

ANNEXURE: Minutes of IQAC Meeting

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: **14/07/2018**

**Time: 12.30 p.m.**

Location of Meeting: Meeting Room.

Note Maker: Dr. Usha Borkar.

No.	Agenda / Topic	Action Taken/Person Responsible.
1.	<ul style="list-style-type: none"><li>▪ Plan of Action for preparing of files.</li></ul>	A plan of action for forthcoming year 2018-2019 was chalked out
2.	<ul style="list-style-type: none"><li>▪ Quality Appraisal of -</li></ul>	All faculty members did a quality appraisal of the academic and non-academic activities conducted in the college till date.
3.	<ul style="list-style-type: none"><li>- Practice Teaching Sessions</li><li>- General feedback about student teachers.</li></ul>	Student teachers showing good performance and student teachers showing below average performance were identified. Activities to enhance the performance of the student teachers were planned.
4.	<ul style="list-style-type: none"><li>▪ Conveying of thanks to all the faculty for their contribution towards writing of NAAC report.</li></ul>	Academic calendar was finalized in consultation with the faculty members, the Principal & IQAC members. The focus of the academic calendar was on the following activities.
5.	<ul style="list-style-type: none"><li>▪ Any other matter with the permission of the Chair.</li></ul>	<ul style="list-style-type: none"><li>➤ Commencement of Language Club.</li><li>➤ Identification of best Action Research Projects.</li><li>➤ Practicum work to be completed during the academic year</li><li>➤ Remedial and Mentoring Sessions</li><li>➤ Extension Work.</li></ul> <p>Faculty members were requested to submit a tentative plan of action for the portfolios handled by them to facilitate smooth functioning of college activities.</p>

## **PLAN OF ACTION 2018-19**

HJCE IQAC, as a part of its internal quality assurance took up the initiative to prepare a perspective plan for the period 2018 – 2019. 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.

## ANNEXURE: Minutes of IQAC Meeting

- 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

## ANNEXURE: Minutes of IQAC Meeting

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

## ANNEXURE: Minutes of IQAC Meeting

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 –
  - Toilet facilities for both boys and girls
  - Spruce up the girls and boys common rooms
  - Develop method rooms as resource rooms, language laboratory and <sup>[1]</sup>mathematics laboratory
  - Upgrade the Psychology lab and ET cell
  - Create comfortable learning environment for students including smart boards and air <sup>[1]</sup>conditioners.
  - Create comfortable working environment for the staff
  - Provision for safe and hygienic water facilities
  - Developing of terrace garden
  - Sound systems, free WiFi facilities, etc.
  - 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.

## ANNEXURE: Minutes of IQAC Meeting

- 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 <sup>[L]</sup><sub>[SEP]</sub> 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

## ANNEXURE: Minutes of IQAC Meeting

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.

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