

# **The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17**

**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)**

2016- 2017

**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

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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/2017/05/AQAR-2016-17.pdf>

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

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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. AOAR 2013-14 Submitted to NAAC and uploaded on College Website.
- iv. AOAR 2014-15 Submitted to NAAC and uploaded on College Website.
- v. AOAR 2015-16 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)

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Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☒ 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

No

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

02

2.5 No. of Alumni

04

2.6 No. of any other stakeholder and  
community representatives

02

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

01

2.9 Total No. of members

21

2.10 No. of IQAC meetings held

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2.11 No. of meetings with various stakeholders:

04

No.

04

Non-Teaching Staff 04

Students

01

Alumni

01

Others

02

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

N

If yes, mention the amount

NIL

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

20

International

National

State

Institution Level

20

(ii) Themes

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

• **By In-house faculty**

- 'The New Age Teacher' & 'Preparing an Effective C.V.' by Dr. UshaBorkar,
- 'Virtual Classrooms' by Smt. VaishaliSawant,
- 'A small truth to give life 100%' by Dr.TandraBandyopdhyay,
- 'Voice Culture' by Smt. ManjeetSahmbey,
- 'Nurturing Multiple Intelligence, by Dr.Karuna Sinha,
- 'Blended learning' by Dr.Shrima Banerjee
- 'Managing Our Emotions, Harmony and Peace with Self' by Smt. Archana V Katgeri,
- 'Values at Crossroads & Developing School Safety Skills 'by SmtPallaviTalekar

**By Guest Speakers**

- Talk on 'CATCH' By Smt. SharadaGanapathy
- Talk on 'Safety Issues of Women', 'Cyber Crime& Police Didi' by Khar Police Station
- Integrating ICT in Teaching and Learning' By DET- SNDT Women's University
- 'Use of Smart Board' By Mr. Wasad Hussain
- 'ICT for Teaching and Learning' By Mr. Kaustubh Kulkarni 'Use of ICT for Administration' By Mr. MahendraKanojia
- 'ICT based Learning Resources' by Apple
- 'Yoga' By University of Mumbai & DLLE
- 'Mindful Conversation' By Dr. Rajendra Barve
- 'Waste Management' By Mr. Tamhankar
- 'Environment Impact Assessment' By Dr. Parvish Pandya
- Cognitive Behavioral Therapy

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- Content Enrichment Programme
- I- Smart and Understanding Self
- A One Day training programme on “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”



#### 2.14 Significant Activities and contributions made by IQAC

1. Quality Assurance Initiative through Workshops (as mentioned above)
2. NAAC Reaccreditation (3<sup>rd</sup> Cycle) Report was uploaded on college website and forwarded to NAAC.
3. Faculty development initiatives in the form of the following:
  - Attending Refresher/ Short term programmes, International, National level seminar and conferences
  - Publication of research and conceptual papers in Peer Reviewed International and National Journals
4. Collaborations with Department of Educational Technology SNDTWU, IIT Mumbai, IGNOU etc.
5. IQAC has initiated a new collaboration with Akanksha Foundation for conduct of several components of Practicum
6. Strengthening linkages with Khar Police station, Chinmaya Mission, Apple India, Disha Counseling
7. SWOT Analysis (by all significant stakeholders)
8. Teacher appraisal by students and Institutional feedback by students and alumni
9. Placement of 80% of SYBED students before University results
10. Free of Cost Counseling Sessions by trained Psychologist for students and community
11. Training Workshops for students by Trail Blazzers & IIT Bombay
12. Incorporating Reflections in lesson plans
13. Intellectual Sharing forum
14. Infrastructure up gradation
15. The faculty members conducted Orientation to new courses introduced in the Two Year B.Ed Programme as Convener/ Member of Syllabus Revision on behalf of University of Mumbai for

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 (FYBED & SYBED) as Annexure i (a) & (b) 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.
- ❖ Changes in infrastructure to suit the requirements of Two Year B.Ed programme

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.) IDOL, Univ. Of Mumbai)  06  IGNOU Study Centre	-	-	05
<b>Total</b>	<b>09</b>	<b>-</b>	<b>-</b>	<b>05</b>

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.

The B.Ed programme saw a complete overhauling, acting on the behest of the Supreme Court to revamp the B.Ed course before the end of the year 2014. The National Council of Teacher Education (NCTE) has made some major changes in the curriculum and duration of the B.Ed. course. The B.Ed course has now become a two year programme and the course structure offers a comprehensive coverage of themes and rigorous field engagement with the child, school and community. The purpose is to provide a broad knowledge base, pedagogical skills and engagement with the field and community. All the courses include in-built field-based units of study and projects along with theoretical inputs from an interdisciplinary perspective. It also includes special courses for Enhancing Professional Capacities (EPC) of the student teachers in fields like Reading and Interpreting Texts, Drama and Art in Education, Use of ICT and Understanding oneself. Transaction of the courses is to be done using a variety of approaches, such as, case studies, group presentations, projects, discussions on reflective journals, observations of children, and interactions with the community in multiple socio cultural environments.

The Two Year Programme was implemented from the academic year 2015-16 and the current academic year 2016-17 was the second year, which was successfully and effectively completed by the college.

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

Nil

## 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

05

2.2 No. of permanent faculty with Ph.D.

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

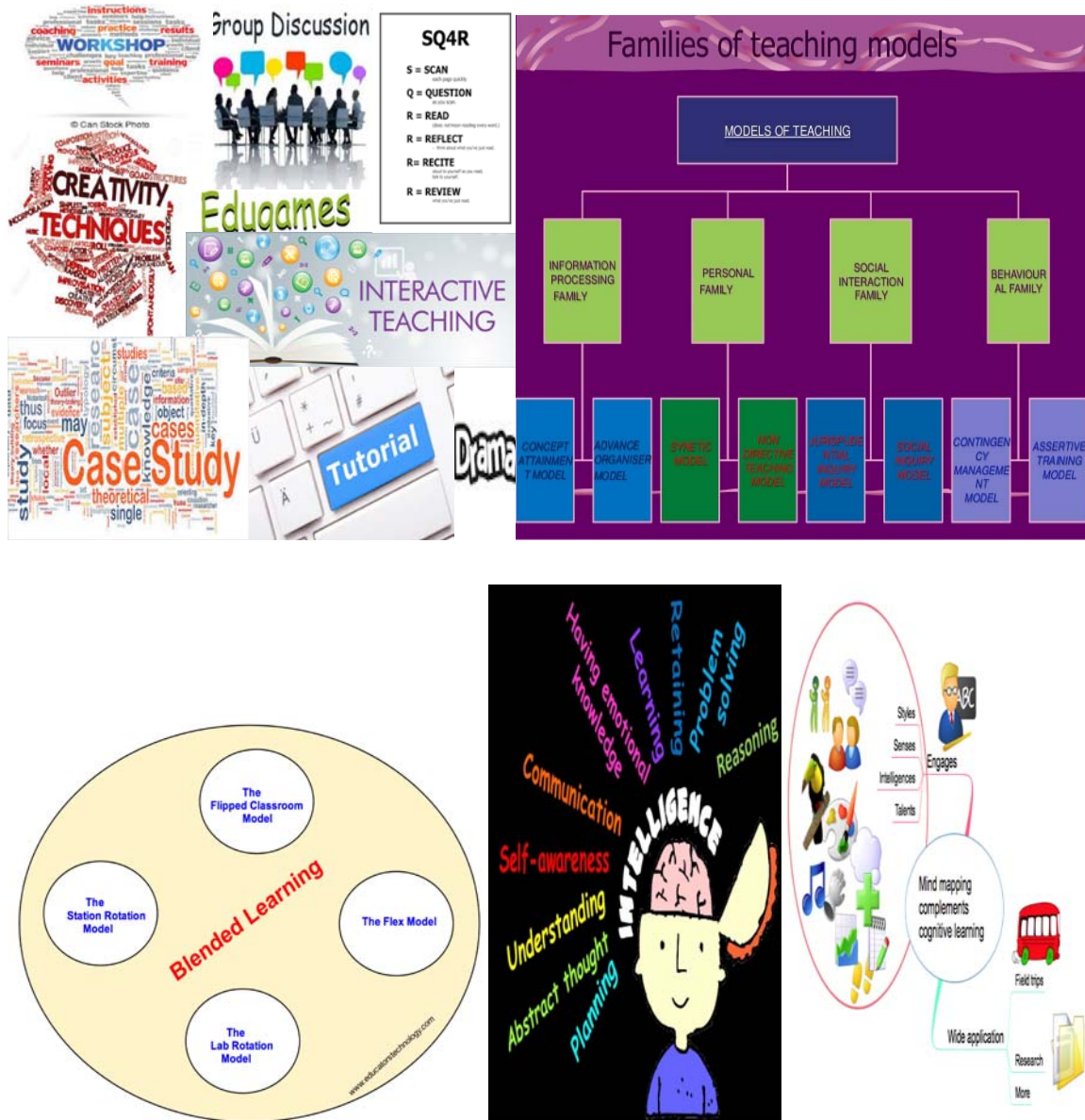
NIL

NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	02	08	06
Presented papers	02	08	NIL
Resource Persons/Chairing the session	NIL	NIL	NIL

## 2.6 Innovative processes adopted by the institution in Teaching and Learning:



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

238

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

1 Principal + 8 Faculty

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.	50	25	22	3	NIL	NIL

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



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	01
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	08
Staff training conducted by other institutions	03
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	01	NIL	NIL	NIL
Outlay in Rs. Lakhs	5, 25000/-	NIL	NIL	NIL

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	NIL	NIL	NIL
Outlay in Rs. Lakhs	1,00,000	NIL	NIL	NIL

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	04	-
e-Journals	-	-	-
Conference proceedings	-	10	-

### 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	2016 – 17	University of Mumbai	25,000	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 (other than compulsory by the University)	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL

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Total		01 Major & 01 Minor Research Project	5,37,775	3,57,750
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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	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges	Autonom	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
	INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	NIL	NIL	NIL	NIL	NIL
	Sponsoring agencies	NIL	NIL	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	<input type="text" value="NIL"/>	From Management of University/College	<input type="text" value="NIL"/>
Total	<input type="text" value="NIL"/>		

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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

04

01 for the year

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 level

-

3.22 No. of students participated in NCC events:

University level

-

State level

-

National level

-

International level

-

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="01"/>	College forum	<input type="text" value="09"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>
		Any other	<input type="text" value="-"/>

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

**Community Service**

Community Service 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.

- **Literacy Awareness Programme:**

Literacy Awareness Programme (LAP) is part of the practicum of Semester IV (S.Y.B.Ed.) where students are associated with various types of literacy namely environment, population education, hygiene, sociological and financial issues related to the community. The students were associated with various NGOs for the conduct of the program including Sakhi Foundation-NGO associated with girls education, Divine Foundation-NGO associated with environment and others.

- ***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),
- ❖ ShraddhanandaMahilashram,Vasai,
- ❖ Anmol, NGO for street children,Dadar,
- ❖ Cheshire Home,Andheri (East),
- ❖ ShriManavSevaSangh,Matunga,
- ❖ Adhar –Old age Home, Borivli(East),
- ❖ Compassionate Charitable Trust,Malad(West),
- ❖ St.Catherine'sHome,Andheri (West),
- ❖ SnehSadan,Andheri (East),
- ❖ Missionaries of Charity,Vile Parle(East),
- ❖ SarvodayaTrust,Ghatkopar,
- ❖ Ankur Children's Home,Mira Road,
- ❖ National Association for Blind,Ray Road,
- ❖ SnehKiran Community Development Cell,Malad (West) and
- ❖ Premdaan,Airoli
- ❖ ADEPT Society,Bandra

- ***Joy of Giving week***

The Joy of Giving Week was observed as usual with the same fervor and verve by the college, with the principal, staff and students collecting clothes, stationery, footwear, utensils, other useful articles as well as money which were handed to the NGOs, Goonj and Anmol, working for the street children.

- ***Visit to School for the underprivileged, Anuyog***

The F.Y.B.Ed. students visited Anuyog School from 25<sup>th</sup> December to 31<sup>st</sup> December, 2016, and organized games, activities as well as some refreshments for the students as a part of New Year Celebrations. They also visited the school for extended Community work from 2 March to 7 April, 2017.

- ***'Basket of Fruits' for patients of a Municipal Hospital***

'Akshaypatra' is a box, which is used for collecting voluntary donations from all principal, teachers and students alike, which is used to buy fruits once a month for the patients of different wards of V.N. Desai Municipal Hospital Santacruz-East. The joy on the faces of the patients is what provides us the impetus to go to the wards of the hospital every month.

- ***Visit to rehabilitation Centre for persons affected by leprosy- Shantivan, Panvel***

A visit was organized to ***KushtarogNiwaranSamiti at Shantivan***, Panvel on 24<sup>th</sup> October 2016. The students celebrated Diwali with the inhabitants of Shantivan by distributing cards, sweets, singing songs and also made diyas and applied mehendi on the palms of the ladies. This was their effort to brighten the lives of the Shantivanites who look forward to meet and interact with our students.

- ***Book and Pencil project***

Stationery like pen, pencil and books, which can be reused, were collected and donated by the students to the NGO Divine Foundation.

- ***Hand wash project***

Students participated in hand wash project to create awareness among the under privileged students about the significance of sanitation in and around us. Our college students also participated in the rally organized by CACR (Citizens Association for Child Rights) in association with Lions Club of Mumbai on 8<sup>th</sup> January 2017 to mark the International Day of Persons with Disability.

**Second Term Training Programme for Extension, Western Region**

The Second term training programme for Extension, Western Region organized by the Department of Lifelong Learning and Extension [DLLE] was arranged in the college on 7<sup>th</sup> December 2016, and was attended by students and teachers of 96 colleges across the Western region of Mumbai.

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

The DLLE offers flexible Continuing Education opportunities for the people and various projects from which our college opted for the following four projects-

- ❖ **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 etc. at the stalls.
- ❖ **ITP (INFORMATION TECHNOLOGY PROJECT):** 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.
- ❖ **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	1754.254 sq. mt	-	-	-
Class rooms	06	-	-	-
Laboratories	04	-	-	-
Seminar Halls	04	-	-	-
Other Rooms: Rest Rooms & Washrooms [Male & Female],Office, Staff Room, Library,Store Rooms,	16		-	-



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Activity & Exhibition Gallery				
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.	4	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	89,453/-	UGC	-	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

- AISHE i.e. All India Survey of Higher Education which is under the HRD Ministry, New Delhi. (Data of student teachers, academic progress, details of teaching as well as non-teaching staff, accounts, all this is to be updated every year) (URL - <http://aishe.nic.in>)
- MIS – Management Information System which is under the Dept. of Higher & Technical Education, Government of Maharashtra, (Academic qualifications, in-service improvement in qualifications, information about student teachers with details of caste, religion, results etc., details of Adhaar Card Number (UID), Voters ID Number, PAN Number, Scale, month wise salary details of teaching non-teaching staff, Income Expenditure details of college etc. is to be provided on the website)(URL - <http://dhemis.maharashtra.gov.in>)
- Student teachers on Roll on the University of Mumbai Website. (<http://eoffice.mu.ac.in/statistical>)

All these three websites and information are monitored and certified through the Nodal Officer appointed at University of Mumbai.

Similarly, the HJCE administrative section has guaranteed that-

- College profile uploaded on the NCTE website,
- Data uploading on NCTE website for Geographical Information of the College,
- Data for E-Monitoring where entire information about the institution is to be uploaded on the NCTE website. This is currently under process.
- HTE Sevaarth which is under the control of Ministry of Finance, Government of Maharashtra for disbursal of regular Salary Grants to Colleges. Regular Salary is uploaded every month, an approval is sought following which the college is issued with a voucher number and only then the college is permitted to submit salary of the next month.
- Admissions under the Director Higher Education, Pune on B.Ed. Admission website.
- Enrollment and Eligibility form are to be filled in by the student teachers on the website of University of Mumbai.
- Examination forms are being filled and submitted on the University website for F.Y.B.Ed. student teachers of 2016-18 batch from Semester I and S.Y.B.Ed. Student teachers of 2015-17 batch from Semester III.
- Internal Assessment marks of F.Y.B.Ed. student teachers of 2016-18 batch from Semester I & Semester II and S.Y.B.Ed. Student teachers of 2015-17 batch from Semester III & Semester IV were submitted on line on the University of Mumbai Website.
- Online Affiliation TAAS Information is under University of Mumbai. <https://muonline.org.in/>

**Computerization of the library.**

- Installation of e-Granthalaya 3.0 Integrated Library Management Software of National Informatics Centre(NIC)
- Migration of library database to e-Granthalaya 3.0
- Installation of Library OPAC on college LAN
- Installation of Web OPAC on college website: <http://120.63.172.213/opac/default.aspx>
- Addition of new added books details and retro conversion of old records in the software

**4.3 Library services:**

Resources	2016-17					
	Exhisting		Newly Added		Total	
	No	value	No	Value	No	Value
Text Books	2500	205980	10	1701	2510	207681
Reference Books	15919	1239995	106(52-Donated)	19322	16025	1259317
e-books (NLIST)	97000	5700	3135000	5750	3135000	5750
e-journals (NLIST)	6000		6000		6000	
Journals	18	14800	19	16050	19	16050
Magazines	8	6077	6	5179	6	5179
Newspapers	9	12488	9	13273	9	13273
Digital Database	Libsuite	--	e-Granthalaya 3.0	12000	e-Granthalaya 3.0	12000
CD's & Videos	162	--	---	--	162	--
Others (Thesis, Bound and Back Volumes of Journals, Research Reports,CCRT Photos)	857	--	4	--	861	--

The college pays common subscription for Inlibnet'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 + 3 laptops	1	2	4	1	1	Nil	
Added								
Total	33 + 3 laptops	1	2	4	1	1	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, Display TV and Solar Panels.

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

- MOODLE
- Smart Board
- Google Apps
- I-Pad integration in Teaching and Learning

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs. 38,371/-
ii) Campus Infrastructure and facilities	NIL
iii) Equipments	Rs. 89,453/-
iv) Others	NIL
<b>Total :</b>	Rs. 1,27,824/-

**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:

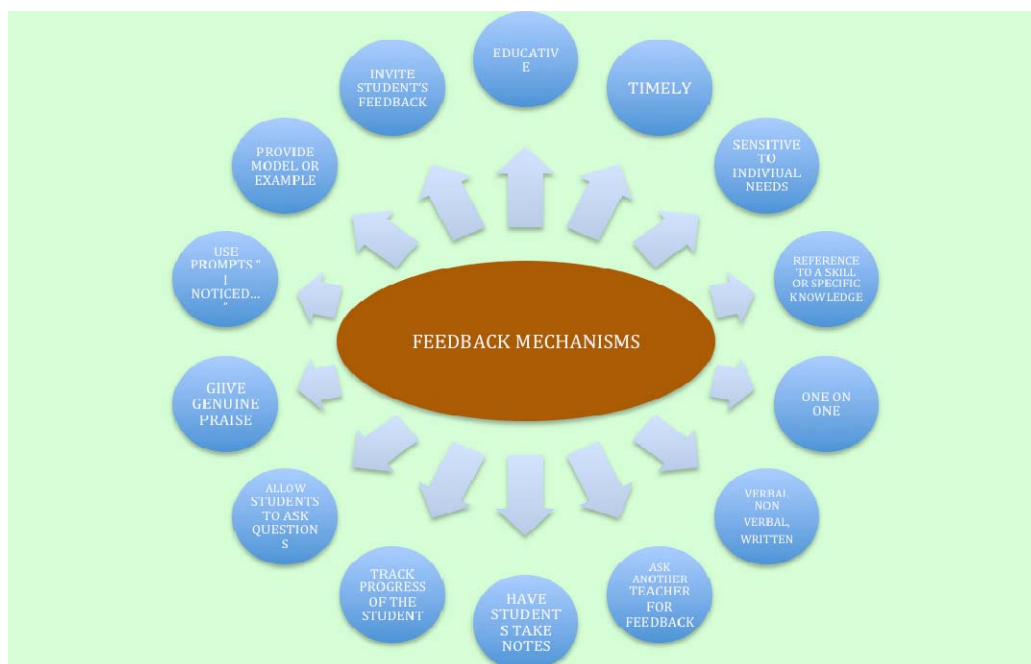
- Fortnightly Mentoring Programme for students
- Buddy System
- Speak Well Club- to improve communication skills of students with weak communication skill
- Student Grievance Cell
- Placement Cell
- Women Cell
- On Campus Individual Counselling Sessions of trained Psychologists
- Library Orientation
- Career orientation

**5.2 Efforts made by the institution for tracking the progression**

Institutions track the progress through the following:

- SWOT Analysis done by the Principal with the Students and faculty
- Feedback from Mentor group, individual feedback with Principal, College councillor, informal interaction with students.
- Mechanism of Feedback devised and followed at HJCE is shown through the following figure.

GUJARAT RESEARCH SOCIETY'S  
HANSRAJ JIVANDAS COLLEGE OF EDUCATION



5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
50	-	14	-

(b) No. of students outside the state

01

(c) No. of international students

NIL

No	%
3	6

Men

No	%
47	94

Women

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
50	01	02	NIL	NIL	50	47	01	NIL	02	NIL	50

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 instituion conducted CET orientation twice in order to facilitate the students to go through admissions in a smooth manner.

No. of students beneficiaries

82

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

The college has tied up with Disha-Child, Adolescent and Adult Counselling Centre and established the College Mental Health Centre at the college campus. As part of the progrmme a counselor was available once a week in the college on a pre appointed day to discuss personal or academic problems of student. The purpose of this venture is to help student teachers cope with the rigors of the B.Ed course and life in general. The college has been providing these services from last six years for the students as well for their family members, relatives and friends too. In this way, the college accomplishes its responsibility to the students and community

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
NA	50	35	All placed through Campus

## 5.8 Details of gender sensitization programmes

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

University of Mumbai has made it mandatory after the Supreme Court's Vishaka judgement, 2001 for every college to constitute a Women Development Cell. The cell conducts activities that help in creating awareness about women's rights and their mental and physical well-being among our student teachers that enables their empowerment. The activities conducted by the cell are

- 'Safety issues of Women, Cybercrime and Police didiprogramme' by officers from Khar Police station on 19<sup>th</sup> October 2016.
- A One Day training programme on "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" was organized on 27<sup>th</sup> February, 2017 in collaboration with Maharashtra State Commission for Women to commemorate International Women's Day.
- Rally and Street Play on 8<sup>th</sup> March, 2017, International Women's Day. The street play was performed at Khar Danda to create awareness about women safety and its measures among the women in community. The report of the same was published in a weekly newspaper "Shubh Samachar" in 14-20 March 2017 issue.
- The theme of the Annual College Magazine this year was "Be Bold to Change" which was also the theme of the 2017: International Women's Year. Student teachers contributed generously poems and articles on the theme.

## 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. 17690/- for first year (2 Students voluntarily not availed of the Facility)
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

11

#### 5.13 Major grievances of students (if any) redressed:

The college has a Grievance Redressal Cell headed by the Principal of the institution and assisted by two senior faculty, which uses the suggestion box to collect student teachers' opinions.

The grievances and the suggestions of the student teachers are also forwarded by the Student council to the faculty in charge of the council who in turn conveys the same to the Principal of the institution.

The Principal of the institution also follows an open door policy for addressing the grievances of the student teacher, teaching and non-teaching staff. The Quality circle mechanism has been adopted for redressing problems where the focus is always on counseling rather than on punitive action.

The suggestions that have been acted upon

- More number of content enrichment programmes for the student teachers
- More number of Speak Well sessions have been organised in order to enable student teachers to enhance their language proficiency.



## 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 institution has Management Information System which has been prescribed by Director of Higher Education.

- MIS – Management Information System which is under the Dept. of Higher & Technical Education, Government of Maharashtra, (Academic qualifications, in-service improvement in qualifications, information about student teachers with details of caste, religion, results etc., details of Adhaar Card Number (UID), Voters ID Number, PAN Number, Scale, month wise salary details of teaching non-teaching staff, Income Expenditure details of college etc. is to be provided on the website)(URL -<http://dhemis.maharashtra.gov.in>)
- Student teachers on Roll on the University of Mumbai Website. (<http://eoffice.mu.ac.in/statistical>)

All these three websites and information are monitored and certified through the Nodal Officer appointed at University of Mumbai.

## 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.

### 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), games, films, various strategies of co-operative learning, role-plays, blended learning, flipped classroom.
- 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

##### **Research Centre activities**

- ***Increase in the intake capacity of the Ph.D. students***

LIC from University of Mumbai visited the college on 8December 2016, with the purpose of assessing the eligibility and granting permission for increase in the intake capacity of Ph. D students.

- **Approval of Proposal for National Workshop**

The proposal for conducting a National Workshop on “Research Methodology” has been approved by ICSSR, Western Region Office and the college has received a grant of Rs. 70.000/- for conducting the same in the forth-coming academic year.

- **Upgraded Psychological Laboratory:**

The psychological laboratory has been upgraded with latest standardized tests.

- **Journal of H.J. College of Education:**

The research center came up with two regular issues of the journal titled: “HansrajJivandas College’s Journal on Futuristic Education”, with an ISSN No: 2349-8145, this year.

- **Pre- Ph.D. Course:**

The Research Center is planning to conduct Pre - Ph.D. Course for the students who have enrolled for the Ph.DProgrammein the month May-June 2016.

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

- Computers
- Smart boards,
- TVs,
- Teaching Aids,
- Lab equipments,
- Podium,
- Camera,
- Sound system,
- Solar Panels,
- Display TV,
- Installation of CCTV in the entire college campus,
- WiFi connectivity in the entire college campus.
- LCD Projector
- CAI Packages
- E-Granthalaya – Library Software
- Psychological Tests.

#### 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, I-Smart & Understanding Self.
- 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

#### **Collaboration with Department of Educational Technology**

The college coordinated with Department of Educational Technology, SNDTWU for technology related workshops for the F.Y.B.Ed. and S.Y.B.Ed. student teachers. Department of Educational Technology SNDT Women's University at their campus as well as on the college campus organized and conducted workshop on the use of ICT Resources for Classroom Teaching.

#### **COLLABORATION with AKANKSHA**

The college struck a successful collaboration with Akanksha in the form of Memorandum of Understanding for the following:

- Community work for FYBED students at Akanksha Centre for 6 days
- Internship of SYBED at Akanksha School for 3 weeks
- Internship of FYBED at Akanksha School for 3 weeks

This is a National Level pilot project for Akanksha, which is one of its kind and has been taken up with HJCE on an experimental basis. For this academic year, the collaboration with Akanksha was extremely successful, with the FYBED and SYBED students benefitting immensely out of this venture. The college received exceptionally positive reviews about the student's performance at various Akanksha centers- once again making the college proud of its preparation.

### 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

☒ Yes ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	University of Mumbai	YES	IQAC & Management
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?

The University of Mumbai implemented Two Year B.Ed programme. Major changes with respect to both Theory and Practicum has been incorporated on the basis of guidance provided by NCTE 2014 norms.

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

A 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
- Alumni Meet
- Content enrichment sessions were taken by 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.
- Meeting with Parents of FYBED

#### 6.13 Development programmes for support staff

The following initiatives 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

##### ***Environment Club***

- An exhibition entitled, 'Indigenous Technical Knowledge' of various practices involving indigenous technical knowledge used across the country and globe was organized.
- Students attended the workshop organized by Trailblazers Foundation and Dow Chemical International Pvt. Ltd. on the theme, Magic of Universe – Nature wildlife & Humans on 29<sup>th</sup> November 2016 at K-star Resort, Karnala.
- Talks on 'Waste Management' by Mr. Tamhankar and 'Environment Impact Assessment' by Dr. Parvish Pandya were arranged at the college.
- Recycling wet waste and using it for the plants on the terrace garden.

#### **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***

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

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

***Environment Club***

- An exhibition entitled, 'Indigenous Technical Knowledge' of various practices involving indigenous technical knowledge used across the country and globe was organized.
- Students attended the workshop organized by Trailblazers Foundation and Dow Chemical International Pvt. Ltd. on the theme, Magic of Universe – Nature wildlife & Humans on 29<sup>th</sup> November 2016 at K-star Resort, Karnala.
- Talks on 'Waste Management' by Mr. Tamhankar and 'Environment Impact Assessment' by Dr. Parvish Pandya were arranged at the college.
- Recycling wet waste and using it for the plants on the terrace garden.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

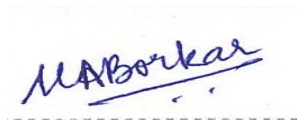
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

*Refer to Annexure v for SWOT Analysis*

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

- The HJCE CEL has been established with the objective to develop digital educational collaborators at all levels of education. This initiative has been taken to train teachers and students to integrate technology and pedagogy. The Cell is working towards developing and launching Need based E learning courses for in service teachers and pre service teachers.

Name : Dr. Usha A. Borkar



Signature of the Coordinator, IQAC

Name: Dr. Anita Swami



Signature of the Chairperson, IQAC

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

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**Annexure I (a)**  
**ACADEMIC CALENDAR 2016-2017 S.Y.B.Ed.**

JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
YOGA WORKSHOP	WORKSHOPS	THEORY LECTURES	THEORY LECTURES	THEORY LECTURES	DIWALI VACATIONS
LESSON PLANNING	ESSAY	GUIDANCE	GUIDANCE	ESSAY	THEORY LECTURES
MICROTEACHING	UNIT TEST ORIENTATION	INTERNSHIP	INTERNSHIP	INTERNSHIP	ESSAY
DEMONSTRATION LESSONS	BRAINSTORMING		ORIENTATION TO THEME BASED TEACHING AND COTEACHING	MENTOR GROUP MEETINGS	CLASS TEST
	PRACTICE TEACHING & INTERNSHIP ORIENTATION			EXTENSION	THEORY LECTURES
	DEMONSTRATION LESSONS			STUDENT COUNCIL PROGRAMME	BRAINSTORMING
	MENTOR GROUP MEETINGS			GROUP WORK	TUTORIALS
	MAINTAINING REFLECTIVE JOURNALS ORIENTATION			COMMUNITY WORK- HELP DESK DUTY	PRELIMINARY EXAMINATION SEM III
	WORKSHOP ON INNOVATIVE STRATEGIES SUCH AS CAM , GAMES			WORKSHOPS	MENTOR GROUP MEETINGS
	EXTENSION				SUBMISSION OF PRACTICUM
	STUDENT COUNCIL PROGRAMME				PREPARATION FOR EXAMINATION SEM III
	GROUP WORK				UNIVERSITY EXAMINATION SEM III

DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
YOGA WORKSHOP	INTERNSHIP & ALL ITS RELATED ACTIVITIES	YOGA & COMPUTER CLASS	THEORY LECTURES	PRELIMINARY EXAMINATION SEM IV	
ORIENTATTION TO CO TEACHING WITH PEERS	ESSAY	THEORY LECTURES	THEORY LECTURES	SUBMISSION OF PRACTICUM	
ORIENTATION TO DEVELOPING LEARNING RESOURCES	WORKSHOPS	GUIDANCE	GUIDANCE	PREPARATION FOR EXAMINATION SEM IV	
ORIENTATION TO ANCEDOTAL RECORDS	MENTOR GROUP MEETINGS	ACTION RESEARCH GUIDANCE	ACTION RESEARCH GUIDANCE	UNIVERSITY EXAMINATION SEM IV	
ORIENTATION TO ORGANISING CO-CURRICULAR ACTIVITIES IN SCHOOL	GUIDANCE & LESON PLANNING	ESSAY	ESSAY	FAREWELL & ANNUAL DAY	
ORIENTATION TO REFLECTIVE JOURNAL	EXTENSION	EXTENSION	EXTENSION		
ORIENTATION TO SCHOOL BASED ACTION RESEARCH	CAMPUS INTERVIEWS	STUDENT COUNCIL PROGRAMME	STUDENT COUNCIL PROGRAMME		
INTERNSHIP	STUDENT COUNCIL PROGRAMME	MENTOR GROUP MEETINGS	MENTOR GROUP MEETINGS		
WORKSHOP ON PREPARING EFFECTIVE CV & APPEARING FOR THE INTERVIEWS	ACTION RESEARCH GUIDANCE	GROUP WORK	CLASS TEST		
	GROUP WORK	WORKSHOPS EPC IV	GROUP WORK		
		PICNIC	BRAINSTORMING		
			TUTORIALS		



**Annexure I (b) ACADEMIC CALENDAR  
2016-2017 F.Y.B.Ed.**

OCTOBER	NOVEMBER	DECEMBER	JANUARY
ORIENTATION TO B.ED COURSE	DIWALI VACATIONS	COMPUTER CLASSES	SUBMISSION OF PRACTICUM
ORIENTATION TO CBSGS	COMPUTER CLASSES	THEORY LECTURES	PREPARATION FOR UNIVERSITY EXAM SEM I
WORKSHOPS	WORKSHOPS	ESSAY	UNIVERSITY EXAMINATION SEM I
THEORY LECTURES	THEORY LECTURES	TUTORIALS	
STUDENT COUNCIL ELECTIONS & PROGRAMMES	ESSAY	BRAINSTORMING	
EXTENSION	CONTENT TEST	CLASS TESTS	
COMMUNITY WORK	BOOK REVIEW ORIENTATION	BOOK REVIEW ASSIGNMENT	
GROUP WORK	MENTOR GROUP MEETINGS	MENTOR GROUP MEETINGS	
	EXTENSION	DEMONSTRATION LESSONS	
	STUDENT COUNCIL PROGRAMME	PRELIMINARY EXAMINATION SEM I	
	GROUP WORK	GROUP WORK	
	COMMUNITY WORK	EXTENSION	

<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>
<b>YOGA &amp; COMPUTER CLASSES</b>	<b>YOGA</b>	<b>YOGA &amp; COMPUTER CLASSES</b>	<b>SUBMISSION OF PRACTICUM</b>
<b>GROUP WORK &amp; SELF STUDY</b>	<b>COMPUTER CLASSES</b>	<b>THEORY LECTURES</b>	<b>PREPARATION FOR UNIVERSITY EXAM SEM II</b>
<b>WORKSHOPS</b>	<b>WORKSHOPS</b>	<b>ESSAY</b>	<b>UNIVERSITY EXAMINATION SEM II</b>
<b>THEORY LECTURES</b>	<b>THEORY LECTURES</b>	<b>TUTORIALS</b>	
<b>STUDENT COUNCIL PROGRAMMES</b>	<b>ESSAY</b>	<b>BRAINSTORMING</b>	
<b>EXTENSION</b>	<b>STUDENT COUNCIL PROGRAMME</b>	<b>CLASS TESTS</b>	
<b>COMMUNITY WORK</b>	<b>OBSERVATION LESSONS GIVEN BY PEERS</b>	<b>CRITICAL ANALYSIS OF AN EDUCATIONAL FILM</b>	
<b>ORIENTATION TO SHADOWING</b>	<b>MENTOR GROUP MEETINGS</b>	<b>MENTOR GROUP MEETINGS</b>	
<b>ORIENTATION TO OBSERVATION OF SCHOOL ACTIVITIES</b>	<b>EXTENSION</b>	<b>DEMONSTRATION LESSONS</b>	
<b>OBSERVATION LESSONS GIVEN BY PEERS</b>	<b>GROUP WORK</b>	<b>PRELIMINARY EXAMINATION SEM II</b>	
<b>PICNIC</b>	<b>COMMUNITY WORK</b>	<b>GROUP WORK</b>	
		<b>EXTENSION</b>	





**Annexure ii**  
**Perspective Plan of Action 2015-16 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 2015-16 is as follows:

<b><u>Semester I</u></b>	<b><u>Semester II</u></b>
<b>11 -O grade</b>	<b>15-O grade</b>
<b>37-A grades</b>	<b>34-A grades</b>
<b>02 - B grades</b>	<b>01- Not appeared</b>

- ❖ 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 was organized as usual and had students participating and sharing their talents with a lot of gusto and panache. The skills that were shared and learnt were Origami for making of Geometrical shapes, making of Puppets, Stocking and Paper Flowers and Envelopes, also the art of Paper Quilling, Power Yoga and Vedic Mathematics.

**Gardening**

With green spaces shrinking in the city of Mumbai, greening measures like terrace gardening needs to be adopted by all. The college terrace garden has a collection of lush, healthy ornamental plants that uplift our spirit as well as make aesthetic spaces in the college corridor and classrooms. Every moment that is spent by the students in nurturing them and tending to them is worth the while as well as a rich learning experience. Apart from that keeping with the philosophy of the college to 'Gift a plant instead of a bouquet' the students at the end of the Shadowing activity done in their respective schools, gifted them a

small potted plant prepared and nurtured by them. They also gave a small note that mentions the benefit of having plants kept indoors.

### **The Student Council**

Student's Council in college is a means to develop certain qualities like planning, organizing, leading and team spirit through participation and involvement in activities all through the academic year. The HJCE student council committee was formed by electing the members through the election process in which potential candidates registered, canvassed using posters, charts and placards during the college hours and also on what's-app group. The Council members with the guidance of the in charge faculty members conducted a lot of activities all the year round.

The Student's Council organized activities that vitalized the course. The varied activities that were organized throughout the year are as follows:

- Teacher's Day
- Student Council Elections
- Best out of waste competition
- Navaratri Celebrations (Rangoli, Aarti Thali decoration, Best Attire, Best dancers of the day.)
- Diwali Celebrations (Diya, Lantern making and Mehendi competition)
- Poster making competition on the theme of 'Peace & Harmony'
- Debate on the theme of Gender stereotyping
- Christmas celebrations (Icing the cake, Card making competition)
- Quiz Competition
- Sports Day
- Extempore Competition on the theme of 'Water Awareness & Conservation'
- Week of Change-Special Days- Twin day, Head Gear day, Back to school days, Mix n Match day
- Holi Celebrations
- Antakshari Competition

### **Inter collegiate Competitions**

Participating in co curricular activities help in chiseling the personality of the student teachers. Inter collegiate competitions provide them with a new environment outside their usual comfort zones; to compete with others, help the best in them manifest. As every year, this year too our student teachers participated in the various intercollegiate competitions all over Mumbai and won several prizes.

### **Intercollegiate Essay Competition on the topic "Diversity: the Essence of Humanity"**

Unfortunately today's world has been torn by diversity resulting in friction, incoherence and unhappiness among citizens. This phenomenon has motivated us to organize an intercollegiate Essay Competition in the month of February 2016, on the topic "**Diversity: the Essence of Humanity**" in fond remembrance of **Dr. Madhuri Shah**, nationally and internationally acclaimed Educationist, Padmashri and the founder mother of Hansraj Jivandas College of

Education. Forty entries were received in English, Hindi, Marathi and Gujarati language.

Students of Anjuman -i-Islam's Akbar Peerbhoy College of Education, Vashi; Bombay Teacher's Training College, Colaba; Lord's Universal College of Education, Malad; Nirmala Memorial Foundation College of Education, Malad and Oriental College of Education, Andheri(West) participated in the competition.

### **Educational Visits**

- ❖ Students and the faculty members together viewed an **educational movie** from mainstream Hindi Cinema, "Chalk and Duster" based on issues in the education system at Eros theater, Churchgate. Students had to submit a report of critical analysis of the movie as part of the curriculum. The entire activity was organized in collaboration with other Colleges of Education from Mumbai such as Bombay Teacher Training College of Education, St. Xavier's Institute of Education, Secondary Teacher Training College, Nagrik Shikshan Sanstha College of Education and Kapila Khandvala College of Education.
- ❖ The students visited the Kala Ghoda Arts Festival. It is an annual festival, nine days long, commencing always on the first Saturday of February and closing on the second Sunday in February, in the Kala Ghoda area of South Mumbai. The purpose was to expose the students to the displays in areas like visual arts, dance, music, theatre, cinema, literature including children's literature, workshops, heritage walks, urban design and architecture, stalls selling food, handmade arts and crafts wares.
- ❖ The students explored the IIT campus, Powai and visited the echo point, IIT convocation hall, Department where Rupee symbol was coined. After attending the workshop on Spoken Tutorials.

### **Mental Health**

The college has tied up with Disha-Child, Adolescent and Adult Counselling Centre and established the College Mental Health Centre at the college campus. As part of the programme a counselor was available once a week in the college on a pre appointed day to discuss personal or academic problems of student. The purpose of this venture is to help student teachers cope with the rigors of the B.Ed course and life in general. The college has been providing these services from last five years for the students as well for their family members, relatives and friends too. In this way, the college accomplishes its responsibility to the students and community

Besides the academic lectures the students are exposed to a lot of talks and workshops on varied themes and issues. Such exposure helps student 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:***

- ❖ "New Age Teacher"
- ❖ "A Small Truth To give Life 100%"
- ❖ "Voice Culture"

- ❖ “Learning Disabilities” & “Multiple Intelligence”
- ❖ “Blended Learning”
- ❖ “Managing our Emotions”
- ❖ “Values at Crossroads”
- **Workshops were also organized for the student teachers by Guest Speakers with expertise from varied backgrounds**
  - ❖ The Chinmaya Mission conducted a series of workshops in the college on themes such as Patriotic, Cultural, Emotional, Intellectual, Physical, Universal and Spiritual Transformation
  - ❖ ‘Cyber Crime’ by Sachin Dedhia, Certified Ethical Hacker
- **Art Workshop by Fevicryl**
  - ❖ A two and a half hours workshop session on making of art pieces and t-shirt painting was conducted by experts from Fevicryl.
  - ❖ A paper craft workshop was also organized for the student teachers where they learned to prepare different types of flowers out of crepe paper.
- **Workshop on Drama and Art in Education**

A Two Day Workshop was conducted on Enhancing Professional Competencies (EPC) - 2 –Drama and Art in Education on 24<sup>th</sup> and 25<sup>th</sup> February, 2016. Staff and students of various other colleges of education were invited as the same is part of Semester Two theory component of the revised Two year B.Ed. course. Dr. Meenakshi Iyer Gangopadhyay, Assistant professor, Nalanda Nritya Kala Mahavidyalaya, JVPD Scheme and Dr. Radha Kumar, Associate Professor, St.Xaviers College-Autonomous, Mumbai were the invited expert resource persons for the workshop. The workshop concluded with students’ performance on the basis of the inputs gained from the two days learning experience. Students and staff of the following colleges participated in the workshop:

All India Khilafat College, Byculla, Pushpanjali College of Education, Vasai, St.Tresa’s Institute of Education, Santacruz, Thakur College of Education, Kandivli, H.B.B.Ed. College, Vashi, Lord’s B.Ed. College, Malad, Irene Institute of Education, Kalyan, R.R. Educational Trust, Mulund Dnyan Ganga College of Education, Dombivili and Late Shashikant Gawade College of Education, Chiplun.

In all, apart from the 50 students of the college, 200 student participants and 9 faculty members from other colleges were present on both the days.

- ***Workshop were organized by the College in collaboration with varied National Level Agencies***
  - ❖ **Workshop organized by IIT, Bombay**  
Students attended a Workshop on Spoken Tutorial on Libre office, Ubuntu and Linux organized by IIT, Powai.
  - ❖ **Workshop by Trailblazers**  
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 ‘Soil’ at K Star Woods Resort,

Karnala on 22<sup>nd</sup> January 2016. The students then visited the Yusuf Meher Ali Centre at Tara village.

❖ **Workshop organized by the SNDT Women's University**

Department of Educational Technology SNDT Women's University at their campus as well as on the college campus organized and conducted workshop on the use of ICT Resources for Classroom Teaching. The educational potential of ICT resources such as MOODLE, Prezi, Blogs, OER, QR Codes, Hike in Education, Twitter for Learning and Edupuzzle were explored through a series of hands on workshops.

**'Marathi Bhasha Divas'**

***"Language is the road map of a culture. It tells you where its people come from and where they are going." -Rita Mae Brown***

Marathi Bhasha Divas is observed on February 27 every year across the Indian states of Maharashtra & Goa on the birth anniversary of eminent Marathi Poet V. V. Shirwadkar. The college also observed the day and the theme was 'Celebrating Marathi Culture and Marathi Language'. The students presented Marathi Bhasha Gaurav Geet and other Marathi songs on this occasion. One of the students demonstrated use of 'Povada' a Marathi folk song to teach History. 'Marathi Poetry Recitation Competition' was organized on the theme 'Nature'. Thirty five student- teachers participated in the competition. This was followed by observations in Marathi by the teachers. To add authentic Marathi flavor to the day, the students organized stalls of Marathi delicacies.

**Recreational Learning**

The college through its various Clubs has ensured that there is Learning happening even outside the classrooms.

***'Trips In Time' [Social Studies Club]:***

All the student teachers who have opted for History, Geography and Economics Method are members of the social studies club 'Trips In Time'. Every year the social studies club members take up different projects. This year the History method students displayed information on different topics on the college notice board.

The following topics were selected for display:

October 2015: Chipko Movement

November 2015: Decoding the Indo-Bangla Pact

December 2015: Vasai Fort

January 2016: The story of R.N.Kao, Founder of Indian RAW and Legendary Spymaster who created a new nation

February 2016: Status in Mumbai

March 2016: The waterman of India: Dr. Rajendra Singh

April 2016: Berlin Wall

As a part of Geography club activity, students visited a place of Geographical significance at Panvel.

### ***Science Club:***

Students gain direct experiences through the various activities organized by Science club:

Science Exhibition from 28<sup>th</sup> October to 30<sup>th</sup> October 2015 at college level on the theme 'History and Development of Science during ancient, medieval and modern period'. Students had collected information and displayed through various mediums like charts, models, write-ups etc.

Activity of preparing charts on the theme of 'Use of Concept Mapping in Science'. Students selected the topics from the science textbook and presented it in form of concept maps and held an exhibition from 28<sup>th</sup> October to 30<sup>th</sup> October 2015.

Students visited the Science exhibition put up the students of JML school on 18<sup>th</sup> February, 2016.

### ***Mathematics Club:***

The students explored the beauty of Mathematics through several activities organized as apart of Mathematics Club.

The activity of 'Gallery Walk' helped the students appreciated the contribution of different Mathematicians from different countries during the different eras. The students realized the significant role played by the Mathematicians in the development of civilization all over the world.

22<sup>nd</sup> December is celebrated as National Mathematics Day as a tribute to Mathematical genius Srinivasa Ramanujan who was born this day. On this occasion, the students revisited the contribution of unparalleled genius and a self-taught mathematician, Ramanujan. Thus the Mathematics club ensured the fulfillment of the purpose of spreading the joy of mathematics and knowledge to learners across the disciplines.

### **Excursion& Picnic**

This academic year, immediately after the University exams of Semester I the teachers and students together headed to the Silent Hill Resort, Manor for a one-day picnic. Fun-filled moments spent in the company of friends in the serenity of nature provided a much needed break after the taxing preparation for University exams.

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

The college has continuously motivated the faculty to strengthen their strengths, convert their threats/obstacles into opportunities and minimize their weaknesses. The college faculty fulfills this mission through providing platform to explore the depths of new knowledge. Encouraging staff participation and

presentation of papers in International, National, and State level seminars, publishing research based and conceptual papers in Peer reviewed International and National Journals has enabled the faculty to empower themselves with requisite skills. The college also organized the following National and International level seminar and conference:

- UGC Sponsored Two Days National Seminar on 'Women Empowerment: A Global Concern and Challenges for stakeholders' organized by Hansraj Jivandas College of Education, on 13<sup>th</sup>&14<sup>th</sup> August 2015. All faculty members as members of the organizing team contributed to the planning as well execution of every aspect of the seminar. All faculty members enthusiastically participated and presented papers at UGC sponsored two days National Level Seminar
- The Internal Quality Assurance Cell (IQAC) of the college also organized two days Workshop on 'Drama and Art in Education'. The entire faculty, who are also members of HJCE IQAC collectively worked and ensured smooth conduct of the workshop. All faculty members actively participated and attended at HJCE organized by HJCE on 24<sup>th</sup> and 25<sup>th</sup> February 2016.
- **International Conference - Asian Literacy Conference 2016**

28<sup>th</sup> & 29<sup>th</sup> January 2016 saw a two day mega event attended by world renowned educationists at Asian Literacy Conference 2016 based on the theme "Role of Information and Communication Technologies in Promoting Reading and Developing a Learning Society" in Mumbai, India. The conference was organized by Reading Association of India (RAI) an affiliate of International Literacy Association (ILA) in collaboration with Gujarat Research Society, and The World Education Fellowship (WEF) Indian Section at Gujarat Research Society.

Under the leadership of President, GRS Mrs. Kallolini Hazarat, and the principal Dr. Anita Swami the entire college faculty played a pivotal role in different conference committees right from the inception of the conference to its execution and culmination. All the faculty members received a dynamic forum to harness their potential and perform to the optimum.

The conference provided a great opportunity for educators, practitioners, researchers, policy makers, advisors, administrators, and NGOs. Held in the sylvan environment of Khar, Mumbai, the conference highlights included:

- Plenary Sessions by eminent educationists and practitioners from different parts of the world.
- Thought provoking paper presentations and interesting discussions related to the main theme.
- Cultural Program to provide an opportunity to the delegates to get an insight into Indian classical and folk dances and Indian culture.

Distinguished keynote speakers for the plenary sessions included world-renowned educationists:

- Professor (Dr.) David Turner, Treasurer and Communication Secretary, World Education Fellowship International, London
- Professor (Dr.) M.M. Pant, Founding Chairman, Planet EDU Pvt. Ltd., India
- Tan Sri Dato' Emeritus Gajaraj Dhanarajan, Chairman, Board of Governors Wawasan Open University, Malaysia
- Dr. Ramesh Sharma, Educational Technology Consultant, New Delhi, India



- Prof. C. B. Sharma, Chairman, National Institute of Open Schooling, New Delhi, India

All faculty members chaired a session of Research Paper Presentation at Two Days Asian Literacy Conference 2016 on 29<sup>th</sup> January 2016.

The conference truly enabled all participants to realize that Education has a crucial role to play in the promotion of individual excellence with global perspectives.

As a part of the professional development, the college faculty also attended/conducted the following:

- One day training programme for Coordinators of IGNOU organized by Indira Gandhi Open University.
- First term and second term training programme of Extension work organized by Department of Life long Learning and Extension, University of Mumbai.
- Completed Certificate Course in Online Internet Search Techniques (COIST) from Nagindas Khandwala College of Commerce.
- Conducted lectures on Child Development for E.C.C.E.D programme offered by Gujarat Research Society.
- Conducted expert talk on Annapoorna Yojna and Population Education Club for teachers and students of various colleges attending 1<sup>st</sup> term training programme of Extension Work at Sydenham college
- The college is an IGNOU Center and a State Level Extended Contact Programme(ECP) for Post Graduate Diploma in School Leadership and Management(PGDSLM)and Post Graduate Diploma in Higher Education (PGDHE) was organized on its premises by IGNOU, Head office, New Delhi. The staff members conducted workshops for the participants of both the programmes .
- The college faculty also conducted workshops on varied topics at varied institutions as follows:
  - Workshop for at Vallabhdas Dogara school for mentally retarded
  - Workshop for senior schoolteachers of Science at Stanislaus School
  - Workshop for senior school teachers organized by Anjuman-I-Islam's Akbar Peerboy College of Education held at Anjuman Girls School, Bandra (w).
  - Workshop for teachers of Anjuman- Islam's group of schools in Anjuman -I- Islam's Allana English High School, CST, Mumbai and Navi Mumbai at Anjuman-Islam's Akbar Peerbhoy College of Education.
  - Conducted one day session for Ph.D students on the topic at the Pre Ph.D course at Seva Sadan College of Education
  - Conducted lectures in the capacity of field coordinator for different DLLE Projects for Extension teachers and Extension students of various colleges namely Surajbha Gandhi Sikshan College of Education, Jitendra Chauhan Law college, I.Y College, Patuck college of Commerce, Public Night College,Vakola and Chetna college Bandra.

- Judged competitions science exhibition for the evaluation of Teaching Aids prepared by the secondary school teachers of various institutions at Parle Tilak School, Vile Parle (E) and Baikabibai high school, CST, Mumbai.

### ***Contribution to the Revision of B.Ed. Programme***

- The faculty members conducted Orientation to new courses introduced in the Two Year B.Ed Programme as Convener/ Member of Syllabus Revision on behalf of University of Mumbai for the entire Education faculty.
- The college hosted the Orientation for the entire Education faculty for the Courses Childhood and Growing Up and Mathematics.
- The faculty contributed as Member of the Sub-committee of M.Ed Syllabus and as a member for the framing of syllabus for Extension Education
- The college faculty also developed content on Extension-concept, history, goals and philosophy and Extension and Research (scope and methodology) for Extension Education paper.

### **Varsity Examinations:**

#### **The college faculty contributed to Varsity Examinations as**

- As Chairperson for M.A. Education Part I
- Paper setter, examiner and a moderator for B.Ed. Examination Semester I and Revised course and F.Y. B.Ed Semester I & II & TYBA Semester I & II Examinations.

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

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

All the faculty members have successfully undertaken varied responsibilities entrusted by the University of Mumbai.

### ***Laurels attained by the Faculty***

- Dr. Shrima Banerjee was awarded Diploma for PGDHE from IGNOU.
- Dr. Shrima Banerjee was felicitated at UDAAN festival on 5<sup>th</sup> February 2016 with a trophy and certificate for special contribution towards DLLE, University of Mumbai.

❖ **PLAN OF ACTION: *Honing the Institutional Research culture***

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

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

Dr. Karuna Sinha is working on the ICSSR; New Delhi sponsored "Awareness about Learning Disability among the Teachers of Different Boards in Greater Mumbai and Thane District- A Study" which is on the verge of completion.

### ***Research Paper Presentation***

- Dr. Tandra Bandhopadhyay presented research paper titled “ A Study of Feminization of Poverty and Empowerment of Women in terms of Health, Education and Employment at Professional Level” at Guru Nanak College of Education and Research on 30<sup>th</sup> March 2016

- ***Increase in the number of approved Guides:***

This year two senior faculty members Dr. Usha Borkar and Dr. Karuna Sinha have received their approvals as Ph.D Guides and the number of approved guides has increased from two to four. Interviews for registering Ph.D students were conducted twice during this academic year.

- **Proposals Sent:**

The proposal for increasing the intake capacity of Ph. D students has been sent to the University of Mumbai. The proposal for conducting a National Workshop on “Research Methodology” has been sent to ICSSR, Western Region Office for funding.

- **Upgraded Psychological Laboratory:**

The psychological laboratory has been upgraded with latest standardized tests.

- **Journal of H.J. College of Education:**

The research center came up with two regular issues of the journal titled: “Hansraj Jivandas College’s Journal on Futuristic Education”, with an ISSN No: 2349-8145, this year. In addition a Special edition comprising of all the papers presented at Asian Literacy 2016 International Conference on the theme ‘Role of Information & Communication Technologies in Promoting Reading & Developing a Learning Society’.

- **Pre- Ph.D. Course:**

The research center is planning to conduct Pre - Ph.D Course for the students who have enrolled for Ph.D Programme through this center in the month May-June 2016.

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

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

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

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

This is the tenth 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.

- **IGNOU Study Center**

IGNOU Study Center at Hansraj Jivandas College of Education has expanded and added a new course, M.A. Psychology, which resulted in a phenomenal increase in the enrollment of students. Approximately 500 students were enrolled for July 2015 & January 2016 batch for M.A. Psychology part I and Part II respectively.

Approximately 100 students were enrolled for the various other Programmes i.e., PGDSLM, PGDHE, CTE, DECE and PGDMEA. Orientation programmes, counseling sessions, Practical Examinations as well submission and evaluation of assignments were arranged successfully for the students of these courses during the academic year. Extended Contact Programme (ECP) for the students of both PGDSLM and PGDHE were held in the month of May 2016.

❖ **PLAN OF ACTION: *Connecting with the Alumni***

❖ **ACTION TAKEN REPORT:** This was done through the following activity:

### **Convocation Ceremony**

This is the second year that the Convocation Ceremony was organized in the college as instructed by University of Mumbai. It was held on January 18, 2016. Dr. Sunita Magre, Head of Department of Education, University of Mumbai, Kalina was the chief guest. Fifty-six students of the 2014-15 year batch were present to receive their convocation degrees.

❖ **PLAN OF ACTION: *Responding to community needs***

❖ **ACTION TAKEN REPORT:** The college fulfilled its social responsibility through following activities:

#### **• *Community work***

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

#### **• *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 collection of items took place from 2<sup>nd</sup> October to 18<sup>th</sup> October 2015 to observe the Joy of Giving week. As every year the college celebrated the week by giving joyfully; Principal, staff and students alike collecting clothes, stationery, footwear, utensils, other useful articles and money too. These donations were then handed to the NGOs, Goonj and Anmol, that are working for street children.

#### **• *Visit to Shantivan, Panvel***

A visit was organized to Kushtarog Niwaran Samiti at Shantivan, Panvel on 31<sup>st</sup> October 2015 to sensitize student teachers to reach out to 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 and the homeless, Aadhar for the helpless, co-operative credit society and naturopathy clinic. Later students celebrated Diwali with the inhabitants of Shantivan by distributing cards, sweets, decorating diyas and applying mehendi on the palms of the ladies and singing songs to entertain the inmates. This was their effort to add luster to the lives of the Shantivanites who look forward to meet and interact with our students every year.

- ***Punarwas Rally***

Students attended the Punarwas Rally Programme conducted by Punarwas School in association with Lions Club of Mumbai to mark the International Day of Persons with Disabilities on 3<sup>rd</sup> December 2015. The rally started from V.N. Indian Society, Malad (West) and concluded at Goregaon Sports Club. The purpose of the rally was to create awareness and sensitize the people about disabilities in children as a matter of growing concern.

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

This is the second year that the college has extended its support to the programme, 'Helpdesk Service' initiated by the Police Commissioner of Mumbai. It is a service offered by the Police stations in which college students help senior citizens and women register their complaint; get counseling for their problems instead of or before approaching the officer on duty at the station. Our students rendered their service at Khar (West) Police Station in the month of September 2015. This programme helped dissolve the wall between the common people, especially the young female population and police by building a positive attitude towards them.

- ***Collaboration between Khar Police and Dignity Foundation***

Our students also contributed their services to the cause of Senior citizens by participating in the project of Khar Police station in collaboration with the Dignity Foundation. The students rendered help by gathering information about senior citizens residing alone in the neighboring locality, by approaching different residential societies and their secretaries between 9 am to 1 pm everyday in the month of September, 2015. All the data was compiled and documented by the Khar (West) Police station and it took pride in the fact that, it was the first in the city of Mumbai among all the other police stations to meet the target. Besides, the police officers appreciated the meticulous and conscientious work of the students of our college to make the project a success. They also commented that though they had students coming from other colleges to work on the same project, students of H.J. College displayed higher commitment in comparison with the others. Additional Commissioner of Police Shri Sanjay Kadam felicitated HJCE students on 8<sup>th</sup> March 2016 for their laudable contribution to society and a dinner was hosted in their honour.

**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 the college opted for the following two projects:

- ❖ **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. Students arranged food stalls on Saturdays and sold the items with a minimal profit. Some students extended their entrepreneurial skills further and sold varied stationery items and jewellery at the stalls. Buying and selling at these stalls was an exciting experience for all. The Parents also appreciated the student's APY stalls during the Parents Teacher's meeting.
- ❖ **Udaan Festival:** Students participated in UDAAN festival at DLLE, University of Mumbai representing the college for Poster making competition and Street play competition organized by DLLE on 5<sup>th</sup> February 2016.
- ❖ **Visit to Anuyog School, Khar (East)**

Anuyog School, Khar (East) was founded by Mr. Satish Chindarkar, an alumnus of the college in 1979. Mr. Chindarkar received a national award for his contribution to the cause of education in 1991. As part of extension activity of community work a visit was organized to the school on 29<sup>th</sup> March 2016. At the school, the student teachers of the college enacted street plays on the achievements of the women of our society, on the importance of saving the environment, harmful effects of drugs, smoking and alcohol, while the school students presented a play on the importance of saving water. The founder Mr. Chindarkar then shared the struggles and triumphs of establishing a school that caters to the children of slum dwellers with our budding teachers.
- ❖ **Akshaypatra for a 'Basket of Fruits'**

Another initiative of the college in the area of community service is the 'Akshaypatra' or donation box that is used to collect money from students and teachers and then use the money thus collected to buy fruits, once every month for the patients of the different wards of V.N. Desai, Municipal Hospital, Santacruz-East.

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

## **Women Development Cell**

There is a dire need to empower the young women citizens of the country. The Women Development Cell of the college conducted the following activities to create awareness, build confidence and empower our student teachers majority of which are women:

- ❖ UGC sponsored National level Seminar on “Women Empowerment: A Global Concern and Challenges for Stakeholders” in collaboration with UNFPA from 13-14 August, 2015. The student teachers got the opportunity to listen to dynamic women achievers from varied walks of life about their journey in carving a niche for themselves in a male dominated society.
- ❖ A rally was organized on the occasion of International Women’s Day, March 8, 2016, that visited different pockets of the neighborhood of the college and presented a street play on the theme of ‘Illustrious women of India’. The purpose was to encourage the common people especially of the lower strata of society to empower and take pride in the achievements of the girl child. This programme was in collaboration with Khar (West) Police Station. Later during the evening, students were felicitated for their contribution to the Dignity Foundation Work along with other women achievers, especially of the Police force, by Khar Police Station.
- ❖ ‘Cybercrime’ a talk by Sachin Dedhia, certified Ethical Hacker was organized in the college to create awareness about the cyber crimes against people and women in particular and measures to protect oneself.

❖ **PLAN OF ACTION: *Catering to prospective candidates for B.Ed programme***

❖ **ACTION TAKEN REPORT:** The college extended its services to students desirous to seek admissions for B.Ed programme:

The college carries out a Counselling and Orientation programme for candidates, interested in pursuing the B.Ed. course. It gives the candidates an overview of the course, the Common Entrance Test (CET), the procedure of admission, and provides answers to a lot of their queries. This service is open to all candidates desirous of pursuing B.Ed. from any college. For the last academic year approximately 100 candidates attended the orientation programme. For the forthcoming academic year the college conducted the Orientation on 22<sup>nd</sup> April and 6th May 2016.

❖ **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**

To keep up with the digitally adept younger generation HJCE ensures that the prospective teachers are equipped to meet this challenge. With this purpose computer classes with more enriched syllabus were conducted to teach the student teachers skills in Word processing, Spreadsheet, Presentation, and also Website Designing and Audio Video Editing.

### ***HJCE Center for E learning (HJCE CEL)***

The HJCE CEL has been established with the objective to develop digital educational collaborators at all levels of education. This initiative has been taken to train teachers and students to integrate technology and pedagogy. The Cell is working towards developing and launching Need based E learning courses for in service teachers and pre service teachers.

- ❖ **PLAN OF ACTION: *Reaching out to Stakeholders***
- ❖ **ACTION TAKEN REPORT:** A significant step towards including the parents in the educative process of their wards was done in the following way:

Parents are significant stakeholders in the education of the learners. This year the IQAC of the college invited the parents of the current batch students for a unique interaction at the college on 16<sup>th</sup> April 2016. The purpose was to develop a positive parent teacher relationship. Open communicating is a key factor for making this relationship work. The parents need information about what and how their child is learning, and the teacher needs important feedback from the parent about the child's academic and social development. HJCE Parent Teacher Meet provided an opportunity for the parents and teachers to exchange vital information about each student.

The Parent Teacher meet comprised of interaction between the parents and teachers where the parents were familiarized with the varied and numerous activities of their wards in college. It was an emotional moment for many parents when they heard the recorded and read the special messages depicted on charts pasted on the walls of the college, by their wards. The parents were invited to share their views about the college and the transformation that they have observed in their wards. It was a proud moment for the students to receive their certificates of achievement of the entire year from their parents on stage. Parents also interacted with the mentors of their wards to get an in depth feedback. Truly, the meet enabled the college to develop a positive parent teacher relationship that in turn is a stepping-stone for a learner's success in the institution.

### **Meeting the new demands...**

#### **Inspection at HJCE**

NCTE 2014 norms demanded the implementation of two year B.Ed. programme in composite settings. To fulfill this requirement the college has initiated the process to apply to NCTE for permission to commence with M.Ed programme. As a part of the said process the state government organized inspection of the college to evaluate as per NCTE 2014 norms the appropriateness of the college infrastructure, staff, and instructional facilities for two year B.Ed programme as well as M.Ed programme. The college successfully completed the inspection of varied committees:

23<sup>rd</sup> September 2015- Inspection Committee deputed by University of Mumbai for allotment of units for B.Ed programme.



14<sup>th</sup> October 2015 – Inspection Committee deputed by Joint Director's office for head count of current batch.

1<sup>st</sup> February 2016- Inspection Committee deputed by Joint Director's office for evaluating the college infrastructure, staff, and instructional facilities for M.Ed programme as per NCTE 2014 norms.

5<sup>th</sup> April 2016- Inspection Committee deputed by Joint Director's office for evaluating the college infrastructure, staff, and instructional facilities for B.Ed programme as per NCTE 2014 norms.

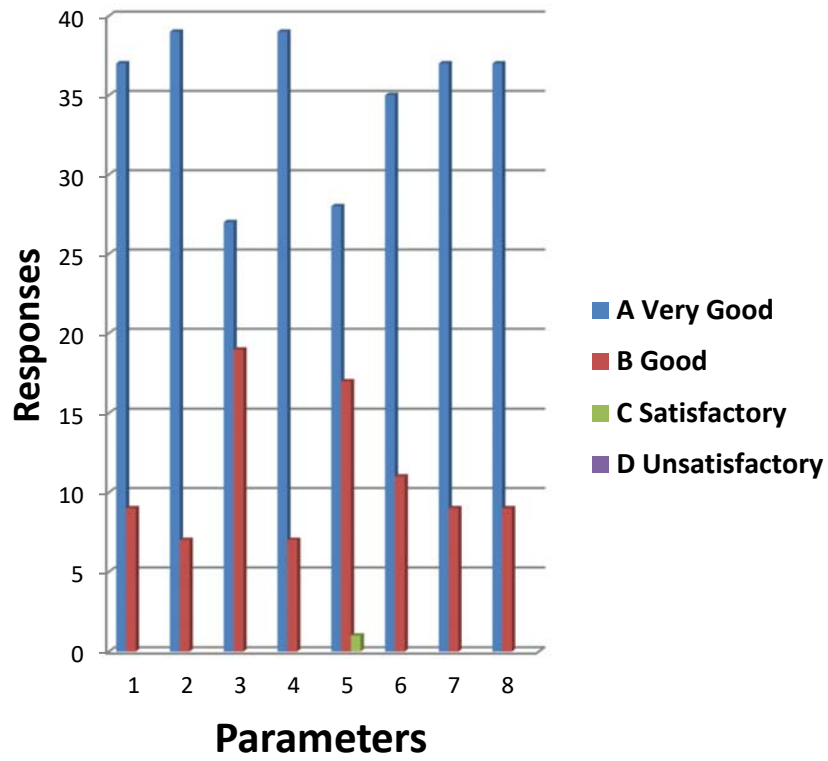
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Gujarat Research Society's  
Hansraj Jivandas College of Education, Khar [w], Mummbai-400 052  
**Stakeholder's Feedback Analysis**

Academic Year	2016-2017			
Parameters	Very Good	Good	Satisfactory	Unsatisfactory
Depth of course	37	9		NIL
Extent of course coverage	39	7		NIL
Applicability/ Relevance	27	19		NIL
Learning Value	39	7		NIL
Clarity & relevance	28	17	1	NIL
Relevance of Additional source	35	11		NIL
Extent of efforts	37	9		NIL
Overall rating	37	9		NIL

Total Number of Student teachers = 50

## College Feedback 2016-17



## ***College feedback analysis***

**2016-17**

### **Qualitative Analysis of the feedback given by students/parents in written description.**

- 1) If the entire course of B.Ed is focused on practical aspect of teaching, then it would have been more productive. The duration of practice teaching should be more rather than theory.
- 2) The teachers were very co-operative and they helped us in whatever way possible. The teachers should make their teaching more interesting by using various teaching aids and not stick with PowerPoint or using smart board.
- 3) Some of the course content seems to overlap. Therefore some courses need to be reworked and content separated so that, there is little to no overlap.
- 4) There are some topics in the course, which are repeating again and again. So that should be removed from the portion. All teachers are the best teachers.
- 5) There could be sessions conducted for learning. Understanding pedagogical methods, content for the second method in which we do not give lessons, so that it is helpful to us in our future career when we teach two subjects in the school.
- 6) Two methods should be offered and students should give lessons in two methods. As it gets very difficult when we join the class like how I should teach the second method I don't have any idea.
- 7) Course content is very thoroughly prepared in the class.
- 8) A very well organized and meticulously conducted course.
- 9) Library can be better. More books related to the content as well as other books can be incorporated. Two pedagogy methods should have been offered.
- 10) Teachers are very good, motivating and provide encouragement. Their work, time management, content conducting activities is very good.
- 11) Method of teaching and Micro-teaching was really very helpful.
- 12) The best college to be part of.
- 13) The course should encourage more independent learning of teachers.
- 14) More choices in subjects and be more flexible.
- 15) Few courses in the first year are too theoretical and not helpful in actual teaching.
- 16) We could have more practice for the second method.
- 17) Lecture timing- 50 minutes become too heavy, the timing should be adjusted.
- 18) Rules could be little flexible.
- 19) If the institution can't grant holiday than at least a half-day can be given.
- 20) Sometimes relevant examples are not given to relate the concept with real life.
- 21) Not much research is done to give more relevant data.
- 22) Study material should be given before the lectures.
- 23) The course should be based on real life happenings, based on current scenario, course should be updated.
- 24) It would be good if we get a valid justification for negative remark given by teacher.
- 25) The teacher should observe the lesson without having any prejudices of previous lesson.

- 26)** The college has everything for it to be the best .Let it always have a balance of rigidity and flexibility.
- 27)** Sometimes the course is little repetitive; instead include some courses that will strengthen the content area required.
- 28)** The teacher's perfection, which reflected in the course, made an impact in such a way that we have acquired this perfection.
- 29)** Excellent teacher training imparted.
- 30)** Rigorous course.
- 31)** Drilled to such an extent that all the students grasp it and not make any errors while teaching.
- 32)** Course content thoroughly covered.
- 33)** Teachers put in lot of efforts to help and reach our maximum potential.
- 34)** Power point to have lesser content as it gets monotonous.
- 35)** All teachers are very helpful, motivating in all the work the work we do.
- 36)** Teachers are well organized and encourage self-discipline.
- 37)** Practice of making worksheet via computer course.
- 38)** Library is too good.
- 39)** Kindly provide us the access to library even after our course.
- 40)** The B.Ed. course must encourage digital assignments and promote the idea of save paper.
- 41)** The teachers must be neutral and not show any biasness or prejudices and provide opportunities to new people.
- 42)** The course should be structured in such a way that there is balance between practical and theory.

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## Annexure iv : Best Practices

### BEST PRACTICE I

**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

#### **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:-**  
SPEAK WELL CLUB

**2. The context that required initiation of the practice:-**

Communication skills are very essential for success in teaching. Every year from the enrolled student teachers, there are 10-15% students who are weak in their speaking and writing skills. Students weak in speaking, experience low self-esteem during micro teaching and simulated lessons and in spite of content mastery are unable to deliver their lessons effectively and with confidence. On the other hand, poor written skills affect their performance in essays and exams.

**3. Objectives of the practice:-**

The objectives of the Speak Well Club are as follows:-

- To develop listening, speaking, and writing skills of students with weak communication skills, so that they are confident teachers who are able to deliver effective lessons.

**4. The Practice:-**

- In the beginning of the year during presentation of micro teaching lessons the students weak in communication skills are identified on the basis of the feedback received from all the teachers. For around 15 days the students weak in communication, teacher in charge of the Speak well club and students who are good in the communication skills posing as volunteers, meet for one hour before college, i.e. from 10-11 a.m.
- The speak Well Club activities; include activities to develop listening, speaking, reading and writing skills.
- Activities of listening are carried out in the Language Laboratory, where students listen to good models of that helps them improve their usage of language structures, vocabulary and pronunciation.
- The practice in speaking is provided in the face to face classroom interaction mode for about ten sessions. A topic is taken up for instance, greeting the students and classroom etiquettes; 'Good Morning', 'How are you today?', 'Please sit down', 'some rules for my class; raise your hand to answer, do not answer out of turn or in chorus' and similar courtesies are written on the board. Students are provided with practice time in pairs, and later they present the learnt models in front of the whole group. Feedback from peers and teacher is provided. The next day is followed by further drilling and practice in the learnt structures and formulas.
- Similarly, introducing a lesson, explanation of a concept with and without a teaching aid questioning and concluding a lesson is also practised in a similar

fashion. The practice sessions are specifically targeted to develop those skills that will help in effective lesson delivery and classroom management.

- This is followed by listening sessions in the Language Laboratory to reinforce and reiterate the learnt formulas, their pronunciation and enunciation.
- Apart from the practice sessions in the same face to face mode, students are also helped to improve their writing skills. Student's essays are checked through the lens of language by the peers on the basis of a rubrics provided. The student teachers on the basis of the feedback provided re write their essays that helps them improve their writing skills.

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

- In spite of planning the time slots and materials to be used, well ahead in time and identifying student volunteers, certain unforeseen problems are encountered. Students have to miss their Computer Class that is arranged as an extra class too before college begins. Students find it difficult to contribute at times as volunteers due to their personal assignments of the programme.
- Regularity, commitment and practice is essential for student success. Sometimes due to proximity of the residence from the college, heavy rains, bus and train strike and other unavoidable reasons, the student teachers may miss the class. This is made up by the students and their mentoring teacher and buddies meeting later during the day or staying back after college.

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

- The students are able to deliver their lessons with confidence and also have certain language formulas and vocabulary as tool as tools during their lessons. The fluency in speech helps in delivering effective lessons which raises the student teacher self-esteem. This further motivates them to work harder and deliver other lessons effectively.
- Similarly there is a marked improvement in students writing skills and their performance in the essays, class tests and other written exams.

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

The college arranges for the resources; human, infrastructural, material and time. Extra class of one-hour duration is arranged before the college timing on the time table. A classroom is allotted to conduct the sessions. The college has a language laboratory which is utilized for the same purpose. The students are provided time in the Language Laboratory in the last lecture of the day on pre-ordained days, to listen to good models of speaking and vocabulary. Staff in charge and student volunteers help in tutoring and mentoring these students weak in communication.

#### **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)

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## **ANNEXURE v**

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

**2016-2017**

#### **Strengths of HJCE**

- Unity amongst staff and teacher support and of staff
- Opportunity to open up- be confident, be mature, get rid of stage fear, removal of inhibitions
- Systematic and organized conduction of events and approach of the institution
- Clean environment
- Exposure to co-curricular activities and workshops to build overall personality of students
- Supportive non-teaching staff
- Greeting of watchmen
- Motivation and encouragement given by teachers and staff to participate and conduct activities
- Perfect systematic and clear cut format for everything- from writing assignments, essays and submissions
- Hardworking teachers- thorough guidance given
- Style and pedagogies used to teach
- Continuous reinforcement and feedback
- Encouraged students to think by probing
- Community work helped students understand social responsibility
- Constructive feedback and suggestion for improvement
- Continuous guidance and support for academics and personal life
- Supportive attitude of teachers helped change in personality of students
- Values learnt from teachers- punctuality, hard work, meeting, inculcating habits of meeting deadlines
- Professional guidelines provided to face outer world- guidelines for professionalism
- Improvisation of vocabulary through teacher models- better communication skills
- Pedagogies practiced on students who can adapt the same in their own teaching
- Micro-teaching/ pre-practice skills helped in giving lessons
- Activities like care and share and gardening helped in getting artistic
- Collaborative approach and celebrating all cultures
- Imbibing the qualities of teachers- meticulous, accurate, perfection in organizing
- Meditation and relaxation exercises

- Presentation of paper in seminar with great support
- Constant support and availability of teachers
- Assembly – sarvadharam prayers, speaking tree, weekly news
- Workshops, seminars and lab work for maths and science students
- Expectation from students for nothing but the best- thinking diversely
- Back-up for everything- technology and infrastructure
- Clean washrooms
- Feminine hygiene facilities
- Giving pot/plant as gift- culture of HJ
- Best schools for practice teaching- great exposure
- Exposure to different boards- SSC, ICSE, IGCSE, CBSE
- Computer courses- helped to handle technology
- Additional examinations and workshop- IIT spoken tutorials, SNDT educational technology workshops
- Personality development workshops
- Study materials given by teachers- systematic and detailed
- Session by Dr. Barve on mindfulness
- Time table always followed
- Mentor groups helped students preparing for exams
- Brain-storming and tutorials
- Counselor
- Speak-well club and language lab
- Book bank facilities were helpful
- Technology available everywhere in college
- Library and e-library available

#### Areas of improvement

- No Canteen- tea facilities
- Less time for short break
- List of holidays should be provided in advance
- Saturday off
- better networking in town side schools for practice teaching

#### Opportunities given by HJCE

- going for competitions
- exploration of best technology

- interaction with different schools during practice teaching
- opportunities to interact with NGO's Police station, resource persons, Shantivan
- visiting hospital
- to present paper and attend international conference
- picnic

#### Challenges faced by HJCE

- less space
- content area- with respect to syllabus and demands of the school
- maintaining attendance of students

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