Points arising from the Minutes of the last meeting:

Fr. Francis Carvalho – we sent the letter but the letter came back to us.

Dr. Rashida Kapadia has resigned . Dr. Shadab Paloji has been elected to the LMC for the remaining term of Dr. Rashida Kapadia.

Faculty Exchange : KKCE BEd & Seva Sadan college of Education

Parent Interact conducted on 30th July 2016 (SY) & 18th Nov 2016 (FY)

Certificate for Global Understanding – timings not matching last year, this year onwards charging Rs. 70,000/- . For next academic year if there are no charges or at nominal charges then we can continue. Time clashes with the two year Bed course could not manage.

Committee by DHE 14th Oct 2015- report given

Committee for verification of NCTE norms – submitted their report directly to the University.

Feedback from Parent Interact:

- Stress of the ward was highlighted by many parents
- Students have learnt organization and management skills in the process of their Bed course
- Around 38% of the parents felt that the time given for Assignments, Lesson planning and CCA was not adequate.
- The CCA of the college are meaningful, relevant and appropriate as perceived by most parents.
- The parents were quite satisfied with the library timings and computer facilities provided by the college.
- 85% of the parents are happy with all the activities conducted by the institute for teacher preparation and the quality measures undertaken by the institution.
- Wi Fi facility was applauded by parents.

FIRST YEAR B.ED. PARENT INTERACT 2016-17

Conducted 19th November 2016
Analysis of feedback

1. **Expectations of parents:**

- More activities while teaching
- Either full or half day off on Saturdays

2. **Improve quality:**

- More writing practice of notes from exam point of view
- Motivate to participate in all activities
- Space out activities
- Reduce stress
- More practical work

3. No parent is interested to be a part of parent resource.

LMC report of the In Charge Principal, Dr. Vini Sebastian

NAAC A grade, with a grade point of 3.11

NAAC recommendations for the college

Weaknesses and Challenges

- No institutional R&D work
- Lack of required laboratory facilities
- Lack of quality and latest books and journals in the library
- Lack of formal consultancy
- Insufficient welfare schemes for students
- Development of language proficiency
- Becoming a forerunner in highly competitive environment
- Preparing students to get University ranks

Strengths and Opportunities

- Social recognition
- Receptive staff
- Supportive Management
- Democratic functioning
- Student's participation in decision making and quality assurance programme

- Establish strong networking with other educational institutions in the region
- Introducing innovative practices in teaching-learning process
- Introduce more add on certificate and diploma courses
- Introducing MEd course
- Utilization of potentials of Alumni and Parents as resources

We could apply for the following after accreditation

- -College with potential for excellence – we need a full fledged Principal
- -Academic Audit- after a year and a half

QUALITY MANAGEMENT:

IQAC:

IQAC meeting held on Nov 29, 2016 and another meeting to be held on 24th March 2017. Dr. Bijoy Thomas coordinator and Ms. Kalpana Chavan Secretary

Our IQAC members are :

Fr.Blaise D'Souza
Fr . Frazer M.
Fr. Jude Fernandes
Dr. Indu Garg
Dr. Sybil Thomas
Ms. Preema Noronha

All staff members

2 student representatives

Best Practices identified for this year:

Career Oriented Progressive Education(COPE)

Teacher Enrichment Add on Program (TEAP)

Xavier's Leadership Efficacy Development (X-LED)

- For Institutional R&D work staff members are encouraged to undertake institutional action research and suggest any changes in the functioning
- Research Journal – We consulted few experts for the research journal and the following apprehensions arose- One is that the UGC has already published its list of journals that are approved for CAS. Then getting articles for our magazine would be difficult as no one will then want to publish in a journal that does not have credit in the API score. Secondly the finance involved would be a large amount. Keeping these points in mind then we decided not to venture into this project.
- More add on certificate courses-XRCVC certificate program, TEAP
- Registration of Alumni association: The work is on. Alumni meet will be held on Feb 18, 2017
- Special Programmes for Personality development and Leadership programmes undertaken under the X-LED program and COPE.
- Library – latest books are added in the library Library will be updated with latest books and we have also undertaken book binding work of old, worn out books , pest control of books and cupboards have been undertaken, and also purchase of more journals and renewal of existing e journals. We have established Inter library Loan facility with St. Xavier's College this year. A new software will be installed to generate the visitor's log
- Formal consultancy : Workshops are conducted for IPP. Under consultancy we do not have a formal consultancy but staff give sessions on IPP lessons for which schools consult us.
- Feedback committee formed to centralize feedback from all stakeholders
- Welfare schemes for students – Counselling and Mentoring. Counsellor for students twice in a month- Ms Rajeshree has been asked to give her counseling services for three months only, after which the service provided by her could be reviewed for continuation in the next year. Under welfare schemes for students, we have also provided locker facilities for the students, canteen facility is also provided on the 3rd floor during the short break . .. In order to improve language proficiency we have planned a pre test for the students . We have tutorials for students and we clarify their doubts and prepare them for the exams.
- We thought of M.Ed. course but were skeptical about the viability of this course, considering the financial investments it entails.
- Laboratory facilities: Financial resources have been allocated for laboratory facilities so we will be updating our laboratory
- Networking with stakeholders : For strong networking we have networked with our practice teaching schools, other schools at local and international level for campus recruitment, rural centres for community work, teacher education institutions for faculty exchange, NGO YWCA for women's cell activity, also with the department of education for the celebration of National Education Day.

- Buddy Mentoring was introduced this time where SY students were mentors for the FY students.
- Computer skills for non teaching staff- Mr. Bijoy offered his services to enhance the computer skills of Mr Gautam Rachate.

Quality Initiatives – 2021

-Distribution of the NAAC criteria based task groups were made .

-Course planners were designed and uploaded on the website

-Academic brochure was prepared and uploaded in the website

Highlights of the Program in February 2017

-Nirmala Niketan – Mr. Elvis

-Program to conscientise the students on use of RTI Act and also for increasing our participation in the forthcoming Municipal Elections was held on Feb 4, 2017.

Gangar Eye Nation – Session on Protection of Eye as a health cell activity

-For awareness on POCSO-Protection of Chidren from Sexual Offences –Feb 16

1. **TEACHING AND OTHER POSTS:**

- NOC for the Principal – we have got the NOC the procedures for the appointment has begun.
- Dr. Rashida w.e.f. 18th Nov 2016 due to better prospects in UK. Her file has to be submitted to the JD's office.
- Priti - surplus
- Violet w.e.f from 28th Feb 2017, since the NOC for Head clerk will not be given Violet could be given an extension for which she has agreed.
- For NOC of non teaching staff that is 1 Junior clerk's post by promotion Gautam Rachate (Gautam Rachate Library attendant has given a declaration that he is relinquishing the post of Junior Clerk) and 1 peon's post is vacant– there is a ceiling of 4%

3. PROGRAM OF INSTRUCTION AND ENRICHMENT ACTIVITIES:

- Add on program for the students- additional sessions which is knowledge and skill based for their enrichment
- Short term course –Understanding Learner Dynamics – in collaboration with the Academic Staff college, UOM coordinated by Dr. Geeta Shetty
-National Education Day celebrations in collaboration with the Department of Education
-Rural Camps- 3 centres – Ashagad, Tara and Uplat from 5 to 10 Dec 2016. Our FY students participated in the same.

<u>Christmas Programme:</u>
-Visit to different homes for children and elderly to spread the Christmas joy, we also had a tableau presentation on the ground floor for the public as well for the guests invited by SXBA,concluding with a meaningful Christmas Programme in the college.

-Monthly review and planning meetings – Dec 16, 2016 planned for Sem 2 and 4
-In Jan a review and planning meeting was held on 19th Jan 2017
-Mentoring and Tutorials-Now we have the Internship program for the Sem 2 (FY) and Sem 4(SY)
-Activity based learning – Technology based where they have an audio video presentations with discussions, games, student presentations, critical analysis of films, articles and case studies all form a part of the teaching-learning process.

<u>4.UNIVERSITY EXAM CENTRE</u> FOR SEM 1 (January 2017)AND SEM 3 (December 2016)

EXAMINATION FORMS FOR SEM 2 AND SEM 4 (February 2017)

<u>5.</u> NAAC criteria/AQAR/SAR/Annual Report/ - distributed work

<u>6.ASSESSMENT WORK FROM 2010-2016</u>:

Committee consisting of 3 members visited the college on 7th April 2016-DHE Pune, NCTE Regulations 2014 – to check Infrastructure, Library, Staff approvals, College facilities, Affiliation of the course

Senior auditor's assessment was done on 7th April 2016 for the years 2000-2001 to 2009-2010. The report is waited. Mr. Pawar who was the senior auditor at that time is now transferred and now a new Senior auditor has taken his position Mr. Parag Patil . On asking Mr. Chavan who is clerk;….

Assessments of the Salary, Non salary and Miscellaneous accounts were completed on 17th Jan 2017 and 24th Jan 2017.

Some observations of the assessment work are as follows:

- Regarding appointments of Meena (Librarian), Dr. Bijoy and Ms. Priti since the Interview panel did not have any Govt and VC nominee the assessment committee suggested that their salaries would be disallowed.
  We then showed them the compendium of court judgements which I got from a website. They carried all the documents with them, their report is awaited. Later on they said that it is fine.

  Article 30 is vital to the protection and preservation of rights of the minorities. The minorities have been given the right to establish and administer educational institutions of their choice. The state also cannot discriminate against educational institutions established and managed by the minorities in matters of granting aids. Such educational institutions however must receive state recognition. The state educational authorities have the right to regulate such educational institutions because the "**right to manage does not include the right to mismanage.**"

- Quotation is compulsory of purchase or repairs amounting to Rs. 1000 and above and tenders are required for Rs. 50,000/- and above. Many of our payments were disallowed as we didn't have quotations and tenders.
- We need to have a purchase committee and the members have to approve of the purchases made by signing the bill. This was pointed out to us that it is mandatory to have a purchase committee.
- Clarification of certain heads were also done by the officials.
- Telephone Rs. 15000/- is the permissible amount and we are getting a total bill of 45000/-
- Selection committee members and Resource persons must be paid by the management and not from the non salary account.

7. OFFICE MATTERS:

- NCTE affidavit was sent to NCTE, linking website with QCI-Quality Control of India

- Audit report of 2005-2010 & 2010-2015 not received
- For Enrolment pramanpatra they call it we need to complete – DHE-MIS,AISHE,Student on Roll form , we have finished Student on Roll others the last date is by 31st March 2017.
- Workload forms of the staff were filled and sent to the Joint Director's office- Work done by staff was not clearly reflected
- Service book pramanpatra only for retired staff

8. Affiliation

- Affiliation form – filled and dispatched on 31st Jan 2017
- Ph.D Recognition- searching in the old records of vouchers and receipts not found
- 2 students submitted their research proposals
- Permanent / Yearly Affiliation (Affiliation form)

9. Leave : Leave taken by non teaching staff without information in advance. Medical and Earned leave applied for.

10. Inventory work done of all the college fixed and movable assets.