The Annual Quality Assurance Report (AQAR) of the IQAC

2017-18

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   HANSRAJ JIVANDAS COLLEGE OF EDUCATION

- Name of the Head of the institution: Dr. Anita Swami

- Designation: Principal

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.:   022-26044641

- Mobile no.:   9820653125

- Registered e-mail: hjceiqac@gmail.com

- Alternate e-mail :   hjcollege@rediffmail.com

- Address   : Dr. Madhuri Shah Campus, Ram Krishna Mission Marg, Khar (West)
- State/UT   : Maharashtra
- Pin Code   : 400 052

2. Institutional status:
- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women: **Co-education**
- Location : Rural/Semi-urban/Urban: **Urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing: **UGC 2f and 12(B)** (please specify)

- Name of the Affiliating University: University of Mumbai

- Name of the IQAC Co-ordinator: Dr. Usha A. Borkar
- Phone no.: 022-26044641

- Mobile: 9820003265

- IQAC e-mail address: hjceiqac@gmail.com

- Alternate Email address: uaborkar@gmail.com

3. Website address: www.hjce.in

Web-link of the AQAR: (Previous Academic Year):
http://hjce.in/wp-content/uploads/2017/05/AQAR-2016-17.pdf

 4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: **YES**

Web link: ANNEXURE I (a) and ANNEXURE 1 (b) Academic Calendar 2017-2018
http://hjce.in/wp-content/uploads/2019/08/HJCE-AQAR-2017-18.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B++	85-90 (%)	2003	8.1.2004: to : 8.1.2011
2nd	A	3.01	2011	8.1.2011: to : 7.1.2016
3rd	A+	3.53	2017	19.7.2017 : to : 18.07.2022

6. Date of Establishment of IQAC: DD/MM/YYYY: September 2003

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular meetings of IQAC	10th July 2017 & 12th May 2018	All stakeholders of the college
Timely submission of AQAR to NAAC	30th September 2018	All stakeholders of the college
Feedback from Students about individual teachers	18th April 2018	Students & Teachers
Feedback from Students about services provided by college	19th April 2018	College, Students & Teachers
Feedback from Parents	11th July 2017	Parents
Analysis of Feedback	12th May 2018	All stakeholders of the college

Note*: *Some Quality Assurance initiatives of the institution are:

1. Quality Assurance Initiative through Workshops (as mentioned above)

2. Regular meeting of Internal Quality Assurance Cell (IQAC)

3. Timely submission of Annual Quality Assurance Report (AQAR) to NAAC

4. NAAC Reaccreditation (3rd Cycle) of the college was conducted by NAAC Peer Team and the college was awarded 'A+' grade with CGPA of 3.53.

5. 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

6. Collaborations with Department of Educational Technology SNDTWU, IIT Mumbai, IGNOU etc.

7. IQAC has initiated a new collaboration with Akanksha Foundation for conduct of several components of Practicum

8. Strengthening linkages with Khar Police station, Chinmaya Mission, Apple India, Disha Counseling

9. SWOC collected, analysed and used for improvements (by all significant stakeholders)

10. Teacher appraisal by students and Institutional feedback by students and alumni

11. Placement of 80% of SYBED students in elite schools of Mumbai and Dubai before University results

12. Free of Cost Counseling Sessions by trained Psychologist for students and community

13. Training Workshops for students by Trail Blazzers & IIT Bombay

14. Incorporating Reflections in lesson plans

15. Intellectual Sharing forum

16. Infrastructure up gradation

17. The faculty members attended Orientation to new CBGCS pattern introduced in the Two Year B.Ed. Programme conducted by University of Mumbai.

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
H.J.C.E	Post Matric Scholarship	State Govt.	2017 – 18 (1 yr.)	10889
H.J.C.E	One Day Training Programme	Women & Child Dev. Department, Govt. of Maharashtra	2017 – 18	5000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES
        *upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 2

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….   ANNEXURE II
http://hjce.in/wp-content/uploads/2019/08/HJCE-AQAR-2017-18.pdf

Yes/No: YES
   (Please upload, minutes of meetings and action taken report) ANNEXURE III
http://hjce.in/wp-content/uploads/2019/08/HJCE-AQAR-2017-18.pdf

11. Whether IQAC received funding from any of the funding agency to support its
    activities during the year?   **No**

        If yes, mention the amount: **NIL** Year : **NA**

12. Significant contributions made by IQAC during the current year (maximum five bullets)

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

- ❖ Promotion of research through the conduct of Seven Days ICSSR Sponsored National Workshop on Research Methodology on Social Sciences.

- ❖ Journal of H.J. College of Education
- ❖ Provide ICT related training through Seven Day long workshop for Developing ICT based resources for differently able learners for Principal and teachers of Lions club BMC school,Khar(West).

- ❖ Changes in infrastructure to suit the requirements of Two Year B.Ed programme

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Refer to Annexure IV	Refer to Annexure IV
http://hjce.in/wp-content/uploads/2019/08/HJCE-AQAR-2017-18.pdf	

14. Whether the AQAR was placed before statutory body?   Yes /No: **YES**

Name of the Statutory body: **Local Managing Committee**
Date of meeting(s): 16.5.2018 & 26.9.2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
Yes/No: YES   Date: 10th & 11th July 2017

16. Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2017 - 18   Date of Submission: 18/12/2018

17. Does the Institution have Management Information System?
YES on the State Government Portal as well as MHRD site

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)
➢ 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 2017-19 batch from Semester I and S.Y.B.Ed. Student teachers of 2016-18 batch from Semester III.
- ➢ Internal Assessment marks of F.Y.B.Ed. student teachers of 2017-19 batch from Semester I & Semester II and S.Y.B.Ed. Student teachers of 2016-18 batch from Semester III & Semester IV were submitted on line on the University of Mumbai Website.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words

The revision and up gradation of the syllabus is done at the University level, the college has a mechanism for effective, documented curriculum delivery. At the commencement of each academic year, every faculty member provides the students with individual time plans and reading lists for each course which are displayed in the syllabus copy provided to the students. These time plans are adhered to, so that the student is able to gauge with a degree of clarity, what portion of the curriculum will be delivered within the stipulated time frame. These time plans are also preserved each year as documentation. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. Bridge courses in form of content enrichment
are held in order to make the curriculum delivery more holistic and effective. Tutorials and brainstorming sessions are held along with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts with constructive feedback written are shown to students. Inter-personal skills are enhanced through varied workshops by college faculty as well as experts from the field and community.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Certificate Course in Computers	NIL	June 2017 to March 2018	Computer skills enable the future teachers to be digitally enhanced.	Computer Operational skills, Skills to use application software such as PowerPoint & Excel.

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL			

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.Ed.	**Y**		2017	**Y**	

Already adopted (mention the year) : **Credit based system was introduced in 2015 – 16 and later moved to Choce based from the year 2017 – 18 for the Two Year B.Ed. Programme**

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	**100**	NIL

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
• 'Learning Styles' by Prof.(Dr.) Shefali Pandya	9th March 2018	100 Students
• 'Teacher as a Counsellor' by Dr.Indira Shukla	8th March 2018	100 Students
• 'Human Rights' by Prof.(Dr.) Arvind Tiwari	11th July 2017	100 Students
• 'Safety Issues Of Women' by Khar Police Station	8th March 2018	100 Students
• Cyber Crime-Issues for women' by Mr.Sachin Dedhia	8th March 2018	100 Students
• 'Thalassemia' by Mr. Vinay Shetty	4th July 2017	100 Students
• 'Health & Nutrition' by Ms. Radha Doshi	23th September 2017	100 Students
• 'Running for Fitness ' by Ms. Shital Gala	8th March 2018	100 Students
• 'Animal rights' by Mr. Arvind Kanan	4th July 2017	100 Students
• 'Emotional Transformation' by Ms. Varsha (Chinmaya Mission)	5th July 2017	100 Students
• 'Intellectual Transformation' by Ms. Pooja (Chinmaya Mission)	7th July 2017	100 Students
• 'Use of Smart Board' by Mr. Wasad Hussain	20th June 2017	100 Students
• 'Legal & Ethical Issues in The use of ICT 'by Mr. Vakharia	2nd January 2018	100 Students
• 'Use of ICT for Administration' by Mr. Mahendra Kanojia	2nd January 2018	100 Students
• Characteristics of IB & IGSCE Board' &Bringing Positive Energy into Classroom' by Ms. Deepa Bhushan	13th March 2018	100 Students
• 'Characteristics of CBSE Board' by Ms. Deepa Shetty	13th March 2018	100 Students
• 'Characteristics of ICSE Board' by Ms. Radhika Srinivasan	15th March 2018	100 Students

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Internship in Schools	**100**
Community Work- through visit to Shantivan,	**100**

'Vachan Prerna Divas' Akshaypatra for a 'Basket of Fruits' & Literacy Awareness programme	

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	**Yes**	**Yes**	**Yes**	**Yes**

1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution? (maximum 500 words)

- The Principal conducts SWOT/SWOC analysis at the end of every year to obtain feedback from the student teachers and the faculty.
- Staff appraisal by student teachers in written form is a practice followed in the college annually.

The Staff Appraisal forms are sorted and given to the concerned staff member who critically analyses the ratings and feedback given by the student teachers and also review the effectiveness of the teaching learning strategies used by them, guidance given for Practicum and feedback strategies used. A consolidated report of the appraisal received is then prepared by the faculty and submitted on the basis of which a confidential report is prepared by the Principal.

- Teacher educators provide self-appraisal report to the head of the Institution at the end of academic year.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
F.Y.B.Ed.	**50**	**150**	**50**

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-2018	50	NA	08	NA	NA

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
08	08	▪ **MOODLE** ▪ **Smart Board** ▪ **Google Apps** ▪ **E-journals**	20	14	• **OERs** • **Techno Pedagogy** • **Blended Learning** • **Flip Classroom**

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

HJCE believes in providing the student teachers a very supportive environment that enables every student to flourish to the maximum of her/his abilities. In order to accomplish this, student mentoring is taken up with a missionary's zeal at the institution.

- In the beginning of the year the mentor groups are made and regular meetings are arranged by posting it on the time table. In the mentor group meetings, the staff and student teachers meet and informally discuss the triumphs, trials and challenges of the student teachers. These meetings are held before the exams, study leave and generally once every week. Difficulties faced by student teachers during various stages of the course like, for lesson planning at the beginning of practice teaching, during class tests, exams, essays, Action Research or difficulty in attending college due to personal problems are addressed in the meetings. This is further shared among the faculty and with the principal. The mentor meetings help student teachers to deal with the academic stress and difficulties at the same time address personal problems with their teachers on a one to one basis.
- The college has an active counselling cell in collaboration with Disha Child, Adolescent & Adult Counselling Center that renders professional and expert service to student teachers and their families in case of academic and personal problems.
- The college has a Buddy system which helps student teachers share, assist and motivate their peers. These collaborations make sailing through a course easy for student teachers when they know they have a 'friend' in the institution to provide all the necessary emotional and moral support.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
100	8	1: 12 or 13

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
10	**08**	**02**	**NIL**	**06**

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017-2018	Dr. Vaishali Sawant	Assistant Professor	'Jamunabai Govindji Madhavji' Prize for Education Faculty in Doctor of Philosophy Examination, Nov 2017.
2017-2018	Dr. Archana Katgeri	Assistant Professor	Jamunabai Govindji Madhavji' Prize for Education Faculty in Doctor of Philosophy Examination, Nov 2017
2017-2018	Dr.Shrima Banerjee	Assistant Professor	Trophy and certificate for special contribution as field coordinator towards DLLE, University of Mumbai

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.Ed.	NA	2017 – 18	(211 days)12/05/2018	RESULTS DECLARED BY UNIVERSITY

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Assessment process of the college
Besides meticulously following the scheme of Internal Assessment, Mid Term Assessment and Term end assessment for every course that is clearly spelt out in the syllabus prescribed by University of Mumbai, the college over and above undertakes the following in order to assure even better preparedness on the part of the student teachers. The below listed tasks were a part of evaluation processes for One Year B.Ed Programmme as well as the current Two Year B.Ed Programme.

✓ 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. This practice has been continued for the Two Year B.Ed programme too.

- ✓ 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.
- ✓ The college ensures that students spend almost double the number of prescribed hours for Community work with an intention to serve the community in a better manner and develop the right attitude towards the same.
- ✓ As per the NCTE Regulations, 2014 Micro teaching is no longer a part of the Practicum componet in the Two Years B.Ed Programme implemented by University of Mumbai from the academic year 2015-16. The college strongly believes that MicroTeaching is a strong base to develop and strenthen the teaching competence of the entrants in the teaching profession i.e the student teachers. Hence, the college continues to use Micro teaching technique for developing teaching skills of the student teachers. The college trains and evaluates the students for ten micro skills skills . The college provides opportunity to the students to improve their poor performance in class test so as not to lose an academic year.
- ✓ The college depending on the employability needs expressed by the practice teaching schools, informally assesses the career readiness of the students on the basis of the following:
  - Leadership
  - Ability to work in a team
  - Communication skills (written & verbal)
  - Problem-solving skills
  - Strong work ethic
  - Technical skills
  - Initiative
  - Computer skills
  - Flexibility/Adaptability
  - Interpersonal skills
  - Organizational ability
  - Strategic planning skills
  - Friendly/Outgoing personality
  - Entrepreneurial skills/Risk-taker
  - Tactfulness
  - Creativity

The student teacher's development of the above said skills is appreciated and acknowledged by awarding them certificates at the college annual function.

The college follows a comprehensive mechanism of feedback which involves communicating of assignment/ evaluation outcomes and strategizing for improving the performance of students based on the same. As per University guidelines the Internal Assessment marks are not revealed to the students. However, the faculty guides students on how to improve their performance, and gives constructive feedback.

The assessment outcomes of every activity is scrutinized during regular staff meetings with an objective to improve/modify the curriculum transaction such as integration of even more innovative and participatory learning strategies, blended learning, use of social media. The new strategies implemented are then reviewed for its effectiveness in the subsequent staff meetings.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares academic calendar at the beginning of the year in consultation with all faculty members so as to ensure the inclusion of all activities to be conducted during the year. The academic calendar is then thoroughly discussed in the staff meeting and approved for implementation. The academic calendar contains the yearly schedule of the college ranging from the list of holidays

(National level holidays, state level holidays, local holidays and the institutional holidays), schedule of the college examinations and other forms of evaluation such as Essays. The tentative dates of extension activities, Placements and annual day are also mentioned in the academic calendar. Schedule of other activities such as Parent-teacher meeting, College social and other cultural programmes, college sports etc are also provided in the academic calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the web link)

As an affiliated college, the University of Mumbai calendar is adhered to. In addition to this, an Academic College Calendar is prepared and printed which contains a list of all the interactive and innovative programmes to be conducted by the college, both at the faculty and student level. Detailed schedules with dates are given for Semester end Examination, Essays, class tests & content test. Students prepare for these examinations accordingly. A copy of the college calendar is displayed in the college staffroom to enable all staff members to plan for activities. This academic calendar also enumerates academic programmes and activities for quality enhancement to be held in the college. When new programmes to enable quality enhancement are offered during the course of the year, these are availed of for the benefit of the staff and students. The IQAC evaluates such activities during their meetings.

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
NA	B.Ed.	50	50	100

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web link)
ANNEXURE V- Student Satisfaction Survey (SSS)
ANNEXURE VI (a) - Analysis of results of SSS and ANNEXURE VI (b) SWOC Analysis of 2017-18
http://hjce.in/wp-content/uploads/2019/08/HJCE-AQAR-2017-18.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	2012-17	ICSSR	5,12,775	3,57,750
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored Projects	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students Research Projects *(other than compulsory by the College)*	NIL	NIL	NIL	NIL
International Projects	NIL	NIL	NIL	NIL

Any other(Specify)	NIL	NIL	NIL	NIL
Total		1 Major Research Project	5,12,775	3,57,750

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
New Age Teacher"& "Preparing an effective CV"- Dr. Usha Borkar	Education	19th June 2017 & 2nd January 2018
"Innovative Strategies" by Dr. Vaishali Sawant	Education	20th June 2017
"Unlock Your Potential"- Dr.Tandra Bandyopadhyay	Education	20th June 2017
"Voice Culture"-Smt. Manjeet Sahmbey	Education	11th July 2017
"Nurturing Multiple Intelligence"- Dr. Karuna Sinha	Education	22nd June 2017
"Blended Learning" Dr. Shrima Banerjee	Education	26th February 2018
Harmony and Peace with Self"-Dr. Archana Katger	Education	21st February 2018
"Values at Crossroads"-Smt. Pallavi Talekar	Education	16th September 2017

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL				

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
NIL		

Name of the Start-up	Nature of Start-up	Date of commencement
NIL		

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NIL		

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
Education	02

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	NIL		
International	NIL		

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Education	03

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NIL						

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
NIL						

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	03	06	Nil	02
Presented papers	3	Nil	Nil	Nil
Resource Persons	Nil	Nil	Nil	03

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
Community Services of 40 hours each by 100 students	❖ Akanksha School, Shindewadi, Dadar ❖ Navjyot Foundation-NGO for street Children, Khar Danda ❖ Anuyog School, Khar (East) ❖ ADAPT School for Special children, Bandra ❖ NGO-Juhu Gandhigram ❖ Sneh Sagar, Goregaon (East) ❖ Sharada Shishu Niketan, Nalasopara	Three	100
Akshaypatra for a 'Basket of Fruits'	V. N. Desai, Municipal Hospital, Santacruz-East		
Joy of Giving week	NGOs, Goonj and Anmol	Three	100

Community Service at Shantivan, Panvel	Kushtarog Niwaran Samiti at Shantivan, Panvel		
Literacy Awareness programme	❖ Sakhi Foundation (an NGO associated with girls education), ❖ Divine Foundation,(an NGO associated with environment education), ❖ Navjyot Foundation, (an NGO for street Children), and ❖ Anuyog School, (School for the under privileged)	Three	100
• SWS (Survey of Status of Women): • APY (Anna Poorna Yojna): • PEC (Population Education Club): • CP (Career Project)	❖ **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. Students arranged food stalls on various events in the college and sold other items some of which were made by them. ❖ **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. ❖ **CP (Career Project):** The purpose of this programme is to spread awareness of the different career options and job opportunities among the young in particular and community at large.	**Three**	**100**

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NIL			

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Joy of Giving week	NGOs, Goonj and Anmol	*Joy of Giving week*	03	50
Akshaypatra for a 'Basket of Fruits'	V. N. Desai, Municipal Hospital, Santacruz-East.	*Basket of Fruits is given every month*	03	100
Community Service to Shantivan, Panvel	Kushtarog Niwaran Samiti at Shantivan, Panvel	*Reaching the unreached*	03	100

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Research in collaboration with TISS	50	Not Required	December 2017 to May 2018
Basic Course in Yoga by Mumbai Yoga Organisation	100	Developmental College Funds	June 2017 to May 2018

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. During the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	Participant
Internship	Internship-Semester 3	List of Partnering Schools Uploaded on Institutional Website as ANNEXURE VII http://hjce.in/wp-content/uploads/2019/08/H	16th July 2018	3rd October 2018
Internship	Internship-Semester 4		3rd January 2019	14th February 2019
Internship	Internship-		18th February	13th March 2019

Semester 2	JCE-AQAR-2017-18.pdf	2019	

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Tata Institute of Social Sciences	21 November 2017	Joint research activities, staff exchange, mutual visits to both institutions, student exchange, the exchange of information in the form of publications and journals, reference materials and other results of teaching and research	**150**
Oxford University Press	1st July 2017	Conduct of Online Teacher Training (OTT), an Oxford University Press-certified programme for SYBED students, which included the following courses: ❖ Study Skills Strategies to Teach your Learners ❖ Critical Thinking and Strategies for Enhancement ❖ Encouraging Students to Speak in the Classroom ❖ Phonemic Awareness and Teaching Phonics ❖ Techniques of Mind-Mapping ❖ Multiple Intelligences and their Role in the Classroom ❖ Three Dimensions of Vocabulary Teaching-Learning	**50**

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7,25,000	3,21,174

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	1754.254 sq. mt	-
Class rooms	06	-
Laboratories	04	-
Seminar Halls	04	-
Classrooms with LCD facilities	10	-
Classrooms with Wi-Fi/ LAN	10	-
Seminar halls with ICT facilities	04	-
Video Centre	01	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	04	-
Value of the equipment purchased during the year (Rs. in Lakhs)	69,150 (UGC Grants)	-
Others	-	-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
e-Granthalaya	Partially	3.0	2016

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2510	207681	245	70136	2755	277817
Reference Books	16025	1259317	169	59962	16194	1319279
e-Books	3135000	5750	3135000	5900	31 35000	5900
e- Journals	6000		6000		6000	
Journals	19	16050	25	55786	25	55786
Digital Database	e-Granthalaya 3.0	-	e-Granthalaya 3.0	-	e-Granthalaya 3.0	-
CD & Video	162	-	599	-	761	-
Magazines	6	5179	6	4580	6	4580
Newspapers	9	13273	9	14241	9	14241
Others (Thesis,	861	-	-		861	-

Bound& Back Volumes of Journals, CCRT photos)						

4.3 IT Infrastructure

4.3.1 Technology Up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	33 + 3 laptops	1	2	4	1	1	NIL	MTNL – 8 MBPS Reliance Jio- 21.9 MBPS	
Added	NIL								
Total	33 + 3 laptops	1	2	4	1	1	NIL		

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

MTNL – 8 MBPS   Reliance Jio- 21.9 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Not Available	Not Available

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
Dr. Usha Borkar, Ms. Manjeet Sambhey Dr. Karuna Sinha	Diploma in Elementary Education Programme	NIOS, Delhi the programme was telecasted on DTH Channel Swayam Prabha. The recorded lectures are a part of SWAYAM or Study Webs of Active –Learning for Young Aspiring Minds programme of Ministry of Human Resource Development, Government of India and are available on You Tube for general public.	November 2017

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5,28,500	1,72,054	9,75,370	4,85,553

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)

Up gradation of the computer systems is generally done on need basis. To fulfill the emergency demands, individual system up gradation is carried out keeping in mind the need for update, deployment and maintenance

of the computers in the institution.

Hardware and Software maintenance of computers and accessories are done by Shreeji Systems and Services through renewable Annual Maintenance Contract

Laptops and Projectors are maintained through renewable Annual Maintenance Contract

The elevator Annual Maintenance Contracts(AMC) is being looked after by the parent body –Gujarat Research Society

AMCs for website maintenance by Renaissance Technologies.

CCTV, Biometric system & Sports equipment is maintained through Annual Maintenance

A committee comprising of 4 faculty in coordination with college admin and librarian looks after the up gradation up keep and availability to students and alumni.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	NIL	NIL	NIL
Financial support from other sources			
a) National	NIL	02	Students voluntarily not availed of the Facility Financial
b) International	NIL	NIL	NIL

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skill Development	26/6/2017 & 27/6/2017	100	Chinmaya Mission & College Faculty
Yoga	June 2017 to April 2018 – Every alternate day	100	Mumbai Yoga
Remedial Coaching	June 2017 to April 2018 – Twice a month	100	College Faculty
Content Enrichment	Beginning of Semester III & Semester IV	100	Alumni from various schools
Personal Counselling	June 2017 to April 2018 – Every Thursday & Friday	100	Disha Child, Adolescent and Adult Counseling Center,
Communication Skills	June 2017 to	100	College Faculty

	April 2018 – Every alternate day		
Mentoring	June 2017 to April 2018 – Twice a month	100	College Faculty

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NOT Applicable					

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL	NA	NA

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

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
• JML School,Khar • AVM Group Of	50	20	• Vibygor High • Chidren's	50	23

Schools • Dubai Scholars Private School, Dubai • Jamnabai Narsee School, Juhu • D.G. Khetan School, Kandivli • Aseema Foundation, Bandra West • R.N.Poddar School, Santacruz West • SriSri Ravishankar Vidya Mandir, Borivli East • Ajmera Global, Borivli West • Nahar International School, Andheri East • KapolVidyanidhi International School, Kandivli West • JBCN International Group of School • Pawar Public School, Kandivli West • The Akanksha Foundation, Mumbai • Chandulal Nanavati School, Vile Parle West • Vibgyor Universal Group of Schools			Academy • Dr. Pillai Global • Shishuvan • Billabong International • Chaturbeej Narsee • J.D. Sharda • Janki Devi Public School • Utpal Sanghvi • Lilavati Poddar • Orchid International • Oberoi International • JBCN • Rizvi Spring Field • Matrix Academy • RBK International • Pradnya Bodhini • Universal High		

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	13	B.Ed.	Education	IDOL, University of Mumbai	Post-Graduation in different disciplines

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/	Registration number/roll

	qualifying	number for the exam
NET	01	NA
SET	NIL	NA
SLET	01	NA
GATE	NIL	NA
GMAT	NIL	NA
CAT	NIL	NA
GRE	NIL	NA
TOFEL	NIL	NA
Civil Services	NIL	NA
State Government Services	NIL	NA
Any Other	NIL	

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
- Eid Celebrations - Independence Day celebrations - Teacher's Day - Navaratri Celebrations (Competition- Rangoli, Aarti Thali decoration, Traditional Attire, Best dancers of the day.) - Diwali Celebrations (Competition-Diya decoration, lantern making Toran competition) - Christmas celebrations – (Sweet & Savoury making competition, carol singing at Shantivan) - Republic Day celebrations (Extempore Competition) - Holi Celebrations - Marathi Bhasha Divas - Sport's Day - Annual day & Farewell Party - Games –Indoor and Outdoor - Photography Competition	College level	100

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-2018	NIL					

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council

The elections for the First Year Students were held and the students elected students with leadership qualities as their Student Council.

The elected students of the freshly joined F.Y. B .Ed. are as follows-

Shekainah Bhajgaware, Raashi Bijlani, Neha Gala, Jinita Kamdar, Sana Khatri, Vicky Patil,Reshma Pradhan, Rutu Puruhohit, Prerna Sanghavi and Mukta Shah.

The activities organized by the Student Council under the leadership of the in charge faculty are as follows

- Eid Celebrations
- Independence Day celebrations
- Teacher's Day
- Navaratri Celebrations (Competition- Rangoli, Aarti Thali decoration, Traditional Attire, Best dancers of the day.)
- Diwali Celebrations (Competition-Diya decoration, lantern making Toran competition)
- Christmas celebrations – (Sweet & Savoury making competition, carol singing at Shantivan)
- Republic Day celebrations (Extempore Competition)
- Holi Celebrations
- Marathi Bhasha Divas
- Sport's Day
- Annual day & Farewell Party
- Games –Indoor and Outdoor
- Photography Competition

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

The institution has an Alumni Association; 'Kshitij'.The alumni body that comprises of two faculty members arranges the Annual Alumni Meets. At the meets, reunion of the student teachers, exchange of professional growth ideas, innovations, new trends in the field of education take place. During campus interviews, many visiting schools have the alumni of the college on the committee that is in-charge of selecting and recruiting teachers from their almamatar. They also enrol for the various courses offered by the college of IGNOU and IDOL through the distance education mode.

5.3.2 No. of ~~registered~~ enrolled Alumni:

767

5.3.3 Alumni contribution during the year (in Rupees) **:**

NIL

5.3.4 Meetings/activities organized by 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.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
The institution recognizes the abilities of its faculty and believes in decentralization of tasks and transparency. The administration of the college is decentralized. The following administrative structure is maintained in the college and the functioning is with freedom and autonomy. The **Management of** the institution is the Overall in charge. The **Principal** leads the institution towards its goals, by planning the activities of the institution, forming committees, delegating powers to the in charges and co in charges of the committees, motivating and encouraging the committees to excel in their tasks, monitoring the progress and evaluating the success of all the tasks and projects. Apart from that the principal communicates all significant information to all the stakeholders and maintains records of all the functions of the institution. Decisions about the budget, maintaining the accounts of all expenditure and preparing the audit report annually with the help of the accountant and the administrative staff is also accomplished by the Principal. The **Faculty** under the guidance of the Principal is responsible for the academic functioning of the college, by being part of a number of specialized committees that work with a high degree of efficiency with considerable autonomy and initiative. The day to day functioning of each committee / portfolio is handled by two faculty members who on need basis consult the Principal for the actual execution of the activities. The faculty in charge of each committee has to submit to the Principal a term wise written report of the academic and non-academic activities conducted. The written reports are used to review and reflect on the progress and quality of the various institutional activities in alignment with Vision, Mission, Goals and Objectives of the institution.
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: Yes the institution has Management Information System which has been presecribed 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.
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
Curriculum Development: For the Two year revised B.Ed. syllabus framing: ➢ The entire faculty was involved in syllabus framing committees as members.
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.

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 counselling
- 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 counselling 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 midterm 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.

Research and Development:

Seven Days ICSSR Sponsored National Workshop on Research Methodology on Social Sciences.

Seven Days National Workshop from 13th March 2018 to 19th March 2018 on "Research Methodology in Social sciences" sponsored by Indian Council of Social Science Research, (ICSSR), Western region was conducted by the college. Total 46 participants from diverse areas like Education, Psychology, and Corporate sector participated in this workshop. Experts from research area were invited to be the resource persons for different sessions. Participants were extremely contented with the workshop and had expressed the same in their feedback.

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. The work for inclusion of the college journal in the UGC list of recognized journals is on.

Pre- Ph.D. Course

The Research Center of the college conducted Pre-Ph.D. Course on "Research Methodology" as per the guidelines of University Grants Commission (UGC) and the University of Mumbai for the research scholars of the college between 10th March 2018 to 11th May 2018. Recognized Ph.D. Guides from different Universities conducted various sessions spanning over to 144 hours. These sessions provided a thorough insight into the various areas research work to thirteen research scholars who attended the same.

Library, ICT and Physical Infrastructure / Instrumentation:

- ❖ 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.

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

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.

Memorandum of Understanding (MOU) with Tata Institute of Social Science (TISS)

The college signed a Memorandum of Understanding (MOU) with TISSon 21 November 2017.Memoranda of Understanding (or Co-operation) set out opportunities for collaboration and positive academic engagement between universities for mutual benefit, without establishing a formal legal relationship between them. They have tremendous potential for co-operation on new or existing academic programmes, the development of joint research activities, staff exchange or mutual visits to both institutions, student exchange, the exchange of information in the form of publications and journals, reference materials and other results of teaching and research, and / or any other activities viewed to be potentially beneficial. In connection with this MOU, the college conducted a research in collaboration with TISS on the topic, "A Study of the Awareness of Human Rights Education among the students of Standard IX in Greater Mumbai."

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.

6.2.2 : Implementation of e-governance in areas of operations:

- ❖ **Planning and Development:**
- ➢ Implemented a What's App system for dissemination of information including regular notice to all stakeholders.
- ➢ Setting up virtual learning system through LMS

- ❖ **Administration:**
- ➢ 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.

❖ Finance and Accounts
➢ 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 Admission and Support
➢ Admissions under the Director Higher Education, Pune on B.Ed. Admission website.

❖ Examination
➢ Examination forms are being filled and submitted on the University website for F.Y.B.Ed. student teachers of 2017-19 batch from Semester I and S.Y.B.Ed. Student teachers of 2016-18 batch from Semester III.
➢ Internal Assessment marks of F.Y.B.Ed. student teachers of 2017-19 batch from Semester I & Semester II and S.Y.B.Ed. Student teachers of 2016-18 batch from Semester III & Semester IV were submitted on line on the University of Mumbai Website.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017-2018	NIL			

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

	teaching staff				
2017-2018	Yoga and Meditation sessions	Participation in workshops & training sessions organised by Joint Director's office	Through out the year	8- Teaching Staff & 1- Libranian	02-Admin Staff & 5-Support Staff

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Interdisciplinary Refresher Course on "Women and Social Sciences" organized by UGC'S Human Resource Development Centre (HRDC), University of Mumbai.	Dr. Archana Katgeri and Smt. Pallavi Talekar	27th September 2017 to 17th October 2017.

6.3.4   Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
01- Principal, 08- teaching, 01- Librarian	All are full time	02- Admin 05- Support Staff	All are full time

6.3.5 Welfare schemes for

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each**)**

The accounts of the college are audited regularly. The college has Statutory Auditors who conduct audit on quarterly basis which involves scrutiny of fees, vouchers, cash book, ledger and grants received disbursement of funds, salary payment, payment of allowances such as DA, HRA, CLA, and TA payments made to the staff as per Government Resolution and other expenditure incurred. There is no pending audit, objection raised or dropped. The auditors also checks various circulars and important Government Resolution pertaining to accounts and arrears, bills, UGC grants and utilization certificates in order to ensure complete transparency in the financial procedures followed in the institution

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
NIL		

6.4.2 Total corpus fund generated   NA

6.5 Internal Quality Assurance System

6.5.1 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, College Development Committee
Administrative	YES	Joint Director's Office, Mumabi, Government Auditors	YES	Management

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

- Families of the students support in setting up Annaporna Yojana stalls.
- Meeting with Parents of FYBED students
- Providing valuable suggestion for development of the institution

6.5.3 Development programmes for support staff (at least three)

- 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

6.5.4 Post Accreditation initiative(s) (mention at least three)

6.5.5

a. Submission of Data for AISHE portal   : Yes

b. Participation in NIRF   : NO

c. ISO Certification   : No

d. NBA or any other quality audit   : NO

6.5.6 Number of Quality Initiatives undertaken during the year		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular meetings of IQAC	10th July 2017 & 12th May 2018	All stakeholders of the college
Timely submission of AQAR to NAAC	30th September 2018	All stakeholders of the college
Feedback from Students about individual teachers	18th April 2018	Students & Teachers
Feedback from Students about services provided by college	19th April 2018	College, Students & Teachers
Feedback from Parents	11th July 2017	Parents
Analysis of Feedback	12th May 2018	All stakeholders of the college

Besides the abovementioned initiatives all the activities for all stakeholders mentioned under varied heads are the initiatives of the college IQAC

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period **(from-to)**	Participants	
Intercollegiate Essay Competition on the topic "Gender Equality: A Dream or Reality"	13th December 2017	Female- 37	Male- 06
❖ 'Cybercrime' a talk by Sachin Dedhia, certified Ethical Hacker to create awareness about the cyber-crimes against people and women in particular and measures to protect one self. ❖ 'Run for Fitness' a talk by Shital Gala from Pinkathon, India's Biggest Women run, in which shediscussedwomen issues like PCOD and Breast Cancer and threw light upon running for fitness and the myths associated with it. ❖ An interactive talk of the Officers of Khar Police Station on Women's Safety Issues. ❖ Performance of a Street Play on the theme of Constitutional rights of women in the neighbourhood.			
	8th March 2018	Female- 97	Male- 02

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
- Terrace Gardening in College premises
- 'Gift a Plant' initiative with all Practice Teaching Schools
- Installation of Solar Panels
- Environmental Audit conducted in the college
- Recycling wet waste and using it for the plants on the terrace garden.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	YES	All students
Provision for lift	YES	All students
Ramp/ Rails	YES	All students
Braille Software/facilities	Software Facilities	All students
Rest Rooms	YES	All students
Scribes for examination	NO	-
Special skill development for differently abled students	No	-
Any other similar facility		-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-18	The college has undertaken several initiatives which involved 100 students and 8 faculty and the same is described in the ANNEXURE VIII and uploaded on institutional website.- http://hjce.in/wp-content/uploads/2019/08/HJCE-AQAR-2017-18.pdf					

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
The code of conduct is circulated to various stakeholders via circulars and notices which are prominently displayed on the college notice board and institutional website.		

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Independence Day Celebrations	15/8/2017	100
Republic Day Celebrations	26/1/2018	100
Celebrations of festivals of different religions such as Diwali, Eid, Christmas, Parsi New Year	Throughout the year	100
Marathi Bhasha Divas	27/2/2018 & 1st March 2018	100

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Terrace Gardening in College premises
- 'Gift a Plant' initiative with all Practice Teaching Schools
- Installation of Solar Panels and LED lights in the college campus
- Environmental Audit conducted in the college
- Recycling wet waste and using it for the plants on the terrace garden.

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

ANNEXURE IX - BEST PRACTICES- http://hjce.in/wp-content/uploads/2019/08/HJCE-AQAR-2017-18.pdf

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Web link of the institution - http://www.hjce.in/

Gujarat Research Society established Hansraj Jivandas College of Education (HJCE) in 1969

under the leadership of Dr. Madhuri Shah, nationally and internationally acclaimed educationist and ex-Chairperson of UGC.

The present President of the Gujarat Research Society, Smt. Kallolini Hazarat, a multifaceted personality, has facilitated to further accentuate the college activities.

A recognized Gujarati Linguistic Minority institution, HJCE is non-sectarian in all aspects of its functioning. The college is 100% aided by the State Government, permanently affiliated to the University of Mumbai since 1983 and recognized by UGC under Section 2[f] and 12[b] of the UGC Act of 1956. The strength of the college is 100 student teachers (F.Y.B.Ed. and S.Y.B.Ed. together) of which almost 90% are females. As a result of the hard and dedicated work of the dynamic Principal and eight highly qualified teacher educators the college is ranked among the top B.Ed. colleges of Mumbai city. The college is bustling today with academic activities- Ph.D. Research Center, a Study Centre for M.A [EDU], IGNOU Study Center, Certificate course in Human Rights, Certificate course in Cooperative Learning Strategies, Career Counseling Cell, Computer and English speaking classes for students. The College embarks upon research projects of UGC, UNIVERSITY OF MUMBAI, and ICSSR and has tie-ups with reputed institutions like NHRC, SHRC, SNDT WOMEN'S UNIVERSITY, IIT (Mumbai), YCMOU, NACO, UNICEF, UNFPA and numerous NGOs and GOs working for children, women and the deprived section of the society.

Globalization has profoundly transformed the functioning of the world institutions. Producing new knowledge and investing in the production of competent manpower is the goal of any institution in the present global era. The globalization value system encompassing values such as democracy, human rights, tolerance, need to be emphasized in the educational transaction. Globalization needs a "solid basis of values", the "spiritual capital" and "human capital" that need to be linked. As a teacher training college the onus of developing a sound value system along with skills among the student teachers for the present globalized era is tremendous.

India being a great country encompassing diversities and pluralities it becomes imperative to inculcate a value system commensurate with India's social, cultural, economic and environmental realities among the younger generation. This can be realized only if the teacher education colleges take the initiative. The institution is fully alive to this responsibility and aligns its curriculum transaction with the core values specified by NAAC.

The institution contributes to **National Development** by empowering the student teachers through quality teacher education programmes leading to qualified expert human resource. There are provisions for guidance cell, post graduation programmes, doctoral research and certificate courses. The institution has Center of Innovation, which promotes research skills among the faculty and student teachers. There is ample focus on Intellectual capital development through promotion of ICT, publications and innovative teaching learning processes.

In order to foster **global competencies** among student teachers the institution gives thrust on ICT enabled teaching learning strategies as well as development of soft skills among the student teachers. Student teachers are exposed to national seminars, workshops, symposia, and special lectures and also provided practical training through field visits, action research, and assignments.

The institution inculcates a **value system** with thrust on culture, heritage, national integrity, patriotism, communal harmony, religious tolerance, universal brotherhood, environmental protection, dignity of labour, community participation, human rights, scientific temper through suitable topics in curricula, extension and community activities, celebration of national festivals, Care and Share activities, morning assembly and other programmes.

An **ICT** culture pervades the institution. ICT is used in teaching, learning, evaluation and administration. Student teachers are provided advanced training in Computers, web surfing, photo shop and web designing to prepare CAI packages.

The institution is deeply committed to develop itself as an **institution of excellence**. The institution has established IQAC cell, implemented TQM strategies and has set up linkage with international, national and state agencies.

The institution conducts Quality oriented seminar/workshop. Eminent speakers and public personalities are invited to share their expertise.

The institution has a symbiotic relation with the schools, community and other stakeholders. The institution has made a deep impact on teacher education in Mumbai and in keeping with its quest for excellence has volunteered to be assessed for reaccreditation (3rd Cycle) so as to recognize its own strength and challenges for quality education.

8. **Future Plans of action for next academic year (500 words)**

- 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.
- The college also plans to apply for Autonomy.

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advancement 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

****

ANNEXURE I (a)

ACADEMIC CALENDAR 2017-2018 Semester III S.Y.B.Ed.

JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
YOGA & COMPUTERS WORKSHOP	THEORY	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	INTERNSHIP	ORIENTATION TO THEME BASED TECAHING AND COTEACHING	MENTOR GROUP MEETINGS	MENTOR GROUP MEETINGS	CLASS TEST
THEORY	DEMONSTRATION LESSONS	STUDENT COUNCIL PROGRAMME	EXTENSION	EXTENSION	THEORY LECTURES
	MENTOR GROUP MEETINGS	MENTOR GROUP MEETINGS	STUDENT COUNCIL PROGRAMME	STUDENT COUNCIL PROGRAMME	BRAINSTORMING
	MAINTAINING REFLECTIVE JOURNALS ORIENTATION	GROUP WORK	GROUP WORK	GROUP WORK	TUTORIALS
	WORKSHOP ON INNOVATIVE STRATEGIES SUCH AS CAM, GAMES	WORKSHOPS	COMMUNITY WORK- HELP DESK DUTY	COMMUNITY WORK- HELP DESK DUTY	PRELIMINARY EXAMINATION SEM III
	LITERACY AWARENESS PROGRAMME	Orientation to Observation of School Records	WORKSHOPS	WORKSHOPS	MENTOR GROUP MEETINGS
	EXTENSION	ESSAY		DIWALI VACATIONS	SUBMISSION OF PRACTICUM
	STUDENT COUNCIL PROGRAMME				PREPARATION FOR EXAMINATION SEM III

	GROUP WORK				UNIVERSITY EXAMINATION SEM III

<table>
<tr><td colspan="6" align="center">ACADEMIC CALENDAR 2017-2018 Semester IV S.Y.B.Ed.</td></tr>
<tr><td>DECEMBER</td><td>JANUARY</td><td>FEBRUARY</td><td>MARCH</td><td>APRIL</td><td>MAY</td></tr>
<tr><td>YOGA WORKSHOP</td><td>INTERNSHIP & ALL ITS RELATED ACTIVITIES</td><td>YOGA & COMPUTER CLASS</td><td>THEORY LECTURES</td><td>PRELIMINARY EXAMINATION SEM IV</td><td></td></tr>
<tr><td>ORIENTATTION TO CO TEACHING WITH PEERS</td><td>ESSAY</td><td>THEORY LECTURES</td><td>THEORY LECTURES</td><td>SUBMISSION OF PRACTICUM</td><td></td></tr>
<tr><td>ORIENTATION TO DEVELOPING LEARNING RESOURCES</td><td>WORKSHOPS</td><td>GUIDANCE</td><td>GUIDANCE</td><td>PREPARATION FOR EXAMINATION SEM IV</td><td></td></tr>
<tr><td>ORIENTATION TO ANCEDOTAL RECORDS</td><td>MENTOR GROUP MEETINGS</td><td>ACTION RESEARCH GUIDANCE</td><td>ACTION RESEARCH GUIDANCE</td><td>UNIVERSITY EXAMINATION SEM IV</td><td></td></tr>
<tr><td>ORIENTATION TO ORGANISING CO-CURRICULAR ACTIVITIES IN SCHOOL</td><td>GUIDANCE & LESON PLANNING</td><td>ESSAY</td><td>ESSAY</td><td>FAREWELL & ANNUAL DAY</td><td></td></tr>
<tr><td>ORIENTATION TO REFLECTIVE JOURNAL</td><td>EXTENSION</td><td>EXTENSION</td><td>EXTENSION</td><td></td><td></td></tr>
<tr><td>ORIENTATION TO SCHOOL BASED ACTION RESEARCH</td><td>CAMPUS INTERVIEWS</td><td>STUDENT COUNCIL PROGRAMME</td><td>STUDENT COUNCIL PROGRAMME</td><td></td><td></td></tr>
<tr><td>INTERNSHIP</td><td>STUDENT COUNCIL PROGRAMME</td><td>MENTOR GROUP MEETINGS</td><td>MENTOR GROUP MEETINGS</td><td></td><td></td></tr>
<tr><td>WORKSHOP ON PREPARING EFFECTIVE CV & APPEARING FOR THE INTERVIEWS</td><td>ACTION RESEARCH GUIDANCE</td><td>GROUP WORK</td><td>CLASS TEST</td><td></td><td></td></tr>
</table>

	GROUP WORK	WORKSHOPS EPC IV	GROUP WORK		
		PICNIC	BRAINSTORMING		
			TUTORIALS		

Annexure I (b)

ACADEMIC CALENDAR
2017-2018 F.Y.B.Ed. SEMESTER I

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

Annexure I (b)

ACADEMIC CALENDAR 2017-2018 F.Y.B.Ed. Semester II			
FEBRUARY	**MARCH**	**APRIL**	**MAY**
YOGA & COMPUTER CLASSES	YOGA	YOGA & COMPUTER CLASSES	SUBMISSION OF PRACTICUM
GROUP WORK & SELF STUDY	COMPUTER CLASSES	THEORY LECTURES	PREPARATION FOR UNIVERSITY EXAM SEM II
WORKSHOPS ON LESSON PLANNING	WORKSHOPS	ESSAY	UNIVERSITY EXAMINATION SEM II
THEORY LECTURES	THEORY LECTURES	TUTORIALS	
STUDENT COUNCIL PROGRAMMES	ESSAY	BRAINSTORMING	
EXTENSION	STUDENT COUNCIL PROGRAMME	CLASS TESTS	
INTERNSHIP	MENTOR GROUP MEETINGS	EXTENSION	
ORIENTATION TO SHADOWING	EXTENSION	MENTOR GROUP MEETINGS	
ORIENTATION TO OBSERVATION OF SCHOOL ACTIVITIES	GROUP WORK	DEMONSTRATION LESSONS	
OBSERVATION LESSONS GIVEN BY PEERS	COMMUNITY WORK	PRELIMINARY EXAMINATION SEM II	
PICNIC	TUTORIALS	GROUP WORK	

ANNEXURE II: **COMPOSITION OF HJCE IQAC**

Based on the guidelines suggested by NAAC, the following is the composition of HJCE IQAC

- Chairperson: Principal Dr. Anita Swami

- Faculty Members:

  - Ms. Vaishali Sawant,

  - Dr. Tandra Bandhopadhyay,

  - Ms. Manjeet Sahmbey,

  - Dr. Karuna Sinha,

  - Dr. Shrima Banerjee,

  - Ms. Archana Katgeri,

  - Ms. Pallavi Talekar

- Mrs. Shubha Wagle: Member from the Management

- Mr Chindarkar: Member from local society,

- Mrs. Sharada Ganapathy & Ms. Deepa Bhushan: Alumni

- Ms. Radhika Srinivasan: Employers

- Industrialists/stakeholders: Mr. Yakmi ,Ms. Madhulika Goyel & Mr Saket Sawant

- IQAC Coordinator: Dr. Usha Borkar

Gujarat Research Society's
Hansraj Jivandas College of Education
R. K. Mission Marg, Khar (W), Mumbai – 400 052.

MINUTES OF THE MEETING

Day/Date of Meeting: **15/6/2017** **Time: 12.30p.m.**
Location of Meeting: Meeting Room. Note Maker: Dr. Usha Borkar.

No.	Agenda / Topic	Action Taken/Person Responsible.
1.	▪ Status of NAAC Peer Team Visit.	Smt. Usha Borkar conveyed the status of the NAAC Peer Team Visit scheduled on 10th & 11th July 2017.
2.	▪ Plan of Action for preparing of files.	A plan of action for further work related to peer team visit was worked out.
3.	▪ Quality Appraisal of - - Practice Teaching Sessions - General feedback about student teachers.	All faculty members did a quality appraisal of the academic and non-academic activities conducted in the college till date. Student teachers showing good performance and student teachers showing below average performance
4.	▪ Conveying of thanks to all the faculty for their contribution towards writing of NAAC report.	were identified. Activities to enhance the performance of the student teachers were planned. Academic calendar was finalized in consultation with the faculty members, the Principal & IQAC
5.	▪ Any other matter with the permission of the Chair.	members. The focus of the academic calendar was on the following activities. ➢ Commencement of Language Club. ➢ Identification of best Action Research Projects. ➢ Practicum work to be completed November 2017 & March 2018. ➢ Remedial and Mentoring Sessions ➢ Extension Work. Faculty members were requested to submit a tentative plan of action for the portfolios handled by them to facilitate smooth functioning of college activities.

PLAN OF ACTION 2017-18

HJCE IQAC, as a part of its internal quality assurance took up the initiative to prepare a perspective plan for the period 2017 – 2018. The NAAC criteria served as a guide to preparing this draft perspective plan.

1. Curricular Aspects

The college follows the prescribed curriculum laid down by the University of Mumbai and hence doesn't have much say in review and development of the curriculum. However, faculty does participate in various syllabus committee meetings and subject committee meetings as a part of syllabus revision. The college encourages the faculty to participate whole-heartedly in the process. Also, wherever there is space for flexibility and innovation, the college endeavors to contribute to better curricular practices. For the current academic year the college proposes the following:

- To organize collaborative workshops and seminars with a view to enhance the teacher education curriculum in various areas like Environment, Information and Communication Technology, etc.
- To organize several short and interesting workshops, seminars and courses to provide wide scope of understanding to the students.
- Seeking feedback from stakeholders on the curricular aspects of the program.
- To bring in flexibility in learning through the Learning Management System and training staff and students in using this for curriculum transaction and providing on line programmes for alumni and schoolteachers.
- To encourage publication of learning material for the benefit of students.
- To train student-teachers for inclusive practices.

2. Teaching – Learning and Evaluation

Teaching, learning and evaluation are the three vital processes in a teacher education programme. For the current academic year the college proposes the following:

- To organize orientation/training program for the Common Entrance Tests for B.Ed entrants.

- To strengthen our admission process and maintain its transparency and merit - based.

- To cater to diverse needs of students through varied services

- To cater to students' needs by strengthening our Tutorial and Remedial program through Speak Well Club & Language Lab activities, Mentor group.

- To bring in innovative practices in practice teaching.

- To strengthen reflective practices among student teachers on their practice lessons and other learning on the field.

- To extend and strengthen the student teachers' content knowledge and interest in their methods through club activities and content enrichment programs.

- To motivate teacher educators to experiment with interactive, participatory and innovative practices in the transaction of curriculum.

- To bring in an element of novelty and flexibility in assessment and evaluation through small initiatives like peer assessments.

- To integrate ICT in curriculum transaction, the overall working of the institution and feedback mechanism.

- To strengthen the use of ICT in assessment, evaluation processes and delivery of instruction.

The college plans to identify and implement good practices for enhanced teaching, learning and evaluation processes. We propose the following small steps:

- For every course, attempt should be made to transact one subunit through flipped classroom.

- Provide opportunities to students for field experiences related to the syllabus.

- For every course, one unit/subunit be assigned for self study. The instructional material for this will be made available in the library as well as in digital format. This unit should be evaluated.

- The college envisages enriched staff development programs for capacity building in varied areas.

- Strengthen evaluation of teachers through self-appraisals and student feedback.

- To set up repository of institutional study materials.

3. Research Consultancy and Extension

For the current academic year the college proposes the following to further strengthen its Research Cell:

- Create interest in research by conducting interesting paper reading sessions by researchers.

- Provide a platform to research scholars to showcase as well as publish their

research work.

- Initiate interesting best practices to encourage reading habits and critical thinking and sharing of ideas of educational/research significance.

- Invite experts to update teacher educators on emerging trends and significant issues pertaining to research.

- The college will make continuous efforts to obtain research grants from funding agencies like UGC, ICSSR, University, etc. by encouraging faculty to take up research projects both minor and major.

- Encourage faculty to engage in consultancy services pertaining to research.

- Encourage faculty to extend their research expertise to train schoolteachers in conducting minor action researches.

- Enhance the infrastructural facilities like ICT, reading room, and library, scanning facilities to research scholars of the college.

- To explore opportunities for publishing an online research journal.

- To recognize outstanding Action Research Projects and also publish the abstracts for dissemination.

- To establish linkages with reputed national and international organizations working in the area of education and research.

- Identify possibilities for extension activities, some of which may be:

- Conduct women education programs within the vicinity.

- Conduct English language enhancement programs for socially disadvantaged groups.

- Collaborate with NGOs & hospitals working for women empowerment and socially disadvantaged groups.

- Disseminate information about career options to school students.

- Sensitizing general public about social issues through street plays, rallies, etc.

4. Infrastructure and Learning Resources

Being nearly a 50 year old institution, the college infrastructure is more or less in place. However, with the emergence of IT and newer requirements in teacher education, an overhaul of existing infrastructure is required. For the current academic

year the college proposes the following:

- Making the campus green by installing solar panels.

- Repair and maintenance of the entire campus especially with reference to –

  o Toilet facilities for both boys and girls

  o Spruce up the girls and boys common rooms

  o Develop method rooms as resource rooms, language laboratory and mathematics laboratory

  o Upgrade the Psychology lab and ET cell

  o Create comfortable learning environment for students including smart boards and air conditioners.

  o Create comfortable working environment for the staff

  o Provision for safe and hygienic water facilities

  o Developing of terrace garden

  o Sound systems, free WiFi facilities, etc.

  o Fire fighting facilities

- ICT resources – Revamping the computer room including installation of new computers
- Introduce learning management systems in the college

5. Student Support and Progression

For the current academic year the college proposes the following:

- Commit to enhancing library resources and set up fully equipped resource rooms.

- Streamline IT resources to help students with referencing during practice teaching.

- Strengthen the placement cell involving more number of schools.

- Expand the Counseling Cell services.

- Strengthen student Grievance Cell to help resolve student grievances.

- Provide opportunities for holistic development of the students through curricular and extra-curricular activities within the college and outside.

- Initiate several add on certificate programmes that can enhance students' skills or knowledge as a teacher.

- Conduct workshops for professional development of students to increase their employability.

- Provide support for inclusive practice lessons.

- Provide financial, academic and linguistic support to weak students.

- Engage college alumni in supporting students academically as well as co-curricular ☐activities.

- Provide group insurance facility to the students.

- Catering to differently abled students through Remedial and Tutorial Program.

- Increase the Women's Cell visibility and activities for empowerment of women.

6. Governance and Leadership

For the current academic year the college proposes the following:

- Extend facilities to staff like good spacious physical environment and Wi-Fi in the staff room.
- Strengthen the PTA and Alumni association of the college for increased communication with both the groups.
- Financial Management and Resource Mobilization – To set up a robust internal audit system for better financial management. More transparent practices to be put in place and strengthen the functioning of the purchase committee for optimum utilization of resources.
- To make the website more dynamic for disseminating information to all stakeholders.
- To strengthen LMS and MIS in place to improvise functioning of the college.
- Expansion - To expand the number of seats for Ph.D registrations in the college and ☐encourage faculty to apply for guide ship.
- Strengthen performance appraisal mechanism. Include SWOT analysis for quality ☐up gradation.

7. Innovative Practices

For the current academic year the college proposes the following:

- Strengthen IQAC and expand to bring in more stakeholders - management

and student representatives. Have regular meetings. Share perspective plan with Management. It is proposed to involve all faculty members for key IQAC meetings.

- To conduct workshops on various issues related to Inclusion.

- Work towards the installation of an LMS for self learning & offering need based e-learning courses for alumni & school teachers

- To provide diverse activities to sensitize students to learn about inclusion.

- To provide for all needs of differently abled students.
- Strengthen the Women's cell and promote gender sensitization through curricular and co-curricular activities.
- Integrate the core values to improve student quality and contribute to national development.
- To report good practices of various departments and share them in staff meetings. □
- To hold periodic review meetings and feedback sessions for sharing successes/failures.
- To improvise feedback mechanism from shareholders.

****

ANNEXURE: Minutes of IQAC Meeting

❖ 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 2017-18 is as follows:

F.Y.B.ED.	
Semester I	**Semester II**
11 –O grade	**10-O grade**
33–A grades	**26-A grades**
06 – B+ grades	**12- B+ grades**

S.Y.B.ED.	
Semester III	**Semester IV**
10 –O grade	**35-A grades**
28–A grades	**12- B+ grades**
07 – B grades	**02- B grades**
01-D grade	

❖ PLAN OF ACTION***: Cultivating Competencies and Capacity Building***

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

Care and Share

The unique and best practice of Care and Share was conducted throughout the year that provided students many hands on learning through recreation. The skills that were shared this year are quilling, earring making, envelope making, yoga, dance,

aerobics, nail art, origami, hair styling and basics of short hand and French conversation.

Gardening

Students spruced, tended and nurtured the plants on the college terrace garden. 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 Internship, gifted the schools a small indoor plant prepared and nurtured by them. Along with the indoor plant, they also handed a printed message that said that the plants absorb chemical toxins, aerosols in the air besides beautifying the surroundings by bringing greenery indoors and having a soothing effect on the mind.

The Student Council

The elections for the First Year Students were held and the students elected students with leadership qualities as their Student Council.

The activities organized by the Student Council under the leadership of the in charge faculty are as follows

- Eid Celebrations
- Independence Day celebrations
- Teacher's Day
- Navaratri Celebrations (Competition-Rangoli, Aarti Thali decoration, Traditional Attire, Best dancers of the day.)
- Diwali Celebrations (Competition-Diya decoration, lantern making Toran competition)
- Christmas celebrations – (Sweet & Savoury making competition, carol singing at Shantivan)
- Republic Day celebrations (Extempore Competition)
- Holi Celebrations
- Marathi Bhasha Divas
- Sport's Day
- Annual day & Farewell Party
- Games –Indoor and Outdoor
- Photography Competition

Inter collegiate Competitions

Every year students are encouraged to participate in inter -collegiate competitions, as this provides them a platform to refine their talents and skills and grow in an unfamiliar environment. The prizes they win become an additional bonus.

Intercollegiate Essay Competition on the topic "Gender Equality: A Dream or Reality"

To pay a tribute on the birth anniversary of the Padmashri awarded educationist and founder of our college, Reverend Dr. Madhuri Shah, the college organized the **Dr.Madhuri Shah Memorial Intercollegiate Essay Competition** on the topic *"Gender Equality: A Dream or Reality"*.

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

Educational Visits

The learning that takes place beyond the walls of the classroom is related to life and more meaningful. With this objective in mind the college organized educational visits given below:

- ❖ IIT, Powai to view special screening of movies on Gender Discrimination.
- ❖ Nehru Science Centre to attend Origami Workshop to mark the Mathematics Day Celebrations.
- ❖ BARC, Trombay visited an exhibition and participated in a competition on the theme 'Innovative Teaching Strategies', on the occasion of National Science Day.

College Mental Health Centre

At HJCE total academic, professional and personal support is provided to the students. In this endeavor the Counseling Cell of the college, which has been set up in collaboration with Disha Child, Adolescent and Adult Counseling Center, ably supports the faculty. As a part of the College Mental Health program a trained counselor provides her services free of cost to the student teachers, teacher educators as well as their families. This practice has gained popularity and appreciation from the student teachers. The college fulfills its social responsibility by making available the free of cost counseling service even for the members of the community.

Workshops/Lectures

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, increases their knowledge, and develops insights in solving problems of life.

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

- **By In-house faculty**
  - ❖ "New Age Teacher"& "Preparing an effective CV"-Dr.Usha Borkar
  - ❖ "Innovative Strategies" by Dr.Vaishali Sawant
  - ❖ "Unlock Your Potential"-Dr.Tandra Bandyopadhyay
  - ❖ "Voice Culture"-Smt.Manjeet Sahmbey
  - ❖ "Nurturing Multiple Intelligence"- Dr.Karuna Sinha
  - ❖ "Blended Learning" and "Time Management"-Dr.Shrima Banerjee
  - ❖ "Harmony and Peace with Self"-Dr. Archana Katgeri
  - ❖ "Values at Crossroads"-Smt.Pallavi Talekar
- **By Guest Speakers**
  - 'Learning Styles'by Prof.(Dr.) Shefali Pandya
  - 'Teacher as a Counsellor' by Dr.Indira Shukla
  - 'Human Rights' by Prof.(Dr.) Arvind Tiwari
  - 'Catch'by Smt. Sharada Ganapathy
  - 'Safety Issues Of Women' by Khar Police Station
  - 'Basic Skills In Counselling' by Disha Counseling Centre
  - 'Cyber Crime-Issues for women' by Mr.Sachin Dedhia
  - 'Thalassemia' by Mr. Vinay Shetty
  - 'Health & Nutrition' by Ms. RadhaDoshi
  - 'Running for Fitness ' by Ms. Shital Gala
  - 'Animal rights' by Mr. Arvind Kanan
  - 'Emotional Transformation' by Ms. Varsha (Chinmaya Mission)
  - 'Intellectual Transformation' by Ms. Pooja (Chinmaya Mission)
  - 'Use of Smart Board' by Mr. Wasad Hussain
  - 'Legal & Ethical Issues in The use of ICT 'by Mr. Vakharia
  - 'Use of ICT for Administration' by Mr. Mahendra Kanojia
  - 'Characteristics of IB & IGSCE Board' &Bringing Positive Energy into Classroom' by Ms. Deepa Bhushan
  - 'Characteristics of CBSE Board' by Ms. Deepa Shetty
  - 'Characteristics of ICSE Board' by Ms. Radhika Srinivasan

'Marathi Bhasha Divas'

The Marathi Bhasha Divas was celebrated for a fourth year on 27th February and 1st March 2018, to mark the birth anniversary of well-known Marathi writer, Mr.V.V. Shirwadkar.

The programme started with a prayer and Marathi Bhasha Gaurav Geet. A competition on the theme of 'Amache Gad Amacha Abhiman' (Our Forts Our Pride) was organized on 27thFebruary, 2018 for the Second Year students. The students presented information about forts in Maharashtra and enacted significant events related to these forts.

On 1st March 2018, Folk Song Competition and '*Lajjatdar*' Maharastrian delicacies competition was held.

Excursion& Picnic

Students were taken for a picnic to Esselworld, Gorai on 18 November 2017.

A two days one night excursion to Silvassa was organized from 17-18 March, 2018.Sightseeing at the Deer and Butterfly Park, Tribal Museum, boat ride at Dudhani Lake, the opulent ambience of Khanvel Resort and its sumptuous meals made the excursion a memorable trip.

Placements

No aspect of finding a job is easy, but it can often be the simplest things that holdone back the most. Amongst some of the biggest deterrents in the job search world are: taking the initial steps in the first place, keeping up momentum, taking risks and dealing with failure.HJCE with its Placement cell is making consistent efforts to ensure successful placement of its students.

This year the campus placements at HJCE on 20th January 2018 had premier educational institutions recruiting more than 70% SYBED students. The following schools and junior colleges conducted Campus Interviews:

- JML School,Khar
- AVM Group Of Schools
- Dubai Scholars Private School,Dubai
- JamnabaiNarseeSchool,Juhu
- D.G. Khetan School,Kandivli
- Aseema Foundation,Bandra West
- R.N.Poddar School,Santacruz West
- Sri SriRavishankarVidyaMandir, Borivli East
- Ajmera Global,Borivli West
- Nahar International School,Andheri East
- KapolVidyanidhi International School, Kandivli West
- JBCN International Group of School
- Pawar Public School, Kandivli West
- The Akanksha Foundation,Mumbai
- ChandulalNanavati School,Vile Parle West
- Vibgyor
- Universal Group of Schools

Empowerment through Action Research

Classroom Action research through its disciplined process of inquiry, empowers its participants and has a positive effect for many reasons- one being that the findings are utilized for the refinement and betterment of the consumer –in this case being the schools. With this focus the college faculty undertook and guided varied action research projects:

Yoga for Well-being

The college recognizes the need to have a balanced development of body, mind and spirit and hence in collaboration with 'Mumbai Yoga', a Basic Course in Yoga was organized for F.Y.B.Ed. andS.Y.B.Ed. students.

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

Continuous Professional Development

The college has always acknowledged the potential of its entire faculty and ensured continuous honing of their potential in order to create an environment of excellence. The college faculty through varied professional development activities carves shapes and enhances their potential.

One-Day Seminars/Conference/Workshop:
- Dr. Usha Borkar participated in the Orientation Programme for B.Ed. syllabus CBCS Pattern organized by Department of Education, University of Mumbai on 17th August 2017
- Ms.Manjeet H. Sahmbey attended a one day session on "Story Telling in Education"by Dr. Mark Macleod from Charles Sturt University, Australia organized by Guru Nanak College of Research and Education ,Bhandup in collaboration with Pacific Consultation and Training Services.
- Dr. Shrima Banerjee and Dr. Archana Katgeri attended one-day workshop on " Flipped Learning" organized by World Education Fellowship (WEF) at Gujarat Research Society, on 23rd August 2017
- Dr. Archana Katgeri attended one day symposium on "Teaching & learning " organized by Happy Minds- Humanity Health Organization & Masina Institute of Psychotherapy & Behavioral Sciences on 2nd December, 2017

Two Days Seminar/Conference/Workshop:
- ❖ Smt. Pallavi Talekar attended Two days National Level Seminar on Social Transformation in Higher Education Department of Education, University of Mumbai organized by Department of Education, University of Mumbai in collaboration with MUPTA, Mumbai on 8th and 9th March 2017

International Seminars/Conferences/Workshops:

- Principal Dr. Anita Swami, Dr. Usha Borkar and Dr. Karuna Sinha attended and presented papers at 2018 Asia Literacy Conference on May 25th, 2018 ICAL, Bangkok, Thailand.

Refresher Course
- Dr. Archana Katgeri and Smt. Pallavi Talekarattended and successfully completed Interdisciplinary Refresher Course on "Women and Social Sciences" organized by UGC'S Human Resource Development Centre (HRDC), University of Mumbai from 27th September 2017 to 17th October 2017.

Publication of Books and Articles:

Dr. Vaishali Sawant has published the following article:
- "Role of Stakeholders in an Autonomous FrameworkAcademic Autonomy in Colleges of Education – A Conceptual Framework." (In print)in ISBN book

Dr. Shrima Banerjee has published the following articles:
- 'Academic leaders in Higher education: Create and Use Networking' in SansodhanChetna-special issue--Dynamism in Academic Leadership, ISSN 2319-5525, Feb 2018
- 'Do it Yourself-Energy Efficiency Audit' in An International Multidisciplinary Half Yearly Research Journal—GENIUS (Peer Reviewed and Referred) ISSN-2279-0489; December 2017
- 'Creating Global Community through Learners involvement' in the book Nurturing Learner Autonomy' ISBN 978-81-89439-2-9, 2017

Dr. Archana Katgeri has published the following articles:
- 'Focusing Learner Centered Education' in the Book: 'Nurturing Learner Autonomy' with ISBN Number: 978-81-89439, 2017

Smt. Pallavi Talekar has published the following articles:
- "Attitude of Teacher Educators Towards M Learning" in International Journal of Advance Research, A cross Ref Indexed Journal, with ISSN Number: 2320-5407 December 2017

Sponsored Research Projects Undertaken/ Completed
- ❖ Dr. Vaishali Sawnat and Dr. Usha Borkar submitted UGC sponsored Minor Research Project ' Effectiveness of Wiki to develop Std. VII Science Digital Flexbook by student teachers'
- ❖ Dr.Karuna Sinha has submitted the Major research report for ICSSR; New Delhi sponsored "Awareness about Learning Disability among the Teachers of Different Boards in Greater Mumbai and Thane District- A Study".

Workshops conducted at Regional level

- Dr. Vaishali Sawant and Dr.Archana Katgericonducted a Seven Day long workshop for Developing ICT based resources for differently abled learners for Principal and teachers of Lions club BMC school,Khar(West).

Staff as resource person at Institutional level
- Dr. Karuna Sinha conducted a workshop on Using Action Research in the classroom for B.Ed. &D.Ed. students at Guru Nanak College of Education, Bhandup on Friday, 12th January 2018.
- Dr. Shrima Banerjee conducted lectures in the capacity of field coordinator for different DLLE Projects for Extension teachers and Extension students of various colleges namely UshaPravin Gandhi Law College, Jitendra Chauhan Law college, Patuck college of Commerce, Public Night College,Vakola,St.Teresa Institute of Education and Chetna college Bandra.

Judged competitions
- Dr. Shrima Banerjee was invited as a judge for e-module presentation organized by St. Teresa Institute of Education on 7th April 2018 to judge presentation of B.Ed.student teachers
- Smt. ArchanaKatgeriwas invited as an 'External Committee Member' for proposal presentation of Ph.D. students by MIT ADT University, Loni, Kalbhor, Pune on 25thJanuary 2018.

Contribution to the Revision of B.Ed.Programme
The faculty members were appointed as Convener/ Member of Syllabus Revision by University of Mumbai. The details are given as below:
- Dr. Shrima Banerjee contributed as Member of the Syllabus Revision Core Committee for the 2 years Revised B.Ed. Course 2017-18 onwards for University of Mumbai.
- Dr. Usha Borkarand Dr. Vaishali Sawant contributed as Member of the committee for Syllabus Revision of TYBA CBCGSS 2018 syllabi for BA Education, University of Mumbai for Paper IV Educational Evaluation and Paper V - ICT in Education.

E-PG Pathashala & SWAYAM Initiative
- The College has received a prestigious consultancy task of E-Content Creation for PG Program in the Paper titled 'Education Management' from SNDTWU. The E-content developed by the college faculty was in the form of text and video recordings.
- Dr. Usha Borkar, Ms. Manjeet Sambhey and Dr. Karuna Sinha recorded video lectures for Diploma in Elementary Education Programme at NIOS, Delhi that was telecasted on DTH Channel Swayam Prabha. The recorded lectures are a part of SWAYAM or Study Webs of Active –Learning for

Young Aspiring Minds programme of Ministry of Human Resource Development, Government of India and are available on You Tube for general public.

Career Advancement Scheme

The college IQAC organized interviews for the promotion five college faculty from Stage 3 to Stage 4 (Associate Professor), and screening cum evaluation of one college faculty for promotion from Stage 2 to Stage 3. The committee nominated by University of Mumbai with the Joint Director, Mumbai region heading the committee, conducted the interviews. The college is awaiting the written orders of promotion from the University of Mumbai.

Varsity Examinations:

Dr. Usha Borkar
- Paper setter, Examiner and Moderator for the subject of Mathematics, S.Y.B.Ed. Semester III (old two year B.Ed.), and for subject Assessment for Learning, F.Y.B.Ed. Semester II (old two year B.Ed.) for University of Mumbai.
- Paper setter, examiner, moderator for Paper setter, Examiner and Moderator for the subject of Educational Psychology for S.Y.B.A Education for University of Mumbai.
- Paper setter and moderator for the subject of Pedagogy of School Subject: Mathematics, F.Y.B.Ed. K. J. Somaiya Comprehensive College of Education, Training & Research- Autonomous

- External examiner for conduct of Viva a Voice for Masters in Education (M.Ed.) Dissertations, Department of Education,SNDT Women's University.

Dr. Vaishali Sawant

- Paper setter and a moderator for Two Years B.Ed. Examination Semester I and Semester II as well as for the revised course Semester I, Mumbai University.
- Paper setter for TYBA (Education) Semester VI- communication modes

Dr. TandraBandhopadyay
- Paper Setter, Examiner, and Moderator for B.Ed. Semester I Pedagogy of a School Subject, Economics, Semester II Revised course as well ATKT examinations for the Course Optional –Economics.

Smt. Manjeet Sahmbey

- Paper Setter, Examiner and Moderator for B.Ed Semester I, Semester III, Revised course as well ATKT B.Ed. examinations for the paper of Pedagogy of a School Subject, English and Old Course Philosophical Foundations of Education.

Dr. Karuna Sinha:
- Paper setter and moderator for Two Year B.Ed. Course 5 Learning and Teaching F.Y.B.Ed. Semester II examinations respectively, Mumbai University.

Dr. Shrima Banerjee
- Paper Setter, Examiner and Moderator for B.Ed. Semester I, Semester II, ATKT B.Ed. examinations for the paper of Pedagogy of a School Subject, Maths and Revised Course Pedagogy of a School Subject, Mathsand Environmental Education.

Smt. ArchanaKatgeri
- Paper Setter, Examiner and Moderator for F.Y.B.Ed. Semester I Course I Childhood and Growing Up, Semester II Learning and Teaching, F.Y.B.Ed. Semester I Course III Section 1 Pedagogy Of school subject: Science and S.Y.B.Ed. Semester III Course VII Section II Optional paper Science method.
- Paper setter,examiner and moderator for M.A. Education Part I, Paper II Advanced Educational Psychology, University of Mumbai.

Smt. Pallavi Talekar
- Examiner and Moderator for B.Ed. Semester I, Semester III Revised and B.Ed. two years programme.
- Paper Setter for B.Ed. Semester I [Regular and ATKT Exam] and semester III [Regular and ATKT Exam] Revised course, two years B.Ed. Programme for the course 'Pedagogy of teaching History'.
- Paper setter and moderator for the subject of Pedagogy of School Subject: History, F.Y.B.Ed. K. J. Somaiya Comprehensive College of Education, Training & Research- Autonomous

Laurels attained by the Faculty
- Dr. Vaishali Sawant and Dr. Archana Katgeri completed Ph.D. in Education from Department of Education, SNDT Women's University, Mumbai and were awarded the degree on 7th March 2017. They also were awarded the 'Jamunabai Govindji Madhavji' Prize for Education Faculty in Doctor of Philosophy Examination, November 2017.

- Dr. Shrima Banerjee was felicitated with a trophy and certificate for special contribution as field coordinator towards DLLE, University of Mumbai.

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

Research Centre activities
- **Seven Days ICSSR Sponsored National Workshop on Research Methodology on Social Sciences.**
 Seven Days National Workshop from 13th March 2018 to 19th March 2018 on "Research Methodology in Social sciences" sponsored by Indian Council of Social Science Research, (ICSSR), Western region was conducted by the college. Total 46 participants from diverse areas like Education, Psychology, and Corporate sector participated in this workshop. Experts from research area were invited to be the resource persons for different sessions. Participants were extremely contented with the workshop and had expressed the same in their feedback.
- **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. The work for inclusion of the college journal in the UGC list of recognized journals is on.
- **Pre- Ph.D. Course**
 The Research Center of the college conducted Pre-Ph.D. Course on "Research Methodology" as per the guidelines of University Grants Commission (UGC) and the University of Mumbai for the research scholars of the college between 10th March 2018 to 11th May 2018. Recognized Ph.D. Guides from different Universities conducted various sessions spanning over to 144 hours. These sessions provided a thorough insight into the various areas research work to thirteen research scholars who attended the same.

- ❖ PLAN OF ACTION*: Collaborating, Networking & Consultancy*
- ❖ ACTION TAKEN REPORT: These was done through the following activities:

Memorandum of Understanding (MOU) with Tata Institute of Social Science (TISS)

The college signed a Memorandum of Understanding (MOU) with TISSon 21 November 2017.Memoranda of Understanding (or Co-operation) set out opportunities for collaboration and positive academic engagement between universities for mutual benefit, without establishing a formal legal relationship between them. They have tremendous potential for co-operation on new or existing academic programmes, the development of joint research activities, staff exchange or mutual visits to both institutions, student exchange, the exchange of information in the form of publications and journals, reference materials and other results of teaching and research, and / or any other activities viewed to be potentially beneficial.

In connection with this MOU, the college conducted a research in collaboration with TISS on the topic, "A Study of the Awareness of Human Rights Education among the students of Standard IX in Greater Mumbai."

Centre for Distance Education Course

- **Centre for Distance Education of the IDOL, University of Mumbai- M.A. Education**
  This is the twelfth 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. The college continues to strengthen its network with University of Mumbai.

- **IGNOU Study Center**
  IGNOU Study Center at Hansraj Jivandas College of Education has experienced phenomenal increase in the enrollment of students for all its course of IGNOU. Approximately 500 students were enrolled for July 2016 & January 2017 batch for M.A. Psychology Part II and I 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 PGDSLM was organized from 7th May 2018 to 10th May 2018.

❖   PLAN OF ACTION*: Connecting with the Alumni*

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

Convocation Ceremony

This is the third year that the Convocation Ceremony was organized in the college as instructed by University of Mumbai. It was held on 24 March 2018.Dr.Arvind Tiwari, Dean, School of Law, Tata Institute of Social Science (TISS) was the chief guest. Students of the Two Year B.Ed. 2015-17 batch were awarded their convocation degrees.

Alumni Meet

It was indeed a moment of pride for the college to have its distinguished alumni in the form of school principals, supervisors, coordinators and senior teachers come together for an interaction with the NAAC peer team members on 10th July 2017. The NAAC peer team stated that the illustrious alumni of the college are its asset and greatest strength and reiterated the same in its exit meeting.

❖ PLAN OF ACTION*: Responding to community needs*

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

Community Service

- *Community work*

Students engaged in compulsory forty hours of community service. The institutions where they rendered their services are:

    ❖ AkankshaSchool,Shindewadi,Dadar

    ❖ Navjyot Foundation-NGO for street Children,KharDanda

    ❖ AnuyogSchool,Khar(East)

    ❖ ADAPT School for Special children,Bandra

    ❖ NGO-JuhuGandhigram

    ❖ SnehSagar,Goregaon (East)

    ❖ SharadaShishuNiketan,Nalasopara

- *'Vachan Prerna Divas'*

'Vachan Prerna Divas' or Reading Day was celebrated on 15th October, 2017 to pay homage to our former President Dr. APJ Abdul Kalam who loved reading and writing, and to inspire the young to develop it as a hobby. The college observed this day by deputing their student teachers on a visit to various community centers and spread awareness about the benefits of reading.

The student teachers helped the community centers in organizing and carrying out sale of books and helping out in the following activities:

1. Setting up the various bookstalls according to the genres.
2. Helping the students from the community to choose the books according to their interest and reading levels.
3. Helped the students to choose a book by reading the blurb of the book.
4. Collecting the money and keeping an account of the number of books sold
5. Making the students and street children aware about why "Vaachan Divas" is celebrated and what was the message of Dr. Kalam.

- ***Akshaypatra for a 'Basket of Fruits'***

   This is the third year students continued with 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.

- ***Joy of Giving week***

   As every year the college celebrated the *Joy of Giving week* by collecting clothes, stationery, footwear, utensils, other useful articles and money and then handing them 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 before Christmas vacation to sensitize student teachers and to reach out to the deprived and unreached sections of society.

- ***Literacy Awareness programme***

   The rationale behind inclusion of the Literacy Awareness programme in the syllabus is to develop in the student teachers the skill of spreading literacy of various kinds besides reading and writing like hygiene, caring for the environment, Population Education, use of ICT in daily life, digital payments, financial planning, awareness of social problems etc. To accomplish this our student teachers conducted Literacy Awareness programmes in various community centers like:
     ❖ Sakhi Foundation (an NGO associated with girls education),
     ❖ Divine Foundation,(an NGO associated with environment education),
     ❖ Navjyot Foundation, (an NGO for street Children), and
     ❖ Anuyog School, (School for the under privileged**)**

Extension and Lifelong Learning...

   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 PoornaYojna):** The objective of this programme is to provide Entrepreneurship education to students with the knowledge, skills and motivation to encourage entrepreneurial success. Students arranged food stalls on various events in the college and sold other items some of which were made by them.
- ❖ **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.
- ❖ **CP (Career Project):** The purpose of this programme is to spread awareness of the different career options and job opportunities among the young in particular and community at large.
- ❖ **Udaan Festival:** Students participated in UDAAN festival at DLLE,University of Mumbai representing the college for Poster making competition and Street play competition.
- ❖ **Visit to AnuyogSchool, Khar East:** Students helped the parents of AnuyogSchool learn how to make digital payments in the wake of demonetization.

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

Women Development Cell

The women development cell organized a one day programme to celebrate International Women's Day on March 8, 2018.

The programmes organized for the day were:

- ❖ 'Cybercrime' a talk by Sachin Dedhia, certified Ethical Hacker to create awareness about the cyber-crimes against people and women in particular and measures to protect oneself.
- ❖ 'Run for Fitness' a talk by Shital Gala from Pinkathon, India's Biggest Women run, in which she discussed women issues like PCOD and Breast Cancer and threw light upon running for fitness and the myths associated with it.
- ❖ An interactive talk of the Officers of Khar Police Station on Women's Safety Issues.
- ❖ Performance of a Street Play on the theme of Constitutional rights of women in the neighborhood.

- ❖ 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:

Counseling and Orientation to the B.Ed. course

- ❖ 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. This year too approximately 60 candidates attended the orientation programme, which was conducted for those seeking admissions for the forthcoming academic year on 21st and 28thApril 2018 and 17thMay, 2018.

- ❖ 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)-MOU with Oxford University Press

The HJCE CEL in collaboration with Oxford University Press signed a Memorandum of Understanding (MOU) for conduct of Online Teacher Training (OTT), an Oxford University Press-certified programme for SYBED students, which included the following courses:
- ❖ *Study Skills Strategies to Teach your Learners*
- ❖ *Critical Thinking and Strategies for Enhancement*
- ❖ *Encouraging Students to Speak in the Classroom*
- ❖ *Phonemic Awareness and Teaching Phonics*
- ❖ *Techniques of Mind-Mapping*
- ❖ *Multiple Intelligences and their Role in the Classroom*
- ❖ *Three Dimensions of Vocabulary Teaching-Learning*

❖ 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 10th July 2018.The purpose was to develop a positive parent teacher relationship. HJCE Parent Teacher Meet provided an opportunity for the parents and teachers to exchange vital information about each student.

Meeting the new demands...

<u>NAAC Peer Team visit...</u>

The NAAC Peer Team visited the college on 10th and 11th July 2017, for the process of third cycle of accreditation. Professor C.B. Sharma, Chairman, National Institute of Open Schooling, Noida, Professor R. Ranganathan, Professor & Head, Department of Education, Andhra Universityand Principal & DeanIASE, Andhra Universityand Dr. Mahesh Raval, Principal, Shri C.H. Shah MaitriVidyapeeth, Mahila College of Education, ManavMandir, Surendranagar were the esteemed members of the NAAC Peer Team.

The Peer team visit commenced at 9 am on 10thJuly with an individual presentation by the Principal andinteraction with the special invited guest,Honorable Vice Chancellor of University of Mumbai Dr. Sanjay Deshmukh.This was followed by observation of lessons of the student teachers during the visit to Practice Teaching schools and visit to Khar Police Station. The Peer team members then interacted with college management over lunch. During the post lunch session they inspected the infrastructure, interacted with the administrative staff, scrutinized the documents of the institution for authentication, interacted with the students, IQAC members, alumni and parents and watched a cultural programme based on Gujarat and Maharashtra presented by the students.

On the second day, 11th July 2018 the NAAC Peer team members interacted with staff and principal. The visit concluded with the Exit Meeting that was conducted by the Peer Team, in which the report was communicated to all the stakeholders of the institution.

The visit was indeed a very pleasant learning experience and the outcome of the visit which was communicated within a month was even more rewarding! The college was awarded A+ Grade in the third cycle of Accreditation process and the college now has been placed in Category I institutions of the country.

****

ANNEXURE V
STUDENT SATISFACTION SURVEY (SSS)
Questionnaires for Feedback from Students

Questionnaire No. 1
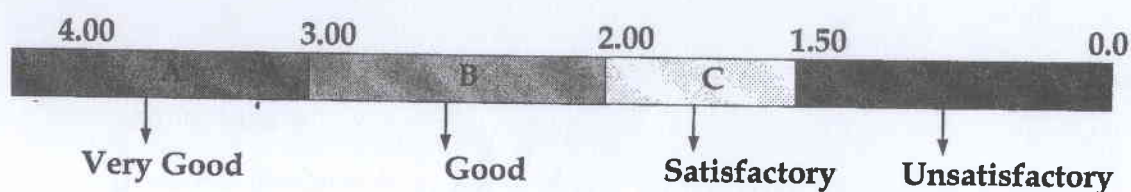### College : Hansraj Jivandas College of Education

Programme: **B.Ed.**

Department: Semester/Term/Year:

Students are required to rate the courses on the following attributes using the 4 -point scale shown.

4.00	3.00	2.00	1.50	0.0
	B	C		

Very Good	Good	Satisfactory	Unsatisfactory

Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1. Depth of the course content including project work if any				
2. Extent of coverage of course				
3. Applicability/relevance to real life situations				
4. Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)				
5. Clarity and relevance of textual reading material				
6. Relevance of additional source material (Library)				
7. Extent of effort required by students				
8. Overall rating				

Questionnaire No. 3

College : Hansraj Jivandas College of Education

Students' overall Evaluation of the programme and Teaching
(To be filled only after the course results are declared)

Department :

Course   :

Teacher   :

Year   :

Your responses will be seen only after your course results have been finalised and recorded.

The information will be used only for the improvement of the course and teaching in future.

You need not disclose your name if you do not wish to.

You may tick more than one answer to a question to the extent that they do not contradict each other.

1. The syllabus of each course was

   a) adequate

   b) inadequate

   c) challenging

   d) dull

2. Background for benefiting from the course was

   a) more than adequate

   b) adequate

   c) inadequate

   d) cannot say

3. Was the course easy or difficult to understand?

   a) easy

   b) manageable

   c) difficult

   d) very difficult

4. How much of the syllabus was covered in the class?

   a) 85 to 100%

   b) 70 to 85%

   c) 55 to 70%

   d) less than 55%

5. What is your opinion about the library material and facilities for the course?

   a) more than adequate

   b) adequate

   c) inadequate
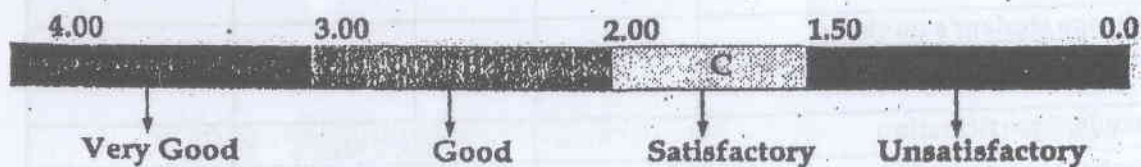
   d) very poor

6. To what extent were you able to get material for the prescribed readings?

    a) Easily   b) with some difficulty

    c) not available at all   d) with great difficulty

7. How well did the teacher prepare for the classes?

    a) thoroughly   b) satisfactorily

    c) poorly   d) indifferently

8. How well was the teacher able to communicate?

    a) Always effective   b) sometimes effective

    c) Just satisfactorily   d) generally ineffective

9. How far the teacher encourages student participation in class?

    a) mostly yes   b) sometimes

    c) not at all   d) always

10. If yes, which of the following methods were used?

    a) Encouraged to raise questions b) get involved in discussion in class

    c) encourage discussion outside class   d) did not encourage

11. How helpful was the teacher in advising?

    a) Very helpful   b) sometimes helpful

    c) not at all helpful   d) did not advise

12. The teacher's approach can best be described as

    a) Always courteous   b) sometimes rude

    c) always indifferent   d) cannot say

13. Internal assessment was

    a) Always fair   b) sometimes unfair

    c) Usually unfair   d) sometimes fair

14. What effect do you think the internal assessment will have on your course grade?

    a) Helps to improve   b) discouraging

    c) no special effect   d) sometimes effective

15. How often did the teacher provide feedback on your performance?
    a) Regularly/in time   b) with helpful comment
    c) often/ late   d) without any comments

16. Were your assignments discussed with you?
    a) Yes, fully   b) yes, partly
    c) not discussed at all   d) sometimes discussed

17. Were you provided with a course contributory lecture too at the beginning?
    a) Yes   b) no

    If yes, was it helpful?
    a) Yes   b) no

18. How far does the teacher make use of latest technology in teaching – learning process?
    a) Regularly   b) for some specific sessions   c) Not at all

19. Was the computer training program useful and effective ?
    a) Yes   b) Partly   c) Not at all

20. If you have other comments to offer on the course and suggestions for the teacher you may do so in the space given below or on a separate sheet.

Questionnaire No. 2

College : Hansraj Jivandas College of Education

Student Feedback on Teachers.

| 4.00 | 3.00 | 2.00 | 1.50 | 0.0 |

| Very Good | Good | Satisfactory | Unsatisfactory |

Name of the Teacher: _____

Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1. Knowledge base of the teacher (as perceived by you)				
2. Communication Skills (in terms of articulation and comprehensibility)				
3. Sincerity / Commitment of the teacher				
4. Interest generated by the teacher				
5. Ability to integrate course material with environment/other issues, to provide a broader perspective				
6. Ability to integrate content with other courses				
7. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)				
8. Ability to design quizzes /Tests /assignments / examinations and projects to evaluate students understanding of the course				
9. Provision of sufficient time for feedback				
10. Competent to use emerging technologies in teaching-learning process				
11. Preparation and Organization of Content.				

PARAMETERS	A VERY GOOD	B GOOD	C SATISFACTORY	D UNSATISFACTORY
12. Explain lectures clearly and systematically				
13. Successfully uses appropriate teaching aids (Video, Audio, OHP, LCD demonstration0 and innovative methods				
14. Is able to answer Questions clearly				
15. Is able to challenge student's thinking				
16. Emphasizes relevance of lecture to the future career				
17. Encourages student participation				
18. Makes substantial summary of lectures periodically and at the end				
19. Demonstrates positive attitude towards teaching				
20. Observes and Objectively comments on students performance in essays and examinations				
21. Availability for consultation and approachability				
22. Provides a good professional role model				
23. Lessons Guidance (in terms of time given, references provided, interaction, discussion, suggestions given)				
24. Lessons feedback (constructive and objective feedback on students professional skills)				
25. Over all effectiveness of a teacher				
Other Remarks : (Write in Brief) Please make additional comments that you believe would be useful to this Faculty Member to enhance her teaching.				

2

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

Academic Year	2017-2018			
Parameters	**Very Good**	**Good**	**Satisfactory**	**Unsatisfactory**
Depth of course	*31*	*7*	*1*	*NIL*
Extent of course coverage	*29*	*9*	*1*	*NIL*
Applicability/ Relevance	*29*	*10*	*2*	*NIL*
Learning Value	*36*	*4*	*NIL*	*NIL*
Clarity & relevance	*22*	*17*	*1*	*NIL*
Relevance of Additional source	*24*	*15*	*1*	*NIL*
Extent of efforts	*23*	*16*	*NIL*	*NIL*
Overall rating	*24*	*15*	*NIL*	*NIL*

Total Number of Student teachers = 47

College Feedback 2017-18

	1	2	3	4	5	6	7	8
Very Good	31	29	29	36	22	24	23	24
Good	7	9	10	4	17	15	16	15
Satisfactory	1	1	2	0	1	1	0	0
Unsatisfactory	0	0	0	0	0	0	0	0

College feedback analysis

2017-18

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

1) Repetition of the same topics again and again sometimes saturates minds of the students which could be avoided.

2) There is a need to have more activity based class for monotonous topics. The students will be more interactive.

3) Marks should be given based on the efforts put in by the students for that particular assignment. Not in General.

* * * * * * * * * * *

ANNEXURE v
Overall Outcome of SWOC/T ANALYSIS – With Students, Parents and Faculty
2017-2018

Strengths of HJCE

- Excellent coordination 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
- 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 through talks
- 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
- Different sessions organized during the year
- E – learning modules through Oxford University Press
- 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

****

	PRACTICE TEACHING SCHOOLS		
1	SMT JALAJA MEHTA, PRINCIPAL, ANGEL LAND HIGH SCHOOL, VAIKUNTH SOCIETY, LALLUBHAI PARK, ANDHERI (W) MUMBAI - 400058 26719612	10	SMT. ANITA SRIVASTAVA, PRINCIPAL, SARVODAYA BALIKA HIGH SCHOOL, OPP- BAJAJ HALL, MALAD (W) MUMBAI - 400064 28725109
2	SMT. NONIKA BAREJA, PRINCIPAL, A.H. WADIA HIGH SCHOOL, J.P. ROAD, DHAKE COLONY, ANDHERI (W) MUMBAI - 400061 26231216; 26248260	11	SMT. SHAILA NAIK, PRINCIPAL, SWAMI VIVEKANAND INTERNATIONAL SCHOOL, PAREKH NAGAR, KANDIVALI (W) MUMBAI 28628938 / 28632307
3	SMT. UMA CHAUDHARY, PRINCIPAL, AMULAKH AMICHAND MULTIPURPOSE SCHOOL, (SECONDARY SECTION) 76-A RAFI AHMED KIDWAI ROAD, MATUNGA, MUMBAI - 400019 24096933	12	SMT. SHEELA SETH, PRINCIPAL, UNIVERSAL ENGLISH HIGH SCHOOL, 293, JAWAHAR NAGAR, GOREGAON (W) MUMBAI - 400062 28723112 / 28720625
4	SMT. JYOTI KUMAR, PRINCIPAL, ARYA VIDYA MANDIR, CYRIL ROAD, BANDRA, MUMBAI - 400050 26404487; (O) 56923600; (M) 9820039272	13	SMT. ABHA DHJARAMPAL, PRINCIPAL, UTPAL SANGHVI SCHOOL, EAST WEST ROAD NO.3, JVPD SCHEME, JUHU, MUMBAI - 400049 26204298 / 7431 26249174
5	MS. DEEPA DESAI, PRINCIPAL, ARYA VIDYA MANDIR, PLOT NO. 287, JVPD SCHEME, JUHU, MUMBAI - 400049 26208463; 26212207	14	SMT. PUSHPA JOHN, PRINCIPAL, VERSOVA WELFARE HIGH SCHOOL, ARAM NAGAR – 1, ANDHERI (W) MUMBAI - 400057 26366150
6	SMT. POONAM ARORA, PRINCIPAL, BOMBAY CAMBRIDGE SCHOOL, AMBOLI NAKA, CEASER ROAD, ANDHERI (W) MUMBAI - 400058 26771044; 26771219	15	REV. FR. ARIAN, PRINCIPAL, ST. MARY'S HIGH SCHOOL, KALINA, SANTACRUZ (E) MUMBAI - 400029 26660548
7	SMT. SRIVASTAVA, PRINCIPAL, RAJ HANS HIGH SCHOOL, MUNSHI NAGAR, DN ROAD, ANDHERI (W) MUMBAI - 400058 26243529 / 26234805	16	SHRI SURESH NAIR, PRINCIPAL, VIVEK VIDYALAYA, SIDDHARTHA NAGAR, GOREGAON (W) MUMBAI - 400062 28723189; 28728031
8	SMT. MALVIKABEN VORA, PRINCIPAL, CHANDULAL NANAVATI HIGH SCHOOL, VALLABHBHAI ROAD, VILEPARLE (W), MUMBAI - 400056 26122950	17	SMT. ANITA TANNA, PRINCIPAL, BAL BHARATI HIGH SCHOOL, SV ROAD, KANDIVALI (W) MUMBAI - 400067 28633173 / 28073094

9	SMT. ARMAITY ENGINEER, PRINCIPAL, BHAKTI VEDANT SWAMI MSSION SCHOOL, HARE RAMA HARE KRISHNA TEMPLE, JUHU, VILEPARLE (W), MUMBAI - 400049 26206860 EXT 639 / 26208828	18	SMT GOOL GHADIALI, PRINCIPAL GOPAL SHARMA MEMORIAL HIGH SCHOOL, (SSC) & (ICSE) POWAI VIHAR COMPLEX, OPP- POWAI LAKE, MUMBAI - 400070 25700315 / 789 (SSC) 25700789/25700315 (ICSE)
19	SMT. PARUL MEHTA, PRINCIPAL, D.J. DOSHI GURUKUL JR. COLLEGE AND ENGLISH MEDIUM HIGH SCHOOL, TILAK ROAD, NEAR BHANUSHALIWADI, GHATKOPAR (E) MUMBAI 25015243; 9833510403	27	PRINCIPAL, ST. JOSEPH HIGH SCHOOL, NERAR VIKHROLI RLY. STATION, VIKHROLI (W) MUMBAI - 400086 25781552
20	SMT. N.E. KURNE GURUKUL TECHNICAL SCHOOL D.J. DOSHI GURUKUL JR. COLLEGE AND ENGLISH MEDIUM HIGH SCHOOL, TILAK ROAD, NEAR BHANUSHALIWADI, GHATKOPAR (E) MUMBAI 25017998	28	THE PRINCIPAL, R. C. PATEL SCHOOL (ENGLISH & GUJARATI MEDIUM) FACTORY LANE, BORIVALI (W) MUMBAI - 400092 28999056
21	MS. NITYA RAMASWAMI, PRINCIPAL, DR. S. RADHAKRISHNAN VIDYALAYA, SUNDER NAGAR, MALAD (W) MUMBAI - 400064 28747058 / 9	29	SMT. NEELAM MALHOTRA, AIRPORT AUTHORITY ENGLISH MEDIUM HIGH SCHOOL, ANDHERI [E], MUMBAI – 40049. 28320487
22	SMT. MAMATA NAIK, PRINCIPAL, FIDAI ACADEMY, FIDAI BAUG, ANDHERI (W) MUMBAI - 400058 26712224	30	THE PRINCIPAL, SMT MANGLA PANCHAPAKESHAN S.I.E.S. HIGH SCHOOL, BRAHMANWADA, K.A. SUBRAMANIAN, MATUNGA, MUMBAI – 400019. 24010081; 24022766
23	SMT. ANURADHA BAL, PRINCIPAL, G.M.E.S. HIGH SCHOOL, VILEPARLE (E) MUMBAI - 400056 26114044	31	THE PRINCIPAL, ST. MARY'S HIGH SCHOOL, SECTOR 2, CHARKOP, KANDIVLI [W], MUMBAI – 400067. 28689148
24	PRINCIPAL, HASANAT HIGH SCHOOL, CHURCH ROAD, ANDHERI (E) MUMBAI - 400059 28323238	32	THE PRINCIPAL, ST. MARY'S HIGH SCHOOL, ANAND NAGAR, DAHISAR [W], MUMBAI. 28480087
25	SMT. ANJANA PRAKASH HANSRAJ MORARJEE PUBLIC SCHOOL, BHAVAN'S CAMPUS, ANDHERI (W) MUMBAI - 400058 26232467	33	THE PRINCIPAL, RUSTOMJEE INTERNATIONAL, RUSTOMJEE NAGAR, DAHISAR[W], MUMBAI. 28901636
26	SMT. PUSHPA NAIK, PRINCIPAL, HIMALAYA HIGH SCHOOL, SHASHTRI NAGAR, NEAR KORA KENDRA, BORIVALI (W) MUMBAI - 400066 28642389	34	SMT. KAMALA RAMCHANDRAN, PRINCIPAL, H.M.N. ENGLISH SCHOOL, DIXIT ROAD NO.1, VILEPARLE (E) MUMBAI - 400057 26186530

35	SR. IRENE, PRINCIPAL, INFANT JESUS HIGH SCHOOL, BEHIND MUNICIPAL SCHOOL, WESTERN EXPRESS HIGHWAY ROAD, JOGESHWARI (E) MUMBAI 400060 28215815	43	THE PRINCIPAL, VEER BHAGAT SINGH SCHOOL, NEAR ATHARVA COLLEGE, CHARKOP, KANDIVLI[W], MUMBAI – 400067. 28864121
36	SMT. SHUBHA WAGLE PRINCIPAL, JASUDBEN M.L. SCHOOL, DR. MADHURI SHAH CAMPUS, R.K.M.MARG, KHAR (W) MUMBAI - 400052 26466162 / 26462691	44	THE PRINCIPAL, ST. JOSEPH HIGH SCHOOL, 53, PUSHPA PARK, MALAD[E], MUMBAI – 400097. 28827523
37	MS. SANGEETA DAULTANI, PRINCIPAL, K.P.S. MEMORIAL SCHOOL, MHADA, BEHIND ANDHERI MODEL TOWN, NEAR JANAKIDEVI PUBLIC SCHOOL, ANDHERI (W) MUMBAI - 400058 26367811	45	THE PRINCIPAL, ST. JOSEPH HIGH SCHOOL, KOLTARY COTTAGE, ORLEM, MALAD[W], MUMBAI – 400 064. 28053965
38	MS. ALPANA BHAGWAT, PRINCIPAL, I.I.T. CAMPUS SCHOOL, IIT CAMPUS, POWAI, MUMBAI - 400076 25768992/90	46	THE PRINCIPAL, J. B. VACHHA HIGH SCHOOL, FIVE GARDENS, M.JOSHI ROAD, DADAR, MUMBAI - 400014 24129595
39	SHRI ASHOK BHATT, PRINCIPAL, K.V.K. (KESHAVLAL VESANJI KESARWALA) ENGLISH MEDIUM SCHOOL, BEHIND SHREYAS CINEMA, OPP – BHAVESHWAR PLAZA, GHATKOPAR (W) MUMBAI - 400080 25152227	47	SMT. NIBHA GUTE PRADNYA BODHINI HIGH SCHOOL J. P. NAGAR, [CLOSE TO STATION] GOREGAON [E]. 26864996
40	SMT. PENELOPE MIRANDA, PRINCIPAL, LEARNER'S ACADEMY, MANGAL AARTI, 228, ST. ANDREWS ROAD, BANDRA (W) MUMBAI - 400050 26431072 / 26421699 / (FAX) 26482241	48	POORNA PRADNYA BARUCHA ROAD, DAHISAR [E], 28284831
41	SMT. VIJAYALAXMI MENON, PRINCIPAL, MAHINDRA ACADEMY, MAHINDRA NAGAR, HAJI BAPU ROAD, MALAD (E) MUMBAI 28778376	49	SHRI ROHIT BHAT CHILDREN'S ACADEMY BACHHANIN NAGAR, MALAD[E], MUMBAI – 400097. 28835014
42	SMT. SHAKUNTALA KILPADY, PRINCIPAL, MUMBADEVI ENGLISH MEDIUM SCHOOL, S.V.ROAD, KHAR (W) MUMBAI - 400052 26047199	50	PIONEER HIGH SCHOOL, KANDIVLI [E]. 28873081

51	MS. SHAILA NAIK, PRINCIPAL, SHRI M.M.PUPILS OWN SCHOOL & SHARADA MANDIR, S.V.ROAD, KHAR (W) MUMBAI - 400052 26483408	59	SMT. NORINA FERNANDES, PRINCIPAL, SMT. LILAVATI PODAR HIGH SCHOOL (ICSE) TOWER BUILDING, SARASWATI ROAD, SANTACRUZ (W) MUMBAI - 400054 267111111 EXT 139 DIRECT: 26488432
52	SMT. UMA NAGARAJ, PRINCIPAL, NPKT (SHRI NAVICHANDRA POPATLAL KAPADIA THAKKAR) VIDYA MANDIR, OFF- NEHRU ROAD, PLOT NO.199-A, DAYALDAS RD, VILEPARLE (E) MUMBAI - 400057 26112405	60	SMT. GRETTA SEQUIERA PRINCIPAL, SHRI RAM WELFARE HIGH SCHOOL, SHRI RAM SOCIETY, NEAR FIDAI BAUG, ANDHERI (W) MUMBAI – 400058 26252307
53	SHRI PATANKAR, PRINCIPAL, NUTAN VIDYA MANDIR, MARVE ROAD, MALAD (W) MUMBAI - 400064 28020313 / 28072989	61	SMT. SANGITA SRIVASTAVA, PRINCIPAL, S.V.P. VIVIDHLAKSHI VIDYALAYA, SHANTILAL MODI ROAD, KANDIVALI (W) MUMBAI 28072152
54	SMT. SITA SUBRAMANIAN, PRINCIPAL, PARLE TILAK ENGLISH MEDIUM SCHOOL, BLDG. NO.3, RC MARG, VILEPARLE (E) MUMBAI - 400057 26169027	62	DR (MRS) HARSHADA RATHOD MANIBEN NANAVATI WOMENS COLLEGE, VALABHHAI ROAD, BEHIND NANAVATI HOSPITAL VILE PARLE [W], MUMBAI - 400056. 26128840
55	SMT KHARE GOPALJI HEMRAJ SCHOOL & JR COLLEGE MAHATAMA GANDHI ROAD, BORIVLI – EAST 28934513	63	SMT. SEEMA SABHLOK BUNT SANGH'S S.M. SHETTY SCHOOL & JUNIOR COLLEGE KOPARI, NEAR JALVAYU VIHAR, POWAI, MUMBAI- 400076 61327373; 61327316
56	SMT ANJALI MAHAJAN M.K.V.V.I.V SETH M.K. HIGH SCHOOL COMPLEX FACTORY LANE, BORIVLI WEST MUMBAI-400092 28995999	64	SMT SANDHYA SOHONI UMEDBHAI PATEL SUNDER NAGAR,S.V.ROAD,MALAD WEST, MUMBAI 400064
57	SMT.SUDESHNA CHATERJEE JAMNABAI NARSEE HIGH SCHOOL JVPD, MUMBAI	65	SHRI KUMAR PATUCK TECHNICAL SCHOOL VAKOLA,SANTACRUZ EAST MUMBAI
58	SMT.ANJALI DEODHAR B.P.M. 16TH ROAD,KHAR WEST MUMBAI 400052 26462774	66	SMT.PRATIMA PRABHU I.E.S. MANIK VIDYA MANDIR OPP LILAVATI HOSPITAL BANDRA RECLAMATION BANDRA WEST, MUMBAI 400050 61378481

67	SMT DHANASHRE MOTA PRAKASH JUNIOR COLLEGE OF COMMERCE & SCIENCE RRP MUNICIPAL SCHOOL BUILDING,SHANTILAL MODI ROAD, MUMBAI- 400067	68	SMT.JEAN H. GOMES MICHEAL HIGH SCHOOL PLOT NO 249,L.B.S MARG, OPP STATE BANK OF INDIA, KURLA WEST, MUMBAI- 400070 25033232
69	DR S.KARMARKAR S.V. ROAD, MALAD WEST MUMBAI-400064	70	MRS.MALATI MOHANRAJ PATUCK JUNIOR COLLEGE OF SCIENCE & COMMERCE 100, NEHRU ROAD, VAKOLA BRIDGE, SANTACRUZ EAST, MUMBAI-400055 26680939
71	SMT DHARTI SAMPAT KANYA VIDYA MANDIR STEER MANDAL,HEERAWATI HALL TAGORE ROAD, SANTACRUZ WEST MUMBAI 26492300	72	SHRI J. PATNAIK BARC SCHOOL NO 1 ATOMIC ENERGY CENTRAL SCHOOL NO 1, ANUSHAKTI NAGAR, MUMBAI 400094 25580530

Important initiatives taken to address locational advantages and disadvantages

Community Service

- *Community work*

Students engaged in compulsory forty hours of community service. The institutions where they rendered their services are:

  ❖ Akanksha School, Shindewadi, Dadar
  ❖ Navjyot Foundation-NGO for street Children, Khar Danda
  ❖ Anuyog School, Khar (East)
  ❖ ADAPT School for Special children, Bandra
  ❖ NGO-Juhu Gandhigram
  ❖ Sneh Sagar, Goregaon (East)
  ❖ Sharada Shishu Niketan, Nalasopara

- *'Vachan Prerna Divas'*

'Vachan Prerna Divas' or Reading Day was celebrated on 15th October, 2017 to pay homage to our former President Dr. APJ Abdul Kalam who loved reading and writing, and to inspirethe young to develop it as a hobby**.** The college observed this day by deputing their student teachers on a visit to various community centers and spread awareness about the benefits of reading.

The student teachers helped the community centers in organizing and carrying out sale of books and helping out in the following activities:

1. Setting up the various bookstalls according to the genres.

2. Helping the students from the community to choose the books according to their interest and reading levels.

3. Helped the students to choose a book by reading the blurb of the book.

4. Collecting the money and keeping an account of the number of books sold

5. Making the students and street children aware about why "Vaachan Divas" is celebrated and what was the message of Dr. Kalam.

- *Akshaypatra for a 'Basket of Fruits'*

Important initiatives taken to address locational advantages and disadvantages

This is the third year students continued with 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.

- *Joy of Giving week*

As every year the college celebrated the *Joy of Giving week* by collecting clothes, stationery, footwear, utensils, other useful articles and money and then handing them 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 before Christmas vacation to sensitize student teachers and to reach out to the deprived and unreached sections of society.

- *Literacy Awareness programme*

The rationale behind inclusion of the Literacy Awareness programme in the syllabus is to develop in the student teachers the skill of spreading literacy of various kinds besides reading and writing like hygiene, caring for the environment, Population Education, use of ICT in daily life, digital payments, financial planning, awareness of social problems etc. To accomplish this our student teachers conducted Literacy Awareness programmes in various community centers like:

- ❖ Sakhi Foundation (an NGO associated with girls education),
- ❖ Divine Foundation,(an NGO associated with environment education),
- ❖ Navjyot Foundation, (an NGO for street Children), and
- ❖ Anuyog School, (School for the under privileged)

Extension and Lifelong Learning...

ANNEXURE VIII
Important initiatives taken to address locational advantages and disadvantages

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** (**A**nna **Poorna Yojna):** The objective of this programme is to provide Entrepreneurship education to students with the knowledge, skills and motivation to encourage entrepreneurial success. Students arranged food stalls on various events in the college and sold other items some of which were made by them.

- ❖ **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.

- ❖ **CP (Career Project):** The purpose of this programme is to spread awareness of the different career options and job opportunities among the young in particular and community at large.

- ❖ **Udaan Festival:** Students participated in UDAAN festival at DLLE, University of Mumbai representing the college for Poster making competition and Street play competition.

- ❖ **Visit to Anuyog School, Khar East:** Students helped the parents of Anuyog School learn how to make digital payments in the wake of demonetization.

BEST PRACTICE I

1. **Title of the Practice**:
   "KNOWLEDGE CARAVAN THROUGH SHARING"

2. **The Context that required initiation of the Practice:**

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

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

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

3. **Objective of the Practice:**
   The constraints of resources, time and practicality can be overcome by the unadorned and blissful concept of sharing. This basic human value not only gives satisfaction of giving but also helps every member of the group to evaluate his/ her strengths and weaknesses, the depth of their understanding of the subject of their interest and also discovering various new perspectives of that subject through lively discussion.

The objective of the practice is:

- To enhance the knowledge pot of a specific subject, which is the strength of a particular faculty along with the latest skills acquired by her and share the same with the colleagues for their benefits.

- To promote an understanding of the innovations and the latest developments in various areas of education including ICT among all faculty members,

- To examine the prospects and problems of implementing innovative approaches for promoting conceptual change among the faculty members,

- To enable the faculty to translate theoretical knowledge into action.

- Help faculty members to acquire research and ICT skills.

- Promote research culture and encourage faculty to undertake minor and major research projects.

- To encourage faculty members to disseminate research findings.

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

4. **The Practice:**

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

The **"Knowledge Caravan through Sharing"** sessions are held on biweekly basis. One week before the finalization of the date by the committee, an official communiqué in the form of a circular is issued and the faculty members are requested to provide the details regarding the unique subject areas they wish to share with their colleagues. The interested faculty member makes the presentations for about half an hour on the scheduled day and time. The "Center for Innovation" ensures that the sessions impart knowledge and information covering a wide spectrum of subjects including most recent innovations in various areas of education, research, pedagogy and ICT. These

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

5. **Evidence of Success:**

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

The 'The Center for innovation' through this initiative has been able to inculcate a considerable amount of interest in acquiring most recent Pedagogical, research and ICT skills and has kindled the hunger of getting hold of latest knowledge amongst the faculty members. The research culture and environment has become very vibrant and every session is looked forward to. The initiative has been very successful as almost all the faculty members have undertaken major as well as minor research projects of National and State level Organisations like UGC, ICSSR and University of Mumbai to satiate their hunger for excellence. The results are demonstrative of the success achieved. Three faculty members have acquired their Doctoral degree and four have registered for Ph.D Degree and are on the verge of completion after the implementation of the practice of "Knowledge Caravan through Sharing". During the last five years, there has been a significant increase in the publications of each faculty member. Not only this, the teaching processes of the faculty members have undergone a considerable change as the faculty members are incorporating the new skills, pedagogies,

knowledge, innovations and ideas acquired through mutual sharing in their teaching processes. Recent knowledge related to Innovative methodologies like co-operative Learning, e-learning, Team Teaching, ICT, inclusive education, peace education, learning disabilities, multiculturalism, women empowerment, environment education, action research etc. have been disseminated and discussed in such details that the faculty members have comfortably imbibed the concepts, skills and issues and have made them a natural addition to their knowledge repertoire and then in turn are successfully transacting them to their students.

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

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

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

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

7. **Resources required**:

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

1. Appointment of Coordinator.
2. Generosity of time and efforts by the faculty members.
3. Organization of sessions.

4. Constant and regular motivation by the members of the "Center for Innovation".

5. Computer / Laptop.

6. Projector.

7. Laser pointer, OHP and Mike.

8. Contact person for further details:

The Principal,

Gujarat Research Society's

Hansraj Jivandas College of Education,

Dr. Madhuri Shah Campus

R.K. Mission Marg,

Khar [w] Mumbai.

Office: 022-26044641

E Mail: hjcollege@rediffmail.com

Website: www.hjce.in

****

BEST PRACTICE II

1. **Title of the practice:-**

   CARE AND SHARE

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

   The Ishwarbhai Committee has recommended that the concept of socially useful productive work is to be developed in the light of the Gandhian philosophy of Basic Education which was work centered. Originating from the Gandhian concept of education, socially useful productive work is a tool for inculcating Gandhian values viz, truth, non violence, self reliance, dignity of labour, co-operation and classless society.

   The Care and Share programme fulfills the important aspect of school work of SUPW for which pre-service training is imparted to student teachers.

   It was observed that many student teachers who join the B.Ed. course have experience and exposure to preparing various kinds of articles useful to the community. The college felt that this potential had to be tapped for the benefit of all 100 student teachers. Hence the programme of Care and Share found its place in the institution.

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

   The objectives of the Care and Share programme are as follows:

   - To inculcate in the student teachers a positive attitude of team work and socially desirable values like self reliance, dignity of labour, tolerance, co-operation, sympathy and helpfulness.
   - To help them in understanding the principles involved in the different forms of work.
   - To provide opportunities for creative self expression.
   - To lead the student teachers to participate increasingly in productive work
   - To train student teachers for preparation of instructional materials
   - To train student teachers for imparting special skills in schools later as teachers.

- To equip student teachers with entrepreneurial skills.
- To provide a platform for the students to exhibit their talents.
- To provide opportunities for sharing of knowledge and skills.

4. The Practice:-

This is an activity in which exceptional kinesthetic skills of students are identified and then a time slot is provided on the timetable in which the students teach these skills to their class fellows.

Every activity is performed after realizing its need and its relationship with the interest of student teachers.

While selecting the activities, the following criteria are kept in view:

1. To be educative, the activities should
   a) Help to develop the total personality of children
   b) Help in the process of their self realization
   c) Help in value formation
   d) Help the student teachers to acquire relevant knowledge and skills
2. To be productive, the activities should result in
   a) Either products which are i) directly consumable by the student teachers and the community, particularly the college and if need be ii) saleable
   b) services having social and economic values

In addition to the above mentioned fundamental criteria, the following criteria should also be considered:
   a) Expertise of the student teachers
   b) Necessary tools, materials, techniques, facilities are readily available
   c) It should be feasible to carry out the activity to fruitful completion.

The student teachers get acquainted with the raw materials, tools, techniques and processes necessary for performing the activity. The process of the activity is demonstrated by the expert. As the work proceeds, the process and products are constantly evaluated with reference to some norms to make necessary adjustments. The final appraisal of the work and the product is made at the end and the records maintained. The "Care and Share" Program has the student teachers and the teacher

educators sharing their talents and skill with great zeal and zest. The student teachers learn:

- ❖ Decorative Candle making
- ❖ Coaster making
- ❖ Paper bag making
- ❖ Embroidery
- ❖ Glass painting
- ❖ Badla work on dupattas
- ❖ Mandala painting
- ❖ Culinary art
- ❖ Flower making
- ❖ Making finger puppets
- ❖ Pottery
- ❖ Soft toys
- ❖ Gardening
- ❖ Tie dye on scarves and duppattas
- ❖ Stain glass lamps
- ❖ Calligraphy
- ❖ Making of paper bags and box files
- ❖ Power Yoga, Pranayama & Aerobics
- ❖ Graphology
- ❖ Paper Quilling
- ❖ Salad decoration
- ❖ Fabric painting
- ❖ Baking cakes without oven
- ❖ Tile painting
- ❖ Paper mache
- ❖ Brooches from fresh flowers
- ❖ Bollywood style dance
- ❖ Indian sweets
- ❖ Share market investment
- ❖ Origami
- ❖ Stocking and paper flowers & envelopes
- ❖ Vedic Mathematics

- ❖ Acupressure
- ❖ Table etiquette
- ❖ Art of macramé
- ❖ Punch craft
- ❖ Continental cooking
- ❖ Nail art

The materials used and prepared by the student teachers under the Care and Share program are environment friendly.

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

Since the B.Ed. programme comprises of many activities to be completed in a slot of not even one year due to the delays in admissions, allotting time for conduct of the care and share programme is a challenge.This difficulty is overcome by organizing the programme in smaller groups when 50 student teachers go to practice teaching schools and 50 student teachers are present in the institution. This makes it convenient for the resource persons to cater to the needs of smaller groups and supervise the work of the student teachers.

With the implementation of two years B.Ed. programme, the aforementioned difficulty is no longer an obstacle.

The student teachers are expected to get their own material for the Care and Share programme. As many student teachers find it difficult to manage the expenses of B.Ed. course also, asking the student teachers to bring in expensive material for the care and share programme is not feasible. Hence, while chalking out the activities and products to be prepared, the first thing to be kept in mind is its cost effectiveness. This problem is taken care of by the institution by giving the student teachers are given the option of learning a skill in a group wherein bare minimum raw material is required.

At times there are a handful student teachers who do not look at the programme very enthusiastically as they have never done such activities in the past or feel that it is not their work to learn or teach such kind of skills in the B.Ed.

programmme. These student teachers are then motivated by the teacher educators or their peers to take up the activities in a positive way.

The college conducts many programmes within its limited space. To add to the woes, the records of all 100 students are to be preserved carefully. Hence storing the articles becomes a big challenge. This is sorted out by reorganizing the articles in the cupboard

There are many student teachers who are learning and practicing the skill for the first time. The student teachers are expected to observe the demonstration of the skill, practice once and then prepare the final product to be submitted to the institution. The final product at times lacks the professional finesse.

6. Impact of the practice:-

The student teachers having any exceptional or special skills are requested to share the same with others. This provides a platform to exhibit their talents gain recognition and contribute to the practice.

Such programs add a new dimension to the student teacher's personality and it inculcates dignity of labour and value for goods and services. They can impart the same to school children in their future teaching career. It also provides a catharsis to the students while participating in the activities.

The articles prepared by the student teachers are presented to the practice teaching schools by the student teachers themselves as a token of gratitude for cooperating during practice teaching.

The articles prepared such as soft toys, puppets are also distributed by the student teachers to centers of special education. The articles are gifted to the visiting faculty and guest lecturers by the student teachers. This makes the student teachers see the usefulness of the articles prepared by the student teachers by their own hands.

To add to the above student teachers make use of the articles such as puppets for their own lessons. Also working with their own hands give student teachers the necessary skills to prepare their own teaching aids.

It is also observed that student teachers have taken up teaching of these activities in the schools that they join under the SUPW programme . Also it has been observed that student teachers have learnt the details of the activity after completion of the programme as the catch word is 'learning by doing'.

7. **Resources required:-**

The resources required were as follows:

- ❖ Teaching faculty – ten student teachers having the expertise
- ❖ Seating arrangement for ten groups
- ❖ Raw material for the activities

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

Website: www.hjce.in

****