INTERNAL QUALITY ASSURANCE REPORT

For the Academic Year 2012-2013

Of

St.Teresa's Institute of Education

S.V. Road, Santacruz (West)

Mumbai – 400 054

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Website: www.stied.org.in

YEAR OF REPORT 2012 – 2013

The IQAC was constituted in our Institution in July 2012 and the members of the Committee are as follows :

NAME OF THE MEMBERS	DESIGNATION ON THE IQAC
1. Dr. Sr. Lilian Rozario	Chairperson
2. Sr. Louella Rodrigues	Manager
3. Leena Pinto Veera Fernandes	Administrative Officers
3. Sr. Tanuja Waghmare Ms. Sheela Philip	Teachers
5. Mr. Francis Athaide	Nominee from Local Society
6. Ms Roselle Aranha	Coordinator

PART A

Given below is the plan of action that was chalked out by the IQAC towards quality enhancement keeping in mind the Vision and mission statement of the Institution which is as follows:

OUR VISION

STIE stands for "SENSITIVE TOLERANT INNOVATIVE EDUCATION"

OUR MISSION

"Emancipation, Empowerment and Enlightenment of teachers leading to Excellence in Education."

CORE VALUES

- Emancipation and Empowerment of women
- Holistic development
- Synergy with technology
- Fostering a spirit of egalitarianism
- Reflecting global perspectives in Education
- Pursuit of excellence.

OBJECTIVES

- To provide professional training that would make teacher trainees self reliant.
- To identify and channelize latent potential in students to enhance their self worth.
- To nurture education of the head, hand and heart.
- To use educational technology to make teaching learning effective.
- To equip teacher trainees to prepare teaching modules using electronic media.
- To create an awareness in students regarding the existing social and political inequities.
- To reflect democratic values and social justice in their interactions.
- To motivate students to think global and act local.
- To orient students on global values pertaining to environment protection and peace.
- To impart a broad – based theoretical knowledge regarding pedagogy and research.
- To enable trainee teachers to face challenges of contemporary society.

Plan of Action for Quality Enhancement for the year 2012 - 2013

PART   A   (IQAC)

Objectives	Activities to be conducted

1.	To ensure teacher trainees are exposed to innovative teaching styles.	Preparing software using the power point that will help trainee teachers in teaching units in their special methods.
2.	To prepare modules of teaching using educational technology.	Compiling resource material that would comprehensively cover all units taught in schools in the various special methods.
3.	To expose students to the world of research.	Initiating orienting and guiding students into taking up 'Action Research'. Initiating research- mindedness in teacher-trainees through the completion of a mini research.
4.	To optimally utilize community resources of educational value.	Arranging for visits to the Museums, Science centers, Planetarium, Heritage sites, Aquarium, Historical centers.
5.	To orient students regarding ethical issues with an international perspective.	Training teacher- trainees to correlate classroom learning experiences to ethical practices and human rights. Creating an understanding among teacher-trainees regarding the various aspects of environmental ethics and global warming.
6.	To provide economic assistance to the needy.	Enabling economically backward students to avail of concessions and reimbursements of fees.
7.	To expand on the existing facilities being offered by the institution.	Making the college a centre for IGNOU
8.	To ensure optimum utilization of available infrastructure in terms of time and space.	Providing part time courses of social relevance throughout the day.
9.	To ensure 'talent search and polishing' as a continuous process round the year.	Encouraging students to participate in public speaking, mono - acting at various levels. Students will be encouraged to choreograph dances. Students will be assigned portfolios where they could write and direct skits and street plays.
10.	To ensure physical fitness of the teacher- trainees.	Students will be given an opportunity to play indoor and outdoor games.

		Sports equipments in the common room are made available to teacher-trainees for use (eg. table tennis, pictionary, caroms)
11.	To ensure teacher- trainees are exposed to reputed schools for job options.	Arranging campus interviews Organizing orientation programmes by educational organizations affiliated to different board types. Ensuring teacher- trainees network with international schools.
12.	To ensure teacher- trainees are instrumental in disseminating the rich Cultural Heritage of India in their classroom teaching.	Teacher trainees will use educational technology in the form of film strips, flash cards, and musical cassettes in schools. Teacher trainees will train children in handicrafts preparation. Teacher trainees will be taught the art of Yoga for relieving stress.
13.	To promote the status of self reliance through the acquisition of skills. Linking teacher trainees to the "World of Work"	Teachers trainees will be given hands on training in craftsmanship eg. Preparation of soft toys, articles of ceramic & glass painting and tie and dye.
14	To enrich curriculum beyond the text books	Completing 120 hours of service towards adult literacy in compliance with the University of Mumbai Engaging in dissemination of awareness lectures on topics of social relevance to the student population within the age group12-16 Conducting Surveys of Women with the aim of interpreting the status of the sample within the area they have chosen. Instilling skills in entrepreneurship among the students by providing them the opportunity to engage in small scale business activities. Empowering young teacher trainees with the art of using the computer and internet in order

		to enhance personal skills and presentation abilities. Engaging students in poster preparations on diverse topics of public interest.-preparation of skits, and street plays.
15	To conduct enrichment programmes through resource persons of repute	Arranging for the guest lectures by knowledgeable persons possessing a broad spectrum of exposure in diverse fields.
16	To instill democratic principles and ideologies	Conducting elections to form the Student Council Awarding the 'Best Student trophy' and the 'Best Student Organizer' 'Most Helpful student' through elections.
17	To cater to moral and spiritual excellence	Conducting meaningful assemblies' everyday using power point. Displaying inspiring thoughts and 'quotes' in the corridors and ensuring they are changed periodically. Making voluntary monetary contributions to worthy causes and organizations.
18	To conduct Seminars and workshops	Hosting seminars and workshops on topics of educational relevance at the state and national levels.
19	To draw up an 'Honours Programme' for the teacher trainees of our college.	To draw up a strategy of obtaining credits that would individually identify students eligible for obtaining the ' Honours Certificate'
20	To Liasie with NGO's and international organizations	Students would indulge in activities promoted by agencies such as REAP and HEAT (Health and Education Trust)
21	To train in instructional design	Students are oriented on the revision of Bloom taxonomy. Hosting a workshop on the preparation of a Unit Plan and Unit Test.
22	To expose students to 'e-learning'	Students enroll for courses that make them techno-sarvy and in turn bring ICT into the focus of teaching – learning.
23	To generate a symbiotic relationship with practice teaching schools.	The teaching faculty interact with practice teaching schools by offering seminars and workshops of relevance to teachers of schools.
24	To recognize and reward students with a composite personality reflecting ethical professional views	Staging the ' Miss Education Contest'
25	To enable teacher trainees to identify	Encouraging paper reading on issue that are

	philosophies that they should uphold.	debate able. analyzing text books to generate a greater understanding of a teacher's role while transacting teaching – learning.
26	To instill healthy competition between teacher – trainees at the intercollegiate level.	Ensuring students participate varied at competitions that are held at the inter collegiate level.
27.	To strengthen the activities of the Alumni body.	To develop a data base of past students To hold regular meetings To felicitate the achievements of the alumni. To capitalize on the potential of the alumni and use them as resource persons.
28.	Instilling values in students.	Offering rural education as a special method organizing visits to rural areas. spreading awareness of waste management, rain water harvesting and other eco friendly activities.
29.	Developing global perspectives	hosting 'Think local Act Global' campaigns caricature sketching for promoting incidental learning.
30	Generating appreciation of literacy works in English, Hindi, and Marathi	Organizing poetry composing competitions. presenting book reviews. attending theatrical plays of social relevance and preparing a report of appreciation.
31.	To create research mindedness among the members of the staff	Encouraging members of the staff to engage themselves in doctoral studies . Ensuring UGC major and minor grants are utilized for the purpose of research.
32.	To encourage research publications	Making sure members of the staff publish research articles in indexed educational journals and magazines.
33.	To adapt the B.Ed course 'Curriculum Transaction' to fit the 'Credit- Based Semester System design'	Updating the faculty on the concept of the Credit –based system. Streamlining curriculum transactions of the course to be in keeping with the credit – based system design. Assigning areas wherein formative evaluation should be carried out & documented by faculty members.
34.	To encourage the faculty on publishing books of original nature based on research findings	Publishing individual books throwing light on theoretical findings of doctoral studies.

35	To set up a Language Laboratory in English	To make technology available to students to upgrade their linguistic abilities in spoken & written English
36	To encourage Teacher Educators (staff) to create and enrich the existing curriculum	To engage faculty in drawing up teaching-learning activities that are relevant and meaningful
37	To make the campus environment friendly	To set up a vermicompost pit To set up a butterfly garden To observe an Environment Day at the intercollegiate level.
38	To assign & allocate parking spaces	To see that vehicles parked in the campus are authenticated with the sticker of the institution to ensure safety.

Highlights

This year, the institution has been successful in planning, organizing and completing syllabi that caters to the Head , Hand and Heart. The methods of teaching learning have had a greater focus on experiential learning. There has been a marked deviation from didactic instruction.

The Honours Programme was initiated and its system of evaluation conferred an 'A' Grade on 6 students and a 'B' Grade on 53 students. The remaining 32 were given certificates of participation'

The planned objectives were realized and it lent a comprehensive approach to the training that was imparted to teacher-trainees.

PART B

Given below is an overview of the activities conducted in the college during the academic year 2012 – 2013, keeping in view the goals and objectives of the institution.

1. As given in the **vision and mission** statement in Part – A

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

3. INNOVATIVES IN CURRICULAR DESIGN AND TRANSACTION:

A)**TUTORIALS**:

Students were divided into groups of 10 and each group was assigned a paper of the syllabus on which they were asked to compile a question bank and prepare model answers to the same. The staff concerned then assessed these answers and a feedback was provided to the students. This assignment allowed the generation of model answers to questions commonly asked at the University Examination. It also helps students develop their organizational skills in answering questions in an appropriate manner in keeping with university expectations.

B) REMEDIAL TEACHING :

Coaching sessions were conducted in Educational Evaluation for the topic statistics in order to equip students who had a non science background with the basic knowledge of Mathematics. Students worked on Statistical problems on their own and were provided with necessary guidance and feedback.

C) **WORKSHOPS** : were conducted by faculty members in the following areas:
-Writing of Instructional Objectives and Specifications.
-Preparation of the Year Plan, Unit Plan and Blue Print for designing the Unit test.
-Critical Analysis of textbook.
-Cultural component in education.
-Preparation of a Power point Presentation.

D) SEMINARS AND PAPER PRESENTATIONS : Seminars were given by the students on
Different topics of the syllabus so as to inculcate the habit of self – study as well as
build their skills of Library reference, Organisation of matter and oral communication.
Each seminar was conducted with a discussion and question answer session to
encourage critical and divergent thinking as well as for the expression and sharing
of views and opinions.

E) **PREPARATION OF TEACHING MATERIAL**:

The students prepared power point presentations on different teaching units from school
Textbooks of standard VIII. These were then compiled into modules which could then be
used by the teachers trainees in their classroom teaching. Each student also prepared a
teaching aid in each special method selected. These aids ranged from Models, to charts
and working models. These aids were displayed at the annual exhibition organized by
the Institution.

F) **PEER TUTORING AND CO-OPERATIVE LEARNING:**

Students conducted demonstration lessons in various micro teaching skills for those students who had been enrolled later in the B.Ed course due to delayed centralized admissions. Besides, the students who were outstanding in a given subject helped the weaker students in subject mastery which also served the purpose of remedial teaching in the different subjects of the syllabus.

G) **EDUCATIONAL VISITS** : The college organized visits to the following places during the academic year :

- Nehru science centre

- Nehru Planetarium

- Discovery of India

These visits provided students with a first hand learning experience by directly encountering reality. The students were exposed to a wide array of models, dioramas experiments, movie clips and a sky show at the planetarium with special light and sound effects. These visits helped to make many an abstract concepts concrete. At the science centre students witnessed a show on Cultural variations seen in ecologicaly diverse regions across continents (AV documentary) They were exposed to a lecture cum demonstration on the uses of Liquid Nitrogen.

H) HONOURS PROGRAMME :

The college has introduced an honours programme to raise the quality standards of the routinely conducted B.Ed course. As part of this programme students are expected to pursue a number of co – curricular activities such as calligraphy, Warli painting, book reviews, seminars etc. for which they are awarded a total of 20 credits. On successful completion of the programme they receive certificate for the same. This programme enables students to acquire new skills as well as discover their innate talents.

I) CO –CURRICULAR ACTIVITIES TO INCULCATE CORE ELEMENTS :

Alpam Salve conducted a workshop on street plays for communication.

J) USE OF PROJECT BASED LEARNING

The students worked on Educational Evaluation Project on the preparation, administration and evaluation of the unit test. The research work was compiled and presented in the form of a research report. The report covered all aspects ranging from planning the unit test, editing the test paper, statistical analysis of the test results and interpretation of the findings.

The students also conducted action research on various topics of educational and social relevance and submitted their findings in the form of research project.

Project based learning sharpened the students skills of Inquiry and discovery rather than making them passive spectators in the teaching learning process.
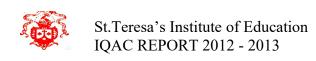
4. INTERDISCIPLINARY PROGRAMMES CONDUCTED :

a) Through Adult and Continuing Education and Extension, the students were

   oriented to the world of work through the following activities :-

- The Information Technology Project SDE - helped students emerge as computer literate individuals. They were also guided to overcome their inhibitions regarding the world of technology. By collecting information on various topics of social relevance they widened their horizons of knowledge.
- Career Project gave an insight to the students to know more about the different careers.

b) The college organized an Out reach programme wherein students rendered one day of community service at various organizations catering to the marginalized and less fortunate sections of the society. They visited orphanages, old age homes, street children, destitutes and conducted variety entertainment programmes for them, played games, distributed eats and shared their experiences. This activity sensitized students to the needs of their less fortunate brethren, making them aware and grateful for the comfortable lives they lead.

5. **EXAMINATION REFORMS IMPLEMENTED** : NIL

6. **CANDIDATES QUALIFIED : NET/SET/GATE** : NIL

7. INITIATIVE TOWARDS FACULTY DEVELOPMENT PROGRAMME : 1

8. TOTAL NUMBER OF SEMINARS/ WORKSHOPS CONDUCTED : 3

9. RESEARCH PROJECTS : On going major research Projects : 3

10. PATENTS GENERATED IF ANY : NIL

11. NEW COLLABORATION RESEARCH PROGRAMMES : NIL

12. RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES : NIL

13. DETAILS OF RESEARCH SCHOLARS :

Sr. No	Name	Topic	Status Project
1	Sr. Tanuja Waghmare	Development of a Programme for Enhancing skills in English Composition of students of STD IX	Completed.
2	Mrs Joan Lopes	A Critical Study of Educational Values reflected in Sane Guruji's Literature.	Completed
3	Ms. Roselle Aranha	Development of a Training Module to Enhance the Management Competencies of	Proposal submitted for

		Secondary School Teachers in Pursuance of Total Quality		approval.
4	Ms Cerena Dias	A Study of Self Evaluation of Student Teacher's Teacher Performance in Relation to their Self Efficacy and Motivation.		Completed
5.	Ms Sonia Almeida	A study of Organizational Commitment of Secondary School Teachers in Relation to their School Health and Transformational Leadership.		Work in progress
6.	Mrs Shakuntala Nighot	Cytation analysis of Ph.D Theses in Education submitted to two state Universities of Maharashtra		Work in progress
The above mentioned faculty members are presently working on their research projects.				

NAME OF FACULTY MEMBER	TITLE OF PAPER PRESENTED		NAME OF CONFERENCE		VENUE AT DATE
Ms Giselle D'souza	Training Teachers to be Technovators: Bridging the Digital Divide		Digi-Age Learning-New Dimensions, Changed Perspectives		27th/28thJuly 2012 St. Teresa's Institute of Education, Mumbai.
			Workshop on Blue Print of B.Ed Question Papers		September 15th 2012 Bombay Teacher's Training College, in

				collaboration with Board of Studies (Education), University of Mumbai
	Revitalising Education with Bio-ethics: Where Science Meets Conscience		Workshop on 'Academic Performance Indicator'	8th October 2012Narsee Monjee College of Commerce and Economics
			Redefining Education: Expanding Horizons	Jan 2013 Bombay Teachers Training College
Ms Sheela Philip			Writing Research articles and application of review of related Research	April 3, 2012 Shodh Sadhana research cell,Kapila Khandvala College of Education.
			Digi-Age Learning-New Dimensions, Changed Perspectives	27th/28thJuly 2012 St. Teresa's Institute of Education, Mumbai.
			First Term Training Programme for Extension Teachers & Student Managers	Aug 4, 2012 Department of life long learning and extension, University of Mumbai
Sr. Tanuja Waghmare	**Scaling the e-Heights**		Digi-Age Learning-New Dimensions, Changed Perspectives	27th/28thJuly 2012 St. Teresa's Institute of Education, Mumbai.
Ms. Cindrella D'mello			Digi-Age Learning-New Dimensions, Changed Perspectives	27th/28thJuly 2012 St. Teresa's Institute of Education, Mumbai.
			Workshop on Blue Print of B.Ed Question Papers	September 15th 2012 Bombay Teacher's

				Training College, in collaboration with Board of Studies (Education), University of Mumbai
			'Women's Human Rights.	24th January 2013 St. Teresa's Institute of Education
Ms Cerena Dias	The world of digital technology		Digi-Age Learning-New Dimensions, Changed Perspectives	27th/28thJuly 2012 St. Teresa's Institute of Education, Mumbai.
	-		Research Paper Reading Session	14th Feb, 2013, Department of Education
	Professional development of teachers- A key to successful classrooms in future		Systemic Integration of Ict in Education in the Global Context	17th & 18th April, 2013Pillai College of Education & Research
	-		'Women's Human Rights.'	24th January 2013 St. Teresa's Institute of Education
Mrs Reshma Rodrigues			Digi-Age Learning-New Dimensions, Changed Perspectives	27th/28thJuly 2012 St. Teresa's Institute of Education, Mumbai.
			'Women's Human Rights.	24th January 2013 St. Teresa's Institute of Education
Mrs Shakuntala Nighot			National Workshop on Managing Digital Objects and Data	19-21, April 2012 SVKM's NMIMS, Mumbai
	Presented a paper titled E-Information Literacy through N-LIST orientation.		National Seminar on Digiage Learning: New Dimensions, Changed Perspectives	27-28 July 2012 St. Teresa's Institute of Education

			Half Day Workshop on Academic Performance Indicators for College Librarians		29.10.12 JM Patel College of Commerce, Goregaon, Mum 56.
			Brainstorming Session on Innovative Practices in Your Library		6.12.12 SHPT, SNDT Mumbai
			One day Program on Knowledge Discovery Tools and Techniques-Advanced Level		20.12.12 SVKM's Jitendra Chuhan College of Law.
		Resource Person for session 'Reference Services Theory and Practical	Library Support Staff Training Program on "Library Operations and Services"		26.12.12 Ramniranjan Jhunjhunwala College , Ghatkopar
		Presented a paper 'Fundamentals of Library Portal' ISBN: 978-81-922534-1-1	National Conference "Changing paradigms of Academic Libraries in E-Environment"		7-8 Jan 2013 Sevasadan College of Education, Ulhasnagar.
			Women's Human Rights		24 Jan 2013 St. Teresa's Inst. Of Education, Santacruz 54.

14. CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTORS : NIL

15. HONORS / AWARDS TO THE FACULTY : 1

16. INTERNAL RESOURCES GENERATED :

a) Teaching Aids were prepared by students in their special methods and were displayed at a Workshop cum Exhibition organized by the college.

b) Power Point Presentations related to teaching units of school syllabus were compiled into modules.

c) Research reports pertaining to various topics of Educational and social relevance were submitted by the students.

d) A Project on Educational evaluation was prepared by the students on Planning and preparation

of the Unit Test and submitted in the form of a Research Project.

17. DETAILS OF DEPARTMENTS GETTING (ASSIST)/DST.FIST.ETC.ASSISTANCE/

RECOGNITION : NIL

18. COMMUNITY SERVICES :

Students put in 30 hours of community work at different centres such as orphanages, old –age homes, day-care centres, homes for street children, schools for the mentally challenged and several others working towards the upliftment of the underprivileged and less fortunate sections of society.

19.TEACHERS AND OFFICERS NEWLY RECRUITED :

Teaching faculty : NIL

Clerical staff   : NIL

20. TEACHING – NON TEACHING STAFF RATIO : 3 : 2

21. IMPROVEMENT IN THE LIBRARY SERVICES :

Library Services

1. Library Orientation:
At the beginning of every new Academic Year Lib. Orientation Program is conducted for students. It helps them to be familiar with all library procedures , policies, rules and regulations and enable them to use library collection extensively and easily throughout the year.

2. Computer cataloguing:
STIE library has prepared computerized catalogue using SOUL 2.0 Library Automation Software.

3. Circulation of books and other library material.
Following five types of circulation services are available. Through STIE library
        A) Home-Lending
        B) Library Reading
        C) Reference
        D) Periodicals
        E) CD-ROMS

   4. **Reference and Information Service** is provided as per need and demand

5. **Book Bank Service for EBC Students.**

6. **Indexing of Journal Articles**

7. **External Membership**

8. **N-List Consortia Membership:** is taken for all students and staff of STIE to avail them access to E- journals and e-books.

9. **E-Resource Literacy Program**

We conduct **Web search & N-List orientation** Classroom Session to introduce N-List and other **open source resources** such as DOAJ, Google Scholar, ERIC etc. This session guides them for

- Keywords Identification

- Strings Making & Use of Boolean operators

- Alternative search strategies & Advanced search techniques while searching information through web resources.

22. NEW BOOKS/ JOURNALS SUBSCRIBED AND THEIR VALUE :

Total no of books as on 1.4.12	10584
Books added between 1.4.12 – 31.3.13	367
Total no of books as on 31.3.13	10951
New Journals :-	6
Categories of Books :-	
Religion	13
Mathematics	8
Elementry Education	3
Education	29
Teacher Education	8
Ethics & Value Education	10
Generalities	12
Teaching Techniques	12
Environment	10
Women Education & Empowerment	6
Human Rights	2
History	7
Educational Evaluation	3
English	32
Eng – Reference	4
Educational research	27
Educational Psychology	29
General Psychology	2

Educational Philosophy	4
Science	5
Social Science	3
Educational Management	22
Management	1
Literature	4
Language	1
Educational Technology	14
ICT & Computer Education	6
Guidance & Counseling	8
Special Education	13
School Textbooks	49

Additional books were purchased from different subjects of the syllabus.

23. **COURSES IN WHICH STUDENT ASSESSMENT OF TEACHERS IS INTRODUCED AND THE**

ACTION TAKEN ON STUDENT

FEEDBACK:

At the end of the academic year students are made to evaluate the teaching potential of each staff using the TAQ (Teacher Assessment Questionnaire) and the outcome is conveyed to the staff concerned suggesting areas for improvement.
In addition SWOT (Strengths, Weakness, Opportunities & Threats) Analysis is also conducted in order to obtain a feedback on the transactions that have taken place over the year.
Suggestions put forward by students are worked upon for improvement.
Teaching staff are also excepted to fill a self-appraisal form throwing light on various activities conducted by them during the academic year for their professional enhancement.

24. Unit cost of Education : 18,00,000/100 = Rs 18000/-

25. COMPUTERIZATION OF ADMINISTRATION AND THE PROCESS OF ADMISSIONS AND EXAMINATION RESULTS, ISSUE OF CERTIFICATES :

Admission procedures are conducted as per the guidelines prescribed by the University norms where in students are compulsorily made to appear for a Common Entrance Test (CET) and admission granted on the basis of merit.

The Internal Assessment marks are compiled, consolidated, computerized and submitted to the University.

The final examination is conducted by the University and the statement of marks showing the theoretical and practicum breakup is provided to the students in a computerized form.

26. INCREASE IN THE INFRASTRUCTURAL FACILITIES : - NIL

27. TECHNOLOGY UPGRADATION :-

   - Additional computers were purchased for the computer room.

28. COMPUTER AND INTERNET ACCESS AND TRAINING TO TEACHERS AND STUDENTS :

Computer education being an optional subject of the curriculum, students opting for it are permitted to use the computer laboratory for the practical component of their syllabus.

Besides, students are also allowed to use the internet facility before and after college hours to download information they may need for the completion of research projects undertaken by them.

-The staff are also encouraged to avail of the internet facility and make use of up to date, relevant information in the teaching of their subjects or download matter they may require to aid them in their paper presentations.

-In addition to this, tutorials were also conducted in groups of 10 for the students so as to provide basic knowledge in the use of computers and make every student computer literate.

-As part of adult education programme, some students under took the ICT – SDE which was an online course wherein they had to undertake 3 courses for 80 hours.

29. FINANCIAL AID TO STUDENTS:

Financial concessions are made for needy students. The students belonging to scheduled castes and schedules tribes receive a scholarship from the government. All necessary guidance and processing of the requisite papers for the same are done by the college. In case of deserving students the college has partially waved off the charges for the co curricular activities. The college has instituted some scholarships to those who excel in both curricular and co curricular activities.

We have instituted a fund for needy students, which is disbursed as per their need.

30. ACTIVITIES AND SUPPORT FROM THE ALUMNI ASSOCIATION :

The Third issue of Alumni magazine titled "Rippling Reflections" was complied and printed
Alumni were involved in the following activities :-

Invited as resource persons.
Invited as judges for various competitions conducted by the college.
Shared their success stories with the present
Demonstrated model macro lessons for the present trainees.

31. ACTIVITIES AND SUPPORT FROM THE PARENT-TEACHER ASSOCIATION: NA

32. HEALTH SERVICES: NIL

33. PERFORMANCE IN SPORTS ACTIVITIES:

The college had an annual sports day wherein each student compulsorily was made to
participate in at least one event fostering a spirit of sportsmanship. Besides, indoor games
are also organized throughout the year. These recreational activities help to de-stress the
students and polish their innate potentials.

34. INCENTIVES TO OUTSTANDING SPORTSPERSONS:

Certificates of merit were awarded to students who excelled in sports activities at the college
annual day.

35. STUDENT ACHIEVEMENTS AND AWARDS:

The students participated in the Inter-Collegiate Adult Education Festival Udaan
hosted by the department of Life long Learning and Extension were awarded the 2nd place
for the street play. The students were also judged winner 3rd of the poster competition
Information and communication Technology

36. ACTIVITIES OF GUIDANCE AND COUNSELLING UNIT:

Certificate Programme course of OF GUIDANCE AND COUNSELLING of 15 sessions
given by Prafulta Faculty.
Career Projects by DLLE. 24 students participated. An exhibition was held and the
school children were invited to visit the same.

37.PLACEMENT SERVICES PROVIDED TO STUDENTS:

This year the college arranged for campus interviews for the students on the 15th February
2013 and needless to say 90% of the students were absorbed even before the declaration
of the B.Ed results . Given below is a list of institutions who have been a part of our
campus interview venture this year.
- Auxilium Convent Girls High School, Wadala.

- Rose Manor High School, Santacruz
- Prakash Degree College of Commerce and Science, Kandivili
- St Stanislaus High School, Bandra.
- Podar Academy, Malad.
- St Joseph's High School, Orlem.
- St Mary's High School, Mazgoan.
- St John's Universal High School.
- St Thomas High School, Goregoan.
- JBCN Management Consultants.
- Kapol Vidyanidhi International School (Kandivili)
- Arya Vidya Mandir High School, Bandra.
- Shishuvan, Matunga.
- Dr. Pillai Global Academy.
- Lilavati Podar High School, Santacruz.
- Trinity International High School, Sion.
- Jankidevi Public School, Andheri.
- St Michael's High School, Mahim.
- Manik VidyaMandir.
- Hasant High School, Andheri.
- Vibgyor High, Goregoan.
- Nirmala Memorial Jr. College(Kandivili).
- Billabong High, Thane.
- St Teresa's Junior College of Education
- St Mary's High School, Jogeshwari East.
- St Joseph's High School, Malad.
- Thakur Vidyamandir, Kandivili East.
- Avalon Heights International School, Vashi.
- Assema Trust and Organisation(Bandra)
- R.N. Podar (Santacruz)
- Podar Academy, Malad
- MET Rishikul Bandra.
- Podar (Department of Curriculum Plannning and Research
- S.M. Shetty School and Jr. College (Powai)
- CNM School (Vile Parle)

38. DEVELOPMENT PROGRAMMES FOR NON – TEACHING STAFF :-   NIL

39. HEALTHY PRACTICES OF THE INSTITUTION :-

Value based assemblies are conducted at the start of each working day on different themes of significance. Students are taught the importance of prayer, reflection and meditation.

-Community service is an integral part of the B.Ed programme and students are provided different opportunities to reach out to the needy and less fortunate in society.

-The resources of the college library are made available to staff and students of other colleges who wish to avail of them.

-We conduct cooperative learning sessions to help academically weaker students cope with their limitations.

-Regular tutorials are held to offer remediation to those who do not perform in accordance with their capacities.

-A teacher appraisal Proforma was given to students and they offered feedback to each teacher on various aspects. The results of the same are being used for analyzing our efforts in offering quality teacher education. Necessary changes will be made after thoughtful consideration.

-The Institution has introduced the Honours Programme to help students acquire skills in various co-curricular and literacy activities and also to discover their innate talents and potential.

-The Institution aims at developing a research culture in the students by guiding them in conducting action research projects on various topics of educational and social relevance.

40. LINKAGES DEVELOPED WITH NATIONAL / INTERNATIONAL ACADEMIC / RESEARCH BODIES :-

Dr. Sr. Lilian Rozario,
-Is an elected member of the Board of Studies in Education.
-Is a member of the NAAC peer team.
-Is a member of the Mumbai University Examination Board.
-Is a member of the BASIC (Bombay Archdiocesan Synod Implementation Committee).
- Dr. Mrs Giselle D'souza , Dr. Mrs Sheela Philip, Ms Roselle Aranha, Sr Tanuja Waghmare, Ms Cindrella, Ms Sonia, Ms Cerena, Ms Joan Lopes are examiners for the B.ED examination conducted by the University of Mumbai.
-Dr. Mrs Sheela Philip was appointed as a paper setter at the University examination.
-Ms Roselle Aranha was also appointed as a paper setter at the University examination this year
-Dr. Mrs Giselle D'souza was appointed moderator at the B.Ed University Exam 2011 – 12

41. ANY OTHER RELEVANT INFORMATION THE INSTITUTION WISHES TO ADD:

St.Teresa's Institute of Education focuses on academic training but also an all – round personality development. it constantly strives towards inculcating healthy attitudes and values in the trainees in keeping with the needs of our times. Students and faculty are committed towards the goal of excellence in Education.

PART C

PLAN OF ACTION FOR THE ACADEMIC YEAR 2013 – 14

I Curriculum Design and planning

The focus on the B.Ed curriculum for the year 2013 – 2014 will be on synchronizing theory with practical real life experiences leading to a gestalt that will reflect the emerging societal concerns and global expectations. To this end, the following activities will be undertaken subject wise:-

Course 1 :- Philosophical Foundation of Education.

One day seminar on The recommendations of NCF – 2009 for Teacher's Education.

Visit   : Students will visit Mani Bhavan.

Project   : Students will analyse a school textbook to explore the urdulying philosophical influences.

Course 8 :- Sociological Foundations of Education.

One day seminar on 'Life skills'

Visit   : Students can visit any Night school / NGO and put in two hours of teaching as service to the socially disadvantaged children.

Project   : Students will interview 2 domestic workers to understand how the girl child is brought up in their homes.

Course 2 :- Psychology of the learner.

One day seminar Addressing Learner Diversity organized by Mental Health Experts Educators of Children with Special Needs.

Visit   : Students will visit a school for Gifted Children

Project   : Students will prepare an individualized Education Plan(IEP) and implement the same during their internship.

Course 9 :- Psychology of Learning..

One day Seminar on Co-operative Learning – Meaning, Elements & Strategies.

Visit   : Students will be taken for a relevant movie/play that will give them insights

into the psychology of Learning.

Project   : Students will use any 2 co – operative Learning Strategies in 2 of their Practice teaching lessons.

Course 10 :- Educational Management.

One day Seminar on Emergency Response Preparedness for Disaster Management.

Visit   : Students will visit the central library at the University of Mumbai, Kalina.

Project   : Students will draw up a checklist of key performance indicators to assess institutional quality.

Course 3 :- Educational Evaluation.

One day Seminar on drawing up the blue print for constructing achievement tests.

Project   : Students will prepare a unit plan and unit test for any topics to be taught to a particular class in school during their internship.

Course 11 :- ICT in Education

One day Seminar on the use of ICT for Instructional Design.

Project   : Students will create their own Wikis for learning.

Course 12 :- Action Research.

Project   : Students will work in groups & use Audio-video recording to gather data for a Action Research topic related to Environmental Issue.

2) :- Computers in Education.

Project   : Students could prepare a computer based instruction module for teaching any school topic based on the principles of Instructional Design.

Section 3 :- Environmental Education.

Project   : Students will organize a 'Reduce Carbon footprint' campaign in college with a view to emphasizing the importance of education for sustainable development.

Section 4 :- Guidance and Counselling.

Project   : Students will interview a student counselor to find the problems faced by students in today's times.

Course 4/5 : Special Methods

1. ENGLISH : 'Workshop' The college will host a series workshop on the use of the language lab for enhanced learning of English. For students.

2. HISTORY : 'Workshop' 'concept based' teaching of History.

3. SCIENCE :'Workshop' Science and the Ethics.

4. MATHEMATICS: One workshop on 'Fun with Maths through Vedic Maths'.

In addition to the above workshop, students will also prepare teaching aids in each of their special methods.

II Curriculum Transaction and Evaluation.

The curriculum will not be transacted in the usual lecture format, In addition to Lectures they will be role plays, debates, quizzes, movie screenings held within the classroom to facilitate teaching and learning. The following are the innovations suggested with reference to curriculum transaction in classroom:-

Every month the college will organize one creative competition for the students to bring out their latest talents & to enhance their personality & confidence.

- Case Study approach
- Use of E- learning material
- Constructivists approach
- Co – Operative learning strategies
- Experiential learning
- Socratic Seminars.

In order to achieve national integration, tolerance and respect all faith assembles will be held in college as also   with all prominent national and religious festivals be celebrated with enthusiasm and reverence. The Teacher will encourage reflection, questioning and participation from all students. The students will also be given the opportunity to give one practice teaching lesson in an ICSE, IGCSE school.

III Research, Development and Extension.

The teacher will undertake in- house research and reviews to streamline and further evolve their teaching practice. The incorporation of ICT will be a major thrust issue
The Institution plans to continue the certificate courses in guidance and counseling and life skills for the academic year 2013 – 2014.

Students will also take up 20 hours of community work to sensitize themselves to the concerns of the disadvantaged sections of society.In addition the students would generate funds through organization of sales of activities developed through SUPW. The funds would be used to organize. Outreach programmes for the poor & elderly at Christmas

The teacher will also conduct workshops in practice teaching schools which will strengthen The college endeavour to be an institution that extends service to other institution. In addition the college will also host national and state – level seminars for other colleges and schools on issues of national and global interest.

IV Infrastructure and Learning resources :

The library will be electronically upgraded. The library will also have an online computerized catalogue of its resources. Students could be able to access the same from anywhere using their Institutional login ID.

The college intends to subscribe to various e- journals. Also existing e-news learning content will be catalogued and made available for referencing in the library. Networking of the Library with those of other B.Ed colleges is also a possibility. The College will also avail of the N-list Facility provided by Inflibnet.

V Students Support and Progression

The college will maintain a database of its alumni and their feedback on the institution. Alumni will be made part of the college Advisory Board. Also the college will (whenever possible) keep track of the past students progression and higher career advancements. The college will actively work with practice teaching schools to obtain feedback on the alumni and also draw from the experience of the schools in refining and updating its curriculum.The college will also host guest lectures on contemporary topics for the Alumni.

In addition the college will also have a diagnostic and remedial cell to especially help students who have learning difficulties. The college will also institute a guidance and Counseling cell which will comprise of a psychiatrist and trained counselors for the students benefit.

VI Organisation and Management:

A comprehensive academic calendar will be tentatively drawn up and a number of Committees set up under the staff members to look into the following:

1. Students Council
2. Women's Cell
3. Grievance Cell
4. Cultural Activities Cell
5. Anti ragging Cell
6. Social Work Cell
7. College Magazine Cell
8. Seminars and Workshop Cell
9. Placement Cell.

In Addition to the above the college will continue with the Honours Programme has become a regular feature of the B.Ed Programme at St Teresa's Institute of Education.