Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**GUJARAT RESEARCH SOCIETY'S 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.	**02226041192**
Mobile no.	**9820653125**
Registered Email	**hjcollege@rediffmail.com**
Alternate Email	**principal.hjc@gmail.com**
Address	**Dr. Madhuri Shah Campus, R. K. Mission Marg, Junction of 16th & 17th Road, Khar West,**
City/Town	**Mumbai**
State/UT	**Maharashtra**

Pincode	**400052**

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	**26-Feb-2019**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Usha Borkar**
Phone no/Alternate Phone no.	**02226044641**
Mobile no.	**9820003265**
Registered Email	**uaborkar@gmail.com**
Alternate Email	**hjcollege@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**http://www.hjce.in/wp-content/uploads/2021/08/AQAR-2018-19.pdf**

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	**http://hjce.in/wp-content/uploads/2021/09/Academic-Calender-2019-20.pdf**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B++**	**87**	**2004**	**08-Jan-2004**	**07-Jan-2011**
2	**A**	**3.01**	**2011**	**08-Jan-2011**	**07-Jan-2017**
3	**A+**	**3.53**	**2017**	**19-Jul-2017**	**18-Jul-2022**

6. Date of Establishment of IQAC	**01-Sep-2003**

7. Internal Quality Assurance System

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
Feedback from Parents	11-Jul-2019 1	200
Feedback from Students about individual teachers & About Services from College	19-Jun-2020 1	109
Regular meetings of IQAC	10-Jul-2019 2	117
Syllabus Revision Committee Meetings	02-May-2019 30	100
First Exam Committee Meeting	28-Nov-2019 1	6
First Finance Committee Meeting Under Autonomy	07-Sep-2019 1	4
CDC Meeting	07-Aug-2019 1	13
First Board of Studies Meeting under Autonomy	21-Sep-2019 1	9
First Academic Council Meeting under Autonomy	23-Oct-2019 1	12
First Governing Council Meeting under Autonomy	07-Sep-2019 1	10
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8. Provide the list of Special Status conferred 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
MHRD	Component 8 Enhancing Quality Excellence in Select Autonomous Colleges	RUSA	2019 365	50000000
MHRD	Autonomy	UGC	2019 365	900000
Social Welfare Department	Post Matric Scholarship	State Govt.	2019 365	11434
Maharashtra Human Rights Commission	One Day Training Programme	NHRC	2019 365	50000

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

- **STRENGTHENING COLLABOARTIONS WITH INTERNATIONAL AND NATIONAL RANKING INSTITUTIONS** • **STRENGTHENING INSTITUIONAL SOCIAL RESPONSIBILITY** • **STUDENT EMPOWERMENT THROUGH PARTICIPATION AND TRAINING** • **FACULTY EMPOWERMENT WITH PERSPECTIVE OF CHANGING SCENARIO** • **BUILDING NATIONAL AND GLOBAL VALUE SYSTEMS**

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

Plan of Action	Achivements/Outcomes
"• 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,	**"Workshops/Lectures were conducted during the year on the following topics: Outside experts 1) Prof. (Dr.) Madhura Kesarkar -Workshop on 'Activity Based Learning' on 21 December, 2019. 2) Workshop on 'Integrating ICT in Teaching and Learning' By DET- SNDT Women's University-18 September, 2019 3) Smt. Usha Pandit-Talk on 'Women of Substance: Inspiring Minds' on 30 August, 2019. 4) Mr. Sachin Dedhia - Talk on 'Cyber Crime' & Legal and Ethical Issues in the use of ICT' on 19 November, 2019. 5) Mr. Vicky Patil, alumnus (2017-19 Batch) - Talk on 'Financial literacy' and 'Preparation for CTET' on 23 November, 2019. 6) Mr. Harsimran Singh -Talk on 'Express to**

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."	Impress' on 18 December, 2019. 7) Mr. Rushabh Turakhia -Talk on 'Kindness' on 6 March, 2020. 8) Dr. Vinay Kumar Awate -Talk on 'Do's and Don'ts s of Corona Virus' on 9 March, 2020. In-house experts • Dr. Usha Borkar- 'New Age Teacher'- 3 October, 2019 and 'Empowering Self'-17 October, 2019. • Dr. Vaishali Sawant- 'Know Thyself'- 4 October, 2019 and 'Transactional Analysis' -17 October, 2019. • Dr. Manjeet Sahmbey- 'Study Skills'-4 October, 2019 and 'Voice Workshop' -9 October, 2019. • Dr. Karuna Sinha- 'Teacher and Social Media' -7 October, 2019 and Moral Intelligence-22 October, 2019. • Dr. Shrima Banerjee- 'Time Management'-10 Oct, 2019 and 'Personality Development'-19 October, 2019. • Dr. Archana Katgeri- 'Diversity and Inclusion'- 3 October, 2019 and 'Psychological Well-being'-18 October, 2019. • Dr.Pallavi Talekar- 'Values'-7 October, 2019 and 'Using ICT in Classrooms'-22 October, 2019."
"(ii) 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."	"Theoretical and Practical inputs related to the syllabi were delivered through various sources – Faculty, Guest Lectures, Seminars and Workshops, training programmes, Community programmes. A variety of teaching strategies were employed such as Case Studies, Group Presentations, Projects, Discussions, Field Trips, Brain Storming, Blended learning and Community Interactions. Due to COVID -19 Pandemic, the entire curriculum transaction was shifted to ONLINE mode using the ZOOM Platform. All the aforesaid activities were conducted in online mode. The subsequent report has all the details of the varied activities conducted. 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 develop insights in solving problems of life."
(i) Curricular Aspects ? To carry on with the functioning of the enhanced curriculum of the B.Ed. under Autonomy and ? To continue the curriculum transaction in line with the needs of the student teachers and the global	? The college follows the curriculum framework suggested by NCTE 2014. The revision and up gradation of the syllabus was done at the University level prior to the academic year 20192020.The college received Autonomy

society. 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 online programs for alumni and schoolteachers. To encourage publication of learning material for the benefit of students. To train studentteachers for inclusive practices.	from January 2019. Following this the college initiated 10 changes in the curriculum. For this the Syllabus Committee in consultation with the Principal, identified experts from different colleges of education and invited them to suggest modifications in the existing curriculum. The various subject committees also eliminated topics which were redundant and added topics which are relevant. The committee also suggested changes to the Practicum. Community Work was spread out in all the four semesters one week each, to provide students a wider exposure to it and hence serve its purpose, as opposed to being only in Semester I and IV in the unrevised syllabus. In Practice Teaching, five lessons in Method 2 will be given by students in Semester III, the reason being that it was a demand made by schools that the student teachers should have experience of practice teaching in two subjects. The updated curriculum also saw the introduction of Add on courses for the benefit to students of earning extra credits. The modified syllabus was also passed through the Board of Studies on 21 September 2021 and the Academic Council on 23 October 2019. ? 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 can gauge with a degree of clarity, what portion of the curriculum will be

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Development Committee	**07-Aug-2019**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**

Date of Visit	**19-Jul-2019**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**18-Jan-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton 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, inservice 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 nonteaching 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 EMonitoring 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**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BEd	2 yrs B.Ed.	Education	21/09/2019

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BEd	Certificate Course in Computers	01/06/2019	(CCC)	01/06/2019
Nill	Certificate Course in Yoga	01/06/2019	(CCY)	01/06/2019

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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	Education	01/06/2015

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
• Prof. (Dr.) Madhura	21/12/2019	100

Kesarkar -Workshop on 'Activity Based Learning'		
• Workshop on 'Integrating ICT in Teaching and Learning' By DET- SNDT Women's University	18/09/2019	100
• Smt. Usha Pandit-Talk on 'Women of Substance: Inspiring Minds'	30/08/2019	100
• Mr. Sachin Dedhia - Talk on 'Cyber Crime' Legal and Ethical Issues in the use of ICT'	19/11/2019	100
• Mr. Vicky Patil, alumnus (2017-19 Batch) - Talk on 'Financial literacy' and 'Preparation for CTET'	23/11/2019	100
• Mr. Harsimran Singh -Talk on 'Express to Impress'	18/12/2019	100
• Mr. Rushabh Turakhia -Talk on 'Kindness'	06/03/2020	100
• Dr. Vinay Kumar Awate -Talk on 'Do's and Don'ts s of Corona Virus'	09/03/2020	100
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Education	100
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Nill
Parents	Yes

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

Feedback Obtained
• 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 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. • Monthly staff meetings are held with the teacher educators who have observed lessons in various teaching practice schools to obtain the feedback on the performance of our student-teachers who undertook teaching internship in these schools. Apart from giving their open feedback, suggestions are also taken from the School Principals and based on the feedback given, modifications are incorporated.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	50	150	50
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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	50	Nill	7	Nill	Nill

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	Numberof smart classrooms	E-resources and techniques used
7	7	20	20	14	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

HJCE believes in providing the student teachers an incredibly supportive environment that enables every student to flourish to the maximum of her/his abilities. 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 timetable. 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 provided support to all the students during COVID 19 situation. Special mentor group meetings were conducted to help the students to overcome the problems faced by lockdown. The students were provided information about various online course and motivated them to complete the courses during lock down. • The college has an active counselling cell in collaboration with Disha Child, Adolescent Adult Counselling Centre that renders professional and expert service to student teachers and their families in case of academic and personal problems. Several sessions were conducted by Psychologist from Disha. The sessions included career and vocational guidance, counselling for academic difficulties and personal problems. Special online counselling sessions were organized for the students during lick down period. • 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	7	1:14

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	7	3	Nill	7

2.4.2 – Honours and recognition 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
2019	Dr. Usha Borkar	Associate Professor	National Award for 'Innovative Practices and Experiments in Education for Schools and Teacher Education Institutions 2018-19' and cash prize of Rs.10,000/- for project titled 'Web Based Collaborative Pedagogy" from NCERT
2020	Dr. Vaishali Sawant	Associate Professor	'Winning Commendation Certificate' in the National Level category at the International Level write up Competition on Post COVID Paradigm Shift was awarded the in Teaching, Learning and Evaluation for

| 2020 | Dr. Shrima Banerjee | Assistant Professor | College University Teachers organized by Foresig |
| | | | Field Coordinator trophy on 25 February 2020 by DLLE, University of Mumbai at Amlani College of Commerce and Economics |

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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
BEd	FYBEd (Automous)	2	31/05/2020	04/08/2020
BEd	NA	SYBEd 19-20	31/05/2020	31/10/2020
BEd	FYBEd (Autonomous)	1	31/01/2020	28/02/2020

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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nill	100	100

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 weblink)

http://www.hjce.in/wp-content/uploads/2021/08/Q-2.6-Program-Outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	BEd	Education	50	50	100

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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 weblink)

http://hjce.in/wp-content/uploads/2021/12/SSS-Result-and-SWOC.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No
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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
National	NIL	NIL	Nill	NIL
International	NIL	NIL	Nill	NIL

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3.2 – Resource Mobilization for Research

3.2.1 – 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 year
Nill	0	NIL	0	0

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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – 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
'New Age Teacher' and 'Empowering Self' by Dr. Usha Borkar	Education	03/10/2019
'Know Thyself' and 'Transactional Analysis' by Dr. Vaishali Sawant	Education	04/10/2019
'Study Skills' and 'Voice Workshop' by Dr. Manjeet Sahmbey	Education	04/10/2019
'Teacher and Social Media' and 'Moral Intelligence' by Dr. Karuna Sinha	Education	07/10/2019
'Time Management'-and 'Personality Development'-, by Dr. Shrima Banerjee	Education	10/10/2019
'Diversity and Inclusion'- and 'Psychological Well-being' by Dr. Archana Katgeri	Education	03/10/2019

'Values'-and 'Using ICT in Classrooms 'by Dr.Pallavi Talekar-	Education	07/10/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
01	Entrepreneurship and Career Hub Cell	RUSA	NIL	NA	03/02/2019

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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Education	Nill

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	1	Nill

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

Department	Number of Publication
Education	3

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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
0	Nill	0	Nill

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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NA	NA	Nill	0	NA	Nill

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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NA	NA	Nill	Nill	Nill	NA

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	18	30	5	12
Presented papers	Nill	3	Nill	Nill
Resource persons	Nill	Nill	1	6

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
0	0	0	0

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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
0	0	0	0	0

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3.6 – Extension Activities

3.6.1 – 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 participated in such activities	Number of students participated in such activities
Community Services of 40 hours each by 100 students	? ADAPT school,Bandra (W), ? Punarvas School ,Goregaon (W), ? Bigger than life,Bandra(W) ? Anuyog School,Khar(W) ? Andheri Girls Education Society,Andheri(W), ? Navjyot Foundation,	3	100

Khar(W), ? Tarun Mitra Mandal,KEM, Wadia Hospital,		

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NA	NA	100

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3.6.3 – 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 participated in such activites	Number of students participated in such activites
Community Service to Shantivan, Panvel	Kushtarog Niwaran Samiti at Shantivan, Panvel	Reaching the unreached	3	100
Akshaypatra for a 'Basket of Fruits'	V. N. Desai, Municipal Hospital, Santacruz-East.	Basket of Fruits is given every month	3	100
Joy of Giving week	NGOs, Goonj and Anmol	Joy of Giving week	3	100

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3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
SNDT Woments University	50	Not required	300

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3.7.2 – 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	Duration To	Participant
Internship	Semester 2	Practice Teaching Schools	03/02/2020	21/03/2020	50
Internship	Sem 4	Practice Teaching Schools	03/01/2020	14/02/2020	50
Internship	Internship	Practice	15/07/2019	01/10/2019	50

for Semester 3	Teaching school			

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Tata Institute of Social Sciences (TISS)	21/11/2017	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

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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
580000	332445

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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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 patially)	Version	Year of automation
e-Granthalaya	Partially	3.0	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	2755	277817	25	16808	2780	294625
Reference Books	16194	1319279	62	16472	16256	1335751
e-Books	3135000	2500	3135000	2500	6270000	5000
e-Journals	6000	2400	6000	2400	12000	4800
Digital Database	25	55786	21	26700	46	82486
CD & Video	761	Nill	50	Nill	811	Nill
Others(specify)	861	Nill	Nill	Nill	861	Nill
Others(specify)	6	4580	5	3540	11	8120
Others(specify)	9	14241	9	10121	18	24362

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4.2.3 – 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
Principal Dr. Anita Swami All faculty	Digital Launch by Prime Minister Modiji of the Entrepreneurship Cell and Skill Hub Project at HJ College	Entrepreneurship Cell and Skill Hub Project, under Component 8 of Rashtriya Uchchatar Shiksha Abhiyan (RUSA). RUSA is a Centrally Sponsored Scheme (CSS) under the aegis of Ministry of Human Resource Development, Government of India	03/02/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	36	1	2	5	2	1	5	8	22
Added	0	0	0	0	0	0	0	0	0
Total	36	1	2	5	2	1	5	8	22

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

28 MBPS/ GBPS

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	Nill

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 incurredon maintenance of physical facilites
580000	504485	325600	247462

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)

* The head of the institution motivates the faculty as well as the students to take initiative in having an innovative conduction of curriculum for which there is allocation of technological and print resources. Resources are allocated judiciously but generously among the staff members for smooth functioning. Access to Internet and Wi-Fi connectivity is provided to the faculty members and students of the institution for content preparation and curriculum transaction. A record muster is maintained to have the data with regards to the utilization of the resources. • The Principal along with the faculty members ensures that there is optimum utilization of physical and human resources not just for the B.Ed. programme but also for programmes run in collaboration with University of Mumbai and IGNOU. • The Principal in consultation with the Management accomplishes allocation of budget for resources and overall development of the institution. • Faculty members are delegated the responsibility of maintenance of the different rooms. The Annual Maintenance Contract of the computer system and other electronic gadgets is sourced out to the service providers for periodical checks. The register of the available equipment and dead stock is maintained regularly LIBRARY The college library functions with a belief that it is a catalyst for teaching and scaffolding inquiry learning of the student teachers. Hence to enable complete access to all is stakeholders, the college has undertaken the following measures: ? The Library is equipped with three computers with Internet facility. The librarian uses computer for books issue/return, data entry of documents, maintaining user's records and other library documentation work. ? The OPAC/Search facility is available to staff, student teachers, Ph.D. scholars and external users to search and access the collection of the library. ? The student teachers can collect information from online resources with the free Wi-Fi connectivity available in the library. GUJARAT RESEARCH SOCIETY'S HANSRAJ JIVANDAS COLLEGE OF EDUCATION (AUTONOMOUS) Dr. Madhuri Shah Campus, R.K. Mission Marg, Khar (W), Mumbai -400 052, Maharashtra ? The library also has one reprographic machine with scanning facility to provide photocopy facility to staff and student teachers on a nominal charge. The official documents are scanned to upload on the college website. ? The printer attached with the librarian's computer is used for printing users' identity card and barcodes. ? The college library has collection of educational CD's, movies, CAI presentation CD's, printed material and posters on Indian Culture. The student teachers are provided with information on how to avail of the same during the

library orientation session. The library also organizes the exhibition of these resources every year. Student teachers are encouraged to use the relevant materials for their Practice teaching lessons and co-curricular activities.

http://www.hjce.in/wp-content/uploads/2021/08/Q-4.4.2-Procedures-and-Policies-for-Maintaining-Utilizing-Physical-and-Academic-and-Support-Facilties.pdf

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	0	0
Financial Support from Other Sources			
a) National	Rajarshi Shahu Scholarship Scheme	21	108291
b)International	NIL	Nill	0
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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 implemetation	Number of students enrolled	Agencies involved
Remedial Coaching (Twice a month and thrice during exams)Twice a month and 3 times during exams	01/06/2019	100	College Faculty
Yoga (1 Yr - three times a week)	01/06/2019	100	Mumbai Yoga
Content Enrichment (Pre-Practice Sessions during Semester II Semester III Semester IV)	03/06/2019	100	Pre-Practice Sessions during Semester II Semester III Semester IV
Personal Counselling (Every Thursday Friday)	01/06/2019	100	Disha Child, Adolescent and Adult Counselling Centre During COVID-19 Pandemic, Online Counselling facility from Disha Centre was provided for the student teachers as well as for their family members
Communication Skills Via Speak Well Club	02/03/2020	100	College Faculty

Mentoring	18/06/2018	100	College Faculty-During COVID-19 Pandemic, the college faculty was in constant touch with Semester 4 students as there was uncertainty about their exams and future
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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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	NA	Nill	Nill	Nill	Nill
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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	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
1. Akanksha Foundation 2. Aseema Charitable Fund 3. Ajmera Global School 4. AVM Group of Institutions 5. C.P.Goenka 6. Gundecha Education Academy, Oshiwara 7. Jamnabai Narsee School, Juhu	50	23	• Vibygor High • Chidren's Academy • Dr. Pillai Global • Shishuvan • Billabong International • Chaturbeej Narsee • J.D. Sharda • Janki Devi Public School • Utpal Sanghvi • Lilavati Poddar • Orchid Inter	50	36

8. JML School, Khar 9. Kangaroo Kids International Ltd BBH			national • Oberoi International • JBCN • Rizvi S		

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	12	Education	Education	IDOL	MA,MCom

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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	Number of students selected/ qualifying
NET	1

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

Activity	Level	Number of Participants
• Guru Poornima Programme, • Bhajan Singing Competition • Kargil Diwas and Flag Day Donation • Independence Day Celebration • Women of Substance Inspiring Minds: A tribute to Kallolini Hazarat madam. • Teachers Day Celebration • Gandhi Jayanti Cele	College	100

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	Nill

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

The Student Council plays a crucial role in the smooth functioning of the Institution. Students have an active representation in all the academic and administrative bodies of the Institution. They serve as a liaison between the student body and the Management. The Institution has a well-functional student

council which involves actively in the academic affairs of the Institution as well as student welfare. The elections for the First Year Students were held and the constituted First Year Student Council joined hands with the existing Student Council to shoulder the responsibility of conducting activities collaboratively. The elected students of the freshly joined F.Y. B.Ed. were: -Ami Rami, Anupriya Narsaria, Dhwani Kanaj, Ketki Makwana, Madhura Manjrekar, Niyati Bhatt, Priyanka Gandhi, Sameera Shaikh, Shashank Bane, Shivanand Tiwari and Vijay Tiwari. Numerous activities were organized during the year to highlight the specialty of significant days and festivals of the country.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

867

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – 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- during Navratri Celebrations and judging of Food Fest Competition- 5th October 2019 ? 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 Management of the institution is the Overall in charge. The Principal is the administrative and academic head of the Institution, but she works in liaison with various Committees comprising Faculty members and representations from the Government, University, and other authorities such as NCTE, NAAC, UGC RUSA. The College Committee is accommodative and encourages all the stakeholders in the decision making of the Institution. The Governing Body finalizes all the outcome and decisions taken in the Academic Council which in turn has the power to modify the decisions taken in the Board of Studies Meeting pertaining to the Academic Affairs and functioning of the Institution. 1. Each Faculty member plays a part in the framing of curriculum and academic practices of the Institution. Decision making is not monopolized but the collective efforts of all the faculty members before the same is presented in the Board of Studies, then Academic Council and finally the Governing Body. The non-teaching staff also lend in their contribution in the administrative front. 2. The College prepares the financial budget at the beginning of every year. The budget is painstakingly prepared by the office under the guidance and supervision of the Principal. The faculty takes stock of the plans for the coming year and submits their financial requirements to the Principal. The finalized budget is presented before the Finance Committee comprising of the Principal, a senior Faculty, University nominee and a member from the Management. The approved budget is presented before the College Governing Body

before it is submitted to the University Grants Commission. Participative management is strictly adhered to the functioning of the Institution. The College works with the aim of contributing to academic excellence through quality education and administering additional input to the students. The College plans for each academic event through regular Faculty meetings and student council members also represent the student body in various committees. 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)?
Partial

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):

Strategy Type	Details
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. ? The orientation on 'B.Ed admission process and CET' organized for the prospective candidates. The students were oriented about B.Ed. Form filling, admission process. The webinars were conducted to orient prospective B.Ed. Students about B.Ed. CET and ELCT examination and provided tips techniques for solving questions. ? Two webinars were organized on teacher's aptitude and mental ability for prospective B.Ed. Students
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. • Centre for Distance Education of the IDOL, University of Mumbai-M.A. Education In its fourteenth year as the Centre for Distance Education programme of the IDOL, University of Mumbai, lectures, tutorials and counselling sessions were conducted for the students on the college premises. As every year the efforts of the faculty were lauded

	generously by the students
Human Resource Management	• Participative management and decentralization accommodate the faculty and administrative manpower to contribute to the wellbeing of the Institution. In this manner of working, work is delegated to all. There are separate committees to concentrate on a particular task. • Meetings are held regularly for the faculty and non-teaching staff to enable smooth functioning of the Institutional affairs. • Following are some of the facilities arranged for the entire teaching and non-teaching faculty of HJCE. ? 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
Library, ICT and Physical Infrastructure / Instrumentation	• The Library Advisory Committee meetings are held twice a year to discuss matters pertaining to the functioning of the library. • The library has an open access system with electronic resources of INFLIBNET. The entire library is barcoded. • The library has an exhaustive collection of books with additions every year. • Reprography facility is available in the library • Classrooms are upgraded with an LCD Projector and Screen facilitating curricular transactions. • •All the laboratories have facilities for practical work and stock registers are regularly updated. • The college is equipped with the following technological resources: ? 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
Research and Development	• The Research Centre of the college organized various activities for its registered Ph.D. Scholars, faculty of the college as well as student teachers which are as follows:
Examination and Evaluation	The following practices are carried out in a meticulous manner 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. • The assessment components are in line with the number of credits allotted to each course. • The academic calendar prepared at the beginning of the year incorporates the dates for beginning of the year incorporates the dates for the Revision and End Semester Examination. • Semesterization of Practicum component ensures better mastery of the Practical work and prevents over-burden. • Availability of Question bank ensures better academic performance of • students. • The Question Paper scrutiny by the Scrutinizing Committee ensures better quality of the test items. • During the COVID -19 pandemic, the Semester 4 University Examination had to be changed to MCQ, preparation of question bank comprising of 250 MCQs for each course was done thoroughly by college faculty.
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. ? Regular Faculty meetings enable Faculty to share their teaching experiences and streamline the academic proceedings.
Curriculum Development	? The College maintains Quality Teacher education by adopting the guidelines provided by National Council of Teacher Education (NCTE), National Assessment and Accreditation Council (NAAC), University of Mumbai, University Grants Commission (UGC) and Gujarat Research Society (GRS) and other statutory bodies. It is ensured that the curriculum for the Two-Year B.Ed. programme is designed keeping in mind the national and global values and standards. As HJCE has a large number of students migrating for professional and personal reasons to different parts of the world, hence it is imperative to maintain the curriculum relevant and upadated as per global standards. The process of Curriculum is meticulously followed- A committee comprising of senior faculty members along with senior experts from various colleges of education form the committee for various courses. Revised curriculum hence designed after a number of deliberations is then placed in the college Board of Studie. After incorporating the changes suggested, the curriculum is then placed before the college Academic Council and subsequently before the college Governing Council. Representatives from the Industry, Educationists, UGC nominee, University representative and State Government nominee comprise the Academic Council and Governing Body, apart from Faculty members. Hence, the revised Curriculum designed, undergoes multi-stage scrutiny

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

E-governace area	Details
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 ? The college has purchased Master Soft Enterprise Resource Planning (ERP) Solutions for Automation

		of students, faculty and campus administration which comprised of modules such as Academics and Fees, Examination Management, Interactive teaching and Learning, Mobile Apps, Human Resource Management System and Financial Accounting. The conduct of Semester IV University Exam was done using MasterSoft Portal.
	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 S.Y.B.Ed. Student teachers of 2019-20 batch from Semester III Semester IV. ? Internal Assessment marks of F.Y.B.Ed. student teachers of 2019-20 batch from Semester I Semester II and S.Y.B.Ed. Student teachers of 2019-20 batch from Semester III Semester IV were submitted on line on the University of Mumbai Website. ? The conduct of Semester IV University Exam was done using MasterSoft Portal in online mode due to COVID19 - Pandemic situation ? Grade Cards for FYBED 2019-2020 for Semester I Semester II was done using MasterSoft Portal.

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
2019	NA	NA	NA	Nill
[View File](#)				

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

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching

Year	programme organised for teaching staff	programme organised for non-teaching staff	From Date	To Date	staff)	staff)
2019	NATIONAL LEVEL FACULTY DEVELOPMENT PROGRAMME	'Applications of Geogebra' in association with Spoken Tutorials, IITB under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, MHRD, Govt. of India. The FDP provided platform to acquire knowledge of Geogebra which is dymanic and i	28/04/2020	04/05/2020	268	Nill
2019	7th Pay Commission Fixation and Skill development	Fixations under 7 CPC and procedures followed	11/04/2019	11/04/2019	1	2
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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	From Date	To date	Duration
CAPACITY BUILDING PROGRAMS FOR TEACHERS	7	14/05/2020	15/05/2020	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching

Permanent	Full Time	Permanent	Full Time
9	**9**	**7**	**7**

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	**Loan Facility**	**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 check 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/ Grnats received in Rs.	Purpose
Gujarat Research Society	**495782.32**	**Maintenance purchase ofof facilities in college**
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6.4.3 – Total corpus fund generated

0

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, Mumbai, Government Auditors**	**Yes**	**Chartered Accountant appointed by the 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 ? During COVID-19 Pandemic, the entire functioning of the office administration had to be shifted online. Hence the Administration Department IQAC of the college in collaboration with Skill Development and Vocational Training Institute of India (SDVTII) has organized webinar two days workshop on "Use of Information Technology in Upgrading Quality of Day to Day Administration" under the aegis of RUSA on 6th 7th July, 2020. Ms. Ratna Vohra, Faculty, SDVTII empowered to empower the administrative staff of educational institutions to be part of IT enabled work culture. ? A Webinar titled IMPACT OF LOCKDOWN DUE TO COVID 19 ON WORKFORCE - FEARS, MYTHS AND FACTS was organised by Administration Department IQAC of the college under the aegis of RUSA on Saturday 4th July 2020 for teaching and non-teaching staff. The webinar focused on the need to reinforce the importance of preventive measures and practices in a sustained manner, to deal with the disease over the long run. COVID 19 has a long-life span. Ms. Geeta Castelino, Social Psychologist taught the techniques to combat the virus with an enhanced immunity, fearless attitude and follow certain proven preventive behavioural practices to teachers and 175 non-teaching staff who participated in the workshop. ? In concurrence with the Vision and one of the Mission statements, the college takes best efforts in multifaceted development and growth of one and all associated with it. IQAC and Administrative Department of our college, under aegis of RUSA organized two days online Capacity Building Programme for teaching and non-teaching staff of colleges, on the topic "Stress MEDITATION Management and Well Being Through Yoga and Meditation on 25th 26th May 2020 with the objective of managing stress and staying healthy and fit. The resource person Ms. Natasha Swar, a qualified Yoga instructor demonstrated trained the participants in doing various Yoga Asanas and Pranayaam. Mr. Datte, Administrative Officer, Jt.DE office graced the occasion and addressed the participants. Total 100 participants from various colleges took advantage of the workshop on Zoom platform.

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

1. Organized National Level Faculty Development Programme 2. Organized Capacity Development Prgrammes for Faculty, Admin Staff and Students 3. Organized a number of Webinars under The Entreprenuership, Employability Career Hub

6.5.5 – Internal Quality Assurance System Details

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

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	The college organized one week online NATIONAL LEVEL FACULTY DEVELOPMENT PROGRAMME on	06/01/2020	28/04/2020	04/05/2020	268

| | 'Applications of Geogebra' in association with Spoken Tutorials, IITB under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, MHRD, Govt. of In | | | | |

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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	Period To	Number of Participants	
			Female	Male
'Contribution of Women of Maharashtra and Odisha to Nation Building'.	07/03/2020	07/03/2020	97	6
'Woman of Substance"	30/08/2019	30/08/2019	97	6
'Cyber Crime & Legal and Ethical Issues in the use of ICT'	19/11/2019	19/11/2019	97	2
National Level Safety and Self Defence Workshop for women and girls	04/06/2020	04/06/2020	12	2
'Menstrual Hygiene, Management and new Age Solutions'	12/07/2020	12/07/2020	16	2

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University 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. The following Environment Education Club activities were organised- ? Students participated in Tree Plantation, Seed sapling, ? Took E-waste Pledge, Fuel Conservation Pledge ? Organised National level webinar on 'Environmental Impact of Covid- 19- Right to Sustainable Living' under the aegis of RUSA on 26th and 27th May, 2020

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	117
Provision for lift	Yes	117
Ramp/Rails	Yes	117
Braille Software/facilities	Yes	Nill
Rest Rooms	Yes	117
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	01/04/2020	365	Donations	By adhering to all safety and hygiene measures, our college students started relief services by providing meal or packed grocery kits to the marginalized and low-income	72

						segment of the society c omprising of daily wage workers, migrant l abourers, con	
2020	1	1	02/03/2 020	120	Mask Making Di stributio n	The students of Hansraj Jivandas college of Education actively participa ted in the community services by preparing masks at home and distribut ed it to the society watchman, vegetable vendors, fruit seller, people working at the milk centre, grocery s	53
2019	1	1	30/11/2 019	1	MAHAWAL KATHON	To spread awareness about 'No honking', 'Road safety' and 'Resp onsible driving' It was a joint event organized	108

| 2019 | 1 | 1 | 12/06/2019 | 365 | Akshaypatra for a 'Basket of Fruits' | Students visited V.N.Desai, hospital Santacruz–East for distribution of fruits to the patients at the pediatric and gynaecology ward and also donated money for its upkeep collected from staff and students of the college. | 108 |

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Undetaking for Attendance, Discipline, Medical fitness undertaking for anti-ragging on the UGC site	01/06/2019	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. The students submit the Undertakings and Declarations at the time of admissions to the College.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebrating 'Rashtriya Ekta Diwas'	31/10/2019	31/10/2019	100
Christmas Celebration	21/12/2019	31/12/2019	100
Guru Poornima Celebration	11/07/2019	11/07/2019	100
Bhajan Singing Competition	13/07/2019	13/07/2021	100
Kargil Diwas and Flag Day Donation	27/07/2019	27/07/2019	100
Independence Day Celebration	15/08/2019	15/08/2019	100
Gandhi Jayanti Celebration- Glimpses of Mahatma Gandhiji's Life through Digital Gallery Walk	03/10/2019	03/10/2019	100
Navaratri Celebrations	05/10/2019	05/10/2019	100
Reading Inspiration Day	15/10/2019	15/10/2019	100
Diwali Celebrations	23/10/2019	24/10/2019	100

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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. Activities of Environment Education Club: ? Students participated in Tree Plantation, Seed sapling, ? Students took E-waste Pledge, Fuel Conservation Pledge ? EE Club Organised National level webinar on 'Environmental Impact of Covid- 19- Right to Sustainable Living' under the aegis of RUSA on 26th and 27th May, 2020.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE I 1. Title of the Practice: "KNOWLEDGE CARAVAN THROUGH SHARING" 2. The Context that required initiation of the Practice: Andrew Carnegie once observed and gave this statement, "You take away all my Factories, You take away all my Money, You take away all that I possess, But leave me my Men and in next 5 years they can get me everything I had or even more." This was a very strong statement showing the importance of human resources in an organization. Hence it is very necessary to not only preserve the work force but also to keep them updated as well. Imagine, if the brain drains out what consequences would occur? It's very much important to share required knowledge with the co- practitioners in any educational institution as well. Every educational

institution should put emphasis on a culture of "Knowledge Sharing rather than Knowledge Hoarding." To accomplish this goal, for any teacher-education institute, it is not only impractical but also impossible to endow all its faculty members with newest skills or expertise through participation in various workshops/ training programs/ symposia's etc. Simultaneously it is not feasible for any teacher-educator also to participate in all events of significance keeping in view the constraints of B.Ed Programme. Such kind of progression results in uneven acquisition of expertise by the various faculty members. This state of affairs prompted the institution to formulate a mechanism whereby sharing of expertise would enrich every member of the faculty. 3. Objective of the Practice: The constraints of resources, time and practicality can be overcome by the unadorned and blissful concept of sharing. This basic human value not only gives satisfaction of giving but also helps every member of the group to evaluate his/ her strengths and weaknesses, the depth of their understanding of the subject of their interest and also discovering various new perspectives of that subject through lively discussion. The objective of the practice is: • To enhance the knowledge pot of a specific subject, which is the strength of a particular faculty along with the latest skills acquired by her and share the same with the colleagues for their benefits. • To promote an understanding of the innovations and the latest developments in various areas of education including ICT among all faculty members, • To examine the prospects and problems of implementing innovative approaches for promoting conceptual change among the faculty members, • To enable the faculty to translate theoretical knowledge into action. • Help faculty members to acquire research and ICT skills. • Promote research culture and encourage faculty to undertake minor and major research projects. • To encourage faculty members to disseminate research findings. The above-mentioned objectives of this practice are achieved with the motto i.e., "All contribute and all gain, thus, everybody joins knowledge caravan". 4. The Practice: To provide contour to this vision, the institution established the 'Center for Innovation'. The 'Center for Innovation' comprises of a research committee headed by the Principal and assisted by few senior faculty members. One of the key objective of the "Center for innovation" is to disseminate innovations, new expertise/ competencies and research related developments in the various areas of Education including ICT. Thus, to achieve this objective, the mechanism of "Knowledge Caravan through Sharing" was devised and put into practice. The "Knowledge Caravan through Sharing" sessions are held on biweekly basis. One week before the finalization of the date by the committee, an official communiqué in the form of a circular is issued and the faculty members are requested to provide the details regarding the unique subject areas they wish to share with their colleagues. The interested faculty member makes the presentations for about half an hour on the scheduled day and time. The "Center for Innovation" ensures that the sessions impart knowledge and information covering a wide spectrum of subjects including most recent innovations in various areas of education, research, pedagogy and ICT. These presentations are quite elaborate ones and are in the power-point mode. The sessions are followed by a vigorous question - answer session that helps the other faculty members in understanding the subject area in a better manner and transport new perspectives to the subject. The power-point presentations are preserved by the "Center for innovation" in order to facilitate the faculty members to access them as and when needed. The most recent happenings, knowledge, innovations and skills thus acquired are effectively integrated by the faculty members in their teaching endeavors which in turn enhances the quality of their output. 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

Upload details of two best practices successfully implemented by the institution as per NAAC format in your

http://www.hjce.in/wp-content/uploads/2021/08/Q-7.2-Best-Practices-2019-20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

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. 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. 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 teachersIn 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. 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. 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 and with its quest for excellence has volunteered to be assessed for reaccreditation by NAAC.

Provide the weblink of the institution

http://www.hjce.in

8.Future Plans of Actions for Next Academic Year

? The college has a very important achievement in the form of Autonomy Status granted by UGC in January 2019. This will enable the college to update its programme to match Global Standards. ? The college also envisages on offering need based programs in a Blended Manner to cater to dynamic needs of the teaching community.