

Smt. KapilaKhandvala College of Education
Santacruz (W)
2018-2019

Minutes of Internal IQAC meeting held on 24.04.2019 & 25.04.2019

Members Present:

1. Dr. JayashreeInbaraj
2. Dr. Smita Gupta
3. Dr. GauriHardikar
4. Ms. MeghaD'souza
5. Dr. Sunil Rajpurkar
6. Ms. DeepaliSarode
7. Dr. Ruchi Mittal
8. Mr. Ravi Mishra

The meeting began at the scheduled time with the reading of Minutes of previous IQAC meeting held on 6th April 2018. Some discussions that emerged from these minutes were:

- Dr. Inbaraj and Dr. Gupta apprised all of the struggle as well as progress with respect to new courses & programmes of RUSA.
- It was observed that MOODLE was one of the aspects of Teaching- Learning and Assessment that could not be achieved because MOODLE subscription could not be renewed during the year. Ms. Deepali Sarode informed all of the latest update including a training workshop on using MOODLE as a teaching resource which is planned for 2nd May 2019.
- Alumni engagement remained a big question mark.
- With respect to learning resources, Dr. Inbaraj informed that the college website has been updated with new videos of Demo Lessons given by the SY students.

With these points, the minutes were passed. The discussion then moved to drafting of Plan of Action for the new academic year (2019-2020)

Discussion started with bringing in ICT into students' lessons the way faculty was trained by TISS. Ms. D'souza pointed that this could become one of our best practices.

The discussion then turned towards the meaning and interpretation of Best Practice. It was concluded that to be a best practice, the practice should have been in existence in the institution for the past few years. So, ICT integration for raising institutional excellence can be termed as a best practice. Within that, some lessons by students this year could be based on TISS model.

Inclusion, which is one of the values of NAAC, was identified as one of our good practises since we have always catered to all kinds of students. Dr. Ruchi Mittal however pointed out that NAAC perspective is to look for how our students practice inclusion in schools. Dr. Inbaraj mentioned that 9 principles of inclusion are taught to the students as a part of their course. It was decided to strengthen this aspect in students' lessons.

Dr. Inbaraj asked Dr. Mittal to check out if Graphology and Coaching can work as value added courses in June/July 2019.

She further asked Dr. Hardikar the status of AQAR for various years. Dr. Hardikar replied that Dr. Sunil Rajpurkar and she were still working on the AQAR for 2017-2018. Work is still to start on AQAR for 2018-2019. She requested Dr. Inbaraj to assign some other faculty member for this task since she may be applying for her post-doctoral research fellowship. Dr. Inbaraj requested Ms. Megha D'souza to help with AQAR 2018-2019 with Dr. Hardikar being the overall responsible person. Similarly, AQARs of 2019-2020 will be handled by Dr. Mittal that of 2020-2021 will be handled by Dr. Sunil Rajpurkar and 2021-2022 to be handled by Ms. Sheetal Zalte, with Dr. Hardikar remaining as the person in-charge in all cases. For time being she suggested Dr. Hardikar and Dr. Rajpurkar to simultaneously lead the work on AQAR 2017-18 and AQAR 2018-19 respectively.

Dr. Inbaraj then requested Dr. Rajpurkar to be a member on the admission committee for the academic year 2019-2020 in case Dr. Smita Gupta has to fly to United Kingdom for personal reasons. However, it was later decided to have Ms. Sheetal Zalte on the committee.

It was also decided to identify some programmes from the Scheme of Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMT).

Next, there was a brief discussion on the External AQAR meeting scheduled on 26th April, 2019. It was decided that everybody will give Dr. Hardikar a brief Action Taken Report on the criteria allotted to them as well as some pointers for the Plan of Action for 2019-2020 the subsequent day.

25.04.2019

All criteria were discussed with respect to action taken during 2018-2019 as well as broad plans for the academic year 2019-2020.

Everyone present stressed on the need to engage students more on MOOCs and OERs. It was also suggested that feedback can be taken from parents of SY students on the entire B.Ed. course through google forms.

The meeting concluded with a vote of thanks to all.

Smt. KapilaKhandvala College of Education
Santacruz (West)
2018 - 2019

Minutes of the IQAC (External) Meeting held on 26.04.2019 at 9.00 am.

Members present:

- Dr. JayashreeInbaraj (Principal)
- Mr. Sharad Mehta
- Dr. GautamGawli
- Dr. Sybil Thomas
- Dr. VandanaMaheshwari
- Dr. Smita Gupta
- Dr. GauriHardikar
- Ms. MeghaD'souza
- Dr. Sunil Rajpurkar
- Ms. DeepaliSarode
- Dr. Ruchi Mittal
- Mr. VirenParmar

Minutes of the meeting:

She then read out the minutes of the previous meeting held on 14th March, 2018. Dr. Inbaraj, at the end, asked if there were any observations or comments. Dr. Sybil Thomas pointed out that the word used for Dr. Vandana Maheshwari's retirement (contract) may be replaced by tenure. She also sought a clarification with respect to Memorandum of Understanding with respect to consultancy offered to MJD High School. Since this point was addressed by Dr. Gawli in the previous meeting, his opinion was asked. According to him, consultancy has to involve finances and has to accordingly go in the MOU. Mr. Mehta opined there was no reason to not charge consultancy fee from MJD.

The meeting began with Dr. Jayashree Inbaraj requesting Mr. Sharad Mehta to chair the meeting. The agenda of the meeting was then read out by Dr. Gauri Hardikar. Dr. Hardikar informed that Dr. Gawli will be delayed and that we could continue.

Dr. Jayashree then pointed out to all that this academic year has been a difficult year for all as it saw a change in the institutional leadership. She herself spent a lot of time trying to understand the ropes of leading an institution. She then appraised all that as of now, the role of NAAC as an accrediting body for teacher education institutions is debatable. At the Bahai conference that she attended, nobody was sure which body will look into quality parameters of teacher education. But we can continue with NAAC parameters for the time being which

overall are very quantitative (70%). Only 30% are qualitative. She also mentioned that NIRF is gradually gaining acceptance as well as significance in education.

This was followed by Dr. Gauri Hardikar reading out the key points from the Action Taken Report based on POA 2018-2019.

Dr. Inbaraj informed of the six month ICT in Education programme conducted by TISS, which was attended by all faculty members.

Dr. Smita Gupta informed all of the present situation with respect to the new B.A.B.Ed. Course. She told that they have received yet another rejection because:

1. Faculty has to be recruited for the entire course.
2. Fixed Deposits have to be in joint names of SES and NCTE.

She further added that at the time of applying, management was not of the view that this should be done. But now management is helping us appeal against that. They are working on getting the FDs made accordingly and recruitment work is also in progress - which also suffered due to election code of conduct. She told that walk-in interviews were conducted and candidates have been shortlisted. Once elections are over, we will formalize these interviews

With regards to the other course applied for (M.Ed), both Dr. Inbaraj and Dr. Gupta pointed out that there appear to be very few takers for the course and therefore there is a dilemma whether it should be followed up with authorities. Since Dr. Thomas had hands on experience on M.Ed admissions at the university, she was asked her views. The challenges listed by her were as follows:

- The University department has only 7 students despite a very low fees of only Rs. 12000/-.
- Private colleges are getting more students at higher cost the reason being flexibility with respect to time commitment. In-service teachers prefer going to these colleges as they can continue with their jobs while studying.
- This year, 185 students will appear for M.Ed out of which only 7 come from the University Department. Dr. Inbaraj added that Somaiya too has only 4 students.
- Lower demand is also because M.A. (Education) is now considered an equal qualification for teacher educators. M.A. (Education) is a distance education course run by IDOL, Mumbai University which in-service teachers find very convenient to pursue while continuing with their jobs.
- Financial viability may be a problem too because to run the course you need at least a Professor, 2 Associate Professors in the total staff strength of 9. They will have to be paid the salaries they deserve because of their seniority and experience in the field. Retire faculty cannot be appointed.

Dr. Mittal asked the alumnus Viren Parmar if he as a in-service teacher would want to look at a full time course. He seemed not interested in taking up any full time course (though he wants to do a post-graduate course in Education). He argued doing a full time course does not give him any competitive edge.

Given all these constraints, it was decided to deliberate on this issue in the upcoming CDC meeting. Dr. Inbaraj wondered if it can be offered in a blended mode. Mr. Mehta advised all to take a decision quickly and not delay it any further since there is no point in living in uncertainties. However, Dr. Maheshwari cautioned that in CDC, there may be a question as to why was it applied for in the first place? Dr. Thomas reasoned that at that point of time, it was a question of survival for stand-alone B.Ed. colleges. Now with B.A.B.Ed. almost coming in, it is not a survival need. Dr. Maheshwari suggested making detailed calculations for B.A.B.Ed. too and arrive at break even points to which Dr. Inbaraj and Dr. Gupta said they have done some ground work and are already working on it.

The discussion then moved towards Action Taken Report for A.Y. 2018-2019 and Plan of Action for 2019-2020. This was done criteria wise. Detailed Action Taken Report and Plan of Action are attached to these minutes. However, certain discussions on some points under each criterion were as follows:

Criteria 1

- Upon a query as to how can parent feedback be made more valuable, Dr. Thomas suggested engaging with parents on questions like how they saw their ward change, their perspective on what could be useful to their ward and what wasn't could be some pointers. She further added that feedback on curriculum may be taken to the Board of Studies as well as be deliberated with other institutions like TISS or known NGOs.
- RUSA and Swayam courses – Dr. Thomas suggested using their credits while exempting students from other credits could encourage students to take up these courses; which according to her is possible and she agreed to share some references on people who could help in this area. This was interesting as it can be very useful for students who for some reason or the other are not able to complete their credits. However, Dr. Thomas also advised to use caution since students start negotiating.
- She also suggested faculty to design some Swayam courses, apply for it and get it approved. Audio Videos can be recorded since they pay you for these.
- Librarian Ms. Sarode shared technical issues faced with Swayam courses wherein the status of the course was not showing as completed. To this Dr. Thomas advised her to approach IDOL and have it sorted.

Criteria 2

- Since MOODLE was one thing that was not done in the previous year, and given its success as a learning management system at KKCE, Dr. Thomas advised to look at what next with respect to MOODLE? She suggested to critically evaluate its usage and then go a few steps further.

- To a question on the guidelines for documentation, both Dr. Maheshwari and Dr. Thomas were of the opinion that whatever you do, keep collecting and uploading evidences irrespective of who comes as our accrediting body. It will hold us in good stead since more or less the parameters remain the same. Whatever is put up should have a clear objective.
- It was also decided to include global competencies and TPACK model in lesson plans.
- Dr. Inbaraj shared her plans of collaborating with Gateway School and ADAPT for training on inclusion for our students besides the planned use of 9 basic principles of inclusion by students in any one of their lesson. Dr. Gawli added different outlook on inclusion in terms of how you cater to rural population or people with disability or as part of extension programme. Also teaching the teachers to teach using Braile or sign language to cater to differently able students. He added that these things can be advertised on college website.
- Remediation was another area of deliberation. Dr. Gawli advised allowing retest of weak students and their remedial teaching without highlighting them. Simultaneously, enrich the higher ones. Dr. Rajpurkar shared his experience with students writing in Hindi medium and how he did remediation at personal level.
- Ms. Arti Vishwakarma's case was discussed as she remained absent for the retest too. Dr. Gawli was of the opinion that the best stand to take is no compromise. Since the University allows them to, they can carry the term forward. He however advised to take necessary administrative precautions.
- Alumni engagement was an area of discussion and Dr. Gawli suggested taking initiatives to update the knowledge of the alumni. It could be in the form of a guest lecture by an alumnus and can be called 'Interaction with Alumni' so that all learn from each other. Also, proactive alumni could be identified who could help draft a gazette for alumni engagement. On a question on how alumni funds could be used, Dr. Gawli gave some options – constituting a prize and/or spending on academic programmes (both curricular and co-curricular).
- It was suggested to take the idea of publishing Action Researches further by uploading these researches on the website after passing through the eyes of research committee.
- For networking and collaborations, Dr. Inbaraj informed of the MOU signed with Israel University. Dr. Gawli advised running it through MHRD (only in case foreign exchange was involved). He added sending students on an exchange programme with this University or with some colleges in rural areas can be looked at. It need not be an entire batch. 10-15 students could do. Language Lab facility could also be extended to students from rural areas. All these initiatives can be termed as outreach programme of the institution.
- Since peer appraisals could not be done meaningfully, it was decided to take ideas from the internet and then design own peer appraisal forms.

Since there were time constraints, it was decided to only discuss key plans for the remaining criteria.

Criteria 3

- Extension work – Dr. Gupta mentioned continuing with India Development Fund (IDF) for this year as well. She also talked about collaborating with Nriyanjali to chalk out a plan for engagement in extension work. Since under the new criteria, there is no weightage for research engagement by teachers, Dr. Gawli clarified teachers could write research based papers (which could bag them awards and recognition from recognised bodies) to make it worthwhile. Such researches could also be showcased on the college website or social media like Facebook.

Criteria 4

- A lot of repairs, maintenance and up gradation of the campus has taken place over the last year; some of which is still in process, the need to have kitchen and exam room in place was put forth to the Management. Same was the case with physical rooms like Math Lab. Management Representative Mr. Mehta suggested that these should be taken up in the CDC meeting which was scheduled few days later.

Criteria 5

- With new careers coming up for qualified teachers like content writers, curriculum developers, etc., there was a discussion on providing student-teachers exposure to various career options open to them post their course. Dr. Gawli suggested career counselling too could be provided by the college counsellor along with personal counselling. He also advised to use their personality profiles to build up career consciousness which could be of immense help to the students especially in enhancing their global competencies.

Criteria 6

- The idea of rainwater harvesting was proposed to the Management. Mr. Mehta suggested it might be possible because the Management has hired a professional to help them with greening up of the campus. He advised the conversation be taken up with Mr. Almal Mohan.
- Dr. Gawli suggested planning workshops which could be done in other institutions as well as institutions under SES. Faculty empowerment strategies could also be actively looked at.
- Clarity was sought on Institutional Social Responsibility (ISR). Dr. Gawli clarified it could be done for instance by adopting a nearby BMC school and training their teachers, building their capacities. Whatever is planned should flow out of the institutional vision, mission and objectives.
- Dr. Gawli also suggested placing the institutional vision and mission as an introductory slide in any event the faculty is invited to as a resource person.

Towards the close of the meeting, Dr. Inbaraj reminded the Management's desire for KKCE to go for Autonomy and informed that we have already received a letter from NCTE asking us to go ahead. Dr. Gupta brought it to the attention of Management member Mr. Mehta that we are extremely short staffed and need more faculty members. To which he confirmed that

there is no doubt that the intent of the Management is very high. He advised to work on how the need is presented to the Management and categorically added that he was putting the onus on faculty to make it happen.

Dr. Hardikar invited alumnus Mr. Viren Parmar to share his suggestions for quality enhancement. He shared that inclusion lessons can work if student-teachers can approach the counselling cells of schools and identify the concerned students. He also added looking at Coursera courses and not restricting to Swayam courses.

Finally Dr.Inbaraj thanked the chair, Dr. Gawli and all those who were present. The meeting concluded with Dr. Hardikar thanking Dr.Inbaraj for leading the discussion and the entire faculty for participating.

Key Actionable from the meeting:

- 1. Provide consultancy to MJD and charge a fee**
- 2. Deliberate on M.Ed. application in the CDC meeting**
- 3. Take parent feedback to important bodies like BOS and TISS**
- 4. Faculty could engage in designing some Swayam courses**
- 5. Engage more meaningfully with MOODLE**
- 6. Work on incorporating Global Competencies in curriculum transaction**
- 7. Inclusion to be taken up more meaningfully**
- 8. Stronger Remediation**
- 9. More meaningful Alumni engagement and better use of alumni funds**
- 10. Uploading of action researches on website**
- 11. Extension work in rural areas**
- 12. Develop peer appraisal forms**
- 13. Career counselling for student-teachers, especially linking personality profiles to build up their global competencies**
- 14. Ideate with Management on Rainwater harvesting**
- 15. Plan ISR initiatives with a nearby BMC school**
- 16. Work on Autonomy for the institution**
- 17. Document and showcase whatever is done in the institution**

Smt. KapilaKhandvala College of Education
IQAC - Action Taken Report for the Year 2018- 2019

The POA for the year 2018-2019 was planned keeping in mind the vision and mission of the institution and was tailored to meet the felt needs of all the stake holders concerned.

1. Curricular Aspects

Achieved

- Continue providing opportunities for capacity enhancement
- to the faculty from the institution as well as other institutions by organizing faculty development programs in innovative teaching learning strategies for effective curriculum transaction.

In process

- Start new academic programs like Masters of Education (M.Ed), B.A. B. Ed. And Bachelor of Elementary Education.
- Identify and recruit qualified faculty for the newly introduced courses.
- Identify the plug points where the different courses could be integrated in the curriculum to ensure broader understanding and application.

Not Achieved

- Develop pedagogies for experiential education, life skills education and health education initiatives to train in-service and pre-service teachers.

2. Teaching - Learning and Evaluation

Achieved

- Incorporate advances in ICT in curriculum transactions,
- Equip students for curriculum transaction to meet the challenges of inclusion.
- Organize training program for TET.

- i) ~~Provision for digital resources for technology enhanced learning.~~
Make provisions for digital resources for technology based learning. To
- Organize orientation/training program for the Common Entrance Tests for B.Ed entrants.
 - Bridge the gap between the institution and schools by making the school internship program more meaningful.
 - Practice constructivist philosophy to facilitate learning by faculty and student-teachers.
 - Provide scope to students to use different modes for reflective teaching and learning.
 - Strengthen evaluation of teachers through student feedback.

In process:

- Strengthen evaluation of teachers through self-appraisals and peer appraisal .
- To

Not Achieved:

- Optimize the use of LMS and MIS for teaching, learning, evaluation and administration.
- Incorporate advances in ICT in evaluation and assessment.
- Equip students for curriculum transaction for developing global competencies.
- Organize training program orientation for acquiring teaching license for teaching in different countries.
- Organize orientation/training program for the Common Entrance Tests for M.Ed entrants.

3. Research Consultancy and Extension

Achieved

- Organize workshops and guest lectures to enhance the understanding of research.

In process

- Encourage faculty to take up post doctoral research.

Not Achieved

- Encourage students to conduct researches and publish through different forums .

- Explore avenues for faculty to share their expertise to different institutions as consultancy services.

4. Infrastructure and Learning Resources

Achieved:

- Provision of internet with youtube facility.
- Infrastructure for video conferencing facility.
- Upgrade the library with print and online resources as per the requirements.

Partially Achieved

- Upgrade the book storage and periodical section. in library

In process:

- Procuring additional space and Increase the number of classrooms, lecture halls, library reading area, staff room, computer lab facilities, washrooms, boys and girls rooms etc. so as to meet the needs of the newly added courses.
- Developing Hall two as a 2nd Classroom equipped with podium, mounted LCD, white board and sound system.
- Infrastructure upgradation: Washrooms.
- Develop a state of art auditorium

Not Achieved

- Add on to the plants in the garden.
- Increase capacity of solar power generator
- Augmenting the college infrastructure with sustainable practices.
- Space for Pedagogy laboratories.
- Make provisions for an air conditioned library.

5. Student Support and Progression

Achieved:

- Make available a doctor on panel for attending to the physical health of the students and faculty.
- Invite guest lecturers from the field for capacity enhancement of the students.
- Arrange for visits for professional and personal development.
- Ensure that the suggestion box is regularly monitored.
- Encourage students for acquiring professional qualification for further career advancement.
- Tap the potential of the alumni for mentoring.

Not Achieved

- Strengthen counseling facility for students.
- Organize skill courses for grooming students for future career and personal development.
- Incorporate time for sports and leisure activities in the time table.
- Upload relevant reference material on moodle for student support.
- Organize a health checkup of the students.

6. Governance and Leadership

Achieved:

- Strengthen networking between/amongst different institutions of the SES management for smooth and efficient functioning.
- Maintain the institutional ethos and professional climate so as to sustain cordial relationships amongst members.
- Encourage faculty for professional enhancement (post doc research, consultancy, publications etc).

Partially Achieved:

- Complete digitization of MIS and overall administration of the institution.
- Enhance stakeholder relationships by involving them in feedback for continuous improvement.

7. Innovative Practices

Partially Achieved:

- Create a niche for pedagogy and practices in the areas of wellbeing, action research and environmental education.(Mindfulness, Self Defense. NVC, Yoga, Beach Cleaning Drive)

Not Achieved

- Collaborate with reputed organizations to conduct certificate courses for professional and personal development as a value added service to the students and community.