

Pushpanjali College of Education

Meeting One of 2023-24

Minutes of IQAC meeting held on 19 Dec 2023

The first IQAC meeting for 2023-24 was held on 19 Dec 2023 from 9 to 10.00 am in the college.

The following members were present

1. Sr Sharlet Xavier (Manager)
2. Sr Delicia Fernandes (I/c Principal)
3. Dr Sunil Rajpurkar (External Expert on Quality Management)
4. Dr Cindrella Dmello (Alumni Representative)
5. Ms Gaurangini Kulkarni Shetty (Employer Representative)
6. Dr Sheetal Chaudhari (Asso Professor)
7. Dr Agnes Dcosta (Asso Professor and NAAC Coordinator)
8. Ms Sonia Bombacha (Asst Professor)
9. Ms Steffi Dcosta (Asst Professor)
10. Ms Sanika Asolkar (Lecturer. Member by invitation)
11. Ms Sharmila Colaco (Librarian)
12. Ms Sunita Pambujya (Senior Clerk, Member, Administrative Staff)
13. Sr Sheeba (Office Head Clerk)
14. Fr Alex Simon (Student Representative)
15. Ms Blessy George (Student Representative)

The agenda of the meeting was as follows

- Reading and confirming the minutes of previous meeting
- Quality initiatives from Sept 2023 till date
- Updates on SSR
- Any other matter with permission of the chair

Reading and confirming the minutes of previous meeting

The meeting began with a prayer by Sr. Delicia Fernandes. She also welcomed all the members for the meeting. The minutes of the meeting held on 21 Aug 2023 were read by Dr Agnes Dcosta and the meeting for open for discussion. As there were no points arising out of the minutes the minutes were passed with Dr Sheetal Chaudhari proposing and Ms Sonia Bombacha seconding the same.

Quality Initiatives from Sept 2023 till date

Dr Agnes Dcosta presented the Quality Initiatives carried out by IQAC. These included the workshop for teacher educators on Creating Online courses which was done as part of MoU with St Teresa's Institute of Education. Other quality initiatives included session on Cyber Safety by Sr. Sabeena G and session on Gender Sensitivity by Ms Jadhav. Orientation programmes for Semester 1 and 3 and need analysis of newly admitted batch were organized. The curriculum planning meetings were useful to plan curricular activities aligned to the PLOs and CLOs. Feedback was sought from the batch of 2021-23 and semester two feedback was sought from 2022-24 batch. Dr Dcosta also oriented about the various Google sites made to showcase the college curricular and co-curricular work. She informed that Academic Audit was conducted on 28 Aug 2023. Suggestions of the team members were being taken up for planning and execution.

Updates on SSR

Dr Dcosta informed the members about the submission of AQAR of 2022-23 which was duly accepted by NAAC. The IIQA was submitted in Oct 2023. The IIQA was accepted on 2 Nov 2023. SSR documents were uploaded and submission would be made after the initial amount was paid.

Any Other Matter

- Dr Sunil Rajpurkar sought clarification regarding the content enrichment endeavors. Due clarification was given by Dr Agnes Dcosta. Dr Rajpurkar also suggested that the college makes efforts towards fund mobilization from different sources.
- There was a discussion about conducting sessions on professionalism for teachers. Ms Gaurangini Kulkarni also supported this suggestion
- Dr Cindrella Dmello asked about efforts to make students familiar with contemporary happenings in education and stressed the need to incorporate the local to global approach with respect to green initiatives.
- Student representative Fr Alex suggested that there should be some programme on acquiring classroom management skills
- Discussions were held on topics for professional development of faculty and administrative staff

Some decisions emerged from the suggestions made during the meeting

- (i) Mobilization of funds for holding seminars and workshops
- (ii) Conducting programme for classroom management for students
- (iii) Timely Submission of SSR and subsequent work in this respect
- (iv) Organizing sessions for professional development of faculty and administrative staff

Action taken Report based on decisions taken during the meeting held on 19 Dec 2023

Decision	Action taken
Mobilization of funds for holding seminars and workshops	College sent an appeal to Bassein Catholic Cooperative Bank and was granted a sum of Rs 10,000. A workshop on AI in Education organized on 3 Feb 2024.
Conducting programme for classroom management for students	Workshop in Charged Classrooms to be held during visit to National English High School
Timely Submission of SSR and subsequent work in this respect	SSR submitted on 21 Dec 2024. DVV queries responded to on 19 Jan 2024. Work for NAAC visit in progress.
Organizing sessions for professional development of faculty and administrative staff	Workshop on AI tools for interactive teaching learning was organized on 6 Jan 2024 Session on Navigating Quality in Teacher Education was held on 23 Jan 2024



Meeting Two of 2023-24

Minutes of IQAC meeting held on 16 Feb 2024

The second IQAC meeting for 2023-24 was held on 16 Feb 2024 from 11 am to 12 noon in the college.

The following members were present

1. Sr Delicia Fernandes (I/c Principal)
2. Dr Sheetal Chaudhari (Asso Professor)
3. Dr Agnes Dcosta(Asso Professor and NAAC Coordinator)
4. Ms Sonia Bombacha (Asst Professor)
5. Ms Steffi Dcosta (Asst Professor)
6. Ms Sanika Asolkar (Lecturer. Member by invitation)
7. Ms Sharmila Colaco (Librarian)
8. Ms Sunita Pambujya (Senior Clerk, Member, Administrative Staff)
9. Sr Sheeba (Office Head Clerk)
10. Fr Alex Simon (Student Representative)
11. Ms Blessy George (Student Representative)

The agenda of the meeting was as follows

- Reading and confirming the minutes of previous meeting
- Quality initiatives from Jan 2024 till date
- Updates on NAAC Reaccreditation process
- Discussion of Feedback Semester Three
- Any other matter with permission of the chair

Reading and confirming the minutes of previous meeting

The meeting began with a prayer by Sr. Delicia Fernandes. She welcomed all the members present. The minutes of the meeting held on 19 Dec 2023 were read by Dr Agnes Dcosta and the meeting for open for discussion. The minutes were passed with Ms. Steffi Dcosta proposing the minutes and Ms. Sonia Bombacha seconding the same.

Quality initiatives from Jan 2024 till date

A brief overview of the quality initiatives taken up by the IQAC was presented by Dr Agnes Dcosta. These included

- Faculty development programmes on ‘Revitalising Classroom Interaction Through AI’ held on 6 Jan 2024 and a group discussion on ‘Navigating Quality in Teacher Education’ held on 23 Jan 2024.
- A workshop for teachers on AI in Education was conducted on 3 Feb 2024.
- Value added Courses on E- Content Development and Apps in Education were organized for F.Y.B.Ed students.
- Students participated in Beach Cleaning and Mangrove Conservation as part of MoU with Luna Story Foundation. ‘Get back on track’ a remedial teaching was conducted for marginalized students of as part of MoU with St Elizabeth Convent High School.
- As part of linkage with schools and Higher Education Institutes, workshops were conducted for students of Pillai’s College of Education and Research (on 18 Jan 2024) and St. Teresa’s Institute of Education (on 27 Jan 2024).

Updates on NAAC Reaccreditation process

Dr Agnes Dcosta gave the updates about NAAC Reaccreditation process. The queries raised during DVV were resolved and submitted on 19 January 2024. The college awaited the next step viz clearing the pre qualifier stage, after which the second installment of payment could be made and the dates for the visit could be submitted. All members present were instructed to keep documents updated.

Discussion of Feedback Semester Three

Feedback for Semester Three was solicited. The results of the same were placed for discussion. The overall feedback on curricular transaction and activities organized showed that students were satisfied with the endeavours of the college. Feedback from practice teaching schools and alumni would be sought in March and April respectively. Some experts in the field of education were identified and it was decided that their inputs must be sought for designing a robust curriculum. The IQAC would undertake this exercise in the month of March 2024.

Any other matter

Librarian Ms Sharmila Colaco informed about the progress in the NLIST procedures and said that by last week of February the procedure would be completed. Ms Sonia Bombacha was assisting her in the same. The IQAC appreciated the efforts taken in the direction.

Dr Agnes Dcosta informed the members about UGC Guidelines regarding Institutional Development Plans for Higher Education Institutions. The IQAC members would peruse through the same and reflect on its application in the college. A workshop on the same would be conducted at a suitable date.

Sr Delicia Fernandes suggested that a programme should be organized to help students and faculty learn basics of physiotherapy that would promote good health. It was decided that a resource person could be invited and a session on physiotherapy could be conducted.

Sr Delicia Fernandes inquired about status of papers presented and published by the faculty. She encouraged the faculty to publish papers at seminars and conferences.

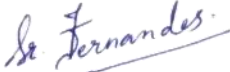
The meeting ended with a vote of thanks by Ms Sonia Bombacha.

Decisions taken

- Feedback on curriculum to be procured from experts in education
- Feedback to be collated from school principals and alumni
- Conducting session on physiotherapy for good health
- Conducting workshop on Institutional Development Plan

Action taken Report

Decision	Action taken
Feedback on curriculum from experts in education	Feedback was collected from six experts (two principals of schools, one principal of B.Ed college, one associate professor in Education, one member of Board of Studies in Education, one scientific officer of Homi Bhabha Centre for Science education) . The suggestions made will be incorporated in further curriculum planning.
Feedback from school principals and alumni	Feedback from principals on practice teaching school has been collected and analysed. Feedback from alumni will be collected at the end of the academic year
Conducting session on physiotherapy for good health	Session scheduled for 16 March 2024
Conducting workshop on Institutional Development Plan	Session will be organized in March or April 2024


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Minutes of Meeting Three of IQAC for 2023-24 held on 13 March 2024

The third meeting of the IQAC for the year 2023-24 was held on 13 March 2024. The meeting was held in the college premises. However external members who were unable to attend physically participated through online mode.

The agenda of the meeting was as follows

- Reading and confirming the minutes of previous meeting
- Quality initiatives from last meeting till date
- Updates on NAAC Reaccreditation process
- Discussion on Quality initiatives to be undertaken from March to May 2024
- Any other matter with permission of the chair

The following members were present for the meeting

1. Sr Delicia Fernandes (I/c Principal)
2. Dr Sunil Rajpurkar (External Expert on Quality Management)
3. Dr Cindrella Dmello(Alumni Representative)
4. Ms Gaurangini Kulkarni Shetty (Employer Representative)
5. Dr Sheetal Chaudhari (Asso Professor)
6. Dr Agnes Dcosta(Asso Professor and NAAC Coordinator)
7. Ms Sonia Bombacha (Asst Professor)
8. Ms Steffi Dcosta (Asst Professor)
9. Ms Sanika Asolkar (Lecturer. Member by invitation)
10. Ms Sharmila Colaco (Librarian)
11. Ms Sunita Pambujya (Senior Clerk, Member, Administrative Staff)
12. Sr Sheeba (Office Head Clerk)
13. Fr Alex Simon (Student Representative)
14. Ms Blessy George (Student Representative)

The meeting began with a short prayer by Sr Delicia Fernandes. She also welcomed the members present. Dr Agnes Dcosta shared the news of Ms Gaurangini Kulkarni receiving an award from Maharashtra Navnirman Sena for her contribution to women empowerment. The members congratulated Ms Gaurangini on her achievement.

- **Reading and confirming the minutes of previous meeting**

Dr Agnes Dcosta presented the minutes of the previous meeting and the minutes were duly passed after being proposed by Dr Sheetal Chaudhari and seconded by Ms Sonia Bombacha.

• **Quality initiatives from last meeting till date**

Dr Agnes Dcosta then gave an update on quality initiatives undertaken by IQAC from Jan 2024 to date. These were presented as per the NAAC criteria.

Criterion	Quality initiatives undertaken
Curricular aspects	Curriculum planning meetings held Feedback on curriculum collected from students and school principals Views on curriculum enhancement collected from experts Two Value added courses held
Teaching learning and evaluation	Integration of contemporary multi modal methods in Teaching – Learning process Competency and skill development emphasized (Action research, creating learning resources, drama and art) PLOs mapped for 2021-23 batch Remedial teaching organised Internship experiences organised
Research and Outreach activities	Four papers presented at seminars by faculty. Research papers presented by FYBEd students Outreach activities – visit to Abhang special school, beach cleaning with Luna Story Foundation, Remedial teaching for marginalised girls, Visit to Home for the Aged, electoral literacy activities- conducted successfully Workshops conducted as part of MoU with St Teresa’s Institute of Education
Infrastructure and Learning Resources	NLIST initiated Physical infra structure upgradation done Computer Lab upgradation done New photocopier purchased
Student Support and Progression	Session on physiotherapy and wellness planned Workshop on Neuro linguistic programming conducted Street Play workshop conducted Alumni office bearers meeting held Students participation in intercollegiate events encouraged Prizes won for innovative practices at the Science Day contest Two students passed CTET Good response to Placement Cell activities
Governance and Leadership	Two Sessions for Faculty Development held (i) AI in Education (ii) Navigating Quality Assurance in Teacher Education Librarian visited St Gonsalo Garcia College for inputs on NLIST Faculty have participated in FDPs
Institutional Values and Best Practices	Vermiculture project and Terrace Garden project initiated

- **Updates on NAAC Reaccreditation process**

Dr Agnes Dcosta presented the updates regarding the successful submission of SSR on 21 December 2023, resolving of Queries for DVV process on 19 Jan 2024 and payment of Accreditation fees on 22 February 2024. The dates furnished for NAAC visit were also shared for with members.

- **Discussion on Quality initiatives to be undertaken from March to May 2024**

The members were then asked to offer suggestions for the quality initiatives that could be taken up in the forthcoming months. Some suggestions made were

- i. Deep study of UGC guidelines for Institutional Development Plan so that the college IDP could be formulated
- ii. Study of Dr K Radhaksihnan report changes in NAAC accreditation

Ms Gaurangini asked about the sessions on Classroom management and it was decided that the same would be addressed through a workshop on Charged Classroom which would be conducted during the visit to National English High School.

Dr Sunil Rajpurkar inquired if there was a reflection over quality initiatives planned but not carried out. Sr Delicia Fernandes replied that as far as possible all planned endeavour are carried out. Dr Agnes added that reflection would help to see if the desired level of quality was attained.

Dr Sunil also suggested that the focus of NEP 2020 be kept in view so that the activities align with the expectations of NEP 2020.

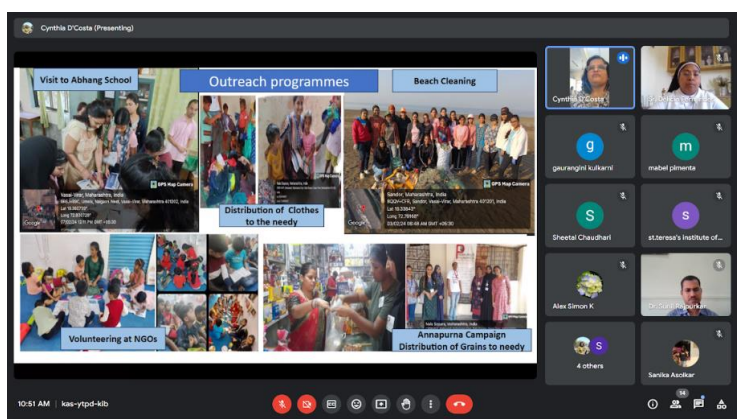
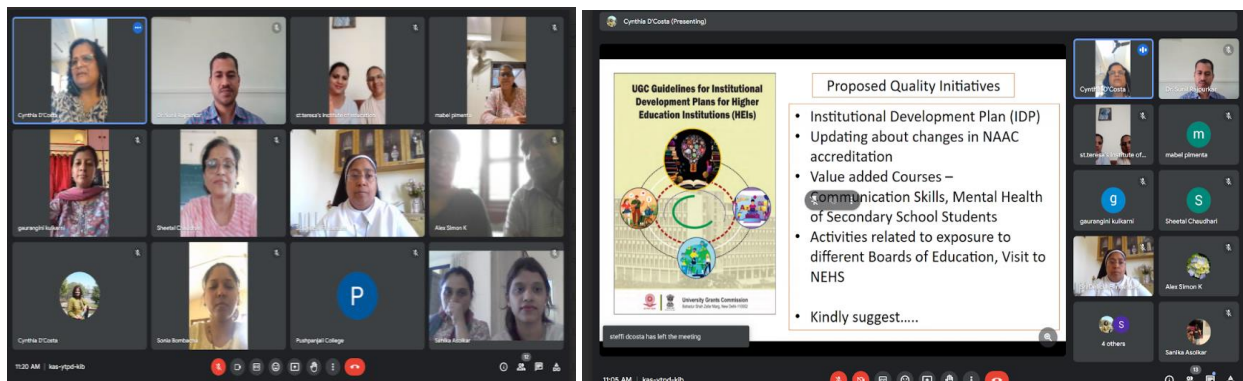
Fr Alex suggested that library could be leveraged to meet NEP 2020 recommendations. The suggestion was welcomed and steps would be taken to see how library could be a platform to help achieve the NEP 2020 goals.

- **Any other matter with permission of the chair**

Dr Sunil Rajpurkar, Dr Cindrella Dmello and Ms Gaurangini expressed their appreciation for all the efforts undertaken. Sr Delicia Fernandes thanked the memebtrs for the presence and contribution.

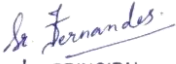
Decisions taken:

- Value added courses for FYBEd would be held in April and July 2024
- Activities would be introduced to leverage library to meet NEP 2020 goals
- Steps would be taken initiate work on Institutional Development Plan



Action taken Report

Decision	Action taken
Augmenting library resources to align with NEP 2020	NLIST subscription was made available to faculty and students. Resources like books and journal articles suited to NEP 2020 and shared on library blog
Workshop on classroom management	Workshop on charged classrooms was planned in April 2024. Due to heat wave, the workshop is postponed to June 2024
Working on Institutional Development Plan	Draft IDP prepared by IQAC and shared with principal. Further discussions and refining of plan to be done in course of time
Value added courses to be held	Value added course on Mental Health of Secondary School students was initiated in April 2024


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Minutes of Meeting Four of IQAC for 2023-24 held on 25 April 2024

The fourth IQAC meeting for 2023-24 was held on 25 April 2024 from 11.30 am to 1.30 pm. The attendees were:

1. Sr Sharlet Xavier (Manager)
2. Sr Delicia Fernandes (I/c Principal)
3. Dr Cindrella Dmello (Alumni Representative)
4. Ms Gaurangini Kulkarni Shetty (Employer Representative)
5. Dr Sheetal Chaudhari (Asso Professor)
6. Dr Agnes Dcosta (Asso Professor and NAAC Coordinator)
7. Ms Sonia Bombacha (Asst Professor)
8. Ms Sanika Asolkar (Lecturer. Member by invitation)
9. Ms Sharmila Colaco (Librarian)
10. Ms Sunita Pambujya (Senior Clerk, Member, Administrative Staff)
11. Sr Sheeba (Office Head Clerk)

The agenda of the meeting was as follows:

1. Reading of the minutes of the previous meeting
2. Review of NAAC Peer Team Report and Score sheet
3. Quality measures undertaken in 2023-24.
4. Any other matter with the permission of the Chair.

The meeting began with a short prayer and a welcome by Sr Delicia Fernandes, Principal In charge.

1. Reading of the minutes of previous meeting and points arising out of the same

Dr Agnes Dcosta read the minutes of the meeting held on 11 March 2024. The minutes were passed by Dr Sheetal Chaudhari and seconded by Ms Sonia Bombacha.

2. Review of NAAC Peer Team Report and Score sheet

The NAAC Peer Team visit was held on 4 and 5 April 2024. The college was accredited with an A grade and CGPA of 3.19 in the fourth cycle. Sr Delicia Fernandes thanked all IQAC members for their coordination and support. IQAC coordinator Dr Agnes Dcosta then presented the main observations of the Peer Team, the graphical analysis of performance in qualitative and quantitative metrics. The grade sheet that depicted criterion wise analysis was also presented for perusal and discussion. Deep reflection was then conducted to examine areas of both strengths and weakness. Discussion on the suggestions made by the Peer Team was held.

3. Quality measures undertaken in 2023-24

The quality measures undertaken in 2023-24 such as identification of Key Performance Indicators, subscription to NLIST, activities undertaken under MoUs, workshops conducted for faculty, students and in-service teachers were duly examined. Suggestions for forthcoming quality initiatives were then invited. Some suggestions for quality initiatives for 2024-25 were:

- Developing resources for curriculum laboratory related to different subjects
- Refining of Institutional Development Plan
- Identifying ways to enhance research culture
- Faculty development programmes related to modified NAAC criteria

4. Any other matter with the permission of the Chair

Prof. Dr. Cindrella suggested that the suggestions made by NAAC Peer Team could be made by concentrating on two to three initiatives each year. Sr Delicia Fernandes said that the new NAAC criteria emphasizes Indian Knowledge Systems(IKS), some activities like workshop on Vedic Mathematics could be included. Prof Dr Cindrella agreed to be the resource person for the same.

Decisions taken

1. Workshop on Vedic Mathematics as part of IKS
2. Conducting programmes related to mental health of students
3. Faculty development initiatives with respect to changes in NAAC metrics as per binary accreditation system

The meeting ended with a vote of thanks by Sr Delicia Fernandes followed by lunch to celebrate the NAAC results.



Action Taken Report

Decision	Action Taken
Workshop on Vedic Mathematics as part of IKS	Workshop conducted by Professor Dr Cindrella Dmello on 18 May 2024
Conducting programmes related to mental health of students	Yoga for mental health organized on 27 June 2024. Ms Riya Dcunha(Yoga teacher) was the resource person.
Faculty development initiatives with respect to changes in NAAC metrics as per binary accreditation system	Faculty were oriented to binary accreditation system by Dr Agnes Dcosta

Dr Fernandes

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