

Minutes of the IQAC meeting held on 21st September 2024

The first IQAC meeting for 2024-25 was held on 21 Sept 2024 from 10.30 am to 11.30 am in online mode. The following members were present for the meeting.

1. Sr. Sharlet Xavier
2. Sr. Delicia Fernandes (I/C Principal)
3. Prof. Dr. Cindrella Dmello
4. Dr Sunil Rajpurkar
5. Ms. Gaurangini Kulkarni Shetty
6. Dr. Sheetal Chaudhari
7. Dr. Agnes Dcosta
8. Ms. Sonia Bombacha
9. Ms. Sanika Asolkar
10. Sr. Sheeba
11. Ms. Sunita Pambuja
12. Ms. Sharmila Colaco

The agenda of the meeting was as follows:

- Reading and confirming the minutes of previous meeting
- Quality initiatives planned for 2024-25
- Updates on AQAR of 2023-24
- Any other matter with permission of the Chair

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

1. Reading and confirming the minutes of previous meeting

Dr. Agnes Dcosta presented the minutes of the previous meeting held on 25th April 2024 and the minutes were duly passed after being proposed by Dr. Sheetal Chaudhari and seconded by Prof Dr Cindrella Dmello.

A brief overview of the quality initiatives taken by IQAC was presented by Dr. Agnes Dcosta. These included Value Added Courses and workshops on Vedic Mathematics, physio therapy and Neuro Linguistic Programming organised by IQAC. Faculty development programmes on proposed changes by NAAC and Artificial Intelligence Tools in Research were also organised by IQAC.

2. Quality initiatives planned for 2024-25

Dr. Agnes Dcosta presented the IQAC Plan of action for 2024-25 which included conducting of Value-added courses, organisation of workshops on topic such as TET, AI in education, learning resources, stress management, classroom management skills, and gender sensitization. Other initiatives planned included organising FDPs related to the revised NAAC system and adding to existing E resources. A suggestion was made to increase MOUs for community related experiences. The draft of Institutional Development Plan was circulated to the faculty for perusal and in the same would be finalised upcoming months.

Faculty members shared the plans for their respective departments focusing on the actual programmes planned for the next six months.

3. Updates on AQAR of 2023-24

Dr Agnes Dcosta shared that work on AQAR of 2023-24 was in progress and the AQAR would be submitted by Dec 2024. As part of AQAR of 2023-24, the IQAC had conducted Student Satisfaction Survey. The results of the same were presented and it was noted that students had conveyed their positive response and satisfaction regarding the various activities conducted.

4. Any other matter with permission of the chair

Manager Sr Sharlet Xavier lauded the efforts of the Principal and staff. Dr Sunil Rajpurkar appreciated the crisp and well-organised presentation on the IQAC initiatives planned for 2024-25. Ms. Gaurangini Kulkarni Shetty and Prof Dr. Cindrella also expressed their appreciation for all the efforts undertaken. Prof Cindrella sought information about how the SWOC analysis was conducted. Dr Agnes replied to the query. Prof Cindrella suggested that more stakeholders could be more actively involved in the process.

Sr Delicia Fernandes thanked the members for the presence and contribution.

Decisions taken:

- Involvement of more stakeholders in SWOC analysis.
- Finalising the IDP after due deliberations
- Organising faculty development programmes for staff

The meeting ended with a vote of thanks by Dr. Sheetal Chaudhari.

Action Taken Report

- For SWOC analysis Google form was created and it was send to the alumni of 2022-24 batch and S.Y students of 2023-24 batch and data was collected.
- IDP was finalised by all the staff members.
- Upcoming FDP will be on positive intelligence by Professor Giselle Dsouza on 25th Jan 2025.

Meeting Two 2024-25

Minutes of IQAC held on 25th January 2025

The second IQAC meeting for 2024-25 was held on 25th January 2025 from 9:00 am 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. Prof. Dr Cindrella Dmello (External Expert on Quality Management)
5. Dr Sheetal Chaudhari (Asso Professor)
6. Dr Agnes D'costa (Asso Professor)
7. Ms. Steffi Colaco (Asst. Professor)
8. Ms. Sonia Bombacha (Asst. Professor)
9. Ms. Sanika Asolkar (Lecturer, member by invitation)
10. Ms. Sunita Pambuja (Senior Clerk, Member, Administrative Staff)
11. Sr. Sheeba (Office Head Clerk)
12. Fr. Akhil Abraham (Student Representative)
13. Ms. Fatema Indorwala (Student Representative)

The agenda of the meeting was as follows:

1. Reading the minutes of the previous meeting.
2. Quality initiatives taken from August 2024 to January 2025.
3. Quality initiatives to be taken from January 2025.
4. SWOC Analysis report.

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

Reading the minutes of the previous meeting

Dr Agnes D'costa read the minutes of the previous meeting held on 21st September 2024. The minutes were passed after being proposed by Prof. Dr Cindrella Dmello and seconded by Ms. Steffi Colaco.

A brief overview of the quality initiatives undertaken from September 2024 to date were presented by Dr Agnes Dcosta.

Quality initiatives taken from August 2024 to January 2025

Dr Agnes Dcosta informed that AQAR of 2023-24 was submitted to NAAC on 11 Jan 2025. She further gave details of the Brain-based teaching workshop by Mr Willibrord George held on 18 Jan 2025. The workshop was attended by about 100 preservice and inservice teachers. Quality initiatives carried out from Sept 2024 to Jan 2025 were discussed. Various activities organized under MOUs with different institutions were elucidated. Details of other quality based initiatives such as college level workshops, Value Added Courses, guest lectures were highlighted.

Quality initiatives to be taken from January 2025

The IQAC plan of action for the period Feb 2025 to May 2025 was then presented. This will include value added courses on Mental Health and Communication Skills, Workshop on AI in education, programmes for faculty and staff enrichment and expert lectures on relevant themes. There will be focus on development of digital resources, research and activities related to Indian Knowledge Systems. Regular documentation and collation of semester wise feedback will continue as before.

SWOC Analysis Report

The feedback of SWOC Analysis by students and alumni was presented by Ms. Sonia Bombacha and Ms Steffi Colaco. Regular workshops use of various pedagogical approaches, focus on skill development, projects promoting social responsibility, welcoming environment for students were identified as the strengths of the college. Certain infrastructural needs were identified as weakness. More exposure to different educational boards, leveraging digital transformation, organizing more of inter collegiate skill-based competitions were listed as the challenges. The respondents also suggested leveraging data analytics as an opportunity that can be considered. The IQAC members reflected on the SWOC analysis and it was decided that the college would continue to uphold the strengths and work on the weakness and challenges.

Any another matter with permission of the chair

Manager Sr Sharlet Xavier lauded the efforts of the Principal and the staff with respect to being situation ready at all times including times of visits by external team of experts. Sr Delicia Fernandes announced that Ms Steffi Colaco would be the IQAC corodiantor as Dr Agnes Dcosta had completed her term as IQAC coordinator and would be superannuating soon. Dr Agnes Dcosta thanked all members for their unstinted support during the past years.

Dr. Sunil Rajpurkar appreciated the efforts put in the development of IDP and the well-planned activities under IQAC and enquired regarding the cohort of respondents. Dr. Agnes replied to the query stating that SWOC Analysis was based on feedback received from by the

faculty members, alumni and students. Prof. Dr. Cindrella Dmello also expressed her appreciation for all the efforts taken. Student representatives Fr Akhil Abraham and Ms. Fatema Indorwala appreciated the staff members for their diligent efforts with respect to nature of teaching-learning, quality of skill development programmes and initiatives taken with respect to feedback and remediation.

The meeting ended with a vote of thanks by Ms. Steffi Colaco.

Decisions Taken:

- Outcomes of SWOC Analysis to be considered for further quality based programmes.
- Workshops and sessions on Indian Knowledge Systems to be conducted.
- Ms. Steffi Colaco would be the IQAC coordinator from Jan 2025 onwards.

Action Taken Report:

- Ms. Sonia Bombacha conducted the MOOC course on Indian Knowledge Systems for the F.Y and S.Y.B.Ed students from
- Action research on Indian Knowledge Systems with respect to yoga, ayurvedic medicine and balanced diet, was conducted by the internship students at St Augustine's High School.
- Session on writing effective research paper was conducted for FDP by Dr. Cindrella Dmello on 25th January 2025
- Workshop on Navigating mental health for pre service teachers was conducted by Ms. Olivia Almeida on 25th January 2025
- Session on Environmental awareness conducted by Mr. Lisbon Ferrao on 30th January 2025.
- Workshop on Flower Making and Craft to be conducted on by Ms. Sarah Colaco on 8th February 2025
- Session on Positive Intelligence to be conducted on Dr Giselle Dsouza for FDP on 8th February 2025.
- Value Added course conducted on Communication Skills by Dr. Cerena Dcunha from 17th March -9th April 2025.
- Session on Global perspectives held by Ms. Sophiya Gonsalves on 22nd March 2025.
- Workshop on creating a LinkedIn profile conducted by Mr. Gavin Dsouza on 12th April 2025.
- Feedback taken for Semester One and Semester Three.

Meeting Three 2024-25

Minutes of IQAC held on 28th April 2025

The third IQAC meeting for 2024-25 was held online on 28th April 2025 from 9:30 am to 10:30 am via Google Meet.

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. Prof. Dr Cindrella Dmello (Alumni Representative)
5. Dr Sheetal Chaudhari (Asso Professor)
6. Dr Agnes D'costa (Asso Professor)
7. Ms. Steffi Colaco (Asstt. Professor, IQAC Coordinator)
8. Ms. Sonia Bombacha (Asstt. Professor)
9. Ms. Sanika Asolkar (Lecturer, Member by invitation)
10. Ms. Sunita Pambuja (Senior Clerk, Member, Administrative Staff)
11. Ms. Sharmila Colaco (Librarian)
12. Fr. Akhil Abraham (Student Representative)
13. Ms. Fatema Indorwala (Student Representative)

The agenda of the meeting was as follows:

1. Reading and confirming the minutes of the previous meeting held on 25th January 2025.
2. AQAR 2023-2024 acceptance.
3. Feedback analysis of Semester I and Semester III.
4. Action taken report for the period January to April 2025.
5. 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.

Reading the minutes of the previous meeting

Ms. Steffi Colaco read the minutes of the previous meeting held on 25th Jan 2025. The minutes were passed after being proposed by Dr Agnes D'costa and seconded by Dr. Sheetal Chaudhari.

AQAR 2023-2024 acceptance

Ms. Steffi Colaco informed that AQAR of 2023-24 was submitted to NAAC on 11th January 2025 and was accepted on 4th March 2025.

Action taken report from January 2025-April 2025.

Various workshops and sessions were conducted by the IQAC.

Date	Title of Workshop/Session	Resource Person	Beneficiaries
25 th January 2025	Guidance for doctoral research	Prof. Dr Cindrella Dmello.	Faculty members
8 th February 2025	Positive Intelligence	Prof. Dr Giselle D'Souza	Faculty members
25 th January 2025	Navigating mental health for pre-service teachers.	Ms. Olivia Almeida	F.Y.B.Ed students
8 th February 2025	Hands-on-Artistry	Ms Sarah Colaco	F.Y.B.Ed and S.Y.B.Ed
30 th January 2025	From Awareness to Action- Empowering Change for the Environment.	Mr. Lisbon Ferrao	F.Y.B.ED
3 rd February-22 nd February 2025	MOOC on Indian Knowledge Systems.	Conducted by Ms. Sonia Bombacha, developed by Dr. Agnes D'costa.	F.Y.B.Ed and S.Y.B.Ed students.
17 th March 2025	Session on verbal communication and Public speaking	Sr Delicia Fernandes	F.Y.B.Ed students
19 th March 2025	Session on written communication	Ms. Steffi D'costa	F.Y.B.Ed students
17 th March-9 th April 2025	40 hour course titled “ English Grammar Pro- Beginner to Advanced”	Dr. Cerena Dcunha	F.Y.B.Ed and S.Y.B.Ed students
22 nd March 2025	Bridging Borders and shaping futures through Global Perspectives	Ms.Sophiya Gonsalves	F.Y.B.Ed and S.Y.B.Ed students
12 th April 2025	Creating a LinkedIn Profile	Mr. Gavin D'souza	S.Y.B.Ed students

The co-curricular activities were meticulously planned highlighting significant days such as Marathi Bhasha Diwas, World Poetry Day etc.

Feedback from the students for Semester III and Semester I.

Semester wise feedback was collected for Semester III from S.Y.B.Ed students and for Semester I from F.Y.B.Ed students. The students provided their positive feedback on curriculum transaction, enrichment programmes organized by the college. They reported many benefits due to participation in co-curricular activities. They had positive opinion regarding the effective organization of internship. The students are of the opinion that the workshops and the value-added courses contribute to building their confidence, creativity, and management skills.

Any another matter with permission of the chair

Manger Sr. Sharlet Xavier lauded the efforts of the Principal and the staff members for their diligent efforts. Sr. Delicia Fernandes thanked all the members of the IQAC for their unstinted support throughout the years. Prof. Dr. Cindrella Dmello and Dr Sunil Rajpurkar appreciated the various workshops and sessions conducted with respect to Awareness regarding mental health and use LinkedIn for professional growth.

Decision Taken:

Decisions Taken	Action Taken Report
Collation of documents and reports to be completed to facilitate work related to AQAR 2024-25	Collation of documents and reports completed to facilitate work related to AQAR 2024-25 in progress
Session on Understanding various Boards of Education to be conducted in May 2025	Session on Understanding various Boards of Education held on 8 th and 9 th May 2025.
Faculty to attend workshops/ orientations to familiarize themselves with revised NAAC system	Faculty attended seminars on navigating Draft of NCTE regulations and NAAC new accreditation landscape: Understanding upcoming changes Binary accreditation and its methodology in NAAC.

The meeting ended with a vote of thanks by Ms. Steffi Colaco.

Meeting Four 2024-25

Minutes of IQAC Meeting held on 26th July 2025

The fourth IQAC meeting for 2024-25 was held online on 26th July 2025 from 9:30 am to 10:30 am via Google Meet.

The following members were present

1. Sr Philomena Dmello (Manager)
2. Sr Delicia Fernandes (I/c Principal)
3. Dr. Sunil Rajpurkar (External Expert on Quality Management)
4. Prof. Dr Cindrella Dmello (Alumni Representative)
5. Dr Sheetal Chaudhari (Asso Professor)
6. Dr Agnes D'costa (Asso Professor)
7. Ms. Steffi Colaco (Asstt. Professor, IQAC Coordinator)
8. Ms. Sonia Bombacha (Asstt. Professor)
9. Ms. Sanika Asolkar (Lecturer, Member by invitation)
10. Ms. Sunita Pambuja (Senior Clerk, Member, Administrative Staff)
11. Ms. Sharmila Colaco (Librarian)
12. Fr. Akhil Abraham(Student Representative)
13. Ms. Fatema Indorwala (Student Representative)

The agenda of the meeting was as follows:

1. Reading and confirming the minutes of the previous meeting
2. Review of activities held from May to July 2025.
3. Feedback analysis of Semester Two and Semester Four.
4. Inviting suggestions for IQAC plan for academic year 2025-26
5. 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.

Reading the minutes of the previous meeting

Ms. Steffi Colaco read the minutes of the previous meeting held on 28th April 2025. The minutes were passed after being proposed by Ms. Sonia Bombacha and seconded by Dr. Sheetal Chaudhari.

Semester Four Results

Ms. Steffi Colaco announced the results for Semester 4 and the overall performance of the students was displayed for perusal by the members.

Glimpses of Quality Initiatives for the year 2024-25.

Ms. Steffi Colaco shared the quality initiatives as per the NAAC criteria.

NAAC Criteria	Activities Undertaken
Criterion 1 Curricular Aspects	4 Curriculum Planning meetings held Six value-added courses conducted Feedback collected from the stakeholders
Criterion 2 Teaching-learning and Evaluation	Teaching-learning strategies based on constructive and AI based learning implemented. Workshops organized on teaching skills, lesson planning, preparation of resources etc. Workshops and sessions by experts organized. Internships were successfully completed.
Criterion 3 Research and Outreach activities	7 research-based papers published by faculty. Action research completed by students in Sem 4 Various outreach activities and community service organized. Various activities undertaken under MOUs with different institutions
Criterion 4 Infrastructure and learning resources	There is optimal utilization of library resources Activities organized for Vachan Sankalp Diwas.
Criterion 5 Student support and progression	Strong emphasis on Student Support and progression. Co-curricular activities meticulously planned and executed CTET orientation and guidance given Out of 27 students, 22 students secured placement. 2 are pursuing higher education and 3 have opted not to work for one year due to personal reasons.
Criterion 6 Governance leadership and Management	Institutional activities planned and being carried out as per IDP.

Feedback for Semester IV and Semester II from the stakeholders

Semester wise feedback was collected for Semester IV from S.Y.B. Ed students and for Semester II from F.Y.B.Ed students. The students provided their positive feedback on curriculum transaction, enrichment programmes organized by the college. They reported many benefits due to participation in co-curricular activities. They had positive opinion regarding the effective organization of internship. The students are of the opinion that the workshops and the

value-added courses contribute to building their confidence, creativity, and management skills. There was positive and constructive feedback from the institution heads and faculty experts. A few suggestions from the students were organizing a session on stress management, classroom management, cyberbullying, and Digital security. A peer talk session with the seniors to share their experience with the F.Y.B. Ed students.

Any another matter with permission of the chair

Sr. Delicia Fernandes thanked all the members of the IQAC for their unstinted support throughout the years. Prof. Dr. Cynthia D'costa and Dr Sunil Rajpurkar provided their valuable suggestions with respect to the plan of action of IQAC 2025-26.

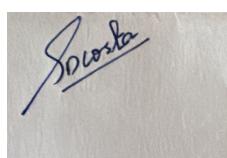
Decisions Taken:

- Plan of action of IQAC 2025-26 to be drafted in alignment with the new NAAC criteria.
- Quality initiatives should be aligned with the short term, mid-term, and long-term goals of Institutional Development Plan.
- MoU to be formulated in collaboration with a multidisciplinary college to support future projects
- Two best practices for the coming academic year to be identified and implemented.
- Sessions on classroom management and stress management to be conducted.

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

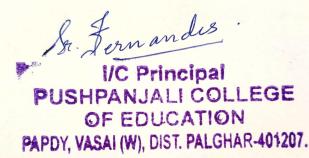
Action Taken Report:

- The drafting of IQAC plan of action for 2025-26 in progress
- A Memorandum of Understanding formulated in collaboration with St Gonsalo Garcia College, a multi-disciplinary college in Vasai.
- Two Best practices for the year 2024-25 identified and implemented.
- Session on Classroom Management skills conducted by Ms. Ranjeeta Gomes on 16th August 2025
- Session on Stress Management conducted by Dr Leeyan Dias on 9th September 2025.
- Session on Effective CV writing and creating a LinkedIn profile conducted by Dr Mildred Dabreo on 18th November 2025.



Ms. Steffi Colaco

IQAC Co-ordinator



S. Fernandes
I/C Principal
PUSHPANJALI COLLEGE
OF EDUCATION
PAPDY, VASAI (W), DIST. PALGHAR-401207.

Sr Delicia Fernandes

I/C Principal