

# **The Annual Quality Assurance Report (AQAR) of the IQAC 2014-15**

**The Annual Quality Assurance Report (AQAR) of the IQAC**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

**AQAR for the year (for example 2013-14)**

2014- 2015

**1. Details of the Institution**

1.1 Name of the Institution

HANSRAJ JIVANDAS COLLEGE OF EDUCATION

1.2 Address Line 1

Dr. Madhuri Shah Campus

Address Line 2

Ram Krishna Mission Marg

City/Town

Khar West, Mumbai

State

Maharashtra

Pin Code

400 052

Institution e-mail address

hjcollege@rediffmail.com

Contact Nos.

022-26044641

Name of the Head of the Institution:

Dr. Anita Swami

GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION

Tel. No. with STD Code:

022 26044641

Mobile:

9820653125

Name of the IQAC Co-ordinator:

Dr.Usha A. Borkar

Mobile:

9820003265

IQAC e-mail address:

hjceiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOTE10480

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/54/RAR/084

1.5 Website address:

www.hjce.in

Web-link of the AQAR:

<http://hjce.in/wp-content/uploads/2017/03/AQAR-2014-15.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	85-90 (%)	2003	8.1.2009
2	2 <sup>nd</sup> Cycle	A	3.01	2011	8.1.2016

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

September 2003

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2011-12 SUBMITTED TO NAAC ON 28/9/2012 VIA ON LINE SURVEY (Uploaded on College Website)
- ii. AQAR 2012-13 SUBMITTED TO NAAC ON 30/9/2013 VIA ON LINE SURVEY (Uploaded on College Website)
- iii. AQAR 2013-14 Submitted to NAAC and uploaded on College Website.

1.9 Institutional Status

University  State  Central  Deemed  Private

Affiliated College Yes  Y No

Constituent College  Yes  N No

Autonomous college of UGC Yes  No  N

Regulatory Agency approved Institution Yes  Y No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  y Men  Women

Y

GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION

Urban Rural Tribal  
Financial Status Grant-in-aid  Y UGC 2(f)  Y UGC 12B  Y  
Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Y Engineering  Health Science  Management

Others (Specify)

PH.D Education

1.11 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

NO

UGC-Special Assistance Programme

No

DST-FIST

N

UGC-Innovative PG programmes

No

Any other (*Specify*)

NO

UGC-COP Programmes

No

**2. IQAC Composition and Activities**

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

04

2.6 No. of any other stakeholder and  
community representatives

02

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:  No.

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

- ❖ **UGC Sponsored National Workshop on “Promoting Collaborative Learning: Changing Paradigms using e Resources”**
- Other Workshops & Symposia at Institutional Level**
- ❖ Women and Safety Issues’ by Mr.Ganore, Senior Inspector of Police, Khar Police Station,
- ❖ ‘Cyber Security’ by Advocate Tushar Kale,
- ❖ ‘Socially Useful Productive Work’ by Pidilite,
- ❖ ‘Basic Counselling Skills ‘by Disha Counselling,
- ❖ ‘Emotional Transformation’, ‘Intellectual Transformation’ and ‘Patriotic Transformation’ under the “Transform India Project by Chinmaya Mission Trust

2.14 Significant Activities and contributions made by IQAC

1. Quality Assurance Initiative through Workshops
2. Collaborations with Department of Educational Technology, IIT Mumbai, IGNOU etc.
3. Initiating linkages with Khar Police station, Chinmaya Mission, Apple India, Disha Councelling
4. SWOT Analysis
5. Annual Free of Cost Councelling Sessions by trained Psychologist for students and community
6. Training Workshops for students by Trail Blazzers & IIT
7. Incorporating Reflections in lesson plans
8. Intellectual Sharing
9. Infrastructure up gradation

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

**\* Attached the Academic Calendar of the year as Annexure i and Plan of Action with Action Taken Report as Annexure ii.**

2.15 Whether the AQAR was placed in statutory body    Yes     No   
Management     Syndicate     Any other body



Provide the details of the action taken

❖ Provide ICT related training to as many teachers from sister concern school as possible.

Part – B

**Criterion – I**

**1. Curricular Aspects**

**1.1 Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	-	-	-
PG	-	-	-	-
UG	01	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	01 (Study Centre of M.A. (Edu.) of IDOL, Univ. Of Mumbai)  05  IGNOU Study Centre	-	-	05
<b>Total</b>	08	-	-	05

GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

**\*Please find an analysis of the feedback in the Annexure iii**

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

For the Academic Year 2014-15, there was no revision of the syllabi. All college faculty were involved in syllabus revision for Two Year B.Ed Programme commencing from 2015-16

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	09	NIL	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

05

GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL	NIL	NIL
-----	-----	-----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	9	NIL
Presented	10	10	NIL
Resource Persons	NIL	NIL	NIL

- Training students in Reflective practices in the teaching learning process.
- Curricular transaction through innovative methods like Scenario based learning, co-teaching (with expert),  games, films, various strategies of co-operative learning, role-plays, blended learning, flipped  classroom.

2.7 Total No. of actual teaching days during this academic year

184
-----

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Institution followed its previously initiated extremely successful exam related practices:

- Tutorials before every class test & prelimis;
- Brainstorming Sessions after every class test & prelimis where students with help of teachers analyse constructively drawbacks in the exam/test papers.
- Music and Meditation therapy before essays and exams.
- Individual student feedback from the Principal after every activity of the practicum and examination – formative feedback.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

9	9	1
---	---	---

2.10 Average percentage of attendance of students

97%
-----

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed	100	01	62	30	6	01

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- IQAC has developed quality benchmarks in all activities of the institution to ensure continuous improvement in the entire operations of the institution.
- IQAC acts as a nodal agency of the institution for quality related activities of teaching, research and outreach. It analyses the feedback received from all stakeholders and inform the concerned about its outcome for correction and amelioration. It also gives appreciation letters to the well deserved staff for this performance.
- IQAC endeavors for the optimization and integration of modern methods of teaching and learning in the institution such as use of Co-operative Learning, Multiple Intelligence, ICT integrated teaching and various Models of teaching.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	3
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL

GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION

Staff training conducted by the university	01
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	NIL
Others	09

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	02	01	NIL	NIL
Technical Staff	NIL	NIL	NIL	NIL

**Criterion – III**

**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC has developed quality benchmarks in all activities of the institution to ensure continuous improvement in the entire operations of the institution.
- IQAC conducts workshops, awareness programmes, study circle and special lectures on Quality innovations, TQM and workshops related to ICT, leadership, governance and strategic perspective planning.
- IQAC looks after the adequacy, maintenance and proper allocation of support structure and services.
- IQAC monitors the quality of research programmes proposed and undertaken.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	01	NIL	NIL
Outlay in Rs. Lakhs	NIL	5, 25000/-	NIL	NIL

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	06	-
Non-Peer Review Journals	-	10	-
e-Journals	-	-	-
Conference proceedings	-	03	-

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2012-17	ICSSR	5,12,775	3,57,750
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects <i>(other than compulsory by the University)</i>	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL

GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION

Total		01 Major Research Project	5,12,775	3,57,750
-------	--	---------------------------	----------	----------

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonom  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	NIL	01	NIL	NIL	NIL
	Sponsoring agencies	NIL	UGC	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total



GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION

3.16 No. of patents received this  
year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.18 No. of faculty from the Institution who are Ph. D. Guides  
and students registered under them

02

04

3.19 No. of Ph.D. awarded by faculty from the Institution

NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF NIL    SRF NIL    Project Fellows NIL    Any other NIL

3.21 No. of students Participated in NSS events:

University level -    State level -

National level -    International lev -

3.22 No. of students participated in NCC events:

University level -    State level -

National level -    International lev -

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- ***Extension activities in the form of Community work***

Students engaged in compulsory forty hours of community service. The institutions that they were associated with are as follows:

- ❖ Ashadaan-Byculla,
- ❖ Punarvaas-School for the Learning Disabled, Goregaon (West),
- ❖ Shradhananda Mahilashram,Vasai,
- ❖ Anmol, NGO for street children,Dadar,
- ❖ Cheshire Home, Andheri (East),
- ❖ Shri Manav Seva Sangh, Matunga,
- ❖ Adhar –Old age Home, Borivli (East),
- ❖ Compassionate Charitable Trust, Malad(West),
- ❖ St.Catherine’s Home,Andheri (West),
- ❖ Sneh Sadan, Andheri (East),
- ❖ Missionaries of Charity, Vile Parle (East),
- ❖ Sarvodaya Trust,Ghatkopar,
- ❖ Ankur Children’s Home, Mira Road,
- ❖ National Association for Blind,Ray Road,
- ❖ SnehKiran Community Development Cell,Malad (West) and
- ❖ Premdaan, Airoli

- ***Joy of Giving week***

The Joy of Giving Week was launched in 2009, as a nation-wide "festival of philanthropy" the week being celebrated every year covering Gandhi Jayanti by engaging people through "acts of giving" - money, time, resources and skills - spanning the corporate, NGO and government sectors, schools, colleges and the general public.

The college celebrates the week joyfully every year by the students and staff collecting clothes, stationery, footwear, utensils, other useful articles and money too. These donations were then handed to the NGOs, Goonj and Anmol, working for the street children.

- ***Swachha Bharat Abhiyaan***

The Indian Government officially launched 'Swachha Bharat Abhiyaan' or 'Clean India Campaign' on 2<sup>nd</sup> October 2014 at Rajghat, New Delhi, where Prime Minister Narendra Modi himself cleaned the road. To laud the noble initiative and to extend their support to the campaign the students participated in a cleanliness drive at CST station on the same day.

- ***Visit to Shantivan, Panvel***

A visit was organized to ***Kushtarog Niwaran Samiti at Shantivan***, Panvel on 18<sup>th</sup> October 2014 to sensitize student teachers to reach the deprived and unreached sections of society. The students were acquainted with activities of Shantivan in the area of rural development through their residential school for Adivasi children, home for the aged, home for the invalid, cooperative credit society and naturopathy clinic. Later Students celebrated Diwali with the inhabitants of Shantivan by distributing cards, sweets and also made diyas and applied mehendi on the palms of the ladies. This was their effort to add luster to the lives of the Shanivanites.

- ***Helpdesk Service at the Police Station***

The Police Commissioner of Mumbai initiated Helpdesk Service. It is service offered by the Police stations in which college students help senior citizens and women register their complaint; get counseling for their problems instead, before approaching the officer on duty at the station.

Student teachers of the college rendered their service by devoting one hour in the morning and evening in the month of February and March, at the Help desk of Khar Police Station. This experience helped the students to overcome apprehensions and develop a positive attitude towards the police. It also motivated them to contribute to such social service activities in the future.

- ***Clean the Beach drive***

Students attended the Teacher Training Workshop organized by Dow Chemical International Pvt. Ltd. (India) in collaboration with Trailblazers. As a follow up of the workshop the students attended a 'clean the beach' drive at Juhu in the Month of March 2015.

- **Punarwas Rally:**

Students attended the Punarwas Rally Programme conducted at Goregaon Sports Club by Punarwas School in association with Lions Club of Mumbai to mark the International Day of Persons with Disability.

**Extend your hand to the unreached....**

The Department of Lifelong Learning and Extension [DLLE] promotes a meaningful and sustained rapport between the Universities and the community. The DLLE offers flexible Continuing Education opportunities for the people and various projects from which our college opted for the following four projects-

- ❖ **ICT (INFORMATION COMMUNICATION TECHNOLOGY):**The purpose of the project is to assist individuals of any age group, at any point throughout their lives, in the use of ICT for education and training, occupational choices and to manage their livelihood. Students of the college appeared for various on-line examinations to polish their ICT skills.
- ❖ **SWS(SURVEY OF STATUS OF WOMEN):** This program covers welfare and support services, training for employment and income generation, awareness, and gender sensitization of women. Students carried out a survey on the influence of Education on the Status of Women.
- ❖ **APY(ANNA POORNA YOJNA):** The objective of this programme is to provide Entrepreneurship education to students with the knowledge, skills and motivation to encourage entrepreneurial success in a variety of situations. The aforementioned activity was introduced this year and was very well accepted by staff and students. Students arranged food stalls on Saturdays and they sold the items with a minimal profit. Some students extended their entrepreneurial skills further and sold stationery, jewellery, and sarees at the stalls. Buying and selling at these stalls was an exciting experience for all.

- ❖ **PEC (POPULATION EDUCATION CLUB):** The purpose of this programme is to educate the present generation about population, development and environment for a better quality of life of their own and at their future generations. Our students infused Population Education in all their practice teaching lessons

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	931.492 sq. mt	-	-	NA
Class rooms	04	-	-	NA
Laboratories	03	-	-	NA
Seminar Halls	01	-	-	NA
Others	10		-	NA
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	28	13	UGC	NA
Value of the equipment purchased during the year (Rs. in Lakhs)	-	4,66,143/-	UGC	NA

4.2 Computerization of administration and library

- Tally 9 was installed for better administration
- In the Library, earlier practices like Bar coding, setting up of institutional repositories and N-list facility were continued.

GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION

4.3 Library services:

Resources	2013-2014					
	Existing		Newly Added		Total	
	No	Value	No	Value	No	value
Text Books	2451	196776	10	1330	2461	198106
Reference Books	18828	1190391	37	17363	18865	1207754
e-books (NLIST)	75000	5000	90000	5000	90000	5000
e-journals (NLIST)	3000		5000		5000	
Journals	8	6240	17	11070	18	14800
Magazines	8	6074	8	6569	8	6077
Digital Database	Libsuite	--	--	--	--	--
CD's & Videos	100	--	5	--	105	--
Others (Thesis, Bound and Back Volumes of Journals, Research Reports, CCRT)	754	--	32	--	786	--

- We pay common subscription for Inflibnet's N-List Programme for e-Books and e-Journals

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	33 + 2 laptops	1	2	4	1	1	Nil	NIL
Added	1 laptop							
Total	33 + 3 laptops	1	2	4	1	1	Nil	NIL

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The entire college campus was made Wi-Fi zone and CCTV cameras were installed in the entire campus. Psychology Lab was equipped with Smart Board facility.

Training was provided to entire faculty and students in the following areas:

- MOODLE
- Smart Board
- Google Apps

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 24,000/- To Rs. 28,000/-
ii) Campus Infrastructure and facilities	
iii) Equipments	Rs.29,018/-
iv) Others	NIL
<b>Total :</b>	Rs. 57,000/-

#### Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC through various committees worked towards enhancing awareness about Student Support Services:

- Fortnightly Mentoring Programme for students
- Buddy System
- Speak Well Club- to improve communication skills of students with weak communication skill
- Student Grievance Cell

GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION

- Placement Cell
- Women Cell
- On Campus Individual Counselling Sessions of trained Psychologists
- Library Orientation
- Career orientation

5.2 Efforts made by the institution for tracking the progression

Institutions track the progress through the following:

- Feedback from Mentor group, individual feedback with Principal, College councillor, informal interaction with students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
100	-	07	-

(b) No. of students outside the state 

03
----

(c) No. of international students 

NIL
-----

No	%
05	5

Men

No	%
95	95

Women

Last Year 2013-14						This Year 2014-15					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
87	06	NIL	07	NIL	100	95	02	01	02	NIL	100

Demand ratio 100

Dropout % NIL

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Every year the institution organises Orientation for new aspirants of the B.Ed programme. The institution conducted CET orientation twice in order to facilitate the students to go through admissions in a smooth manner.



No. of students beneficiaries

75

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	-	CAT	-	-	
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	2

5.6 Details of student counselling and career guidance

The mental health and well-being of our children is critical to success in school and life. Teachers play a vital role in the promotion of positive mental health in children. Teachers can also provide a safe and supportive environment for building life skills and resilience and connectedness to school, parents and peers. Recognizing the noteworthy role played by the teacher, the college is always proactive in ensuring that the student teachers, who are the prospective teachers should receive assistance in coping the challenges of life effectively. Hence to ensure the mental health of the student teachers and community at large, the college has tied up with Disha-Child, Adolescent and Adult Counseling Centre. Every year this service is provided without any charges, where the student teachers can meet up with trained counselor and discuss personal or academic problems. It eases a lot of anxiety and stress and provides insights to solving personal problems. The students are encouraged to utilize the facility for their family members, relatives and friends too. In this way, the college accomplishes its responsibility to the students and community. Besides this facility, Disha - Child, Adolescent and Adult Counseling Centre organized a workshop on 'Basic Skills of Counseling for Teachers' for the student teachers.

No. of students benefitted

100

5.7 Details of campus placement

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
26	100	69	10

## 5.8 Details of gender sensitization programmes

Activities and Events conducted by the Women Development Cell are as follows:

- A discourse on 'Safety issues of Women' by Shri Gonore Senior Inspector, Khar Police Station, on 18 December, 2014 and 'Cyber Security' by Advocate Tushar Kale on 2 February, 2015.
- An Inter Collegiate Essay Competition, titled "Women and Education: Building a better World" was conducted to observe the birth anniversary of Dr. Madhuri Shah, founder of H.J.College of Education. The essay was conducted in the month of December 2014.
- Sports Day was conducted on 7th of March, on the eve of International Women's Day. Saina Nehwal, Mary Com, Deepika Kumari and Anjali Bhagwat were the mascots of the Sport's Day as they represented women empowerment in the arena of sports and also signified physical fitness, mental grit and determination for success.
- An Extempore speech competition was organized to observe Women's Day on the theme, "Voice to be heard" on 9<sup>th</sup> March 2015.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NIL	NIL
Financial support from government	03	Rs. 60249/-
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level   
 Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

09

5.13 Major grievances of students (if any) redressed:

A grievance redressal cell and a Grievance Committee have been constituted to address student grievances, to provide a congenial atmosphere to the students and help in the smooth functioning of the institution.

- For this a **Suggestion Box** is placed in the Library where it is accessible to all the students. From time to time the box is opened to check if suggestions have been dropped in it as well as the contents of it if dropped. The Grievance Committee holds a staff meeting in which the grievance is discussed and measures of addressing it are discussed. When the **principal interacts** with student teachers to provide them feedback on their performance, feedback is also taken at one to one level in the oral mode for the institutional infrastructure, programmes, facilities and staff performance. Later in the staff meetings the grievances that have come to the principal's notice are conveyed, discussed and attempts to resolve them are made.
- Mentor Group is also a significant platform for students to express their grievances and suggestions which is then discussed in the staff meeting and deliberated on means of addressing the problem.

- Student Council which is a liaison between the student teachers and staff, Parents teachers meeting are also the means to gather suggestions of students.

The suggestions that have been acted upon

- In the past students have had suggestions for study material provided to them, so every year a Study Material is published by the college that has notes on all the subjects especially on the topics that are not available in the standard reference books.
- Every year, every batch had a persistent suggestion to increase the number of washrooms. Keeping with this suggestion the Management renovated the washrooms increasing the number that was feasible within the architectural framework of the institution.
- To curb the disturbance during lecture time caused by the noise outside, the lecture hall has been made centrally air conditioned and sound proof, which has helped in delivering lectures and having interactions peacefully.
- On the behest of the student teachers, the college has extended access to computers and internet facility before and during the breaks and after college hours to students who lack the facility at home. Similarly the library services are also extended before and after college hours to facilitate academic reading.

#### **Criterion – VI**

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

The vision of the institution is ***Empower, Emerge, Evolve and Encompass.***

- ***Empower*** to sow the seeds of knowledge
- ***Emerge*** to nurture the innate potentialities
- ***Evolve*** to blossom into an integrated personality, and
- ***Encompass*** to commit/pledge to the global society.

The following mission statements are carried out to achieve the vision of the institution-

- develop core competencies by providing knowledge base to student teachers,
- develop practical competencies by creating a learning environment, developing teaching learning strategies and developing resources to support learning,

- develop reflective competencies to help student teachers to reflect on how language, disability, race, gender, geographical locations and other differences impact on learning and appropriate adaptation of teaching strategies,
- to build up the capacity of student teachers to adjust and respond to the diverse needs of students to create an inclusive classroom environment,
- to sensitize the student teachers to social purposiveness reflected by concepts like equality, equity and secularism,
- to align the transaction of the curriculum [ theory and practicum] and non-curriculum in consonance with the core values described by NPE 1986, and Constitution of India,
- to bring a global perspective to the curricular and total student teacher's experience,
- to endeavor to promote research skills,
- to build up the capacity of student teachers to integrate ICT in curriculum transaction,
- to develop responsiveness to community needs.

#### 6.2 Does the Institution has a management Information System

- Yes the instituion has Management Information System which has been presecrbed by Director of Higher Education.
- Tally 9 has been installed for account keeping.
- Student database right from Admissions to Submission of Internal assessment marks is digitalized.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

For the Two year revised B.Ed syllabus framing :

- The entire faculty were involved in syllabus framing committees as members.
- Two faculty were Convenors for two courses namely Course I- Childhood and Growing Up and Course III Section I and Course VII Section I – Pedagogy of Learning- Mathematics. The college conducted the syllabus framing meeting as well as Orientation for the aforesaid two courses.

##### 6.3.2 Teaching and Learning

- Training students in Reflective practices in the teaching learning process.

- Curricular transaction through innovative methods like Scenario based learning, co-teaching (with expert), 2games, films, various strategies of co-operative learning, role-plays, blended learning, flipped 2classroom.
- Training students in Integration of ICT for lesson planning as well as execution.

### 6.3.3 Examination and Evaluation

The following practices are carried out in a meticulous manner in order to ensure student teacher's optimum performance in Practicum as well as Theory components:

- Speak Well Class
- Tutorials
- Remedial teaching in groups
- Individual counseling
- Peer teaching
- Drill and practice
- Self- study materials
- Participatory Learning Strategies
- Access to Internet & Web Site
- Individual one on one counselling by the faculty and the Principal
- Counselling and individual talk with Parents and family members
- Interaction with Parents during the Parent teacher Meetings
- In-house free professional counseling services
- Buddy System
- The college conducts twice the number of essays instead of those prescribed by the University of Mumbai to give maximum practice to student teachers in preparing responses to more number of questions. This helps the students to be more comprehensively prepared for the term end examinations conducted University of Mumbai.
- Besides the class test that is mandatory mid term assessment, the college conducts preliminary examinations on the same lines as the term end examinations conducted University of Mumbai. This is done as in order to provide extra practice and feel of the final examination to the students.

#### 6.3.4 Research and Development

- The college has been successful in increasing the number of Ph.D seats from 8 to 16.
- Two of the faculty members applied for research guide of the University
- The college had two issues of the journal titled: "Hansraj Jivandas College's Journal on Futuristic Education", this year; the first in August 2014 and second a special edition in April 2015 that published the papers presented by participants at the Seminar, 'ICT transforming Education'
- Faculty members regularly attend National /International seminars and present papers for their professional development.
- Faculty members publish research and conceptual papers in Peer Reviewed National and International journals
- Forum for Intellectual Sharing: Research knowledge and other academic experiences specifically related to teaching, learning and evaluation, acquired by the faculty is shared with the colleagues, through a unique practice called "Knowledge Caravan through Sharing".

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Smart boards,
- TVs,
- Teaching Aids,
- Lab equipments,
- Podium,
- Camera,
- Sound system,
- Installation of CCTV in the entire college campus,
- WiFi connectivity in the entire college campus.

#### 6.3.6 Human Resource Management

- Yoga for faculty and support staff
- Counseling session for faculty and support staff
- Faculty development initiatives like Training for Google Apps, MOODLE and integrating I Pad in teaching and learning
- Deputing staff for various workshops and seminars

#### 6.3.7 Faculty and Staff recruitment

No new faculty or staff were recruited

#### 6.3.8 Industry Interaction / Collaboration

The MHRD, under its National Mission on Education through ICT (NME-ICT), has assigned work to the UGC for development of e-content in 77 subjects at postgraduate level. The content and its quality is the key component of education system. High quality, curriculum-based, interactive content in different subjects across all disciplines of Social Sciences, Arts, Fine Arts & Humanities, Natural & Mathematical Sciences, Linguistics and Languages is being developed under this initiative named e-PG Pathshala. The College has received a prestigious consultancy task of E-Content Creation for PG Program in the Paper titled 'Role of Universities in Life Long Learning'.

#### 6.3.9 Admission of Students

- CET Orientation Course was conducted to improve the quality of minority intake
- Efforts were made to reach out to the Gujarati minority community so that the quality and quantity of student applications under minority admissions improve.

#### 6.4 Welfare schemes for

Teaching	NIL
Non teaching	Loan Facility
Students	Instalment facility for payment of fees

#### 6.5 Total corpus fund generated

NIL



6.6 Whether annual financial audit has been done  Y Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	No	NO
Administrative	YES	Joint DE's Office- Government Auditors	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No  NO

For PG Programmes Yes  No  NO

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

University continued with its earlier system of Credit Based Grading System and no major reforms were introduced.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University promotes autonomy by giving freedom to the colleges to follow their own schedule of Practice teaching and other practicum within the stipulated time frame. Also the college has freedom to choose their own Practice teaching schools, community centres.

#### 6.11 Activities and support from the Alumni Association

- Demonstration lessons by the Alumni
- Alumni were a part of Campus Placement
- Alumni were invited to conduct workshop for faculty and students on how to integrate I Pad in teaching and learning
- Felicitation of Rank Holder Alumni
- Interaction of the Alumni with current batch students to clarify their doubts and initiate smooth transition of the new students to the course.

#### 6.12 Activities and support from the Parent – Teacher Association

- Families of the students support in setting up Annapurna Yojana stalls.
- Constant interaction of the faculty and staff for ensuring well being of the student.

#### 6.13 Development programmes for support staff

The following initiative have been taken for support staff:

- Yoga and Meditation sessions
- Participation in workshops & training sessions organised by Joint Director's office
- Free of cost professional Counselling services for the support staff and their families
- Rendering financial support for medical treatment of support staff

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Terrace Gardening in College premises
- 'Gift a Plant' initiative with all Practice Teaching Schools
- Installation of Solar Panels

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Sensitizing students to Women Issues and to issues of Senior citizens.
- Collaboration with Khar Police station
- Smart board training, Google apps training and training to integrate Apple technology in teaching and learning, Spoken Tutorials in Education, Social media in Education
- Speak Well Club and utilization of Language laboratory to enhance the language proficiency of the student teachers
- Advanced Certificate course in Computer Applications with enriched syllabus to teach the student teachers skills in Word processing, Spreadsheet, Presentation, Website Designing and Audio Video Editing.
- Faculty Development Initiatives through training sessions by Apple India and Google Apps

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Included in the detailed Plan of Action in point 2.15

***Refer to detailed Plan of Action in point 2.15 mentioned as Annexure ii***

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

***Refer to Annexure iv***

7.4 Contribution to environmental awareness / protection

- Terrace Gardening in College premises
- 'Gift a Plant' initiative with all Practice Teaching Schools
- 'Clean the Beach' Drive at Juhu in the Month of March 2015.
- Installation of Solar Panels
- **Participation of the student teachers in Swachha Bharat Abhiyaan** - a cleanliness drive at CST station on 2<sup>nd</sup> October 2014

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

This year Mumbai University instructed all colleges to host a Convocation Ceremony for their students in the college premises. The College successfully conducted the programme and felicitated all the candidates.

**Refer to Annexure v for SWOT Analysis**

**8. Plans of institution for next year**

- Apply to NCTE for M.Ed programme in order for the instituion to continue in composite settings.
- Prepartion for implementation of two year B.Ed programme

Name : Dr. Usha A. Borkar

Name: Dr. Anita Swami



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

\*\*\*

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme

GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION

- SF - Self Financing  
SLET - State Level Eligibility Test  
TEI - Teacher Education Institution  
UPE - University with Potential Excellence  
UPSC - Union Public Service Commission

\*\*\*\*\*

**Annexure i**  
**ACADEMIC CALENDAR 2014-15**

SEMESTER I					SEMESTER II				
AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
ORIENTATION TO B.ED COURSE	COMPUTER CLASSES	COMPUTER CLASSES	DIWALI VACATIONS	COMPUTER CLASSES	COMPUTER CLASSES	COMPUTER CLASSES	THEORY LECTURES	BRAINSTORMING	PREPARATION FOR EXAMINATION
ORIENTATION TO CBGS	THEORY LECTURES	THEORY LECTURES	COMPUTER CLASSES	THEORY LECTURES	THEORY LECTURES	THEORY LECTURES	ESSAY	SUBMISSION OF PRACTICUM	UNIVERSITY SEM II EXAMINATION
WORKSHOPS	ESSAY	ESSAY	THEORY LECTURES	ESSAY	ESSAY	ESSAY	CLASS TEST	TUTORIALS	
THEORY LECTURES	GUIDANCE	CLASS TESTS	CLASS TESTS	MENTOR GROUP MEETINGS	UNIT TEST	RESEARCH GROUP MEETINGS	TUTORIALS	SEMINAR ON “ ICT TRANSFORMING EDUCATION”	
LESSON PLANNING	PRACTICE TEACHING	GUIDANCE	BRAINSTORMING	WORKSHOPS	WORKSHOPS	SIMULATED LESSONS	BRAINSTORMING	UGC NATIONAL LEVEL WORKSHOP	
MICROTEACHING	CONTENT TEST	PRACTICE TEACHING	TUTORIALS	BOOK REVIEW ORIENTATION	GUIDANCE	WORKSHOPS	MENTOR GROUP MEETINGS	LECTURES	
DEMONSTRATION LESSONS	SIMULATED LESSONS	TUTORIALS	MENTOR GROUP MEETINGS	CAI ORIENTATION	PRACTICE TEACHING	CLASS TEST	EXTENSION	ANNUAL DAY	
GUIDANCE	MENTOR GROUP MEETINGS	BRAINSTORMING	STUDENT COUNCIL PROGRAMME	STUDENT COUNCIL PROGRAMME	INTERNSHIP	STUDENT COUNCIL PROGRAMME	BOOK REVIEW PRESENTATION		
COMMUNITY WORK	COMMUNITY WORK	GROUP WORK	SIMULATED LESSONS	COLLEGE PICNIC	RESEARCH GROUP MEETINGS	CAMPUS INTERVIEWS	SPORTS' DAY		
STUDENT COUNCIL ELECTIONS	GROUP WORK	OPEN BOOK ASSIGNMENT ORIENTATION	MENTOR GROUP MEETINGS	EXTENSION ORIENTATION	SEMINAR ORIENTATION		STUDENT COUNCIL PROGRAMME		
MENTOR GROUP MEETINGS	STUDENT COUNCIL PROGRAMMES	COMMUNITY WORK	COMMUNITY WORK	UNIVERSITY EXAMINATION SEM I	CAI PRESENTATION		GROUP WORK		
		STUDENT COUNCIL PROGRAMMES	PRELIMINARY EXAMINATION SEM I	CHRISTMAS VACATIONS	OPEN BOOK ASSIGNMENT ORIENTATION				
		DIWALI VACATIONS		RESEARCH GROUP ORIENTATION					

Annexure ii  
**Perspective Plan of Action 2014-15 and Action Taken Report**

- ❖ PLAN OF ACTION: ***Preparation of Academic Calendar***
- ❖ ACTION TAKEN REPORT: Academic Calendar projected the activities – both curricular and co-curricular, which were conducted by varied committees in coordination with Principal.
  
- ❖ PLAN OF ACTION: ***Implementation of new syllabus semester wise***
- ❖ ACTION TAKEN REPORT: The prescribed syllabus was implemented successfully with 100% results. The results of the academic year 2014-15 is as follows:

<u>Semester I</u>	<u>Semester II</u>
Nil – O grade	1-O grade
70 –A grades	62-A grades
24- B grades	30-B grades

- ❖ PLAN OF ACTION: ***Cultivating Competencies and Capacity Building***
- ❖ ACTION TAKEN REPORT: These was done through the following activities:

**Care and Share**

Care and Share, one of the best practices of the institution provides an opportunity to students to share talents and skills that enhance their personality and also helps them de-stress. This year through the programme, the students learnt Yoga and Aerobics, knowledge of Financial Planning, Acupressure, Table Etiquette, art of Macramé, making Paper bags, Punch Craft and Continental cooking. Equipped with such skills our student teachers are empowered to teach socially useful productive work at school.



### **Gardening**

Research has proved that keeping potted plants in the interiors of homes and workplaces absorbs chemical pollutants floating in the air, induces calmness and increases productivity of the people living or working there. To create awareness about this fact our students nurture plants and gift them to the Practice Teaching schools. They also tag a note along with the pot, on why potted plants are a better choice than a floral bouquet.

Apart from that, students also tend the plants at the terrace garden and use them to beautify the corridor and other spaces of the college.

### **The Student Council**

The Student Council was elected by the procedure of campaigning through posters and canvassing, Secret Ballot, followed by a swearing –in ceremony for investiture of office. The Council members with the guidance of the in charge faculty members conducted a lot of vibrant and meaningful activities all the year round. The activities that they organized are as follows:

1. Friendship Day
2. Independence Day
3. Teacher's Day
4. Navaratri
5. Christmas celebration
6. Sports Day
7. Annual Day

### **Inter collegiate Competitions**

The students are encouraged to participate in the various inter-collegiate competitions, which provide them with a platform to compete with others and excel.

### **Educational Visits**

A visit of the students was organized to the 102<sup>nd</sup> Indian Science Congress 2015 exhibition, which was held in association with the University of Mumbai at its Kalina campus. The main thrust of the Science Congress was powering possibilities for the future of advanced safety, healthcare, agriculture, environment, education, industries and entrepreneurship.

### **Mental Health**

The mental health and well-being of our children is critical to success in school and life. Teachers play a vital role in the promotion of positive mental health in children. Teachers can also provide a safe and supportive environment for building life skills and resilience and connectedness to school, parents and peers. Recognizing

the noteworthy role played by the teacher, the college is always proactive in ensuring that the student teachers, who are the prospective teachers should receive assistance in coping the challenges of life effectively. Hence to ensure the mental health of the student teachers and community at large, the college has tied up with Disha-Child, Adolescent and Adult Counseling Centre. Every year this service is provided without any charges, where the student teachers can meet up with trained counselor and discuss personal or academic problems. It eases a lot of anxiety and stress and provides insights to solving personal problems. The students are encouraged to utilize the facility for their family members, relatives and friends too. In this way, the college accomplishes its responsibility to the students and community. Besides this facility, Disha -Child, Adolescent and Adult Counseling Centre organized a workshop on 'Basic Skills of Counseling for Teachers' for the student teachers.

### **Developing Communication Skills**

Students with weak communication skill were identified and provided with extra coaching to help them improve their classroom interactions and speaking skills in general. This was done through the 'Speak Well Club', which included ten face-to-face sessions as well as subsequent practice sessions in the Language Laboratory

### **Workshops/Lectures**

Besides the academic lectures the students are exposed to a lot of talks and workshops on varied themes and issues. This exposure helps widen their horizons and increases their knowledge and develops insights in solving problems of life.

**Workshops/Lectures were conducted during the year on the following topics:**

#### **By In-house faculty**

- ❖ 'The New Age Teacher'
- ❖ 'Preparing an effective Curriculum Vitae'
- ❖ 'Know Thyself' and 'Mind Mapping'
- ❖ 'Universal Differences –Its Social Dimensions'
- ❖ 'Voice culture'
- ❖ 'Creativity and Future Teachers'
- ❖ 'E-Learning Resources in Education '
- ❖ 'Managing our Emotions'
- ❖ 'Human Rights Education'
- ❖ 'Quality Control through Performance'

#### **By Guest Speakers**

- ❖ 'Women and Safety Issues' by Mr.Ganore, Senior Inspector of Police, Khar Police Station,
- ❖ 'Cyber Security' by Advocate Tushar Kale,
- ❖ 'Socially Useful Productive Work' by Pidilite,
- ❖ 'Basic Counselling Skills 'by Disha Counselling,

- ❖ 'Emotional Transformation', 'Intellectual Transformation' and 'Patriotic Transformation' under the "Transform India Project by Chinmaya Mission Trust.

### **Workshop Outside the College**

Students attended the teacher training workshop organized by Trailblazers and Dow Chemical's International Private Ltd. (India), 'Multiply the Message'- Environment Education & Innovative Classroom Teaching Methods around the theme 'Water- Every drop Counts! At K Star woods Resort, Karnala.

### **Placement**

Every year the HJCE Placement cell plays a significant role in ensuring that the student teachers receive placement in schools and colleges of their choice, thus enabling them to shape their future career. The Placement cell conducts counseling and arranges Campus Interviews that provides opportunities to the student teachers to compete for best positions in the premier schools and colleges in the city. This year 26 schools and junior colleges participated in the Campus Interviews held on 7<sup>th</sup> February, 2015.

The schools and junior colleges absorbed most of the students after the initial rounds of interviews and demonstration lessons. This year the placement of student teachers happened not just in Mumbai but also in Dubai and UAE.

- ❖ PLAN OF ACTION: ***Empowering the faculty***
- ❖ ACTION TAKEN REPORT: These was done through the following activities:

### **Continuous Professional Development:**

The college has continuously motivated the faculty to strengthen their strengths, convert their threats/obstacles into opportunities and minimize their weaknesses. The college fulfills this mission through providing platform to the faculty to explore the depths of new knowledge through participation, presentation and publication of research and conceptual papers at International/National/State level Conference/Seminars/ and Peer reviewed International/National ISSN/ ISBN numbered journals/Books. Faculty is also motivated to attend relevant training programme conducted by UGC- Academic Staff College, IGNOU and Institutions of Higher Education.

- ❖ PLAN OF ACTION: ***Honing the Institutional Research culture***
- ❖ ACTION TAKEN REPORT: These was done through the following activities:

### **Exploring dimensions outside classroom through Action Research**

Action research is widely used to seek solutions to problems inside the classroom. A teacher can develop better understanding of the classroom

transactions, better their insight of the student's personality, and hone their competencies through Action research. To train our students to acquire research skills and use it for forming theory from action and solving day-to-day classroom problems, students took up research projects under the guidance of the faculty.

***Sponsored Research Projects Undertaken/ Completed***

- Dr, Usha Borkar and Smt. Pallavi Talekar have completed the ICSSR, New Delhi sponsored research project: 'Knowledge and Attitude of Pre Service and In Service Primary teachers towards Right To Education (RTE)'.
- Smt. Vaishali Sawant and Dr. Usha Borkar are currently working on UGC Sponsored minor Research Project titled 'Effectiveness of Wiki as a collaborative tool to develop Std VII Science digital flexbook by Student teachers.'
- ***Local Inquiry Committee (LIC) visit***

This year A Local Inquiry Committee (LIC) visited the college for inspection with the objective of increasing the intake capacity of PH.D students for our Research Centre.

- ***Educational Journal of H.J. College***

The college had two issues of the journal titled: "Hansraj Jivandas College's Journal on Futuristic Education", this year; the first in August 2014 and second a special edition in April 2015 that published the papers presented by participants at the Seminar, 'ICT transforming Education'

❖ PLAN OF ACTION: ***Collaborating, Networking & Consultancy***

❖ ACTION TAKEN REPORT: These was done through the following activities:

***Lectures conducted by the staff outside the college***

- On Child Development for E.C.C.E.D programme offered by Gujarat Research Society.

***Workshops conducted by the staff on National Level***

- Conducted National Level at School of Education, Dr. D.Y. Patil Deemed University for Educationists, Teachers, Teacher Educators and Student Teachers.

***Workshops conducted at Regional level***

- Conducted workshop for Teachers, Parents and Psychology students at Vallabhdas Dogara School for mentally retarded.
- Conducted workshop on for Teachers and M.Ed students.
- Conducted a workshop for senior schoolteachers at Anjuman Islam college of Education.

***Staff as resource person at Institutional level***

- Conducted a lecture for school teachers and students at Rajhans Vidyalaya, Andheri (W).

- Conducted a lecture for College professors and Teacher Educators on 20<sup>th</sup> January 2015.
- Conducted lecture at St.Teresa Institute of Education,Santacruz (w) for Extension teachers and Extension students.
- Conducted a workshop at Refresher course for teachers of Anjuman- Islam's group of schools in Mumbai and Navi Mumbai at Anjuman-Islam's Akbar Peerbhoy College of Education.
- **Judged competition** at the Inter House Elocution Competition for Middle School at JML School, Khar (West).
- Did the screening of project reports at the National Children's Science Congress, Navi Mumbai Science Foundation.

### ***Curriculum development***

The faculty members were appointed as Convener/ Member of Syllabus Revision by University of Mumbai for ***B.Ed. Programme/ B.A Education Syllabus/ M.Ed. Syllabus***

### ***Course writing and content development***

All the college faculty provided consultancy for E-Content Creation for PG Program in the Paper titled 'Role of Universities in Life Long Learning' UGC e- content development programme for post graduate level for MHRD, under its National Mission on Education through ICT (NME-ICT).

### **Contribution to University of Mumbai:**

The college faculty contributed as Chairperson, Paper Setter, Moderator and Examiner at Varsity Examinations.

The University of Mumbai entrusted Principal Dr. Anita Swami as Convener of Local Inquiry Committee to approve the affiliation of varied colleges of education.

Some of the college faculty was appointed as members to various Local Inquiry Committee by University of Mumbai.

### **Centre for Distance Education Course**

- **Centre for Distance Education of the IDOL, University of Mumbai-M.A. Education**

This is the ninth year of the college as the Centre for Distance Education programme of the IDOL, University of Mumbai. The in house faculty delivered lectures and carried out the tutorials for the participants. The participants have appreciated the efforts of the faculty. Ms. Falguni Gheewala and Ms. Auzita Irani, students enrolled at the Personal Contact Programme of the college were University First Ranker and Third Ranker respectively. The college continues to win more laurels!

- **IGNOU Study Center**

Approximately seventy five students were enrolled for July 2014 & January 2015 batch for the four Programmes i.e., PGDSLML, PGDHE, CTE and DECE and the new programme, “Post Graduate Diploma in Educational Management and Administration” PGDMEA. Regular counseling sessions were arranged successfully for the students of these courses. Extended Contact Programme (ECP) for the students of both PGDSLML from 20<sup>th</sup> to 23<sup>rd</sup> May 2015 (both days included) and PGDHE from 20<sup>th</sup> to 29<sup>th</sup> May 2015, (both days included) were organized by the college.

- ❖ PLAN OF ACTION: ***Connecting with the Alumni***
- ❖ ACTION TAKEN REPORT: This was done through the following activity:

### **Convocation Ceremony**

Every year only the University rankers in different disciplines are awarded their certificates at a ceremony at the Mumbai University campus at Fort. This year Mumbai University instructed all colleges to host a Convocation Ceremony for their students in the college premises. The purpose of the ceremony was to let every student experience the joy of being awarded the graduation certificate in a grand ceremony. This ceremony was organized on 24<sup>th</sup> January 2015.

This was a very proud moment for the college to felicitate two students for securing ranks at the University; **Ms. Shilpa Gandhi** who was the only student to secure an ‘O’ grade in all the courses with the highest CPGA score of 7 from among 8500 odd students, ranked **First** and **Ms. Vaidehi Mehta** ranked **Second** with a CPGA of 6.9.

The other students were then invited on the stage to receive their University degrees.

- ❖ PLAN OF ACTION: ***Responding to community needs***
- ❖ ACTION TAKEN REPORT: The college fulfilled its social responsibility through following activities:

### **Community Service**

Community service is a rich learning experience. It has many benefits, to mention a few; it develops leadership and organization skills, improves communication ability and empathy in the volunteers. It improves the quality of life of all and helps play a significant role in creating vibrant and strong communities.

- ***Community work***

Students engaged in compulsory forty hours of community service in varied community centers around Mumbai.

- ***Joy of Giving week***

The Joy of Giving Week was launched in 2009, as a nation-wide "festival of philanthropy" the week being celebrated every year covering Gandhi Jayanti by engaging people through "acts of giving" - money, time, resources and skills - spanning the corporate, NGO and government sectors, schools, colleges and the general public.

The college celebrates the week joyfully every year by the students and staff collecting clothes, stationery, footwear, utensils, other useful articles and money too. These donations were then handed to the NGOs, Goonj and Anmol, working for the street children.

- ***Swachha Bharat Abhiyaan***

The Indian Government officially launched 'Swachha Bharat Abhiyaan' or 'Clean India Campaign' on 2<sup>nd</sup> October 2014 at Rajghat, New Delhi, where Prime Minister Narendra Modi himself cleaned the road. To laud the noble initiative and to extend their support to the campaign the students participated in a cleanliness drive at CST station on the same day.

- ***Visit to Shantivan, Panvel***

A visit was organized to ***Kushtarog Niwaran Samiti at Shantivan***, Panvel on 18<sup>th</sup> October 2014 to sensitize student teachers to reach the deprived and unreached sections of society. The students were acquainted with activities of Shantivan in the area of rural development through their residential school for Adivasi children, home for the aged, home for the invalid, cooperative credit society and naturopathy clinic. Later Students celebrated Diwali with the inhabitants of Shantivan by distributing cards, sweets and also made diyas and applied mehendi on the palms of the ladies. This was their effort to add luster to the lives of the Shanivanites.

- ***Helpdesk Service at the Police Station***

The Police Commissioner of Mumbai initiated Helpdesk Service. It is service offered by the Police stations in which college students help senior citizens and women register their complaint; get counseling for their problems instead, before approaching the officer on duty at the station.

Student teachers of the college rendered their service by devoting one hour in the morning and evening in the month of February and March, at the Help desk of Khar Police Station. This experience helped the students to overcome apprehensions and develop a positive attitude towards the police. It also motivated them to contribute to such social service activities in the future.

- ***Clean the Beach drive***

Students attended the Teacher Training Workshop organized by Dow Chemical International Pvt. Ltd. (India) in collaboration with Trailblazers. As a follow up of the workshop the students attended a 'clean the beach' drive at Juhu in the Month of March 2015.

- **Punarwas Rally:**

Students attended the Punarwas Rally Programme conducted at Goregaon Sports Club by Punarwas School in association with Lions Club of Mumbai to mark the International Day of Persons with Disability.

**Extend your hand to the unreached....**

The Department of Lifelong Learning and Extension [DLLE] promotes a meaningful and sustained rapport between the Universities and the community. The DLLE offers flexible Continuing Education opportunities for the people and various projects from which our college opted for the following four projects-

- ❖ **ICT (INFORMATION COMMUNICATION TECHNOLOGY):**The purpose of the project is to assist individuals of any age group, at any point throughout their lives, in the use of ICT for education and training, occupational choices and to manage their livelihood. Students of the college appeared for various on-line examinations to polish their ICT skills.
- ❖ **SWS (SURVEY OF STATUS OF WOMEN):** This program covers welfare and support services, training for employment and income generation, awareness, and gender sensitization of women. Students carried out a survey on the influence of Education on the Status of Women.
- ❖ **APY (ANNA POORNA YOJNA):** The objective of this programme is to provide Entrepreneurship education to students with the knowledge, skills and motivation to encourage entrepreneurial success in a variety of situations. The aforementioned activity was introduced this year and was very well accepted by staff and students. Students arranged food stalls on Saturdays and they sold the items with a minimal profit. Some students extended their entrepreneurial skills further and sold stationery, jewellery, and sarees at the stalls. Buying and selling at these stalls was an exciting experience for all.
- ❖ **PEC (POPULATION EDUCATION CLUB):** The purpose of this programme is to educate the present generation about population, development and environment for a better quality of life of their own and at their future generations. Our students infused Population Education in all their practice teaching lessons.



- ❖ PLAN OF ACTION: ***Catering to Women Empowerment***
- ❖ ACTION TAKEN REPORT: The college ensured its commitment to women empowerment through following activities:

In the memory of Padmashree Dr. Madhuri Shah, Nationally and Internationally acclaimed Educationist and founder member of the college, an Intercollegiate Essay Competition on the theme 'Women and Education –Building a Better world' was organized for the student teachers.

Sixty student teachers from seventeen different teacher education institutions participated in the competition. The competition was held in English, Hindi, Marathi and Gujarati language.

### **Women Development Cell**

Activities and Events conducted by the Women Development Cell are as follows:

- A discourse on 'Safety issues of Women' by Shri Gonore Senior Inspector, Khar Police Station, on 18 December, 2014 and 'Cyber Security' by Advocate Tushar Kale on 2 February, 2015.
- An Inter Collegiate Essay Competition, titled "Women and Education: Building a better World" was conducted to observe the birth anniversary of Dr. Madhuri Shah, founder of H.J.College of Education. The essay was conducted in the month of December 2014.
- Sports Day was conducted on 7th of March, on the eve of International Women's Day. Saina Nehwal, Mary Com, Deepika Kumari and Anjali Bhagwat were the mascots of the Sport's Day as they represented women empowerment in the arena of sports and also signified physical fitness, mental grit and determination for success.
- An Extempore speech competition was organized to observe Women's Day on the theme, "Voice to be heard" on 9<sup>th</sup> March 2015.

- ❖ PLAN OF ACTION: ***Cultivating a Digital Age Climate***
- ❖ ACTION TAKEN REPORT: The college is committed to integration of ICT in teaching and learning which it did through:

**Computer Applications in the field of Education:** Every year a course on Computer Applications is organized for the student teachers to be able to integrate it with Education. It is to equip them to teach with confidence their young students who are 'Digital Natives' grown up in the 'Digital Landscape'. This year they learnt MS Office, Web designing and audio and video editing.

### **UGC Sponsored National Workshop on "Promoting Collaborative Learning: Changing Paradigms using e Resources", April 23-25, 2015**

"There can be infinite uses of the computer and of new age technology, but if teachers themselves are not able to bring it into the classroom and make it work, then it fails." – Nancy Kassebaum

With this idea in mind, Hansraj Jivandas College of Education organized the UGC sponsored Three Days National Level Workshop on “Promoting Collaborative Learning: Changing Paradigms using e Resources” for Teacher Educators, College teachers, School teachers and Student teachers on April 23-25, 2015.

On 23<sup>rd</sup> April, 2015 the workshop began with an expert talk on ‘Pedagogical and Organizational Issues in IT Literacy Drive’ by Dr. Kannan Moudgalya, Head of the Chemical Engineering Department, IIT, Mumbai. Dr. Kannan threw light on the use of Spoken Tutorials in education, Health sector and Human Resource Development. He also demonstrated the use of Screencast software ‘ishowu’ in which one can use both audio as well as whiteboard. Post lunch there was a Workshop on ‘Creating Multimedia Resources for e learning’ by Ms. Madhulika Goyal and Ms. Nancy Varkey, Project Managers of Spoken Tutorial, National Mission for ICT in Education, an MHRD Project. Both the sessions pre and post lunch were followed by presentations by participants on the case studies on use of ICT in their institutions

On the following day i.e. on 24<sup>th</sup> April, 2015 there was Orientation on ‘Integrating Social Media into teaching learning’ by Dr. Jayshree Shinde, Head of Department of Educational Technology, SNDT Women’s University; prelunch. Post lunch there was a guided Hands on Training session in integrating Social Media into teaching learning in which the participants designed and executed a plan to integrate e-Resources in teaching learning.

The concluding day of the Workshop, 25th April, 2015 began with a session on ‘Collaborative Classrooms with Apple’ by Ms. Shilpa Gandhi, Resource person from Fusion Softwares and Solutions, Apple Solution Expert - Education. Participants were divided into groups of four, and an i pad was distributed to each group by the support team from Fusion Softwares and Solutions, Apple Solution Expert-Education. Ms. Shilpa Gandhi demonstrated the use of i-book, i-movies and i-tunes followed by hands on training by participants in the use of the same.

After lunch there was a session on ‘Integrating Google Apps into teaching learning’ by Mr. Viraj Nandoskar, from Mediaagility, Google. The use of Google Apps such as -Gmail, Google Calendar, Google Hangout, Google Hangout on air, Google Classroom were demonstrated for the purpose of organizing collaborative learning for students, followed by guided hands on training in integrating Google Apps in teaching learning.

Dr. Devender Kawday, Joint Secretary and Regional Head, UGC, WRO, Pune hosted the Valedictory function.

78 participants attended the workshop. The participants were Principals, teacher educators, teachers and student teachers.

\*\*\*\*\*

### Annexure iii

#### Feedback Analysis from Various Stakeholders

Academic Year	2014-2015			
Parameters	Very Good	Good	Satisfactory	Unsatisfactory
Depth of course	67	24	02	-
Extent of course coverage	63	27	03	-
Applicability/ Relevance	63	22	08	-
Learning Value	70	21	02	-
Clarity & relevance	46	36	12	-
Relevance of Additional source	58	29	07	-
Extent of efforts	58	31	04	-
Overall rating	68	25	-	-

• **Strengths: 2014-15.**

- All the workshops conducted by the in-house and outside experts helped to boost our confidence level and grow as a human being in today's materialistic world.
- The bond between the student and the teacher is very unique which I have not experienced before.
- The study material in form of publication is the best and very useful.
- Overall an amazing and memorable experience with the best teaching and non-teaching staff who stood by us and helped us in every possible way.
- The placement cell helped us to fetch the best jobs available in the market.
- Variety of teaching methodologies was incorporated by the teaching faculty like the cooperative learning strategies.
- The office staff is good and very patient.
- The entire course was handled in such a way that it helped us to tap our potentials and give our 100%.

**Weaknesses: 2014-15**

- Tea can be made available through the college kitchen.
- The number of practice teaching lessons should be more than 20.
- Provide one locker per person or at least on twin sharing basis.
- Washroom facilities for boys are not good.
- More guidelines should be provided for selecting the optional papers.

\*\*\*\*\*

## ANNEXURE iv Best Practices

### BEST PRACTICE I

1. **Title of the Practice:**  
“KNOWLEDGE CARAVAN THROUGH SHARING”
  
2. **The Context that required initiation of the Practice:**

Andrew Carnegie once observed and gave this statement, *“You take away all my Factories, You take away all my Money, You take away all that I possess, But leave me my Men and in next 5 years they can get me everything I had or even more.”*

This was a very strong statement showing the importance of human resources in an organization. Hence it is very necessary to not only preserve the work force but also to keep them updated as well. Imagine, if the brain drains out what consequences would occur? It's very much important to share required knowledge with the co-practitioners in any educational institution as well. Every educational institution should put emphasis on a culture of *“Knowledge Sharing rather than Knowledge Hoarding.”*

To accomplish this goal, for any teacher-education institute, it is not only impractical but also impossible to endow all its faculty members with newest skills or expertise through participation in various workshops/ training programs/ symposia's etc. Simultaneously it is not feasible for any teacher-educator also to participate in all events of significance keeping in view the constraints of B.Ed Programme. Such kind of progression results in uneven acquisition of expertise by the various faculty members. This state of affairs prompted the institution to formulate a mechanism whereby sharing of expertise would enrich every member of the faculty.

3. **Objective of the Practice:**

The constraints of resources, time and practicality can be overcome by the unadorned and blissful concept of sharing. This basic human value not only gives satisfaction of giving but also helps every member of the group to evaluate his/ her strengths and weaknesses, the depth of their understanding of the subject of their

interest and also discovering various new perspectives of that subject through lively discussion.

**The objective of the practice is:**

- To enhance the knowledge pot of a specific subject, which is the strength of a particular faculty along with the latest skills acquired by her and share the same with the colleagues for their benefits.
- To promote an understanding of the innovations and the latest developments in various areas of education including ICT among all faculty members,
- To examine the prospects and problems of implementing innovative approaches for promoting conceptual change among the faculty members,
- To enable the faculty to translate theoretical knowledge into action.
- Help faculty members to acquire research and ICT skills.
- Promote research culture and encourage faculty to undertake minor and major research projects.
- To encourage faculty members to disseminate research findings.

The above-mentioned objectives of this practice are achieved with the motto i.e., **“All contribute and all gain, thus, everybody joins knowledge caravan”**.

**4. The Practice:**

To provide contour to this vision, the institution established the ‘**Center for Innovation**’. The ‘Center for Innovation’ comprises of a research committee headed by the Principal and assisted by few senior faculty members. One of the key objective of the “Center for innovation” is to disseminate innovations, new expertise/ competencies and research related developments in the various areas of Education including ICT. Thus, to achieve this objective, the mechanism of **“Knowledge Caravan through Sharing”** was devised and put into practice.

The **“Knowledge Caravan through Sharing”** sessions are held on biweekly basis. One week before the finalization of the date by the committee, an official communiqué in the form of a circular is issued and the faculty members are requested to provide the details regarding the unique subject areas they wish to share with their colleagues. The interested faculty member makes the presentations for about half an hour on the scheduled day and time. The “Center for Innovation” ensures that the sessions impart

knowledge and information covering a wide spectrum of subjects including most recent innovations in various areas of education, research, pedagogy and ICT. These presentations are quite elaborate ones and are in the power-point mode. The sessions are followed by a vigorous question - answer session that helps the other faculty members in understanding the subject area in a better manner and transport new perspectives to the subject. The power-point presentations are preserved by the “Center for innovation” in order to facilitate the faculty members to access them as and when needed. The most recent happenings, knowledge, innovations and skills thus acquired are effectively integrated by the faculty members in their teaching endeavors which in turn enhances the quality of their output.

#### **5. Evidence of Success:**

The research environment of the institution-lacked vibrancy. The general interaction level amongst the faculty members was perfunctory and there was scarcely any interaction that could result in mutual enrichment of skills. Imagine a world where each person is holding a bunch of flowers, each one holding a bunch of a particular flower. Each person is holding a thick bunch of flower and every other person is holding another bunch of a different flower. Does not the scenario appear very boring? Now just change the scenario a little bit where every person goes up to the other person and offers one flower to the other person and in turn gets one from the other person. With this simple exchange of flowers everybody has now got a variety of flowers with him and the things have suddenly changed into a multi-coloured bouquet and as result the whole atmosphere has brighten up. This analogy is very much applicable to the implementation of this practice in the institution.

The ‘The Center for innovation’ through this initiative has been able to inculcate a considerable amount of interest in acquiring most recent Pedagogical, research and ICT skills and has kindled the hunger of getting hold of latest knowledge amongst the faculty members. The research culture and environment has become very vibrant and every session is looked forward to. The initiative has been very successful as almost all the faculty members have undertaken major as well as minor research projects of National and State level Organisations like UGC, ICSSR and University of Mumbai to satiate their hunger for excellence. The results are demonstrative of the success achieved. Three faculty members have acquired their Doctoral degree and four have registered for Ph.D Degree and are on the verge of completion after the implementation of the practice of “Knowledge Caravan through Sharing”. During the last five years, there has been a significant increase in the publications of each faculty

member. Not only this, the teaching processes of the faculty members have undergone a considerable change as the faculty members are incorporating the new skills, pedagogies, knowledge, innovations and ideas acquired through mutual sharing in their teaching processes. Recent knowledge related to Innovative methodologies like co-operative Learning, e-learning, Team Teaching, ICT, inclusive education, peace education, learning disabilities, multiculturalism, women empowerment, environment education, action research etc. have been disseminated and discussed in such details that the faculty members have comfortably imbibed the concepts, skills and issues and have made them a natural addition to their knowledge repertoire and then in turn are successfully transacting them to their students.

The incorporation of the knowledge and skills in their teaching processes by the teachers have kept them ahead and in the process the student-teachers have also been benefited as the skills have been effectively passed on to them. This process ensures that optimum advantage is derived from the training/ skills of the faculty for the benefit of all the members of the institution.

The practice has already resulted in creation of effervescent culture of ‘sharing’ and rarely seen environment of a team determined to achieve great heights by mutually helping each other by giving out their strengths, thereby, enriching the other team member. ‘Sharing’ of knowledge enhances mutual strengths and ‘growing together’ makes everyone exultant that in turn contributes immensely to the institutions growth. The same can be summed up in the wise men’s words **that “Together Everybody Achieves More”, which is the essence of this practice.**

#### **6. Obstacles faced if any and strategies adopted to overcome them:**

The only obstacle faced was the initial discomfiture of the teacher-educators to make a presentation before their colleagues. The initial hesitation to ask questions to the presenter and have a discussion on the same took a little time to go. The constant encouragement from the committee members of the “Center for Innovation” motivated the participants to have more and serious involvement in the process for mutual benefit. This resulted in having more lively and vigorous interactions.

#### **7. Resources required:**

The resources required for conducting the “**Knowledge Caravan through Sharing** sessions are:

1. Appointment of Coordinator.



2. Generosity of time and efforts by the faculty members.
3. Organization of sessions.
4. Constant and regular motivation by the members of the “Center for Innovation”.
5. Computer / Laptop.
6. Projector.
7. Laser pointer, OHP and Mike.

**8. Contact person for further details:**

The Principal,  
Gujarat Research Society's  
Hansraj Jivandas College of Education,  
Dr. Madhuri Shah Campus  
R.K. Mission Marg,  
Khar [w] Mumbai.  
Office: 022-26044641  
E Mail: [hjcollege@rediffmail.com](mailto:hjcollege@rediffmail.com)  
Website: [www.hjce.in](http://www.hjce.in)

\*\*\*\*\*

## BEST PRACTICE II

1. **Title of the practice:-**  
TO REACH THE UNREACHED
2. **The context that required initiation of the practice:-**
  - In a view of sensitizing the students towards community, 40 hours compulsory work is allotted in the curriculum.
  - Community engagement Programs are planned in IQAC meetings, new approaches and strategies are adopted on a continual basis for the further success of programs. During the visit to community centers staff and students participate equally and spend quality time with the inmates of the centers, donate wholeheartedly and also contribute to shramdaan, play games, sing songs and exhibit strong participation in various programs of Community work and Extension.
3. **Objectives of the practice:-**
  - To develop sensitization among students about the community engagement to reach the unreached sections of society.
  - To interact with the inmates of various Community centers, sensitize the students to the problems of community and also gather information about ways to ensure better success to the community based programs.
  - To involve students in Philanthropic activities making them socially responsible and develop values of compassion and selfless service.
  - To render Service to humanity is central to the Indian philosophy, where by serving our brethren we serve God.
4. **The Practice:-**

Students are engaged in the following philanthropic activities:

  - **Community Services**

Students visit centers where they exhibit their willingness to spare a few moments to ease the pain of an aching heart, to bring a smile on a sad face and to bring hope in the lives of those who have lost faith.
  - **Akshaypatra for a 'Basket of Fruits'**

The Principal, teachers and students donate money in a donation box 'AKSHAYPATRA' kept in our college as per their desire. The collected money is used to donate fruits once a month to different wards of V.N.Desai, hospital for distribution of fruits to the patients of adopted wards.
  - **Visit to Shantivan, Panvel**

A visit is organized to *Kushtarog Niwaran Samiti at Shantivan*, every year. The students are acquainted with activities of Shantivan and Students celebrate Diwali with the inhabitants of Shantivan by distributing cards, sweets, diyas, making rangolis, playing games, singing songs, interacting with the inmates, and also applying mehendi on the palms of the ladies.
  - **Punarwas Rally:**

Students attend the Punarwas Rally Programme organized by Punarwas School in association with Lions Club of Mumbai conducted at Goregaon Sports Club to mark the International Day of Persons with Disability and also spread awareness

through placards, reading the slogans and mark the celebration of International Disability Day.

- ***Clean the Beach drive***

Students attend the Teacher Training Workshop organized by Dow Chemical in collaboration with Trailblazers every year on various issues related to the environment. As a follow up of the workshop the students attend a 'clean the beach' drive at the various beaches.

- ***Literacy/ awareness programs***

Students collaborate with various NGO's like **Door-Step-School**, Divine Foundation, Sakhi foundations, Asha kiran-School on Wheels etc and run various literacy awareness drive to spread across literacy among masses. To name a few NGO'S----- **Door-Step-School**, Divine Foundation, Sakhi foundations, Asha kiran-School on Wheels etc.

- ***Extension services to reach the unreached of the community***

Students participate in the projects provided by Department of Adult and Continuing Education and Extension on APY, PEC, SWS and develop various skills and also make an attempt to reach the unreached sections of society

- ***Dignity Foundation***

Dignity Foundation has been running Helpline for Senior citizens since 1995. Students' act as volunteers for Helpline facility of Dignity Foundation to provide help and assistance to senior citizens against any kind of abuse, neglect and isolation.

- ***Helpdesk Service at the Police Station***

Student teachers of the college render their Helpdesk Service by devoting one hour in the morning and evening in the month at the Help desk of Khar Police Station.

- ***Joy of Giving Week / Daan Utsav***

Students participate in Joy of Giving Week every year covering Gandhi Jayanti by engaging students through "Acts Of Giving" - money, time, clothes, resources and skills. These donations were then handed to the NGO-Goonj working for the street children.

## **5. Obstacles faced if any and strategies adopted to overcome them:-**

- As the curriculum provides time span of 40 hours for community work and 15 hours for Literacy Awareness Program, their only grouse being, those forty hours are too less a time!
- The need of funds seems to be inadequate after visiting these unreached sections of society and whatever contributions are collected proves to be less to make their lives more meaningful.
- After visiting such centers like Orphanage, Old-age home ,Adhar graha,the students tend to get affected emotionally and also get disturbed and end up crying and express the desire to be allowed to share more compassion with these inmates
- The College students belong to a different section of society and it becomes really difficult for them to accept this existing part of society but end up with a desire to work more for upliftment of this section of society.

## **6. Impact of the practice:-**

- Community service is a rich learning experience that develops leadership and organization skills, improves communication ability and empathy among the student volunteers.

- It improves the quality of life of all and helps play a significant role in creating vibrant and strong communities.
- The contributions done by the college through Community services is very much appreciated by the community centers ,management, sister concerns, parents, NGO's ,DLLE , Hospital staff, Police Staff ,community workers and all associated with community work.
- The college has started getting special recognition and acknowledgements from all the resource persons and visitors visiting the institution on various occasions. They get overwhelmed by learning about the involvement of our college in various community programs for the benefit of society.
- The most important success is the inner self satisfaction that one achieves by rendering sincere community services for the welfare of the society with the feel that even the smallest contribution through community work makes each one's life worth-living.

**7. Resources required:-**

- Financial and Human resources

**10. Contact person for further details:-**

The Principal,

Gujarat Research Society's

Hansraj Jivandas College of Education,

Dr. Madhuri Shah Campus

R.K. Mission Marg,

Khar [w] Mumbai.

Office: 022-26044641

E Mail: [hjcollege@rediffmail.com](mailto:hjcollege@rediffmail.com)

Website: [www.hjce.in](http://www.hjce.in)

\*\*\*\*\*

## **ANNEXURE v**

### **Overall Outcome of SWOC/T ANALYSIS – With Students, Parents and Faculty**

**2014-2015**

**Conducted by Dr. Anita Swami, Principal, HJCE**

#### Strengths:

1. Caring and efficient staff
2. Planned and systematic approach
3. Best infrastructure
4. Positive vibration in the institution
5. Discipline
6. Good coordination amongst staff members
7. Balanced Focus on co-curricular activities
8. Personal attention
9. Equal opportunities to all
10. Interaction – two way communication
11. Aiming for excellence
12. Emphasis on attendance and punctuality
13. Dedication towards the work
14. Students and teachers on the toes for every activities
15. Warm and friendly approach
16. Cooperative non teaching and support staff
17. Multitasking
18. Correct guidance and constructive feedback
19. Ample availability for library resources
20. Support of principal to carry out the research project effectively
21. Approachable staff
22. Teachers thorough with their content knowledge
23. Amazing support from the non-teaching staff
24. Motherly teachers
25. Making us aim for excellence
26. Perfection in work expected from students
27. Like a big joint family – HJ Family
28. Progressive outlook
29. Flexible
30. Keeping pace with current trends
31. Excellent computer department
32. Very observant teachers
33. Optimum utilization of resources
34. Excellent Placement
35. Well versed with the university regulations
36. Government and university regulations are followed
37. Good training for examinations
38. Counseling sessions very helpful
39. Patient and tolerant teachers

40. Ample of opportunities provided
41. Excellent Extension
42. Opportunity for Community work
43. Care and share – learn from each other
44. Value education
45. Stress management
46. Speakwell class for students
47. Time management – optimum time utilization
48. Interaction with each and every one of us
49. Sarva Dharma Prarthna
50. Sprituality
51. Mentoring students from time to time
52. Organisation of talks on social issues
53. One day picnics and excursion - educational trip – for stress relief
54. Computer classes
55. Innovative methods of teaching
56. Not false preaching and true implementation
57. Personality development of students
58. Opportunity to share the talent
59. Interaction between students also encouraged
60. Helped them to grow in their confidence
61. Provide platform for everyone to express themselves
62. Teaching learning by discussion and constructivist method, cooperative learning
63. Ice breaking session
64. Sports day for good health
65. Bhaus' support in each and every activity
66. Highly experienced teachers
67. Book bank facility
68. Demonstrations given by teachers and previous years good students
69. Availability of teaching aids
70. Study material and notes given for each and every topic
71. Brainstorming
72. Guidance
73. Joy of giving
74. Laughter club
75. Meditation before exams
76. Glass Board decoration
77. Poster making competition
78. Extension activities
79. Rotation of groups / innovative grouping
80. Intercollegiate competitions
81. Examination form filling support
82. Managerial skills in organizing events
83. Promotion of healthcare through thalasemia testing
84. Display of individual students' talent
85. Student council
86. Preparation for examination by giving enough practice through essays etc

87. Awareness about women's empowerment
88. Office staff support
89. Individual differences were taken care of through counseling sessions
90. Career guidance
91. Birthday celebrations
92. Good sanitation facilities
93. Practice giving plants as mementos / token of appreciation to guests
94. Environmental awareness
95. Visiting various school during practice teaching sessions
96. Encourages healthy competition
97. Helps students overcome their weaknesses
98. Emphasis on group work and team work
99. Very good support for extension work
100. Hard work done by student managers during extension work
101. Formation of student council
102. Guidance given during examination for filling up first page
103. Excellent support group leaders during PT
104. Teachers cooperation / understanding on personal level
105. Guidance given for preparation of CV
106. Grooming for future jobs
107. Action research help in development of sci. temper
108. Planned and organized time table
109. College makes sure that we learn
110. Opportunity of read new books for book review
111. Proper instructions given before onset of any work
112. Opportunity of participate in extra curricular activities
113. Locker facilities
114. Conduct support activities during PT
115. Developing leadership skills in all students
116. Teaching of effective communication skills
117. Knowledge in other fields e.g. AIDS
118. Extra computer classes for technical knowledge
119. Language lab for language development
120. Speaking tree – develop a positive attitude
121. Laughter club
122. Newspaper reading
123. Current articles and new book arrivals displayed on the notice board
124. Good support from librarian
125. Good exposure through intercollegiate competitions

#### Weaknesses

1. More washrooms required.
2. Saturday canteen facilities
3. Subsidized tea / coffee facilities
4. Manage/regulate temperature of A/C.
5. Break should be according to 10 a.m. lecture

## Opportunities

1. Placement
2. Talent showcasing
3. Participation in organization of events
4. Building out self confidence through various activities
5. Interacting with coordinators and principals of Practicing schools
6. Being part of school functions
7. Attend national seminar
8. To teach in IGCSE schools
9. Visits for community work
10. Develop positive attitude
11. Students become more disciplined and organized
12. For public speaking through speaking tree and other assembly
13. Proactive approach
14. All students given responsibility – to learn to take up responsibilities
15. Learn interpersonal skills by having an opportunity to interact with dignitaries and guests and resource persons
16. Photographic skills – handling the camera
17. Stage confidence
18. Mingle with everyone
19. To learn skills through care and share
20. To understand cultures
21. Learn computers
22. Attend university activities
23. To realize our potentials
24. To attend seminar at SNTD university
25. To showcase our creativity
26. To conduct research
27. To share our talents with other classmates
28. To attend environment based activities – Trailblazers
29. To interact with Slovakian educationist
30. Life skills workshop

## Threats

1. Unaided colleges unlike ours where attendance and lectures are irregular
2. Coaching classes
3. Keep up to date with new knowledge