internal evaluation, declaring results, offering remedial action in collaboration with Internal Examination dept and Internship dept	Throughout the year	Completed successfully
➤ <b>Internship activities</b>	Organizing internship, co ordinating with Principals and mentor teachers from schools. Ensuring quality rich internship experience.	Sem Two( Aug Sept 2021) Sem Three (Aug to Oct 2020) Sem Four (Jan to Feb 2021)	Completed successfully in collaboration with internship schools. Done in online mode due to lockdown restrictions,
<b>3. Research and Outreach</b>			
➤ <b>Research methodology workshop for students</b>	Orientation to action research. Detailed sessions on various aspects of research. Students will carry out Action research (S.Y.B.Ed)	From Jan to March 2021	All students completed action research. One student presented findings of action Research in an intercollegiate meet and won the first place.
➤ <b>Research by faculty</b>	Encourage faculty to take up research and apply for sponsored research	Throughout the year	One research carried by faculty. Paper published in Sambhasan journal of Univ of Mumbai
➤ <b>Dissemination of innovative practices among faculty of various institutions</b>	Conducting workshops for faculty of colleges and schools when invited as resource persons	Throughout the year	Two workshops conducted in July 2021 for inservice teachers in collaboration with Homi Bhabha centre for Science Education  Faculty offered expertise as resource person when invited

			by institutions and by UGC HRDC Mumbai
➤ <b>Certificate Course in strategies for Online Learning</b>	Value added courses for students	<b>Course on E Content Development</b> July 2020(SYB.Ed) Feb 2021 (FYBED) <b>Course on Apps in Education</b> Sept 2020 (S.Y.B.Ed) April 2021 (FYBED)	All students completed the courses and got their certificates
➤ <b>Collaborating with NGOs for the benefit of community</b>	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	Done successfully by collaboarign with NGO Dhyaas Foundation Planned visits to community centres could not be held due to lockdown
<b>4. Infrastructure and Learning Resources</b>			
➤ <b>Quality enhancement of physical resources</b>	Maintenance and repair work of premises and equipment	as and when required	Done as planned
➤ <b>Increasing existing e-learning resources</b>	Generating e resources as per the felt need and disseminating the same among stakeholders	Throughout the year	
➤ <b>Ensuring adequate utility of existing resources</b>	Monitoring use of library, e resources through proper documentation of use of resources	Throughout the year	
<b>5. Student support and progression</b>			
➤ <b>Certificate Course in English Grammar</b>	30 hr course for S.Y.B.Ed students	Jan to March 2021	Course successfully completed by 50 F.Y.B.Ed students under the guidance of Dr Cerena Dcunha
➤ <b>Encouraging participation in MOOCs</b>	Disseminating information about MOOCs and encouraging students and faculty to pursue the same	Throughout the year	Ten students of S.Y.B.Ed successfully completed a five week long Massive Open Online Course on 'Introduction to Technology Enabled

			<p>Learning' conducted by Commonwealth of Learning and Athabasca University, Canada through the mooKIT platform</p> <p>Students of FYBEd completed a course on Open Learn create on the topic Educational Needs of differently abled Learners</p>
➤ <b>Awareness regarding health and nutrition</b>	Yoga awareness	June 2021	Sessions conducted by Ms Riya DCunha
	Symposium on Healthy Food habits	Sept 2021	Done by Ms Rishika Cerejo , nutritionist
➤ <b>Preparation for Teacher Eligibility Test</b>	Expert guidance lecture Regular mentoring for TET	Sept - Nov 2021	Conducted by Dr Cindrella DMello and Dr Agnes DCosta on 2 Oct 2021 Regular mentoring done online
➤ <b>Strengthening the existing mentoring programme</b>	Regular mentor mentee meetings	Throughout the year	Done in online mode
➤ <b>Building leadership skills in students through various activities</b>	Organizing various programmes through Student council with focus on planning, problems solving, decision making and other vital life skills	Throughout the year	Done
	Depute students to participate in intercollegiate activities	Throughout the year	Students participated in many intercollegiate programmes and won 5 prizes in all.
➤ <b>Support for placement</b>	Global careers in teaching: interaction with experts	Jan 2021	Guidance by Ms Mildred Dabre ad Ms Jonella Gonsalves

	Inviting schools for placement interviews in coordination with Placement Cell	Feb March 2021	On campus placement could not be done due to lockdown. Students were guided to off campus placements
<b>6. Governance, Leadership and Management</b>			
➤ <b>Faculty/ Staff Development Programmes</b>	Deputing faculty for Faculty Development Programmes	Throughout the year as and when such programmes are announced	Faculty regularly participated in online FDP organized by various institutions Manager Sr Ansela conducted a reflective session for staff on 1 Oct 2021
	Organizing development programmes in college		
➤ <b>Strengthening of IQAC</b>	Organizing think tank sessions for enhancing IQAC performance  Uploading AQAR	One session per term	Done during IQAC meetings  AQARs for 2017-18 and 2018-19 completed during AY2020-21
➤ <b>Co ordination with CDC</b>	IQAC and CDC to work collaboratively towards Quality enhancement measures. CDC to approve of IQAC plans	Throughout the year	CDC approved IQAC suggestions
➤ <b>Alumni initiatives</b>	Collaborate with alumni to conduct programmes for student enrichment	Atleast three to five programmes spread throughout the year	Alumni have conducted programmes for students on various topics. They have conducted demonstration lessons for students.
➤ <b>Quality Check</b>	Prepare IQAC plan for present academic year (2020-21)	July 2020	Done
	Collect feedback from all stakeholders Analyse feedback and integrate insights into plan for the next year	May 2021	Done

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