



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	ST. TERESA'S INSTITUTE OF EDUCATION
Name of the head of the Institution	Dr. Sr. Tanuja Waghmare
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02226490252
Mobile no.	9869501261
Registered Email	stie73@gmail.com
Alternate Email	sheelaphil@gmail.com
Address	S V Road Santa Cruz West
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400054

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Sheela Philip
Phone no/Alternate Phone no.	02226490252
Mobile no.	9821253255
Registered Email	sheelaphil@gmail.com
Alternate Email	stie73@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.sti-edu.in/quality-assurance.php
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.sti-edu.in/assets/pdf/Academiccalendar1819.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	79	2003	21-Mar-2003	20-Mar-2008
2	A	3.03	2010	04-Sep-2010	03-Sep-2015
3	A	3.27	2016	17-Mar-2016	16-Mar-2021

6. Date of Establishment of IQAC	13-Jun-2003
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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

No Data Entered/Not Applicable!!!

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
St. Teresa's Institute of Education	Human Rights	NHRC	2018 1	41117
St. Teresa's Institute of Education	Women Empowerment	MSWC	2018 1	40000
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

[View File](#)

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)

• Showcasing Institutional Innovative Practices: An Interschool Competition : To mark the celebration of Children's Day. Showcase the practices schools customised to cater to the specific needs of their student population .Schools from all the city's educational Boards (SSC, CBSE, ICSE, International Boards) participated.The 'Institution with Distinctive Status 2018' Award was conferred. It was sponsored by Medwiz Healthcare Communications Pvt. Ltd. And Titan Eye. Participation certificates to every student/teacher who participated in the event. • Collaborated with environmental NGOs : RUR, Trailblazers and World wLKide Fund for Nature. • A government recognised centre providing the MSCIT certificate course. • The Career Development Centre offering training in Teacher Eligibility Test. • e Modules: An off shoot of the theme based lessons prescribed as part of the curriculum.Selflearning modules for school students prepared on various themes of environmental significance by use of videos, case studies, research findings and innovative trends in conservation of the environment..

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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
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development Committee	20-Jul-2019

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

28-Dec-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The college has a well integrated indigenous Management Information System (MIS) is comprising of hardware 68 computers with an Internet band width of 10 MPBS and Software (Google Drive Email Forms Sheets Slides Classroom Suite Maps Bloggers keep meet calendar contacts camera jio tags. Microsoft soft office software Excel Word PowerPoint presentation and YouTube • MIS : <https://dhemis.maharashtra.gov.in> year wise details are uploaded for authentic documentation. • Students Enrollment • Students Admission • Staff Salary • University Results • University Centralised Assessment Programme. • AICHE, NAAC, Statistical Data.

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Syllabus structure- The Institution follows the curriculum framework of NCTE and syllabus of the choice based credit system as prescribed by the University of Mumbai. Revision of the syllabus is done at the University level and the college ensures a well-planned delivery of the syllabus. Examination- The College follows Choice Based Credit System, Semester pattern examination system. Exam schedules are displayed well in advance through notices displayed on the notice board, website and WhatsApp. Internal assessment is done transparently and examined scripts with constructive feedback written are shown to students. Academic Calendar- At the beginning of the year an academic calendar is drafted focussing on all aspects of curricular and co-curricular activities. This academic calendar provides a plan for ensuring a well-managed delivery of all curricular and co-curricular activities. Orientation- At the commencement of each academic year, every faculty member provides students with an orientation of the subjects, reference lists for each course and the same is displayed in the prospectus provided to each student. The academic calendar is adhered to, so that the student has clarity on the amount of portion that will be delivered in a stipulated amount of time. Teaching Plan- The teaching Plans lay out the modus operandi of curriculum delivery. The teaching plan includes various teaching methodologies to make teaching effective. The faculty enjoys complete academic freedom to plan and use various strategies and innovative activities for curriculum transaction. Timetable- The weekly timetables are set in accordance with the academic calendar. Both the academic calendar and the timetables are preserved each year as documentation. The institution displays a copy of the prospectus, academic calendar and ongoing activities on its website. To warrant an effective delivery of the curriculum, the college ensures use of ICT in classroom to make learning an interesting and enriching experience. The college ensures to conduct training workshops for the students, empowering them with technological skills. These workshops are documented on the college website. The student attendance and participation in various activities is maintained and photographs and video clippings of activities are recorded. The curriculum is enhanced by conducting Value Added and Add-on Courses to ensure up-gradation of knowledge and enhancement of innovation and employability skills of the student-teachers. The institution networks with various NGO's and organizations to help transact the curriculum effectively. Field trips and visits are planned to enable hands-on experiences. The institution ensures mastery of concepts and clarity in knowledge of the students by conducting Content Enrichment Workshops, wherein the students work in study groups along with their method masters to build upon their concepts and develop necessary understanding of their special methods, thus making curriculum delivery holistic and effective by ensuring concept clarity. Keeping in mind the curricular changes implemented from time to time, students are equipped with required theoretical inputs and skills to broaden their knowledge base through a host of activities like seminar presentations, library reading, attending conferences and workshops, conducting action research projects on topics of educational and social relevance and educational visits.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

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 affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	Teacher Education	02/07/2018

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Personality Development Course	12/11/2018	98
MSCIT Course	14/02/2019	27
Pidilite Edu Art Course	13/03/2019	98
Honours Program	10/10/2018	49
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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	Action Research Project	49
BEd	School Internship	98
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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	No
Parents	No

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

Feedback Obtained
The institution has a 360 degrees feedback mechanism, wherein data is collected from students, teachers, and employers. Data obtained through the 360 degrees feedback mechanism is analysed, graphically represented, consolidated, compiled

and documented. On the basis of this feedback, necessary changes or innovations are implemented on the basis of responses received. Students: The SWOT/SWOC analysis, entry and the exit point questionnaire are conducted at the beginning end of every year to obtain feedback from the student teachers and the faculty. It provides important information pertaining to the institution, the faculty and the quality of instruction provided. Oral/written feedback is obtained after major activities and programmes like Internship, Community work, Annual Day, Workshops/Seminars, Talks etc. and the same is analysed and acted upon wherever necessary. The feedback obtained about the add-on / value added courses conducted is used to ensure necessary modifications or up gradation of the courses if required. Also, immediate feedback is sought on completion of every activity. Teachers: Staff appraisal by student teachers is done by the college annually in digital format using Google forms. The Staff Appraisal forms focus on the ratings and feedback given by the student teachers, effectiveness of the teaching learning strategies used by the teacher-educators, guidance given for Practicum and feedback strategies used etc. The Staff Appraisal forms are critically analysed and shared with each staff member. A consolidated report of the appraisal is then prepared by the Principal and shared with each staff. Confidentiality is maintained in the disclosures, to avoid any unjust repercussions. Self-Appraisal report: Teacher educators provide self-appraisal report to the head of the Institution at the end of every academic year. Teachers review their work during the year and set benchmarks for themselves on the basis of their self-appraisal and student's appraisal. Employers: Each year, campus interviews are held wherein a number of eminent schools look to employ student-teachers from STIE. The principal and staff inquire about the performance of the students employed by them. Some employers who are very impressed with the students from STIE also send written letters of appreciation to the College. The college has introduced an online feedback system for employers. The feedback obtained is duly analysed and acted upon. Feedback from Practicing Schools: This constitutes the Employer Satisfaction Survey and evaluates the teaching competency of the trainees as well as their behaviour value systems. The feedback obtained from all the stakeholders is deliberated upon at staff meetings and areas for improvement are identified. The IQAC also keeps reviewing the curriculum implemented throughout the year and suggests changes that can be implemented for the next academic year. It plans a number of programmes to upgrade the curriculum.

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	246	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
2018	99	Nil	7	Nil	6

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
7	7	35	6	2	21

[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)

The students are continuously evaluated throughout the year in terms of their academic, professional and other necessary skills. Through this the faculty gets an idea about students' strengths and weaknesses. This helps faculty devise a plan to strengthen students' talents and help them overcome their weaknesses. This is done throughout the year by mentoring students in the groups. At the start of the year students are put in the mentoring groups and allotted their mentor. Mentoring is carried out with an aim to achieve all round development of students by providing them necessary support and guidance. At STIE the mentoring groups are changed per semester so that students get guidance from all teachers. Students' problems are addressed by faculty members. But in case of major challenges, group of teachers along with the principal are involved to solve the difficulties. Apart from one to one session the constructivist feedback given after each and every activity also acts as one of the effective way in mentoring students. Not only faculty but also students are trained to mentor their peers. For peer mentoring senior students are given responsibility to help their juniors in academic sphere. This creates strong bonding between two batches. Few outstanding students of the same batch are also included as peer mentors. This helps weak and extremely shy students open up with respect to their problems and difficulties. Thus peer mentoring helps in catering to the needs of all.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
99	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
12	8	4	Nil	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
2018	NIL	Nil	NA

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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
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BEd	4EOO141	I	30/01/2019	23/04/2019
BEd	4EOO142	II	28/05/2019	28/08/2019
BEd	4EOO143	III	12/12/2018	15/04/2019
BEd	4EOO144	IV	03/06/2019	03/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

At college level, the students are evaluated continuously through curricular and co-curricular activities. Students are assessed for their all-round development by organizing the competitions like Talent Search, Singing Competition, Poster Making, Card Making, Diya Decoration, Mehendi Art, Rangoli Art, Lantern Making, Teaching-Learning Material, E-module, Miss Education, Street Play, Indoor and Outdoor Games etc. Apart from this, students' progress is monitored carefully through various celebrations and their performance shown in planning and execution of various events such as seminars, talks, workshops, conferences, campus placement etc. Students' are also assessed on their active engagement and performance during various course activities which are organized for them such as Personality Development Course, Yoga Course, MS-CIT Course, Pidilite EduArt Course and Honours Programme. At the prescribed level, for theory courses students are internally evaluated on the following- • Class test for Core Courses(5), Elective Courses(3) and Interdisciplinary Courses(4) - 12 (1 per course) • Essay test for Core Courses(5), Elective Courses(3) and Interdisciplinary Courses(4) - 12 (1 per course) • Task/Assignments for Core Courses(5), Elective Courses(3) and Interdisciplinary Courses(4) - 24 (2 per course) • Task/Assignments for Ability Courses(2) - 10 (5 per course) • Students are also evaluated on their performance during the activities conducted for Ability Courses. Also during class activities during lectures students are assessed for their development and progress. B.Ed. course being a teacher training course involves a good amount of practicum work which is listed in Project Based Courses. The 2 year B.Ed. programme consists of 4 Project Based Courses. Students are evaluated continuously here as well for their performance. The details of activities included in this Project based Courses are listed on the web link https://www.sti-edu.in/assets/pdf/B.Ed_.pdf on page no. 15.

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

Smooth functioning of the academic year depends on systematic planning. For this purpose academic calendar is prepared before starting of the year. It gives the glimpse of the activities to be held for the new academic year. It thus helps the faculty members in systematic planning and organization of various events. It benefits students in planning their study schedule and also makes them physically and mentally ready for the upcoming events. The academic calendar prepared at STIE is comprehensive in nature. It includes curricular, co-curricular and extra-curricular activities that will be held during the academic year. To name a few important ones internship, examination dates, class test and essay dates, mid-term break, various competitions and celebrations etc. The administrative body along with the faculty members ensures that the prepared academic calendar is well adhered for the year. Before administering the academic calendar it is presented to management committee for review. Once it is approved by the management, the finalized academic calendar is uploaded on the college website for students' reference. The web link of the academic calendar for year 2018-19 is <https://sti-edu.in/assets/calender/academic-calendar-2018-19.pdf>

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)

<https://www.sti-edu.in/pdf/Programe-Outcomes-and-Course-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
4EOO141	BEd	EDUCATION	49	49	100
4EOO142	BEd	EDUCATION	49	49	100
4EOO143	BEd	EDUCATION	49	49	100
4EOO144	BEd	EDUCATION	49	49	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)

https://sti-edu.in/agar/18_19/criterion2/agar2018_19_2.7_student_satisfaction_survey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Seminar on 'Preparing Learners for Changing Global Trends in Education : Imperative Reforms for Quality Enforcement'	N.A.	30/11/2018
Workshop on 'Empowering Women with Self Defense'	N.A.	20/10/2018
Workshop on How to prepare for Teacher Eligibility (TET) and Teacher Aptitude Intelligence Test	N.A.	03/05/2019
'Showcasing Institutional Innovative Practices'	N.A.	14/11/2018

Big Five Talk Show on Educational Trends and Practices	N.A.	13/10/2018
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3.2.2 – 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
No Data Entered/Not Applicable !!!				
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3.2.3 – 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
St.Terasas Institute of Education	E-content Development	St.Terasas Institute of Education	E-content preparation	Digital Literacy	26/03/2019
St.Terasas Institute of Education	Institute with Distinctive Status Award	MEDWIZ HEALTHCARE COMMUNICATION S PVT LTD	Institute with Distinctive Status Award	Accrediting Quality Initiatives at school level	20/11/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	N.A.	1	Nil
International	N.A.	19	5.53
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
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3.3.5 – 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	Number of citations excluding self
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					the publication	citation
No Data Entered/Not Applicable !!!						
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3.3.6 – 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
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	8	11	7	16
Presented papers	7	1	Nill	Nill
Resource persons	Nill	4	3	3
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Eye check up	Titan Eye	7	145
Go-Green with Tetra Pak Campaign	RUR, Tetra Pak , Sahakari Bhandar and Reliance Industries Private Limited.	7	2786
Workshop on 'How to prepare for Teacher Eligibility (TET) and Teacher Aptitude Intelligence Test'	Career Development Centre, Vasai.	6	20
Pidilite Edu Art Certificate Course	Fevicryl EDU ART	1	98
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
UDAAN FESTIVAL -Chart Making Competition	2nd rank	Department of Lifelong Learning and Extension,	2

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
ENVIRONMENTAL AWARENESS	ENVIRONMENTAL CLUB OF STIE IN COLLABORATION WITH RUR	Seminar on Waste Management	1	85
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
ANNUAL RESEARCH PAPER READING SESSION	98	RESEARCH CELL OF STIE	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
INTERNSHIP SCHOOLS	SCHOOL INTERNSHIP	St Thomas HS, Goregaon, St Anthony HS, Vakola, St Mary HS, Kalina, Our Lady of Remedy HS, Kandivali, St Anne HS, Malad, Our Lady of Health, Sahar, St Charles HS, Vakola, Carmel of St Joseph School, Malad, St Elias HS, Khar, St John	09/07/2018	29/09/2018	49

		Evangelist, Marol			
INTERNSHIP SCHOOLS	SCHOOL INTERNSHIP	St Marys High School (Kalina), St. Annes High School, Malad, St. Thomas High School, Goregaon East, St Elias High School, Khar, St. Thomas Academy, Goregaon west.	04/02/2019	02/03/2019	98
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
TITAN COMPANY LTD	03/04/2018	Information on eye health and vision care	115
AMBIKA YOGA ASHRAM	01/06/2018	Embracing Yoga : A sound mind in a Sound Body	51
MEDWIZ HEALTHCARE COMMUNICATIONS PVT LTD	01/06/2018	Accrediting Quality initiative at school level and celebrating childrens day with a difference	115
No file uploaded.			

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
3.85	4.72

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	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
iSLIM	Partially	1.6.4	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
e-Books	97000	Nill	Nill	Nill	97000	Nill
Text Books	2016	Nill	17	900	2033	900
Reference Books	9530	2022987	386	21782	9916	2044769
Journals	13	6860	Nill	9010	13	15870
e-Journals	6000	Nill	Nill	Nill	6000	Nill
Digital Database	1	36650	Nill	5900	1	42550
CD & Video	240	Nill	Nill	Nill	240	Nill
Library Automation	1	195000	Nill	35312	1	230312
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	51	Nill	Nill	Nill	51	Nill

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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
NIL	NIL	NIL	Nill

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	64	1	1	0	0	1	0	10	0
Added	0	0	0	0	0	0	0	0	0
Total	64	1	1	0	0	1	0	10	0

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

10 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
CANON Digital Camera (EOS 1100D Macro 0.25m/0.8ft	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4.04	5.85	3.5	4.68

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

St. Teresa's Institute of Education (STIE) is situated in a specious green campus. It's well equipped with all facilities needed for best learning environment. STIE has all essential exclusively owned infrastructure like lecture hall, method rooms, psychology lab, Computer lab (50 computers with internet) library with reading room, teaching aids room, prayer room, principal's office and college administrative office, students' common room, conference room and gymnasium, English and History club room, science and maths club room, store room etc. Other facilities in the same premises exclusively owned by management includes multipurpose halls and ground which are shared by STIE and other institutions in the campus. Following systems are in place for smooth functioning and maintenance of facilities. 1. Infrastructure and e-resources committee reviews the need and plans purchasing for any instrument, equipment or furniture. 2. Shared facilities are availed with prior official permission of management. 3. Library advisory committee guides and helps the librarian to frame library rules and regulations for proper functioning and service improvement. Learning resource like books, journals, online data base etc., are added after a rigorous scrutiny by the subject teachers. Vendors are chosen based on their response to the queries, availability of books and adherence to the terms and conditions. Cupboards and shelves are numbered and labelled subject wise and books are arranged in classified manner for easy access. Library opts for 100 open access to boost reading habit in students. To

prevent loss or damage of printed periodicals annually bound volumes are made.

4. Library is automated with iSLIM software. WebOpac is available on library page through college website. Journal Indexing facility offered by library creates Current Awareness about on-going research published in Printed Journals. Newly added books are displayed on OPAC to attract readers attention. Question Papers, NLIST and various Open Access E-resources are made available through library webpage and library blog to confirm 24/7 access. Individual user IDs and Passwords for NLIST ensure anytime anywhere access to subscribed databases. Periodic orientation programs and hands-on trainings are provided to users for effective utilisation of physical and electronic resources available through library. Book bank facility is made available for needy students.

5. Pest control for the college building and library is done regularly. 5. CCTV cameras are installed in the college building and library as one of the safety measures. 5. AMC for water purifier, AC, computers and library management software is paid annually to concerned external agencies. 6. Maintenance for electrical work, carpentering work, plumbing work, printers, CCTV, projectors, barcoding, and biometric system is opted through on call facility. 9. Regular updating of Anti-virus software ensures the safety of all computers from data theft and virus attacks. 10. Tally used for accounting purposes and to keep financial transactions including purchase and infrastructure. 11. Class Rooms are equipped with necessary ICT tools which are utilized as per the timetable. 12. The college premises and campus are cleaned on daily basis by support staff and is monitored by the Institute head. For more details on Infrastructure:
<https://www.sti-edu.in/college-resources.php>

<https://www.sti-edu.in/general-rules-regulation.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	Nil	Nil
Financial Support from Other Sources			
a) National	NIL	Nil	Nil
b) International	NIL	Nil	Nil
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Workshop on Online Assessment Apps	23/03/2019	82	Nil
Seminar on Human Rights	23/10/2018	100	NHRC
Workshop on Street Play	15/11/2018	48	Nil
PIDILITE Edu Art Course	13/03/2019	98	Fericry Edu Art
MSCIT Course	14/02/2019	27	Universal

			Computer
YOGA	22/11/2018	49	AMBIKA YOGASHRAM
Honours Programme	10/10/2018	49	Nill
Value Based Assemblies	02/07/2018	98	Nill
Book Bank Facility	02/07/2018	57	Nill
Workshop on Empowering with Self- defence	20/10/2018	72	MSWC
View File			

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 passed in the comp. exam	Number of students placed
Nill	Preparing e-portfolio	Nill	49	Nill	Nill
2018	TET Preparation	26	Nill	Nill	Nill
View File					

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
22	22	6

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
20	45	15	12	30	22
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	16	Nill	Nill	Nill	Nill
View File					

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
Nill	Nill
No file uploaded.	

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

Activity	Level	Number of Participants
Vaachan Prerna Divas	Institution Level	108
Gandhian week	Institution Level	112
Province Day	Institution Level	42
Constitution Day	Institution Level	110
Christmas programme	Institution Level	104
Childrens Day celebration	Institution Level	107
Diwali Celebration	Institution Level	101
Miss Education Contest	Institution Level	96
St.Teresa s Feast Celebration	Institution Level	96
Teachers Day	Institution Level	64
View File		

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	Nill	Nill	Nill	Nill	NIL	NIL
No file uploaded.						

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

The student council is the most important body representing all the students of the college. The student council members work for the general interest and welfare of all the college students. It brings grievances and the problems of the students to the notice of the principal and staff. Our Institution has a Student Council, one General Secretary, and six members of the Student Council both at FY and SY level. Activities conducted by Student Council - Taking initiative in organizing Curricular and Co-curricular activities. Conducting Indoor and Outdoor Games, welcoming first-year batch, educational trips, and students welfare programs. During the year 2018-19 the following students from F.Y Batch represented the Student Council Jezebel Creado - General Secretary, Vanessa Fernandes, Olivia Lobo, Nerissa Lopes, Asma Qureshi, and from S.Y Batch Tina Alexandar - General Secretary , Leeann Dsouza, Ayesha Kazi, Sneha Nair, Snehali Pereira, and Winnieta Romell were the representatives of the Student Council. They made active participation in celebrating important days like teachers Day, Province Day, Constitution Day, Diwali celebration, Christmas Programme, etc and organizing various competitions like Miss Education Contest, Essay Competition, Poster making competition. Our Institution has a College Development Committee wherein the committee members and staff discuss about academic activities which we conduct during the year. Ms.Tina Alexander was the

Student representative in the year 2018-19 from S,Y Batch. The Institution has a Women Development Cell. Under this Cell, the Institution conducts various activities such as Womens Day celebration, Talks on Womens Health , Creating awareness among women. Following students represented the Women Development Cell Ms.Niral DSilva, Ms.Sneha Nair and Ms.Riya Sarai.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

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)

International Conference at St Teresa's Institute of Education on November 30, 2018, Sponsored by ICSSR All over the world, education of individuals is always considered as one of the significant aspects of human life. We at St Teresa's Institute of Education believe that the key change of globalised educational society is a shift from 'teacher-centric education' to 'learner-centric education'. We genuinely work towards it as a team. To enable the faculty to bring out the best in them we planned to host a Conference. Theme : 'Preparing Learners for Changing Global Trends in Education: Imperative Reforms for Quality Enforcement'. Our faculty members had the following objectives in mind. Through their creativity, innovation and collaboration they introduced many advanced themes in areas of technology, inclusive education, social cohesion, research outlook and teaching, learning and evaluation. Hence the faculty members were given the liberty to work in a collective manner on the above objectives. The faculty left no stone unturned to rise up to this challenge. They worked zealously in getting the team of eminent experts from the different fields to share their experience and expertise with the participants. Thus, our conference aimed at exploring the global change in the educational system it also intended in preparing learners for successful future. The future of the 21st century educational system is mainly going to be determined by the development of technology. Therefore, it is inevitable for teachers to know WHAT, WHY and HOW of integrating technology to education. Go Green with Tetrapak Campaign The Go Green with Tetra Pak Campaign is a good example of working as a team. We had teachers of the High School, Special School and Training Colleges as well as PTA representatives in this Campaign. Ecological protection was chosen as the apt theme since the Institution highlights environmental stewardship. All the stakeholders were informed and involved. Fruitful discussion along with ideas were taken into consideration. The responsibility was shared. In case of difficulties they were supposed to handle it discreetly. The B.Ed/D.Ed student teachers, teachers of the High School, Special School and Training Colleges as well as PTA representatives were first oriented to the tetrapak collection process by RUR on 6th September 2018. The

B.Ed teacher trainees assisted as Green Champions to orient the school students and teachers to the Tetra Pak collection drive on 27th September 2018. The B.Ed teacher trainees and faculty collected the tetrapaks weekly from the 4 institutions, recycled, counted and submitted the same to RUR from 8th October-27th November 2018. The stakeholders of all the 4 institutions spread the awareness in their family circle and in the neighbourhood leading to a ripple effect and a steady ongoing collection of used tetrapaks. STIE believes in emulating so each individual of the B.Ed college was involved in the clean, cut and flatten process serving as a 'Green Warrior'. We had to evaluate whether the objectives had been achieved. Feedback was taken to find out the successful completion of the event and obtain valuable suggestions for improvement from stakeholders.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

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
Curriculum Development	<ul style="list-style-type: none"> • The college follows the curriculum prescribed by the University of Mumbai to which it is affiliated. • All faculty members were appointed on the syllabus revision committees for the different subjects of the 2 year B.Ed course and attended their respective syllabus orientation meetings held by the University. • The focus on the B.Ed curriculum each year is on synchronizing theory with practical real life experiences leading to a default that will reflect the emerging societal concerns and global expectations. The efforts at Contextualization of the Curriculum could be cited as one of the best practices implemented by the Institution.
Teaching and Learning	<p>The teacher educators are facilitators of learning and they reflect the pragmatic philosophy. Therefore, potential within students is tapped using external educational resources to provide teaching-learning with a holistic flavour. The activities included within the Honours programme contribute to education of the head, the heart and the hand as propagated by Gandhiji in his 'Nai Talim'. The contextualized curriculum, gives students unique opportunities to relate learning to life. Practice Lessons are correlated with the core elements listed in the National Policy of Education, 1986. This helps accentuate the moral responsibility of teachers to</p>

contribute to a more ethical society.

Examination and Evaluation

The college tries to adhere to the Year Plan schedule in order to conduct the summative evaluations. However, students participate in the actual scheduling of dates. They brainstorm and draw up a time table within the time line given to them. They set gaps between subjects based on the felt difficulty level. The group is given a short study leave which is meant to give them an impetus to step into the study mode. A Question bank comprising of University Question papers of the past three years is compiled for every subject. The faculty provide reference material to students.

Research and Development

The College aims to foster a spirit of research mindedness in its staff. The Principal encourages the faculty to undertake minor and major research projects in view of organisational and professional advancement. One faculty member has completed a Minor research wherein she received grant by the University of Mumbai. One faculty member was awarded the Ph.D degree. The college organized an International Seminar in collaboration with the ICSSR to equip faculty with knowledge of the recent developments and trends in the field of educational research. This served to empower the teacher educators with the confidence and much needed expertise that is needed.

Library, ICT and Physical Infrastructure / Instrumentation

- Library Collection is Bar-coded to ensure the accuracy and quick recording of transactions.
- Two CCTV Cameras are installed in the library and all the library computers are equipped with AVG.
- Antivirus software has been installed for security purposes.
- Library Blog is maintained to give updates about the library activities and it also gives 24x 7 access to some bibliographic catalogues of library.
- The link for the same is <http://stie73library.blogspot.in>

Human Resource Management

At the beginning of each academic year, the action plans are drawn up. The appointment of staff members to the various committees is made with due care after consideration of the parameters such as expertise, competency, rotation of portfolios, individual workload etc. The curricular

and co-curricular activities at STIE are the realization of its mission and goals. Besides the faculty the Institution invites eminent resource persons from different fields of specialisation to conduct sessions for students in their areas of expertise. These sessions are planned in advance for the convenience of both the college and the visiting experts.

Industry Interaction / Collaboration

The college conducts a Certificate course in Yoga in collaboration with Ambika Yoga Ashram. The All-Mumbai Intercollegiate festival Planit-E served to network with 46 educational institutions across the city in a bid to create environmental awareness. It brought together representatives of NGOs, media and the corporate sector too to interact and deliberate on critical issues. The Institution networks with several organizations across the city working towards the cause of the underprivileged and less fortunate to provide students with an opportunity to render 20 hours of selfless service to the inmates. The institution also provides internship facilities for post-graduate students of other universities.

Admission of Students

Our Institution is affiliated to Mumbai University hence we follow the guidelines and procedure as per the University. When the allotted students complete their verification of documents. The Principal conducts a personal interview for each student admitted to the college so as to assess their personal/professional/language competencies for the B.Ed Course. This provides a personal touch to every student establishing a preliminary bond to promote co-operation between the student fraternity and the Institution. The staff members also interact with the students. We put them at ease and give a detailed explanation about the B.Ed Course.

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

E-governance area	Details
Administration	These are the following portals that we work on DHE, MIS, Statistical Unit of Mumbai University, TAAS, AISHE All circulars are e circulars from Management, from the Principal to faculty, from Program Coordinator to

students. Folders are created for all master documents subject wise. Scanned copies of all important documents are preserved in these folders. These documents are also preserved in the mail inbox of the concerned Staff in appropriate folders.

Finance and Accounts

These are the following portals that we work on - Htesevaarth, UGC PFMS. Tally software is used for accounts. The PCs are linked with each other as Multi user with LAN. Internal audit is carried out twice a year systematically. The salary bill is done through the above stated portal . After we receive a voucher number the salary is updated of which print outs are taken out of which one copy is submitted to the Joint Directors office and one copy is kept for office record. CAS promotions and other promotions which take place are updated.

Planning and Development

These are the following portals that we work on UGC, NCTE, PAR, Mumbai Digital University, Kalina - <https://mum.digitaluniversity.ac> There are separate formal whatsapp groups for staff and students which are used for regular updates including schedules and important announcements. The routine lectures that are scheduled are put up on both the groups to avoid any clashes. Any new circular related to staff or students is communicated via whatsapp. The hardcopies of the circulars are filed in the appropriate files. Before each semester begins the module wise distribution is done in a formal meeting. Each faculty is also made accountable for one subject. Any information regarding job vacancy is forwarded to the alumni groups via whatsapp. Co-ordination with the visiting faculty is done via Email or whatsapp or both .

Student Admission and Support

These are the following portals that we work on - MH-CET cell, AISHE, ARA, MahaDBT, NPS portal, Mumbai Digital University B. Ed admissions are centralised and is carried out by Government of Maharashtra. Online document verification of students is done by Admission Regulating Authority. Merit list for admission is generated online for the spot round. College registration for CET at Government of Maharashtra is online. Doubts of the

candidates related to documents and process are responded through mail Eligibility procedure at university is online. Enrolment procedure is online and students are provided support by the college to complete the procedure. Students are given access to the computer lab and Internet facilities. The Principal, Faculty and Clerical Staff are empathetic offer guidance and support to the aspirants.

Examination

The students are given instruction and mock drill on the examination processes like exam form filling, hall ticket generation, attendance at the time of examination are online processes. All results (including re-evaluation) are declared on the University website.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

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
Refresher Course	1	03/01/2019	24/01/2019	21
Short Term Course	1	11/03/2019	16/03/2019	6
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	8	6	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	SC/ST/OBC Scholarship

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit is carried out systematically and periodically. Our college faced the reconciliation scrutiny and got the clearance for the same with no financial queries or claim raised by the external agency. (Jadhav CA Firm).The Trustees of the College are well versed with the audits. The internal and external audits happen regularly and smoothly in college.

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
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

19493.00

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	Nill	No	Nill
Administrative	Yes	AG Audit	Yes	Rao Ashok Chartered Accountant

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

• Parents support us by participating in the parent teacher meeting by understanding the requirements of the course. • Parents help during programs like annual day or cultural day celebrations by supporting their wards and other students for costume and any other logistics. • During the Tetra Pak Green Campaign the parents were more than willing to help us in this endeavour. The success that we achieved was because of the combined effort of the school students, the D.Ed and B.Ed students along with their parents. It was good to see them working for the good of society.

6.5.3 – Development programmes for support staff (at least three)

- Training in 7th Pay Commission Accounts and Audit workshop for office staff.
- Two staff members attended a State level Seminar on Best Practices in Office Administration. • One staff member attended a workshop on Office Automation, Document Control and Record Management.

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

• Extension Work Activities extended to current Environmental and Sustainability issues. • Broadening Student Teachers' horizon for innovative and Creative Teaching through workshops in Art Dance and Theatre. • Strengthening Communication Skills and English Language Proficiency and Mastery of students

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
2018	Institution with Distintive Status Award 2018 (Celebrating Childrens Day with a Difference!)	06/04/2018	14/11/2018	14/11/2018	90
2019	The BRIDGE Model for Networking with Alumni	29/04/2019	13/10/2018	13/10/2018	104
No file uploaded.					

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
Empowering Women with Self Defense	20/10/2018	20/10/2018	99	Nill
Gender Jurisprudence in Indian Context	15/12/2018	15/12/2018	51	Nill
Sex Education and Women Related Health Issues	20/12/2018	20/12/2018	97	Nill

Human Trafficking	09/04/2019	09/04/2019	87	Nill
Assemblies on Women Empowerment	09/07/2018	30/03/2019	106	Nill
Street Play Performances on Women Empowerment	15/11/2018	15/11/2018	55	Nill
Human Rights Seminar	23/10/2018	23/10/2018	113	Nill
Women's Day Celebration	08/03/2019	08/03/2019	106	Nill

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
1. The Institute has installed LED lights to cut on power consumption. 2. It believes in natural ventilation and hence no Air Conditioners are installed in any of the rooms except the Conference room and the Computer laboratory.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	Yes	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	Yes	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	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
Nill	Nill	Nill	Nill	Nill	For all the Initiatives please check the uploaded EXCEL File.	Nill	Nill
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
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Students Handbook	06/06/2018	<p>This document provides detailed information ranging from the History of the Institution, to the vision/ mission statements, core values, objectives, regulations, the academic calendar and the syllabus. It guides students and faculty to ensure that they uphold common Institutional goals and values. The highlight is the 'Student Diary' wherein students are expected to document milestones in their journey in terms of events attended and organized. The leave and absence record helps students to account for the days of absence. A page for Faculty milestones offers a year-wise professional audit for faculty to introspect and document their professional growth annually.</p>
Brochure for International Seminar on 'Preparing Learners for Changing Global Trends in Education : Imperative Reforms for Quality Enforcement'	25/10/2018	<p>A brochure detailing important information about the seminar was printed and circulated for the benefit of stakeholders desiring to participate in the event. It included important particulars like preliminary information about the date, venue and timings of the event, about the Institution, Seminar theme, objectives, sub-themes, programmes schedule, format for the research papers, contact details, submission deadlines, the organizing committee, registration details and essential guidelines for participation.</p>
Flyer for the Award-Winning Platform for Schools titled: Showcasing Institutional	29/10/2018	<p>The flyer comprised of preliminary details about the title of the event, venue, date, theme,</p>

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guidelines for manuscript preparation, deadlines for submission, registration and contact details, guidelines for participation, award details, organizing committee, programme schedule and the Registration form. In this manner, all the instructions and relevant details were communicated to the stakeholders intending to participate in the event.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
For all the Activities please check the uploaded EXCEL File.	Nil	Nil	Nil
View File			

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

INITIATIVES with Description: 1. Make a Difference Week: An entire week was celebrated to create environmental awareness on Important topics such as:- Carbon Footprints E-waste Streams Ocean Acidification Urbanisation Organic Gardens Zero Waste 2. Waste Management: A workshop on Waste Management was conducted by RUR Greenlife Pvt. Ltd. to create awareness on the different strategies of waste segregation. The student teachers and faculty were oriented to the technique of domestic composting and encouraged to follow the Municipal guidelines for waste segregation. 3. Go Green with Tetra Pak Campaign: The college is a collection centre for used Tetra Paks to sensitize student-teachers to their role in Environmental Stewardship, by adding a creative dimension to the existing eco-friendly practices. The endeavor helped to actively engage and involve every member of the community to walk the green talk and provide a forum for networking between various stakeholders ushering in a Green Evolution. 4. Banning the use of Plastic: The Institute undertook the initiative to ban the use of plastic by encouraging the use of metal and glass containers for carrying food and snacks. Spiral binding of projects by students was discontinued. 5. Paperless Office Transactions: Dissuading the use of unnecessary printouts and hard copies of documents by changing the mindset of the students and faculty in the direction of online submission of projects and other necessary documents 6. Tree Plantation Drive: The students and faculty engaged in a tree plantation drive to propagate environmental values. The institution actively and constantly keeps expanding its green cover by planting different varieties of medicinal and decorative trees and plants. 7. Swachh Bharat Abhiyan - Cleanliness Drive: The Principal, faculty and students engaged in a Campus Clean Up Drive wherein students were divided into groups and assigned different parts in and around the campus to clean and beautify the place. 8. Initiating the felicitation of guests/visitors with eco-friendly gift items: The Institution replaced mementos presented to guests and visitors with eco-friendly gifts such as saplings, cloth carry bags, cloth files, etc. 9. E-module Competition: The college organized an E-module competition in a bid to reduce the creation of paper-based projects, wherein student teachers prepared

E-modules to orient school students on topics related to the theme for the year- Peace. 10. Assemblies: Several assemblies during the year related to the theme of Environment and propagated ideas for conservation wherein students shared tips and hacks on related themes such as sustainability, maintaining terrace gardens, hydroponics, etc.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice (A): The BRIDGE Model for Networking with Alumni 2. Objectives of the Practice: ? To establish a database of the resourcefulness and expertise of the alumni. ? To provide a forum to the alumni to extend their services to their Alma Mater. ? To enable alumni to serve as mentors to the current student-teachers. 3. The Context: Teacher education institutions grapple with the constant challenge of networking with their alumni. Engaging them in activities conducted by the college is a constructive way of tapping their resources and potential in a bid to make a valuable contribution to their Alma Mater. The knowledge explosion makes it imperative to keep students updated with the latest reforms and advancements in the field of education. This task becomes achievable when the resources of alumni who are experts currently employed in the field are drawn upon. 4. The Practice: The syntax of the BRIDGE model has been described below using the acronym BRIDGE: ? Phase 1: Building a database of alumni: This is the base of the model and requires gathering relevant professional information through social media about alumni who have emerged from the institution and where they are currently placed. ? Phase 2: Reconnecting with these alumni: This involves reviving ties and building bonds with the alumni identified so as to keep the communication channel between their Alma Mater and them alive and open. ? Phase 3: Identifying the resourcefulness and expertise of these professionals: Once networking is established, the next most important step is to acquire information on the journey of their professional growth, additional accolades accomplished, credentials gained and proficiency developed after having graduated from the institution. ? Phase 4: Discerning how these alumni could constructively contribute to the institution and Delegating responsibilities to them in this regard: This phase will include fruitful discussion with the alumni to brainstorm novel ideas as to how they could contribute to the growth of the institution and academic learning of the current students in myriad different ways, in keeping with their expertise and field of specialization. ? Phase 5: Going live and launching the Big 5: The Big 5 is one such event where alumni serve as resource persons This Annual symposium is conducted to orient student-teachers to the educational trends and practices in schools affiliated with the 5 different Boards of education. It comprises a panel discussion, wherein each panelist makes a presentation highlighting the distinct features relating to the curriculum and evaluation patterns pertaining to the Board type in question. Each panelist also showcases the innovative practices in their own institution so as to orient the teacher-trainees to creative and unique ways of teaching-learning. The event culminates in the Question Hour, during which challenging and thought-provoking questions relating to the latest reforms in education are put forth by the moderator and the audience. ? Phase 6: Evaluation of the outcomes Feedback is sought from the participants i.e. both the panelists as well as the student-teachers to know whether the intended objectives of the activity have been achieved. The data is then analyzed and the event is improvised in the light of suggestions received. Evaluation is also done of the assignments submitted by students based on the activity. This serves as a direct determinant of the success of the event. 5. Evidence of Success: ? Drawing upon the resourcefulness and expertise of the alumni: This model permits a give and take relationship between alumni and their Alma Mater. It encourages these ex-students to share their knowledge, skills, and

experience to enhance the learning of present students. ? Peer mentoring: The very nature of the model enables alumni to serve as peer mentors to the present student-teachers, clarifying their doubts and giving them a realistic view of the world of work. ? The quality of learning: The understanding and critical thinking with which the assignments based on the activity are written, is itself an indicator that experiential learning enhances the quality of learning in a big way. 6. Problems Encountered and Resources Required: The practical problems encountered were: ? Identifying the right alumni is often a time-consuming process. ? Fixing an appropriate date that suits the convenience of all the panelists in keeping with the schedule of the college is difficult. ? Keeping the presentations within the time limit is a challenge as the session often exceeds 3 hours due to the wealth of information that the panelists wish to share. ? Arranging for panelists who have a substantial no. of years of experience can become a task. Resources required: ? Alumni having the resources that are required for the activity in question. ? A convenient time slot for the event/activity that suits the requirements of the alumni as well as the college. ? LCD facility for the presentations. ? Tokens of appreciation and Letters of gratitude. ? Remuneration and travel allowance. 1. Title of the Practice (B): Institution with Distinctive Status Award 2. Objectives of the Practice: ? To instill accountability for novel teaching-learning transactions initiated and sustained at school level ? To document and validate practices that are distinctive ? To initiate research-mindedness in the teaching community through paper reading and publication ? To create a repository of best practices at school level ? To review and certify the distinctive practices ? To raise quality standards at school level ? To share and disseminate success stories 3. The Context: St. Teresa's Institute of Education celebrates Children's Day with a difference! For this purpose, it hosts a platform for schools across Mumbai to showcase practices that they customize to cater to the specific needs of their student population or even to a single child who needs special nurturing. Transactors of school education come together to deliberate on innovations in their institutions. It gives schools a chance to document what they do differently outside the prescriptions of the Board. The podium enables schools to support their success stories with evidence, thus showcasing how each school customizes education to meet social relevance and real need. Custodians of education justify how the value-addition they incorporate renders essence to the education they impart. In other words, makes them distinctive! The event is also meant to create networking among schools, taking education to a level where public-private partnership becomes symbiotic. Finally, the event tries to bust the myth that novel initiatives need heavy funds. It is this philosophy that bridges schools of different types to participate in healthy deliberations. This in turn is meant to empower the youth of today with holistic growth, creating a community that is aware and prejudice-free, reflecting global citizenship. 4. The Practice: ? Invitation The event date is arrived at in consultation with networking schools. An aesthetic brochure and invitation are prepared to match the theme. This is then hand-delivered by our teacher-trainees to the schools. Email, social media, and telephone calls are used to widen the scope of awareness. ? Help Desk A help desk of responsible staff members is set up to answer queries ? Evaluators / Judges Educators who have served in pivotal roles in higher education and who have held important portfolios with NAAC are invited to act as evaluators/judges. They peer review the submitted papers and shortlist ten best papers for presentation. ? Presentation and Publication Authors of the selected papers make a podium presentation of these at the event, in the presence of principals, teachers from various schools, and teacher-trainees. All submitted papers are published by the College Research Cell Pratiti as Proceedings, with an ISBN. ? Collaborators MedWiz Healthcare Communications and Titan EyePlus collaborate with the institution by providing the finances. 5. Evidence of Success: ? Awareness of the objectives and goals of this event has increased

with each year. ? The number of participating schools and delegates has increased over three years. ? Participants have recognized this forum as one that promotes and rewards quality practices and encourages replicating these practices in other schools when planning for the future. ? Since, unlike in higher education, schools do not have an accrediting body, participants feel that this forum serves as a neutral body for documentation, appraisal, and validation. 6. Problems Encountered and Resources Required: Problems

Encountered: ? Fixing a date that suits the convenience of participating schools, since the event is positioned around Children's Day and schools have their own celebrations. ? Identifying and obtaining consent from qualified evaluators/judges, and meeting timelines with them, since they have their own duties and responsibilities elsewhere. ? Overcoming reluctance among schools to participate, because of a hidden apprehension that good practices can come only from international Boards with sound funding. Resources required: ? Our institution has the infrastructure needed to host such events, including a hall with necessary electronic gadgets. ? Banners are refurbished and reused each year. ? Finances are needed for token remuneration and travel allowance, and for publication of brochures, invites, and proceedings. ? Maximum use is made of electronic media to minimize expenditure.

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

https://sti-edu.in/agar/18_19/criterion7/agar2018_19_7.2.1_best_practices.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

Environmental conservation has always headed the list of thrust areas for St. Teresa's Institute of Education, giving it the distinguished green edge that it holds today. The 'Go-Green with Tetra Pak Initiative': St. Teresa's Institute of Education, Santacruz conducted this eco-friendly enterprise in collaboration with the renowned NGO-RUR (Are you Reducing, Re-using and Recycling) in association with Sahakari Bhandar and Reliance Fresh. It was a joint endeavor by the four institutions located on the campus namely, St. Teresa's Convent High School, St. Teresa's Junior College, St. Teresa's Special School and the B.Ed. to commemorate its sesquicentennial celebrations directed towards the worthy cause of safeguarding the environment. The venture witnessed the collection of a total of 10,500 used Tetra Pak cartons which were recycled into a collection bin and garden bench which were inaugurated and installed at the campus on 21st January 2019 -a golden figured day in the green calendar of St. Teresa's Society. The enthusiasm of the school students was laudable. The teacher trainees of the B.Ed. course served as Green Champions, sensitizing and orienting the school students to the tetra pak cut-clean-flatten process. They carried out the task to fruition for which RUR awarded them for their noteworthy contribution. This venture alerted the students and teachers to safeguarding the environment and the impact also trickled down into their homes, neighbourhoods and society. 'Make a Difference week': This endeavor aimed at creating sensitivity towards issues of environmental significance, propagating awareness about the need for environmental conservation, orienting student-teachers and faculty to different eco-friendly practices and instilling values of environmental protection in student-teachers at large. A special theme of environmental significance was set aside for each day of the week. Knowledge related to the theme was imparted at the college assembly every morning on themes like Carbon Footprints, E-waste Streams, Ocean Acidification, Urbanisation, Organic Gardens and Zero Waste by means of presentations, action songs, games and sharing of personal experiences. An eco-friendly practice relating to the theme was followed by the students and faculty for that entire

day. E-module competition: Student teachers prepared E-module presentations to orient school students to topics such as 'Peace not Pieces!', 'The Rising Sun of Peace: Japan', 'World Peace', 'Religion-the source of conflict a path to peace' and 'Conflict Management'. Other Green Initiatives: The Institute banned the use of plastic by encouraging the use of metal and glass containers for carrying food and snacks. Spiral binding of projects was discontinued. The use of unnecessary printouts and hard copies of documents was dissuaded by gearing the mindset of students and faculty in the direction of online submission of projects and other documents. A tree plantation drive was conducted to propagate environmental values. The institution expanded its green cover by planting different varieties of medicinal and decorative plants. It replaced mementos presented to guests and visitors with eco-friendly gifts such as saplings, cloth carry bags, cloth files. In this manner, the Institution consistently endeavored to uphold both environmental and moral values that it believes in and propagates.

Provide the weblink of the institution

https://sti-edu.in/agar/18_19/criterion7/agar2018_19_7.3.1_institutional_distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

The prospective plan of activities to be conducted during the Academic year 2019-2020:

- Hosting the All-Mumbai Interschool/intercollege Eco-fest Planit-E and extending it to schools catering to the underprivileged and children with special needs.
- Organising a Talk show titled "The Big Five" on the Continuous Comprehensive Evaluation Programme in schools will be organised and conducted as a panel discussion featuring alumni placed in reputed schools affiliated to the different Boards of Education.
- Hosting a Seminar on the theme 'Education GenNext: Perspectives, Opportunities Challenges.'
- Networking with NGOs working on environmental issues.
- Celebrating significant days like Earth Day, World AIDS Day, Women's Day, World Water Day, International Day of Peace.
- Organising blood donation camps, ophthalmological testing, tree plantation drives and rural camps for the benefit of the local community.
- Collaborating with Research organizations like TIFR, TISS ICSSR to pursue sponsored research projects.
- Collaborating with the NGO RUR for the Go-Green with Tetrapak Campaign launched by Reliance Fresh and Sahakari Bhandar.
- Collaborating with the Maharashtra State Commission for Women and hosting a seminar cum workshop for the digital literacy of women.
- Conducting an orientation to MOOCs and the SWAYAM programme initiated by the Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality.
- Conducting a self-funded English Grammar course for the student teachers.
- Organising an Interschool Competition on the occasion of Children's Day to provide a forum to schools to showcase, share and be awarded for their Institutional Innovative Practices.
- Conducting Health Awareness programmes for teachers of the Practice Teaching Schools.
- Initiating the use of the Periodicals module on iSLIM
- Introducing WEBOPAC of Library
- Completion of editing of the Library catalogue.