

NAGRIK SHIKSHAN SANSTHA'S
COLLEGE OF EDUCATION.

I.Q.A.C. REPORT

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL BANGALORE –
560 010 (INDIA)

Academic Year: June 2009 to May 2010

NAGRIK SHIKSHAN SANSTHA'S COLLEGE OF EDUCATION

*N.S.S Educational Complex, "B" Wing, 6th Floor,
M.P.Mill Compound, 94, Tardeo Raod,
Tardeo, Mumbai-400 034.
Tel. – 65298616, Website: nsseducation.org
E-Mail: nagrikishikshanbed@yahoo.co.in*

INDEX

<u>SR.NO.</u>		<u>PAGE NO</u>
01	Part – A	01
02	Criterion – 1. Curriculum Design And Planning	01
03	Criterion – 2. Teaching-Learning Process And Evaluation	03
04	Criterion – 3. Research Development And Extension.	04
05	Criterion – 4. Infrastructure And Learning Resources.	04
06	Criterion – 5. Student Support And Progression	05
07	Criterion – 6. Organization And Management.	05
08	Part – B	06
09	Part – C	15
10	Photo Section	16

NAGRIK SHIKSHAN SANSTHA'S COLLEGE

OF EDUCATION

YEAR OF REPORT: 2009-2010.

PART A

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

An institution of teacher education needs a thorough planning to achieve the objectives of teacher training programme. To achieve the objectives of teacher training programme an institution needs on effective planning. In order to enhance quality programmes effective and efficient planning was done at the beginning of th3e academic year 2009 – 10.

CRITERION – 1

1) CURRICULAM DESIGN AND PLANNING

An exhaustive academic calendar was prepared in the month of May 2009 showing detailed programmes of teaching days, co-curricular activities, seminars, workshop, educational visits, practice teaching etc.

Our total teaching days were calculated in which we conducted training in a systematic way.

Micro Teaching and Lesson Plan workshops were planned in detail and conducted in the class, which helped students to improve their own skills and acquire necessary knowledge and skills for microteaching and practice teaching.

To make, planning smoother, easies and more efficient we have made 12:1 ratio of student teachers and lecturers.

Almost all students had participated in competitions conducted by the college on various occasions. 09 staff meetings were formally held during the year supplemented by many more informal meetings. Discussions and decisions were taken in the meeting, which helped for

smooth functioning of the institution. Regular staff meetings were held to discuss and decide matters pertaining to curricular and co-curricular activities.

Tutorials at the beginning of terminal (Ist and IInd) examinations helped in developing cognitive abilities and helped them to secure better results. Essay at the end of each unit helped to provide a feed back to student teachers.

The calendar for co-curricular programme was prepared at the beginning of the academic year 2009 – 2010, various committee were formed to meet the various need of pupils.

* Micro teaching and simulated lessons	:	(1) Ms. Chavan Usha S
* Practice teaching	:	(1) Mrs. Pereira S.V. (2) Ms. Raut R.R.
* Exams and Internal Assessment	:	(1) Dr.(Mrs.) S.Samuel. (2) Mrs. Nimkar S.S.
* Women Development Cell	:	(1) Mrs. Karkare K.H.
* Sports	:	(1) Dr. (Mrs.) Pereira S.V.
* Co curricular activities and Competitions	:	(1) Mrs. Kanade S.V. (2) Ms. Chavan U.S.
* Visits, Picnic and Camp.	:	(1) Dr. (Mrs.) Pereira S.V.
* Library Committee	:	(1) Dr. (Mrs.) Samuel S. (2) Mrs. Kanade S.V. (3) Mrs. Karkare K.H. (5) Mrs. Ekbote V.V.
* Attendance and Discipline Committee	:	(1) Dr. (Mrs.) Samuel S. (2) Ms. Raut R.R.
* Extension Work	:	(1) MRs. Gawdw MR.. (2) Ms. Raut R.R.
* Research Cell	:	(1) Dr.(Mrs.) S.Samuel.

CRITERION – 2

TEACHING – LEARNING PROCESS AND EVALUATION

To supplement lecture method of teaching, innovative methods and techniques were planned in advance like CAM, ITM and SRM etc. Workshops and seminars were planned at the beginning. 10 practice teaching schools were selected in the vacation itself. Student-teachers were prepared thoroughly to teach in schools; also they were well prepared on audiovisual aids, various teaching methods and teaching skills.

Seminars, workshop speeches etc. were continued throughout the year to fulfill the vision of the institution. Also each faculty member attended workshops and seminars conducted in other B.Ed institutions. Dr, Pereira S.V. presented paper at State Level on the topic “A study perception of lecturers towards the Refresher Course. Some of the faculty members worked as resource person in the workshops, seminars conducted by other institutions.

To develop secularism, social commitment and civic values in student-teachers, various activities like cleaning drive, community work, and celebrations of all religious and national days were conducted to develop all round personality of student teachers, total programmes concentrated on cognitive, affective and psychomotor areas were planned like preparation of articles for paper reading programme, workshops, seminar etc. Also to acquaint with Information Technology, computer center was made available to students.

Remedial teaching was conducted after first semester and preliminary examinations. Tutorials were kept before semester and preliminary examination. Individual feedback was given immediately after examinations. This year we have conducted two preliminary examinations to prepare students thoroughly for the B.Ed. Board Examination.

CRITERION – 3

RESEARCH, DEVELOPMENT AND EXTENSION.

- Mrs. Nimkar S.S has submitted her thesis.
- Dr. (Mrs.) Samuel S., Dr. (Mrs.) Pereria S.V., Mrs. Karkare K.H., and Ms. Raut R. are members of voluntary organizations worked for the upliftment of community.
- Institution has formed RESEARCH CELL to promote research in education and related areas. There is a paper reading session in every month to share research findings.
- Institution has its own plan of action for the extension activities and worked accordingly for the upliftment of the community. Our students visited Pragati Kendra, Nehru Planetarium, Discovery of India museum, Mani Bhavan etc.

CRITERION – 4

INFRASTRUCTURE AND LEARNING RESOURCES.

Institution has planned to use the infrastructure to its maximum use of students. To enable students to develop in depth knowledge and to utilize their leisure time constructively. Library is open throughout the year and also used by past students who have enrolled for M.Ed., M.A. (Education), DSM, Courses. Auditorium is used for various educational activities like conducting seminars, workshops, S.U.P.W., celebrating various days like Population Day, Environment Day, and Annual Day etc.

Advisory committee looked after the library throughout the year. Book bank facility was available for the student teachers. New books and journals comprising of Rs. 48,823/- were purchased and thus updated library.

New laptop and projector is purchased for the use of Power Point presentation in the class. Computers and accessories were used by staff and students.

Health services were provided by management. Sports facilities like Gymkhana, gymnasium were used by students-teachers and staff members.

Library, staff room and office are fully air-conditioned.

CRITERION – 5.

STUDENT SUPPORT AND PROGRESSION

Updated prospectus was published at the beginning. Prospectus includes rules and regulations for the students, detailed information of B.Ed. course, with updated syllabus.

Student's council worked throughout the year sincerely for the betterment of the institution.

Our past students also work actively for the betterment of our college through arranging community camp, model lessons for present students, college magazine and in annual day function.

CRITERION – 6

ORGANISATION AND MANAGEMENT

Local Managing Committee functions in the beginning of the academic year and beginning of second term to plan various academic activities. Division of various committees and portfolios helped to plan activities to function the institution effectively. Detailed planning of portfolios were held in first Local Managing Committee meeting. Elaborate reports of various portfolios were submitted by the staff by the end of the year.

Computerizing library is in progress. Administrative work is fully computerized. Non-teaching staff were allotted with grades based on their performance.

A minimum of Rs. 5,000/- was budgeted to meet expense of seminars, workshop, guest speakers etc.

As per suggestions, the non-teaching staff is pursuing higher education and competency in computer education. Welfare programme for the staff includes Nagrik Shikshan Sanstha's Karmachari's Path Pedhi Ltd., And also medical benefit scheme for the staff of the institution – SMT. SHANTABAI MIRASHI KARMACHARI KALYAN NIDDHI YOJANA.

PART B:

1. Activities reflecting the goals and objectives of the institution.

As Teacher Education institution, our institution works with goals and objectives of developing overall personality of student-teachers. Future teacher should be equipped with knowledge, skills and social commitment. A secular feeling, holding scientific attitude in the affairs of day to day life and commitment to the society is a requisite for a teacher. Based on this vision our institution works – The objectives of our institution are as following-

- To develop positive attitude towards teaching profession.
- To develop personal enthusiasm of student teachers.
- To develop competencies of student teachers to teach students on the basis of Psychological principals of learning
- To develop competencies to teach subject through innovative practices in the concerned subject.
- To develop evaluative skills.
- To develop skills to conduct co-curricular activities.
- To develop competencies in bringing positive change in the behavior of children.
- To develop skills in the preparation and use of instructional materials.
- Service and upliftment of community.
- Staff development programme (faculty achievement) Individual staff performance

In view of these objectives, the institution conducted following activities.

- ⇒ Curricular activities
- ⇒ Microteaching workshop.
- ⇒ Lesson planning workshop.
- ⇒ Practice teaching in schools.
- ⇒ Internship in schools.
- ⇒ Demonstration Lessons.
- ⇒ Evaluation of practice teaching lessons.
- ⇒ Workshops.
- ⇒ Seminars.
- ⇒ Speech by distinguished personality.
- ⇒ S.U.P.W.
- ⇒ Community work.
- ⇒ Co-curricular activities.
- ⇒ Paper reading sessions in the morning.

2. New academic programmes initiated (UG and PG):

Nil.

3. Innovations in curricular design and transaction:

The institution follows a practice of conducting tutorials before terminal and preliminary examination giving detailed feedback according to their performance in the examination. Brain storming sessions helped student-teacher to keep abreast with the latest techniques and methods of teaching.

4. Inter-disciplinary programmes started:

Nil.

5. Examination reforms implemented.

- a) Remedial teaching was conducted after semester examination and both preliminary exams to help the students. to prepare them to face Board examination with confidence
- b) Importance was given to application type questions.
- c) Qualitative and quantitative grading were done.
- d) Percentile ranks of students were calculated and informed to the students.
- e) Provided individual feedback.
- f) Immediate feedback was given.
- g) Tutorials were kept before semester and preliminary examination.

6. A candidate qualifies (NET/SLET/GAIF etc.):

4 of the faculty members are qualified for lectureship.

7. Initiative towards faculty development programme:

The staff members conducted free seminars, workshops, speeches etc. Also they published articles, attended seminars etc.

MRS. PEREIRA S.V.

- Awarded Ph.D. degree from Y.C.M.O.University, Nashik,
- Completed Refresher Course conducted by University of Pune.
- Presented paper in State Level Seminar conducted by University of Pune.
- Selected as the best participant in Refresher Course conducted by University of Pune

MRS. NIMKAR S.S. -

- Submitted Ph.D. Thesis at University of Mumbai - April 2008.
- Participated in the seminar conducted in N.S.S. College of Education “Quality Education: Role of Academic Libraries.”

MRS. KARKARE K.H.

- Participated in the seminar conducted in N.S.S. College of Education “Quality Education: Role of Academic Libraries.”

MRS. KANADE S.V. -

- Participated in the seminar conducted in N.S.S. College of Education “Quality Education: Role of Academic Libraries.”
- Participated in the seminar conducted by Chembur Comprehensive College of Education,

MS. RAUT R.R. -

- Participated in the seminar conducted in N.S.S. College of Education “Quality Education: Role of Academic Libraries.”
- Participated in the seminar “Writing Research Paper / Scholarly Articles” at Gurukrupa College of Edn., Kalyan .
- Participated in the seminar “Writing Research Paper / Scholarly Articles” at Gokhale Society’s college of Edn., Parel, Mumbai.

MRS. GAWDE MANISH R. -

- Participated in the seminar conducted in N.S.S. College of Education “Quality Education: Role of Academic Libraries.”
- Participated in the seminar “Writing Research Paper / Scholarly Articles” at Gurukrupa College of Edn., Kalyan.
- Participated in the seminar conducted in Seva Sadan College of Edn., Ulhasnagar on “ NAAC Re accreditation “

MS. CHAVAN USHA S. -

- Participated in the seminar conducted in N.S.S. College of Education “Quality Education: Role of Academic Libraries.”

MRS. EKBOTE V.V. –

- Conducted Seminar in N.S.S. College of Education on “Quality Education: Role of Academic Libraries.”
- Conducted Library Exhibition in N.S.S. College of Education Library

8. Total number of seminars/workshop conducted:

Topic: Quality Education: Role of Academic Libraries.

Chief Guest: Prin. K.Venkantramani
Registrar, University of Mumbai.

Guest of Honour: Dr. J.R.Mirashi.
Chairman / Gen. secretary
Nagrik Shikshan Sanstha.
Dr.(Mrs.) P.J.Mirashi.
Managing Director.
N.S.S.Hill Spring International School.

Topic: Role of ICT in Academic Libraries
Dr. Vivek Patkar.
Independent Researcher, visiting faculty to Dept. of Library and
Information Science, University of Mumbai.

Topic: Best Practices in Academic Libraries
Dr. (Mrs.) Madhuri Tikam.
Librarian, H.R. College of Comm. & Eco. Mum.

Topic: Total Quality Management In Academic Libraries
Dr. (Mrs.) Pratibha Gokhale.
Associate Prof, Dept. of LIS, University of Mumbai.

Topic: Expectations of Readers from Academic Libraries & Librarians.
Dr. Prakash Karmarkar.
Librarian, KET's Vaze College of Arts, Science & Commerce
Mulund, Mumbai

9. Research projects a) Newly implemented: 01

b) Completed: 01

10. Patents generated, if any.

Nil.

11. New collaborative research programs.

Institution works in collaboration with Pragati Kendra Worli, Mumbai.

12. Research grants received from various agencies.

Nil

13. Details of research scholars.

Mrs. Nimkar S.S. under the guidance of Dr. Usha Rao. The topic is “Shrimad Bhagwad Puranat Nidarshanas Aalele Shaikshanik Vichar va Mulya Vishayak Anudan ‘Ek Chikistak Abhyas’”.

Ms. R.R.Raut – Pursuing Ph.D. degree on the topic Environmental Education under the guidance of Dr. Karuna Gupta.

14. Citation index of faculty members and impact factor:

Nil

15. Honors/awards to the faculty:

Awarded Ph.D. Degree to Ms. Pereira S.V.

16. Internal resources generated:

Nil

17. Details of departments getting SAP, COSIST/DST, EIST, etc

Assistance/recognition:

Nil.

18. Community Services.

Community services developed the quality of social commitment in student teachers.

We worked in collaboration with N.G.O.Pragati Kendra, Worli, Mumbai..

19. Teachers and officers newly recruited.

1) Mrs. Gawde Manisha R. appointed as a Economics method lecturer from July 2009.

2) Ms. Chavan Usha S. appointed as a Hindi method lecturer from August 2009.

20. Teaching-Non- teaching staff ratio:

There is 2:1 ratio between teaching and non-teaching staff.

21. Improvements in the library services:

- 1) Book Bank facility for student teachers was continued.
- 2) Issued 6 books of each subject at a time for library reading during examination period.
- 3) Information service has been provided to the student teachers.

22. New books / journals subscribed and their value:

EDUCATIONAL YEAR: 2009 – 2010

- 1) Amount spent on the purchase of books – Rs. 40,028.00
No. of books purchased – 208
- 2) Amount spent on the purchase of periodicals: Rs. 08,795.00
No. of periodicals subscribed – 23.

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

Teacher evaluation is done by the student teachers and feedback forms are distributed to teachers for introspection and improvement. This process helps the teacher to improve his/her classroom procedures and methods of teaching learning in the light of feedback.

24. Unit cost of education:

Rs. 48,000/- is the unit cost of education.

25. Computerization of administration and the process of admissions: administrative work is fully computerized. Office staffs are competent enough in computer work
Admission: The institution has joined with Govt. Centralized Admission Process 2009 - 10. for admission to B.Ed. course through CET conducted on 30.05.2009. After CET, the answer books were assessed by CET results was declared and merit list was prepared followed by interview by panel of experts.
Total students were 100

Open category students	:	67
SC category students	:	13
ST category students	:	03
DT category students	:	00
NT category students	:	03
SBC category students	:	01
OBC category students	:	13

Allotment of students (Subject wise)

Marathi	:	11
Hindi	:	10
English	:	05
History	:	08
Geography	:	06
Economics	:	03
Science	:	23
Maths	:	03
Commerce	:	21
Social Science	:	09
I.T.	:	01

26. Increase in the infrastructure facilities:

Laptop and Projector for institution.

27. Technology up gradation:

Total computerization of institution is in progress Institution has its own DVD, OHP, T.V., Camera, Laptop, Projector, number of educational CD's and Printer.

28. Computer and internet access and training to teachers and students:

Institute has computer facilities. The management has provided computers for the office use and educational purposes. The teaching, non-teaching staff and students are free to use computer and Internet for their self-development. The first lab is multimedia computers with 2 printers and a scanner. The courses offered are Ms-office, tally, Fax pro 2:6, Visual basis, C++ and Internet programming. The second computer lab is on the third floor, it has 13 multimedia computers and a server, connected in LAN. The Internet access is provided by Heath way Cable net.

29. Financial aid to students:

Nil.

30. Activities and support from Alumni Association:

Past students help the institution in arranging community camps, lesson demonstration, College image.

31. Activities and support from the Parent-Teacher Association:

Parents help in co-curricular activities, community camp of the institution.

32. Health services:

Both, Gen. Secretary and Superintendent of our Nagrik Shikshan Sansatha are doctors. Gen. Secretary Dr. J.R.Mirashi., and Superintendent Dr. (Mrs.) P.J.Mirashi., are providing medical aid to the students-teachers whenever needed. Our Sanstha have an ultramodern gymnasium. Student teachers and staff members take advantage of this facility. The charges of the gymnasium have been kept nominal for student teachers and staff members.

33. Performance in sports activities:

Education is no longer confined to intellectual development. It aims at the development of the total personality. To teach our student-teachers to conduct sports events, we always took initiative to conduct indoor and outdoor sports. Outdoor games such as running, long jump, shot put are conducted and indoor games such as carom, chess, and table-tennis were conducted at the gymkhana situated at our college premises.

34. Incentives to outstanding sport persons:

Nil.

35. Students achievement and awards:

Won second prize in poster competition conducted by University of Mumbai in Adult and Continuing Education Extension programme

36. Activities of the Guidance and Counseling Unit:

Nil.

37. Placement services provided to students:

Union High School, Hill Spring International School, Leap Word conducted interviews and selected students.

38. Development programme for non-teaching staff:

- 1) Mrs. Ekbote V.V. is completed M.Phil. in Library Science from Y.C.M.O.U.
- 2) Surve N.N. has joined S.Y.B.Com. from Y.C.M.O.U.
- 3) Mrs. Tambe M.M. is pursuing B.A. from S.N.D.T. Women's University.
- 4) Ms. Kenche V.Y. completes B.A. examination from S.N.D.T. and she is pursuing M.A. Part – 1 from S.N.D.T. Women's University.
- 5) Mr. Juwatkar V.K. is pursuing B.A. examination of Y.C.M.O.U.

39. Healthy practices of the institution:

- a) Social commitment implemented through servicing various community center.
- b) Community service of staff members through free lectures, workshops and guidance programme.
- c) Welfare programme for the staff includes Nagrik Shikshan Sanstha's Karmachari Patpedhi Ltd., And also a medical benefit scheme for the staff of the institutions. SMT. SHANTABAI MIRASHI KARMACHARI KALYAN NIDDHI YOJANA

40. Linkages developed with National / International academic research bodies: Nil..

41. Any other relevant information:

Our institution is a centre for Yashwantrao Chavan Maharashtra Open University's "Diploma In School Management Course" which is compulsory for principals and vice principals of primary, secondary schools, Higher secondary and D.Ed, colleges of Maharashtra. Mrs. Kanade S.V. is the co-ordinator of the programme. The 3rd year result was 100% - We have received over whelming response for the second batch also which consists of 60 students.

Institution publishes News Bulletin "BURGEON" half yearly to disseminate, share, discuss and improve upon the practices of institution.

A "RESEARCH CELL" functions in the institution to promote research in education and related areas.

PART C:

FURTHER PLANS OF OUR INSTITUTION.

1. Further plans for an institution emerge from the challenges to be met with an institution. We are already working as the centre for Yashwantrao Chavan's Maharashtra Open University offering Diploma in School Management Course for Principals and school teachers. We are planning to start M.A (Education). programme for students in the near future.

2. We are planning to work in collaboration with University of Mumbai under Women Development Cell to carry out various upliftment programmes for women of Tardeo area. It will be a combined venture of Senior College, D.Ed. College, Pharmacy College, and School run by Nagrik Shikshan Sanstha. Programmes and activities for the upliftment of women of our area will be the prime objective of Women Development Cell of our institution combined with career guidance programmes.

3. We are planning to start collaboration programme with Senior Academician's Advisory Forum (S.A.A.F.) to discuss on various educational issues, to conduct faculty development programmes for global needs, to develop better school-community linkage. Under S.A.A.F. the first programme "FOUNDATION COURSE FOR UPSE / MPSC" competitive exams will be held in July 2010. A panel discussion cum symposium in the month of September 2010.

(Dr.(Mrs.) Pereira S.V.)
Name & Signature of the
Coordinator, IQAC

(Dr. (Mrs.)Samuel S.)
Name & Signature of the
Chairperson, IQAC