SELF STUDY REPORT OF

ST. TERESA'S INSTITUTE OF EDUCATION

S.V. ROAD, SANTACRUZ (W), MUMBAI - 400 054. MAHARASHTRA.

SUBMITTED TO

NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL
(NAAC)
FOR
ASSESSMENT AND ACCREDITATION

DR. SR. LILIAN C.C.R. PRINCIPAL

INTRODUCTION

It makes us happy to present to the National Assessment Accreditation Council (NAAC) the self-study report of St. Teresa's Institute of Education for assessment and accreditation.

On submitting this report we firmly believe that getting accreditation from NAAC will be a matter of pride and privilege for our institute.

While the report highlights our strengths, it also provides us with an insight into our weaker areas.

Hence, towards this cause the college aims to conduct fresh planning in relevant areas and immediate implementation of these plans.

Efforts have been made to present the report in all honesty. It has been formulated on the basis of the guidelines laid by NAAC

We sincerely hope and believe we have risen up to the expectations of NAAC.

DR. SR. LILIAN PRINCIPAL

GOALS AND MISSION OF THE COLLEGE / INSTITUTION

- 1. To strive to achieve excellence in education by providing an integrated personalized training for the would be teachers.
- 2. To create an environment for well trained, emotionally balanced, morally upright and socially committed teachers.
- To impart a broad based theoretical knowledge, pedagogical and research skills so as to enable trainee teachers to face the educational challenges of contemporary society.
- 4. To orient trainee teachers to seek, extend and apply research findings for the solution of problems, in the fields of education.
- 5. To equip the trainee teachers in the use of information technology for educational purposes.
- To cater to the emancipation and empowerment of women by providing trainee teachers developmental opportunities.
- 7. To make trainees capable of shouldering their responsibilities as teachers towards themselves, society, nation and the world as a whole in this era of globalization.
- 8. To attain community and social development through infra-structural facilities of the Institution.

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PARTI

OF THE

SELF STUDY

REPORT

PROFILE

OF THE

COLLEGE

PART - I OF THE SELF-STUDY REPORT

1. Profile of the College:

Name and address of the college: St. Teresa's Institute of Education,
 V. Road, Santa Cruz (West)
 Mumbai 400 054

2. For communication Office

Name		Telephone		Ext.
				No
		Code	Number	
Principal	Dr. Sr. Lilian Rozario	022	6465655	
			6490252	
Vice- Princ	eipal			
Steering Co	ommittee Co-ordinator			
Ms. Neesha	a Malik	022	6490252	

Fax No: 6465655

E-mail: lilr51@yahoo.com

Residence: St. Teresa's Convent, S.V. Road, Santa Cruz (West),

Mumbai 400 054

Name	Telephone	Telephone	
	Code	Number	
Principal Dr. Sr. Lilian Rozario	022	6465655	
		6490252	
Vice- Principal			
Steering Committee Co-ordinator			
Ms. Neesha Malik	022	8215888	

Fax No: 6465655

E-mail: stie@vsnl.net

3.	Type of College:
	Affiliated Constituent
4.	University to which the college is affiliated: University of Mumbai
5.	Financial category of the college
	Grant-in-aid Self-financing Government funded
6.	Does the University Act provide for autonomy to colleges?
	Yes No \square
	If Yes, has the college applied for autonomy
	Yes No No
7.	Date of establishment of the college: 16 th June 1973
8.	Dates of UGC recognition
	Month & Year
	1. Under 2f October 1986
	2. Under 12B October 1986
9.	Is it a recognised minority college?
	Yes No 🗀
10	. Campus area in acres: 2.19 acres
11	. Location of the college:
	Urban Semi-urban Rural Rural
	Tribal Any Other

12. Courses/Programmes and Departments

a. Number of programmes:

Faculty of Science

Courses/Programmes		Number
UG	Bachelor of Education	1
PG		
M.Phil		
Ph.D		
Post-Doctoral		
Certificate Course		
Diploma		
PG Diploma		
Any Other	=	
Total		

b. List the departments in the college: Faculty wise:

Departments
NIL
Faculty of Arts
Departments
Our Institute is a College of Education. Hence, its
departments are:
◆ Philosophical and Sociological Foundations of Education
◆ Psychological Foundations of Education
♦ Methods of Instruction and Evaluation and Practice of Education and School Organisation in Education and Current trends
Faculty of Commerce
Departments
Any Other
Departments

13. Number of permanent and temporary members of the teaching staff at present:

	Female	Male	Total
Permanent teachers (Total)	9	-	9
Teachers with Ph.D as the highest qualification	1	ren	1
Teachers with M.Phil as the highest qualification	2	; -	2
Teachers with PG as the highest qualification	6	-	6
Temporary teachers (Total) Teachers with Ph.D as the highest qualification	3	-	3
Teachers with M.Phil as the highest qualification	- R	<u>-</u>	2
Teachers with PG as the highest qualification	3	-	1
Part-time teachers (Total)	_	\ <u>-</u>	-
Teachers with Ph.D as the highest qualification	-	-	-
Teachers with M.Phil as the highest qualification	-	-	-
Teachers with PG as the highest qualification	-	-	_

14. Number of members of non-teaching staff of the college at present:

	Female	Male	Total
Technical Staff	-	-	-
Administrative Staff	3	1	4

15. Number of students enrolled in the college according to regions and countries:

Certificate/Diploma	Female	Male	Total
Students form the same state where the college	:=	.=:	-
is located			
Students from other states of India	-	-	-
NRI Students	-	-	
Other overseas students	-	-	-
Grand Total	-	-	-

UG	Female	Male	Total
Students form the same state where the college			
is located	86		86
Students from other states of India	13	-	13
NRI Students	1	-	1
Other overseas students	0	-	0
Grand Total	100	-	100

PG/Diploma	Female	Male	Total
Students form the same state where the college			
is located	-	-	-
Students from other states of India	_		-
NRI Students	_	-	-
Other overseas students	-	_	-
Grand Total	-	-	-

PG	Female	Male	Total
Students form the same state where the college			
is located	-	-	-
Students from other states of India	-	-	-
NRI Students	-	-	-
Other overseas students	-		-
Grand Total	-	-	-

M.Phil	Female	Male	Total
Students form the same state where the college			
is located	=	·=:	w.c
Students from other states of India	-	-	-
NRI Students	-	-	-
Other overseas students	-	-	-
Grand Total	-	-	-

Ph.D	Female	Male	Total
Students form the same state where the college			
is located	> -		-
Students from other states of India	-	-	-
NRI Students	-		-
Other overseas students	-	-	-
Grand Total	-	-	-

Self-financing courses	Female	Male	Total
Students form the same state where the college			
is located	-	=	-
Students from other states of India	-	-	-
NRI Students	~	-	-
Other overseas students	-	-	-
Grand Total	-	-	-

16. Details of the last two batches of students:

	Batch I		Batch 2			
	Year of entry		Year of entry		itry	
	UG	PG	Total	UG	PG	Total
Admitted to the program						
(entry year)	100		-	100	_	~
Appeared for the final						
year examination	99	-	99	97	-	97
Passed in the final						
examination	99	-	99	97	2	97
Passed in first class	24	_	24	16	-	16
University ranks, if any	-	-	-	~	-	-

Sports facilities

Press

17. Give a copy of the last annual budget of the college with details of plan and non-plan revenue /expenditure (attach separately)
APPENDIX I PAGE NO 121 TO 123
18. What is the "unit cost of college education? (unit cost + total annua revenue budget (actuals) divided by the number of students enrolled)
Year 2000-2001 Rs. 38467/- Year 2001-2002 Rs. 33717/-
19. What is the temporal plan of academic work in the college?
Semester System
Annual System
Any Other (specify)
20. Is the credit system of infrastructure followed?
Yes No No
21. Does the College have the following support services:
Central Library
Computer centre
Health centre

Workshop	
Hostels	
Guest house	
Housing	
Canteen	
Welfare Schemes	
Grievance redressal cell	
Vehicle parking shed	
Non-resident students centre	
Any other (Specify)	
22. Does the college national/international in	
Yes	No 🔀
23. Does the management college?	run other educational institutions besides the
Yes 🛛	No
If Yes, Give details	
 St. Teresa's Converse Section 	nt High School - Primary and Pre- Primary

St. Teresa's Convent High School - Secondary Section

• St. Teresa's Special School

24. Give details of the resources generated by the college last year through the following means?

Source of funding	Number	Quantity
i. Donations	-	-
ii. Fund raising drives	-	_
iii. Alumni associations	-	-
iv. Consultancy	-	-
v. Self financing courses	-	-
Any Others		
vi	LE LE	=
vii	-	

CRITERION

WISE

INPUTS

II Criterion-wise Inputs

Criterion 1: Curricular Aspects

1. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas?

The College offers the B.Ed degree.

2. To what extent are the programme options career oriented?

The degree offered by the College provides professional training which ensures job placement

- 3. Do students have flexibility to pursue a programme with reference to:
 - i. Time frame

Students do not have flexibility with respect to time frame as far as keeping of the term is concerned while pursuing the B.Ed programme. However in exceptional cases owing to unavoidable circumstances we offer limited flexibility for appearing at the examination after keeping the full term

ii. Horizontal mobility

Since the College offers only a B.Ed degree there is a limited scope for Horizontal mobility

iii. Elective options

The college offers the following scheme of options

Paper IV Special Fields *

- 1. Adult Education
- 2. Computer Education
- 3. Education for Rural Development
- 4. Education for women
- 5. Environmental Education
- 6. Guidance and Counselling
- 7. Population Education
- * Students opt for any one field according to their area of interest.

Paper V Special Methods *

- 1. Marathi
- 2. English
- 3. History
- 4. Geography
- 5. Science
- 6. Mathematics
- * The students opt for any two methods on the basis of their area of specialisation at the Graduation level Arts or Science.

iv. Non-core options NOT APPLICABLE

- 4. How are the college mission and goals, if any (other than general transmission and generation of knowledge), reflected through the curricula?
 - a. At the entry level for B.Ed course the students with outstanding achievements at the state or inter state level are awarded credit points in addition to their merit at the graduate/post graduate level. This is done to acknowledge their potential which in turn provides them with further motivations.
 - b. College Premises are utilised for various activities such as Conferences, Workshops, Seminars, Talks, Skits, Inter Collegiate programmes etc, which lead to social and community development.
 - c. The students are encouraged to conduct daily assemblies based on values, spiritual and moral themes and existing social issues.
 - d. To overcome mental and emotional stress, the Principal and the college staff provide counselling facility to the students, as and when it is needed by them.
 - e. The Local Managing Committee, comprising of management, members of staff and other professionals ensures the smooth running of the college and provides a platform for voicing. grievances and resolving difficulties

- d. Students' Council conducts various activities, by participating in which students get exposure and develop an all round personality. This enables them to discover and nurture their hidden potentials in diverse areas and trains them into shouldering responsibilities and developing leadership qualities.
- 5. Is there any mechanism to obtain feedback from academic peers and employers on the teaching programmes?

If yes, how is the feedback used in the initiation, review and redesigning of teaching programmes? Give details.

NOT APPLICABLE

6. How long does it take for the college to introduce a new programme within the present university system?

Our College is well equipped with all infrastructural facilities. The management and staff are enterprising, eager and enthusiastic in the initiation of any new programme and could introduce the same in the present University system within short notice.

7. Has the college introduced any new courses inspite of delay in university processes?

Yes No 🗌

If yes, give details.

The College accomplished successful training of the college staff, and all 100 students of 2001-2002 batch in the Beginners course in computers offered by Intel under 'Teach the Future' Programme.

8. Give details of college-industry-neighbourhood networking, if any.

B.Ed students as a part of their curricular activity are taken on visits to places of educational significance such as the Nehru Science Centre, Discovery of India, Hope centre, etc. The college also invites several resource persons and guest lecturers linked with various organisations to give valuable inputs to the students on Communication Skills, Family Life Education, Laws Protecting Women, Religious and Moral Values, Banking Procedures, Poster Making, etc to name a few. In addition to this, the reputed Governmental and Private Institutions like BARC(Bhabha Atomic Research Centre) and AVM (Arya Vidya Mandir) hold Campus interviews to provide job placements for our prospective teacher trainees.

The neighbouring colleges invite the teaching and the trainee teachers of our college as judges to evaluate various extra curricular activities. They are also invited by the school Principal to conducted evaluation workshops for their staff. Our Lecture Hall is utilised by the neighbourhood for various religious and social functions. All these activities match with the goal and philosophy of the management, of Community and social development through education and Institution.

9. Furnish details on the following aspects of curriculum design:

i. Innovation such as modular curricula:

The college has limited scope as far as innovation in modular curricula is concerned because the curricula is designed and decided upon by the Board of Studies. However, our senior staff express their views about the inclusion of contemporary and relevant topics in the syllabus so as to make it interesting and inspiring for teachers as well as students.

Our Principal Dr. Sr. Lilian Rozario, Head of the Department of Psychology of our college, is on the Board of Studies as well as the Academic Council and helped in preparing the syllabus for Psychology to be introduced this year. Besides being in the core team of paper setters, she has offered valuable inputs in the setting of papers in Psychology and Science at the University Examination. She was also the Vice - Chancellor's nominee for Career Advancement of staff and selection of staff in the aided

Institutions. She is also the convenor and member of the team for affiliation of colleges to the University of Mumbai.

Mrs S. Jacob heads the Department of Methods of Instruction and Evaluation, Practice of Education, School Organisation in Education and Current Trends. She has been a member of the Board of Studies in Education and is currently a member of the committee of paper setters. Besides being in the committee of syllabus framers, she has made valuable suggestions with respect to Action Research intended to be reintroduced as part of the B.Ed curriculum. She has been invited to judge Science Exhibitions held at the Ward level on a few occasions. She has been an evaluator for the B.Ed. and M.Ed. exams conducted by the University. Recently she headed the Evaluation Workshop organised by the staff of our college for one of our Practice Teaching schools.

Mrs. L. Saldanha heads the Department of Philosophical and Sociological Foundations of Education. She offers her assistance for the assessment of papers at the B.Ed University Exam. She has also been a resource person to address HSC and SSC students and their parents on Study Skills.

The above mentioned Staff members are recognised P.G lecturers for the M.Ed Distance Education program conducted by the University of Mumbai.

ii. Interdisciplinary/multidisciplinary approach:

NOT APPLICABLE

10. Any other highlights.

Visits to places of educational significance as part of the curricula.

Organisation of various competitions such as Essay Writing, On the Spot Art and Craft, Poster Making, Singing and Elocution. This enables students to exhibit their organisational as well as creative talents.

Annual exhibition of Teaching Aids prepared by the students where in there is a healthy competition and the Best Project in each method is awarded a prize.

Organising Miss Education competition, which evaluates the overall personality of the student teacher and her ability to offer creative solutions to educational problems.

Criterion II: Teaching-Learning and Evaluation

1.	How are students selected for admission into various courses?
	 a. Through special entrance tests b. Through interviews c. Through their academic record d. Any other (Specify)
	Admissions are mainly done in accordance with the University norms. The college being a minority Institution, 50% of the seats are reserved for students belonging to the Christian minority. All admissions are made on the basis of academic merits. In some cases preference is given to those students who have some credentials in the field of sports and other extra curricular activities at the state and national level.
2.	a. Is there a provision for assessing students knowledge and skills for a particular programme (after admission)?
	Yes No
	If yes, cite examples

The College has a well organised system of assessing students

knowledge and skills through various programmes, after admission.

The theoretical aspect is evaluated by means of Content Tests,

Essays and Examinations conducted periodically. On the basis of the performance in the Practice Teaching lessons, their practical skills are assessed by a team of trained staff.

The College has a system of frequent interactions with the students asking questions during the lectures to ensure that they are paying attention to understand the subject matter taught.

In addition to this a "Talent Hunt" is conducted at the beginning of the year wherein the students are divided into 4 groups and each group puts up a cultural programme in which each and every student participates to trace the hidden talent and potentialities of the students after which the Student Council elections are held.

Each staff member is in charge of a practice teaching school where 10 students are allotted. The teacher interacts with the students at one to one level and clarifies their doubts and encourages them to do well in their practice lessons. Besides this each student meets everyone of the staff members during supervision of their lessons - wherein the students get a direct feedback from the staff and even from their companions while observing the lessons.

b. Does the college provide bridge/remedial courses to the educationally disadvantaged students?

Yes	\bowtie	No	

If yes, cite examples

Every year the teachers from various departments identify the students who are weak in certain subjects or at times in certain topics of some subjects and make special attempts to make them confident in the same.

For e.g. In Educational Evaluation, workshops are conducted for topics such as Formulation of Objectives and Specifications, Preparation of the Blue Print and writing a Lesson Plan wherein students are grouped on the basis of their Special Methods and are guided by the method masters respectively.

Candidates unsuccessful at the Terminal Examinations are shortlisted to be given special coaching by the college staff so as to enable them to meet the prescribed standards of performance. For the benefit of vernacular medium students, subjects such as Experimental Psychology, Special Fields in Education as well as difficult concepts from the other subjects are explained in Marathi.

c. How are advanced learners challenged to work ahead of the rest?

Students with outstanding performance are delegated the task of helping students who are academically weak. Entrusting the advanced learner with the responsibility boosts their morale generating in them a keen urge to perform ahead of the rest.

	8
3.	Does the college encourage the teachers to make a teaching plan?
	Yes No
	If yes, When and how is it made?
	At the beginning of the academic year a meeting is held of the Principal and the Staff to chalk out the teaching plan. This involves discussion of the syllabus, allotment of subjects to the respective teacher and identification of overlapping topics so as to avoid repeated coverage of the same.
	In these meetings the views and opinions expressed by the college staff are duly considered. At the end of the second term a staff meeting is held once again to evaluate the extent of achievement of the desired objectives. The teaching plan for the new academic year is then modified on the basis of the suggestions made at the meeting.
4.	Are syllabi unitised according to a teaching schedule through the semester/year?
	Yes No

If yes, give details of implementation in terms of monitoring, midcourse correction, etc.

All the teachers keep to the teaching plan in the completion of the syllabus well in time so as to enable students commence with their preparation for the examination.

If due to any reason the number of allotted lectures are insufficient for completing the syllabus, the teachers engage extra lectures.

In order to enable students to perform better, difficulties in the content areas are solved whenever they approach the teachers. The Examination Committee announces the date of commencement of examinations two weeks in advance so that students can start indepth preparation for the examination. Prepared on the basis of the University paper, a question bank is given to the students. The Staff is also given sufficient time for setting of the question papers.

5. How does the college supplement the lecture method of teaching with other learner-centred teaching methods?

The staff in order to supplement lectures employs alternative methods of teaching. Students are also made to conduct a Mini Research Project in Educational Evaluation comprising of a Unit Plan, a Unit Test and Statistical Analysis of the results obtained. The Project carries 25 marks.

Besides, the students prepare a teaching aid in each of their Special Methods. This project carries 10 marks and is based on the principle of 'learning by doing'.

To make teaching of certain subjects more effective Audio Visual Aids such as the Overhead Projector, Slide Projector, Television, VCR, are used. Provision for guest lecturers in relevant topics is also made.

6. Is there a centralised "media" facility to prepare audio visuals and other teaching aids?

Yes No

If yes, give details

The College does not have a separately established centralised media facility as such but neverthless has a teaching aids room which houses the teaching aids prepared by the students themselves over the year. These aids are utilized by students to make their Practice Teaching lessons more effective so as to clarify abstract concepts.

Besides at the beginning of the year the students are given a course in Preparation of Charts by Mrs. Marie Fernandes - from the Xavier Institute of Communication.

The Science students too are taken to the Nehru Science Centre for a course in Preparation of Scientific and Mathematical aids of a weeks duration. The Arts students are taken to the 'Discovery of India' to have an idea of how Teaching Aids in History can be prepared. A demonstration cum lecture was also delivered for a day by Dr. Hemant M. Pednekar in the know how of preparing transparencies.

OHP is regularly used by the staff. The T.V. and Video are available in the lecture hall for use by the staff.

7. Furnish the following information (previous year)

♦ Teaching Days	190
♦ Working Days	207
♦ Work-load	1:10
◆ Ratio of full time teachers to part time teacher (last two years)	ers N/A
 ◆ Ratio of teaching staff to non-teaching staff (last two years) 	2:1
 Percentage of classes taught by full-time fac 	ulty 100%

8. Are evaluation methods communicated to students at the beginning of the year?

Yes 🛛

No 🗌

If yes, give details

The College prospectus carries the complete information about the methods of evaluation, which are used at different levels. To ensure the proper understanding of these evaluation methods by the students, the Principal conducts an Orientation Programme for the students at the beginning of the academic year. The evaluation methods are framed by the University and the college ensures that the norms are not deviated from.

Part A: Theory External Assessment (500 marks)

5 papers X 100 marks each.

Part B: Practicum: Internal Assessment (500 Marks)

1. Practice Lessons:

250 Marks

- ♦ 25 Practice Lessons of 10 marks each
- ♦ 5 micro teaching lessons (Compulsory)

2.	Practical Work:	100 Marks
•	Instructional materials:	20 Marks
	(10 marks for each method	d)
•	Individual Project Work:	25 Marks
•	Internship:	25 Marks
>	Community work:	20 Marks
•	Psychology Journal:	10 Marks

Two Terminal Examinations and one Essay per section in each Theory paper: 100 Marks

150 Marks

Content Test: 50 Marks (25 Marks per Method)

9. Does the college monitor the overall performance of students to ensure the achievements of the course objectives?

Yes No

If yes, give details

♦ Year's Work:

On the basis of the performance in the theory papers the staff concerned identifies the weak students in order to provide a remedial programme. After every practice teaching lesson the student is given a detailed feedback by the staff incharge to improve their practical skills.

10. How are teachers recruited? When and how are new teaching positions created? Give details.

Recruitment of the teachers as and when the vacancies arise is done strictly on the basis of the guidelines laid down by the U.G.C (University Grants Commission). These U.G.C norms require the constitution of a selection committee.

The selection committee shall consist of:

- a. The Chairman, Governing Body of the College or his nominee (who shall be the Chairman of the selection committee)
- b. One nominee of the Vice Chancellor
- c. One expert to be nominated by the University
- d. One nominee of the Director of Education (Higher Education)/Director of Sports/Director of social welfare, Maharashtra state as the case may be.
- e. The Principal of the College
- f. The Head of the Department of the College, in the subject concerned and where there is no Head of the Department the senior most teacher in the subject.

However as per provision of Article No. 30(1) of the Constitution of India, our management enjoys minority status. Therefore we can have our own selection committee which consists of:

- a. Principal of the College
- b. Representative of the management
- c. Head of the Department
- d. Subject expert from another college
- e. Chairperson of the Management

All the appointments to the post of teachers are made by following all the rules pertaining to minimum qualifications, capabilities, teaching potentials, etc.

The vacant posts are advertised in the national newspapers. Although the decision of the selection committee is final, the approval of the University is needed for the appointment of the selected candidate.

On the basis of performance in the interview, recruitment of one person is made. Two others in the order of merit are kept in reserve, so that in the event of the selected candidate at rank number one not turning up the second in the merit list can be given a chance.

New teaching positions are created on account of:

- a. Due to resigning of the existing staff for any reason
- b. Termination of any teacher for any reason
- c. Super-annuation of the teacher

11.Provide the following information about the teaching staff recruited during the least two years

Teaching Staff Recruited from		
Same State		Other State
Same Institution	Other Institution	
2	0	0

12.Does the college have the freedom and the resources to appoint and pay temporary/adhoc teaching staff?

Yes No

If yes, give details

The college being a minority institution has the freedom and resources to appoint and pay temporary or adhoc teaching staff.

The temporary appointment arises under the following circumstances:

- 1. When the existing teacher goes either for orientation/refresher programme.
- 2. When a confirmed teacher goes on lean
- 3. When a teacher is on long leave on health grounds
- 4. When a lady staff member goes on maternity leave.

If no, how are additional projects/expansion managed?

13. Give the number of teaching staff who have attended seminars/conferences/workshops as participants/resource persons in the last two years:

	Participants	Resource persons
National Level	5	-
International Level	2	•

14.Does the college follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension?

Yes No

If yes, How are teachers encouraged to use the feedback?

As per the guidelines of the U.G.C. and University all the teachers are required to fill up the self appraisal form at the end of the academic year. This is submitted by the teachers to the office. These self appraisal forms are analysed by the team appointed by the University at the time of fixation of promotion.

15. Does the college follow any other teacher performance appraisal method?

Yes No

If yes, give the details of the same and state how the results of the appraisal are used.

Whenever the Principal feels that any of the staff is facing a problem she may offer them necessary guidance.

In case of fresh faculty members the H.O.D. or the Principal observes the lectures delivered by them and offers them useful suggestions to improve their performance. However while attending such lectures the H.O.D and/or Principal will ensure that the freshers are at their comfortable best.

In addition to the above we have also implemented the TAQ(Teacher Assessment Questionnaire) which offers an objective and comprehensive approach to performance appraisal.

16. Does the college conduct refresher courses/ seminars/ conferences/ symposia/workshops/programmes for faculty development?

Yes No 🛛

If yes, give details

17. Give details on a few faculty development programmes and the number of teachers who benefitted out of them, during the least two years

Faculty Development Programme	No of Beneficiaries
Workshop on 'Child Labour'	1
Seminar-cum Workshop on 'Interdisplinary	2
Research in Education'	
International Workshop on 'Science, Technology	2
and Values - World views in Dialogue'	
Workshop on Training of Teacher Educators in	2
Issues related to HIV/AIDS	
State Level Seminar on the 'Challenges before	2
Higher Education in the 21st Century'	

18. How many members of faculty have received teaching awards?

One. Sr. M. Geraldine received the "Best Extension Education Teacher" on 17th July, 2000.

19. What are the national an internationals linkages established for teaching and/or research?

NOT APPLICABLE

20. Any other highlights.

 A detailed plan is chalked out at the beginning of the academic year to decide upon the various teaching learning activities to be conducted the manner in which they will be organised and the objectives to be achieved.

- The college holds an Orientation Programme within a week of its commencements to familiarise students with the course curricula and modes of evaluation.
- All teaching learning activities are conducted in small groups of 10 so as to promote better interaction, individual attention and high student involvement.

Yes [

No

<u>Criterion III: Research, Consultancy and Extension</u>

•	How does the college promote research?						
	PG students doing project work						
	• Teachers are given study leave	Yes					
	Teachers provided with seed money	y					
	Research Committee for submitting	g project proposals					
	Adjustment in teaching schedule	Yes					
	What percentage of teachers are engaged in active research in the college (guiding research scholars, operating projects, publishing regularly etc.)						
	At present one member of staff - Sr. Ph.D.	Margaret Mendonca is do	ng				
•	How many are full time research so registered as part time research schola M.Phil. or Ph.D.Student)						
	Full - time	0					

5.	Provide	details	of the	ongoing	research	projects:
	1101100	OF TOTAL	O'T CITO	V115 V1115	TODOGLOII	Projects.

Total No. of Projects	0
Total outlay in Rs.	0

6. Give details of ongoing projects funded by external agencies.

Funding agency	Amount	Duration	Collaboration, if	
	(Rs.)	(Years)	any	
	NOT	APPLICABLE		

7.	Does	the	college	publicise	the	expertise	available	for	consultancy
	servic	es?							

Yes	No	X
res	INO	

If yes, give details.

8. Does the college have a designated person for extension activities?

Yes 🖂	No 🗌
-------	------

If yes, indicate the nature of the post.

Full-time	Part – time	Additional Charge	X
I WII CITILO	I all tillio	raditional Charge	

9.	Indicate broad areas of the various exten	sion ac	ctivities of the college:					
	1. Community development	ii.	Social Work					
	iii. Health and Hygiene Awareness	iv.	Medical Camp					
	v. Adult Education and Literacy	vi.	Blood Donation Camp					
	vii. AIDS Awareness	viii.	Enviornment Awareness					
	ix. Any others: Book Bank							
10.Are there any outreach programmes carried out by the college other than NSS & NCC, for example Population Education Club, Adult Education, national Literacy Mission or any other?								
11.	Yes No \(\sum_{11}\) No \(\sum_{12}\) How are students and teachers encouraged to participate in extension activities?							
	We strongly believe that at all round includes intellectual growth as well as of curricular field. The institution being a importance is therfore attached to activities and community service projection.	outstand part of the on	ding performance in co- the community, rganisation of cultural					
	working relation between the two. Un	der th	e scheme of Extension					

Education, the students have conducted lessons on AIDS Awareness, Environmental Education, Status of Women and taught the Girl Child too. The students have also participated regularly in the Annual Festival organized by the DACEE (Department of Adult and Continuing Extention Education) and were awarded certificates for the Best Projects, Best Student Manager and several competitions held therein.

12. Does the college work and plan the extension activities along with NGO's and GO's ?

YES

13. Any other highlights.

Research Centre (BARC).

The Students Council of our college conducts various cultural activities such as Dramatics, Singing, Dancing, Miss Education contest, Indoor sports, Celebration of various festivals, where students are encouraged to participate, discover and develop their talents.

Every year the college invites a host of distinguished personalities from various fields to give valuable inputs from their relevant fields.

The college also organises Campus Interviews every year by

institutions such as Arya Vidya Mandir (AVM) and Bhabha Atomic

Criterion IV: Infrastructure and Learning Resources

1. Enclose the master plan of the college campus indicating the existing buildings and the projected expansion in the future.

A copy of the Master Plan attached APPENDIX II PAGE NO 123 TO 125

Floor	Big Rooms	Small	Rooms	Others
Ground	1	1		Washroom Canteen Portico Library/Teaching Aids room
First	1	6		Manager's Room Xerox Room Special School
Second	1	6		Principals Room Office Staff Room Students common room Washroom and Godown Computer Room Lounge
Third				Terrace

St. Teresa's Institute of Education is situated in Santa Cruz (West) on S.V. Road and is walking distance from the station.

We have a spacious campus comprising of 5 buildings and 2 big playgrounds. The buildings bordering the playgrounds belong to the Pre-Primary, Primary and Secondary sections of the school. One of them also houses the Convent of the Carmelites.

St. Teresa's Institute of Education is located on the second floor of the building at the rear end. On the First floor of the same building is the St. Teresa's Special School.

Ground Floor:

The Teaching aids room on the ground floor contains the teaching aids prepared by the B.Ed students over the years, kept in an orderly and a systematic manner. Also located on this floor is the Library, Washroom and Common Canteen for the school and college and a portico. The library is well stocked with books, journals and encylopedias in various subjects.

First Floor:

On this floor is located **St. Teresa's Special School** comprising of a Principal's cabin, a big lecture hall, 6 small classrooms and a washroom. Water Cooler along with the Aquaguard water facility is available to the staff. There is also a Manager's Room and a Xerox Room on the same floor.

Second Floor:

There is one big lecture hall, 4 small lecture rooms, a Psychology Laboratory, a Students' Common Room, a Staff Room, Principal's Cabin, College Office, Store Room, two fully equipped Computer Laboratories and a Washroom.

Water Cooler along with the Aquaguard water facility is available to the staff and students. A telephone outside the Principal's Cabin is available for use by the staff and students.

The Psychology Laboratory has cupboards for storing Psychological testing material and equipments.

The lecture hall is equipped with accoustic facilities, a mike system, overhead projector, a T.V. set, a VCR, a Slide Projector and a CD player.

The College has a well ventilated spacious staffroom with a big looking glass, locker facility for each staff member, a hot case, a wash basin having an Aquaguard water connection and a washroom. There are separate toilet blocks for staff and students.

The Principal's Cabin is equipped with a computer and a fax machine.

All the rooms are well ventilated and illuminated.

2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth?

The College makes the best possible use of the resources available. This is done by utilizing the lecture hall not only for academic purposes but also for the celebration of various functions, organization of cultural activities, guest lectures, workshops, seminars, religious meets. It is also made available for conducting the B.Ed. University Examinations.

The portico on the ground floor of the college building is made use of for holding inter collegiate festivals, putting up exhibitions and displaying the project work done by the B.Ed students. The school students also use the portico for rehearing plays and conducting other activities.

3. How does the college maintain its infrastructure?

Activity undertaken on a continuous basis:

- ♦ Plumbing, Electrical Fittings, Electric Repairs
- Cleaning up of Water Tanks and Septic Tanks
- Repairs of Furniture and Fixtures
- ♦ Ground Cleaning
- ♦ Annual Stock taking inventory of library
- ♦ Periodic servicing of the computers
- ♦ Periodic servicing of the cyclostyling machine
- Re-arrangement and updating the teaching aids

The Government furnishes 2% of the construction cost for maintenance which is inadequate. The Management provides finance through donations from various Industrial houses, well wishers and the public.

To take care of the maintenance a full-time person has been appointed as the Maintenance Incharge.

4. How does the college ensure optimum utilisation of its infrastructure facilities?

All the small lecture rooms are used not only for lecture purposes, but also for conducting workshops, presentation of micro-lessons, tutorial purposes as the situation demands by grouping students in batches of ten. In addition these rooms also display teaching aids in the respective methods at the Annual Exhibition.

The library facilities comprise of books, journals, periodicals, magazines and sufficient reading space used to the optimum level. The library premises are also made available for conducting lectures during the days of Annual Exhibition. Reading facility is availed of by those pursuing higher studies apart from the regular students.

5.	Does	the	college	encourage	use	of	the	academic	facilities	by
	exter	nal ag	gencies?							
	Yes	\boxtimes	No							

If yes, give details.

The college staff was invited as resource persons by St. Joseph's Convent High School, Bandra to conduct a workshop for the Secondary School staff on the "Preparation of a Blue Print" and "Designing of a Unit Test".

One of our selection grade lecturers conducted a workshop on Study Skills for the students of Std. X and XII.

The college lecture hall is used by various visiting lecturers, government and non-government organizations for seminars, workshops, talks and conducting University Examinations.

6. What efforts are made to keep the campus beautiful and pollution free?

The maintenance of the campus is carried out by the staff specially assigned for the task.

Near the entrance is an array of potted plants. The campus is bordered with trees such Mango, Coconut, Chickoo, Gulmohar,

	work is take	en care of by	the Sup	portii	ng Stai	11.	
7.	Is there an a	dvisory con	nmittee f	for the	e librar	у?	
	Yes	No	\boxtimes				
8.	Is the librate borrowing?		nected w	vith o	ther li	braries for inter-lib	orary
	Yes \square	No					
9.	Is there a bo	ook bank fac	ility in t	he cei	ntral li	brary?	
	Yes	No					
10.	Are the follo	owing activi	ties of th	ne cen	ıtral lil	orary computerised '	?
	i. Lendi	ing of books			ii.	Purchase of books	
	iii. Lendi	ing of audio	-visual		iv.	Book bank	
	v. Materials	Stock Veri	fication		vi.	Book bank	
	vii Any othe	ers					

Ashoka etc. Watering, overall beautification and other cleaning

11. Provide the number of books/ journals/ periodicals that have been added to the central library during the last two years and their cost.

APPENDIX III PAGE NO 126

	The Year be	fore last	The Year before	
	Number	Total cost	Number	Total cost
		(Rs.'000)		(Rs.'000)
i. Text books	85	19139	73	25703
ii.Other books	18	4496	45	14341
iii. Journals/			1	600
Periodicals				
Any others				
iv.				
V.				

12.	Does	the	library	have	the	follo	wing	facilities	?	
-----	------	-----	---------	------	-----	-------	------	------------	---	--

•	Reprography	\triangleright
•	Reprograpny	

• Computers

• Audio & Video Cassettes

• Internet

• Any other Specify)

	13.	Furnish	the	follo	wing	details	:
--	-----	---------	-----	-------	------	---------	---

- Working days of the library
 The Library is kept open on all working days of the college and remains closed only on Sundays and Public Holidays.
- Working hours of the library7 hrs 10:00 AM to 05:00 PM
- Total number of books in the library 5952
- 14. Is there a central computer facility in the college?

Yes No

If yes, give the configuration and other hardware and software details.

APPENDIX IV PAGE NO 127 AND 128

15. Give the working hours of the computer centre and its access on holidays and off-hours.

Since Computer Education is an optional subject of the B.Ed. syllabus, the college has a laboratory set up with 4 machines available to the students opting for this subject. Besides, the

college office is equipped with a computer, which is used on a regular basis for clerical work.

All the Computers are equipped with the Internet facility. Separate time slots are allotted to the staff and students for the use of this facility. However, the use of Computers on Holidays and off days is subject to the discretion of the college Principal.

16. How many departments have computers of their own? Give the configuration and other details.

NIL

17. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years?

NOT APPLICABLE

18. How are computers and their accessories maintained in the computer centre and other locations of the college?

We have an Annual Comprehensive Maintenance Contract with professionals. This is done @ Rs 3750/- approximately per computer annually; currently with Builtin Systems.

19. What are the various health services available to the students, members of the teaching and non-teaching staff of the college?

We have a water cooler and an Aquaguard facility to provide pure and clean drinking water to both staff and students. Besides this, the college maintains a first-aid kit, to be used in times of emergency. In case of casualties, all the required facilities right from medication to hospitalisation are made available.

20. What are the physical and infrastructure facilities available in the sports and physical education centre? Give details.

APPENDIX V PAGE NO. 129

21. What are the incentives given to outstanding sports persons?

The college holds an Annual Sports day as well as a series of indoor games. Outstanding students are felicitated with certificates at the Annual Prize Distribution.

Students excelling in sports activities at the inter-collegiate / inter-school level are awarded extra credits at the time of admission to the course.

22. Give details of the participation of students during the last year at the university, state, regional, national and international meet.

	Participation of students	Outcome
State	~	-
Regional	-	-
National	:-	~
International	-	=

23. What are the major physical and infrastructure facilities available in the workshop and centre for instrumentation?

NIL

24. Give details of the hostel facilities available in the campus?

The college does not have a hostel facility as we cater primarily to local students. However, we give guidance about the accommodation options available within the vicinity of the Institution to those seeking the same.

- 25. Any other highlights.
 - Located on the first floor of the college building is the St.
 Teresa's Special School.
 - The computer laboratory is also utilized by various Institutions like INTEL to conduct Computer Training Programmes.

- Institutions like AVM and BARC hold campus interviews for our students to facilitate job placement.
- The University of Mumbai utilises the college premises for conducting the Annual B.Ed Examination.
- The main lecture hall is let out for religious meets conducted by several prayer groups.

Criterion V: Student Support and Progression

	1	Furnish	the	following	details	:
--	---	---------	-----	-----------	---------	---

- Percentage of students appearing for the qualifying exam after
 the minimum period of study
 99.5%
- Drop out rate 0.5%
- Progression to employment and further study
 (UG to PG or PG to Ph.D.)

 YES
- Prominent positions held by alumni Principals, Lecturers,
 Supervisors, Head of Departments.

APPENDIX VI PAGE NO. 130 TO 131

2. How many students have passed the following examinations in the last five years?

UGC-CSIR (NET) Examination	5
UGC-SLET	7
GATE	-
Indian Civil Service Examinations	-
GRE	2
TOEFL	2
GMAT	

Any others

3. Does the college publish its updated prospectus annually?	
Yes No	
If yes, what are the contents of the prospectus?	
YES.	
The contents of the prospectus are	
1. Introduction	
2. Admission Procedure	
3. Duration of terms	
4. Timings	
5. College Fees	
6. Subjects offered at B.Ed.	
7. Examination and Internal Assessment	
8. Rules, discipline and proper conduct	
9. Attendance rules, list of extra-curricular activities with main	n
associations	
10.Ordinances related to the refund of fees	
11.List of teaching faculty	
4. What kind of financial aids are available to students from the central	
government, state government, the institution and others? Give	
details.	

The students of the college can avail the following financial aid from

the Central government, State government through our institute:

- a. Government of India Scholarship to Schedule Caste or Tribe and lower income group.
- b. Scholarship to children of Primary and Secondary School teachers.
- c. Freeship to Schedule Caste and Schedule Tribe students.
- 5. Mention the number of students who have received financial aid during the last two years.

Financial aid	Year before last	Year before
i. Merit Scholarship		
ii. Merit-cum-Means		
Any others		
iii. G. M. Kundnani Award	1	
iv. Jawaharlal Nehru Fund	1	

7. Does the college have an employment cell and a placement officer who offers career counselling to students? If yes, give details of the cell and its office.

i.	Employment Cell:	\boxtimes
	Role:	

ii. Placement Officer: X

Though the college does not have an employment cell and placement officer yet, information about the availability of jobs is regularly displayed on the Notice Board for benefit of students.

Campus	interviews	are	also	organised	by	the	College	to	facilitate
job place	ement.								

8.	Do teachers participate in academic and personal counselling? Give
	details.

Yes	\bowtie	No 🗌	
res		100	l

9. How many students were employed through placement service during the last year?

		UG students	PG students	Research scholars
i.	Local firms /companies			
ii.	Central Government			
iii.	State Government	=1		
iv.	Public sector undertaking	-		
V.	Private sector	*		

10.Does the employment cell motivate the students to seek selfemployment?

Yes	\bowtie	No	П
1 00		110	

If yes, how many are self-employed?

As part of the Adult Education Programme students take up Career Projects wherein they conduct a survey of different self-employing careers.

B.Ed being a Teacher's Training Course, students are equipped with the teaching skills which could be utilised to conduct private tuitions which is a means of self employment.

11. Does the college have an Alumni Association.

Yes No

If yes, indicate the activities of the Alumni Association.

This year we have formed the "Alumni Association". One meeting was recently held. One more meeting is scheduled to be held to select/elect managing committee and other members and also to decide the further activities of alumni association.

12. How are the policies and criteria of admission made clear to prospective students?

All the policies and criteria of admission are clearly mentioned in the prospectus of the college which is updated every year. In addition to this, if any prospective students have any doubts or problems about the admission procedures they are attended to by the admission committee of the teaching staff, with the assistance from non teaching staff.

13.	State the admission policy of the college with regard to overseas students.							
	All the admission policies with regard to overseas students are governed by the University rules and regulations.							
14. Y	What are the support services given to overseas students?							
	i. Open window admission ii. Overseas students office [
	iii. Special accommodation iv. Induction courses							
	v. Socio-cultural activities vi. Welfare Programme							
	vii. Police Clearance							
	Any others							
15.W	hat are the recreational / leisure time facilities available to students?							
	i. Indoor games 🛛 ii. Outdoor games 🖂							
	iii. Nature Clubs iv. Debate Clubs							
	v. Student Magazines vi. Cultural Programme							

vii. Audio Video facilities Viii. Dance/Music Competetion

ix. Essay writing

Any others

- x. On the Spot Art and Craft Competition
- xi. Chart/Poster Making Competition
- 16. Any other highlights.

The course prescribes a staff student ratio of 1:10. This facilitates, interaction in smaller groups thus providing close observation of student progress and builds a healthy rapport between educator and educand.

B.Ed. being a professional course, it is highly job oriented. Almost all trainees find suitable placements on successful completion of the course.

Criterion VI: Organisation and Management

1. Does the college have an efficient internal co-ordinating and monitoring mechanism?

Yes No

If yes, give details

Our Institution, right from the inception has a highly effective and efficient co-ordinating and monitoring mechanism.

We have a Local Managing Committee (LMC) as per the requisites of the University of Mumbai.

Following is the list of Local Managing Committee members:

Sr. M. Bernarda -Chairman

Msgr. Nereus Rodrigues- Management Representative

Dr. Fabian Fernandes -Educationist

Principal Lilla D'Souza- Educationist

Mr. Frances Athaide- Lawyer

Ms. S. Jacob Lecturer-Teaching Representative

Ms. G. D'Souza Lecturer-Teaching Representative

Ms. Joan Lopez Lecturer – Teaching Representative

Sr. Linda George- Non Teaching Representative

Dr. Sr. Lilian Rozario -Secretary

LMC meets twice a year in each term. The basic objective of this committee is to democratise the administration of the Institution. Its representative and balanced set up ensures vigilant and democratic

administrative procedures and objectives to be incorporated in the academic policies of the Institution.

Examination Committee, is headed by a staff member who prepares the schedule of all the examinations held during the academic year alongwith the preparation of the supervision programme, paper setting, holding of the exams and assessment of answer books. The Programme of Practice Teaching has a staff in charge assigned with the responsibility of preparing the supervision schedule for the entire year. The committee in charge of Micro Teaching delegates the different skills of teaching to be explained and demonstrated by the different staff. It also prepares a detailed time-table for the teach and re-teach sessions of each skill.

The Staff Representative and the other members of the Students Council organise various co-curricular and extra-curricular activities throughout the year.

In addition to this, we have various other committees, the list of which is furnished in APPENDIX VII PAGE NO. 132 TO 135

2. Were any committee/external agencies appointed during the last three years to improve the organisation and management?

Yes	\bowtie	No	
-----	-----------	----	--

If yes, what are the recommendations?

The University Committee was appointed by the Academic Council to inspect all the Colleges of Education with respect to appointments of Principal, Teaching and Non-Teaching Staff, Intake capacity as also Physical Facilities provided by the B.Ed. Colleges.

Our College was credited with an 'A' Grade i.e. Academically and Administratively Sound, requiring minimal improvement.

3.	Does the college have an inbuilt mechanism to	check the work
	efficiency of the non teaching staff?	*

Yes	\bowtie	No	
If yes,	give details.		

The Principal of the college along with the Head Clerk plans for the tasks to be assigned to the non-teaching staff and supervises their functioning. The Principal occasionally holds meetings with the non-teaching staff to discuss various administrative matters. Report of the tasks assigned is maintained on a daily basis.

4. Is there a special committee for preparing the academic calender?

Yes	\boxtimes	No	
-----	-------------	----	--

5.	During the last two years have all the decisions of the selection					
	ommittee/general body been approved?					
	res No					
6.	oes the college conduct professional development programmes for					
	on-teaching staff?					
	Tes No					
	Eyes, give details					

After the introduction of computer system in the office work most of the non-teaching staff were provided training in computer operation. Regular updating of the computer knowledge is provided to the non-teaching staff. Some of the non-teaching staff were trained for the use of EPABX System amd Fax Machine.

7. What is the current tuition and other fee structures?

S. no	Programme	Tuition	Library	Laboratory	Others	Hostel	Mess
1	B.Ed.	10,000	120	240	240	-	

8. Have there been changes in the tuition and other fees during the last three years? Give details.

Yes, there is a marginal change in the exam fee and the admission fee.

9. Furnish the amount spent under the various heads of expenditure last year

Head of Expenditure	Budget provided	Amount actually	
		spent in Rs.	
Office Expenditure	63,534	69,674	
Repairs & Maintenance	51,312	1,98,036	
Maintenance & Supplies	83,290	78,508	
Others	23,922	22,208	

APPENDIX IX PAGE NO. 137 TO 138

10. During the last two years did the college have an excess/deficit budget?

Deficit budget - Rs.20,000/- for the year 2001-2002 and -Rs.57,770/- for the year 2000-2001.

1	1	Is	there	an	internal	audit	mechanism?
4		* T C	VII OI O	ATT.	TITLATION	CO CT CT I V	****

Yes	\boxtimes	No	
-----	-------------	----	--

12. What are the various welfare programmes of the college? Give details.

Under the Scheme of Adult Education Programme the students have conducted lessons at various schools to create awareness on sensitive issues such as AIDS, Status of women, Pollution, Violence Against Women and Gender Discrimination. The same is now continued under the program of Population Education Club.

As part of their syllabus, our students also undertake a Community Service Project where in they complete 20 hours of Social Work offering their services to the less privileged sections of society.

13.Is there a grievance redressal cell in the college?

Yes	\boxtimes	No	
-----	-------------	----	--

If yes, how does it deal with grievances of the employees and others?

Ours being a small college with only 11 teaching staff members, 7 non-teaching staff members and 100 students, we do not have a formally established grievance redressal cell. Normally, the staff approach the Principal directly to find solution to any grievances encountered by them. However, three members of the teaching staff and one member of the non-teaching staff are elected as representatives of the LMC, which acts as a catalytic agency for redressing the grievances expressed by the teaching and non-teaching staff.

Students too do not have a formal grievance redressal cell. However, we informally address and redress the grievances of the students. Given below are a few examples to substantiate the same:

- 1. The staff student ratio is 1:10, hence students have easy access to any staff member as and when required.
- 2. The members of the Students Council too approach the Principal directly with the commonly encountered problems of students if any.
- 3. Each student is aware that the Principal is available after lecture periods to solve their personal problems.
- 4. To cite a few recent instances-

Sujata Talekar,a student of the year 2001-2002 was in the family way and needed special concessions due to her untimely delivery. She was allowed to appear for the examination on a later date.

Sr. Dulcine Saldanha was diagnosed with Cancer in its terminal stages. The Principal expressed her sincere concern by visiting her frequently at the hospital to provide her the much needed emotional support.

Sr. Mary P.C. whose brother expired suddenly on the eve of the first term exam this year was allowed to appear for the exam later. Brinal Fonseca another student of this year lacked confidence in giving her lessons in English despite being specially coached by the Principal herself. She was finally allowed to switch to Marathi medium in our own Institution.

14. List the various loans available to the members of the teaching and the non-teaching staff of the college. What are the requirements and the eligibility criteria necessary to obtain loans that are available?

Provident Fund Loan- Refundable and Non-refundable loans from the Provident fund are available for sickness, housing purposes, marriage etc. This loan is secured from the government. The member applying for the loan should be a permanent staff. The loan amount is sanctioned on the basis of prescribed proportions to the accumulated amount in the applicant's name and the length of service of the applicant.

15. Any other highlights

- The motto of the college being Excellence in education, all our efforts are geared towards achieving this goal.
- The Members of Management and the Principal encourage teachers to take up various academic pursuits to enhance their qualifications.
- The teachers are regularly motivated to attend Refresher Course,
 Orientation Course, Seminars, Workshops etc. in their respective subjects

- NET/SET is a compulsory requirement for lecturers of college level. Those lecturers who have not completed the same are encouraged to attend the orientation course to enable them to clear the exam.
- Last year 4 of the staff members completed the Intel's Beginners course in Computers.
- Two of the senior staff went on to complete the Masters course in the same and successfully conducted a Beginners course for a number of our own students.
- Two of the college staff members attended a workshop conducted by the Lions Club on SFA (Skills for Adolescents) and were provided with certificates recognized internationally to train adolescents into life skills.

Criterion VII: Healthy Practices

1.	Has the college adopted any mechanism/process for internal quality checks?
	Yes No
	If yes, give details.
	A system of monitoring teacher quality is practised by way of supervision of initial lectures delivered by the freshly appointed staff. On the basis of their performance they are provided with the feedback to make necessary improvements in the needed areas. However, this system offers a very limited scope for objective assessment and thus, we have implemented the TAQ system of teacher evaluation.
2.	Is the college sensitised to latest managerial concept such as strategic planning, team work, decision making and computerisation?
	Yes No
	Strategic Planning

Regular meetings of the Principal with the members of staff are held at the beginning, during as well as towards the end of the academic year to ensure that the plan of action laid down is in keeping with the desired objectives.

Team Work

The College fosters a spirit of co-operation among the staff through active teamwork.

Regular meetings are organized to discuss and assign responsibilities in the areas of micro teaching, practice teaching, community work, SUPW, Research Project, Projects in Teaching Aids and examination schedules. Minutes of all these meetings are systematically maintained.

Decision making

The decisions regarding the academic aspects are made by the Principal in consultation with the members of staff. Suggestions are invited to bring about a spirit of cooperation.

Computersiation

The college office is equipped with MS Windows NT and Windows 98 as an operating system for the purpose of maintaining student registration record, fee records, results compilation, salary account, attendance and general paperwork.

- 3. Does the college have
 - Twinning programmes
 - Student Exchange Programme
 - Mou's with
 - Industries
 - Research organisations
- 4. What are the national/international linkages established by the college for training and research?

Being a college of education, the scope for national and international linkages is limited. However, from time to time the staff is provided with inputs through workshops conducted by others which are internationally acclaimed such as ASSR (Association of Science, Society and Religion), Lions Club to name a few.

5. How does the college strengthen the regular academic programmes through other complementary systems like self-financing courses, non-formal mode and distance education?

The College has been a centre for the M.Ed Distance Education programme conducted by the I.D.E., University of Mumbai for six years, until recently when the course was discontinued by the University itself.

6. What are the practices of the college to impart value based education?

Each working day begins with a value-based assembly organised by the students themselves, comprising of skits, hymns, readings from different Holy books, news headlines and a thought for the day. Through the regular practice teaching lessons as well, teacher trainees are instructed to give value-based lessons in their respective methods.

The college also organises a day's workshop on the teaching of Religion and Moral Science conducted by the Diocesan Pastoral Centre.

7. How does the college inculcate civic responsibilities among the students?

The basic civic responsibilities are inculcated in the students by insisting on the students maintaining the cleanliness of the campus. Besides, the college curriculum offers Population Education and Environmental Education among others as optional subjects which provides a wide scope in developing civic responsibilities.

The college also organises workshops on AIDS and general civic awareness.

The annual "On the spot Art and Craft competition" encourages the students to make best use of waste.

A Community Service project was undertaken last year by the Marathi medium students in collaboration with an NGO (Aamrae)

to spread knowledge about AIDS awareness and harmful effects of Pollution by means of performing street plays, putting up posters and conducting lessons.

8. What are the efforts of the college towards all-round personality development of the learners?

The entire B.Ed. course is geared towards an all round personality development of the teachers. This is achieved through the following activities:

Effective Communication skills:

A week's workshop is conducted by Fr. Alban D'Mello from the Xavier Institute of Communications on Effective oral communication.

Co-Curricular Activities

The student council organises general competitions such as Elocution, Singing, Essay Writing, Quiz and several other co-curricular activities which give ample scope for the students to exhibit their hidden talents.

Miss Education Contest

One of the highlights of the B.Ed course is the Miss Education contest where the trainees are judged on the basis of their ability to offer creative solutions to different educational problems presented to them in the form of situations.

Counselling

Trainees encountering psychological, emotional and interpersonal adjustment problems are given appropriate counselling to help them cope with the situation.

Practice Teaching

The programme of practice teaching equips student trainees to develop confidence in facing an audience and thus helps them in the skill of public speaking and presentation.

9. How is the college geared to achieve its specific goals and objectives?

The college has well set specific goals and objectives which are mentioned at the beginning of the Self-Study Report. While planning for the curricular and extra curricular activities every care is taken to achieve the goals and objectives laid down.

10. What are the efforts of the college to bring in "community orientation" in its activities?

The Curriculum aims at reaching out to the community and thus includes a community work project for which 10 marks are allotted for 20 hrs of work.

Stated below is the list of Institutions along with the details of activities conducted by the students APPENDIX X PAGE NO. 139

- 11. Indicate the efforts of the college to promote general/transferable skills among the students such as:
 - a. Capacity to learn

We adhere to the prescribed staff student ratio of 1:10 which facilitates interaction in smaller groups and provides high capacity to learn through the following schemes of programmes such as:

Micro teaching schedule which comprises of planning, teaching, evaluation and feedback, replanning and reteaching. This allows the student to make necessary improvements in her performance.

Tutorials: Students excelling in a subject are grouped with those who fail to come up to expected standards to help them overcome difficulties in the relevant areas.

Re-Exam: Students unsuccesful at the terminal and preliminary examination are given a re-exam to help them perform better.

Question Bank: Item banks are prepared for different subjects by compiling university questions over the past five years. Students are made to write model answers to these questions thus providing them with ample practice.

b. Communication skills

The B.Ed. course in our college commences with a week long workshop on "Effective Communication Skills". This orients the teacher trainee with the essentials of effective communication.

The practical component of the course is geared towards developing effective communication skills in the trainees by way of practice teaching, oral presentation, elocution and other participation in co-curricular activities which instills in them skills of compering, public speaking and confidence to face an audience.

The course offers Communication Modes as one of the compulsory subjects of the syllabus as research has shown a direct correlation between good communication skills and effective teaching

c. Numerical skills

Irrespective of the subject of specialization it is essential that every teacher should possess elementary numerical skills. It is towards this interest that the college organises a workshop on the "Creative Teaching of Mathematics" by Fr. Vincent Vaz. Various innovative techniques such as paper folding are used to facilitate a comprehensive study of Geometry and Algebra.

Besides, students with Mathematics as their special method prepare teaching aids, some of which are working models on topics such as Pythagoras Theorem, Numberline and Solid Geometry to name a few and designed to facilitate a simpler and concrete understanding of complicated abstract concepts.

d. Use of information technology

Communication The subject highlights the use of latest technology such as computer, internet, language laboratory, programmed learning to enable the trainee teacher to make classroom teaching highly effective and learner friendly.

e. Work as a part of a team and independently

The curriculum provides ample opportunity to the trainee to work as a part of a team and yet independently. All the teaching learning activities are organised in small groups allowing healthy interaction and fostering team spirit. This objective is achieved through the schedule of micro teaching, practice teaching, tutorials, workshops, community work, co-curricular activities which are conducted invariably in groups of ten.

12. Any other college specific innovations which have contributed to its growth.

Interview at Entry point

Being a minority institution, we are empowered to select 50% of the total strength of the students. We conduct a personal interview to short list suitable candidates from those seeking admission to the course. Admission is thus granted solely on the basis of merit.

Content Test

All 100 candidates jointly selected by the college and as well as the University of Mumbai are made to appear for a written examination to test their content knowledge in their respective methods of teaching.

Student Orientation

The college organises a programme of orientation shortly after the commencement of the course. This is to familiarise the students with the several general rules and regulations, importance of attendance and the code of conduct.

Inculcating Punctuality

Attendance is taken early morning as well as at the close of the day to instill a sense of punctuality, regularity and sincerity in the trainee teachers.

Assembly

The day commences with a general assembly comprising of a prayer, value based skits, reading of news headlines and a thought for the day. This paves the way for the development of mental hygiene and boosts their EQ (Emotional Quotient) equipping them with emotional competency.

Campus Interviews

Esteemed organisations such as BARC, AVM and several others hold campus interviews towards the end of the academic year to facilitate appropriate job placement for interested students.

Alumni Association

The college has recently formed an Alumni Association to maintain contacts with the ex- students to keep the bond between the students and the institution ever alive.

At their meetings experiences are shared, success stories are narrated by the past students which stimulate and motivate the present students to aim higher.

Besides, inputs are also invited from our ex-students in keeping with the constantly changing educational scenario since most of them hold posts of high reputation in several esteemed institutions in Maharashtra and other states of the country.

Conducting Workshops

The teacher educators are actively involved in sharing their resources by way of conducting workshops such as Preparation and Evaluation of the Unit Test, Study Skills to name a few for the staff and students of Secondary Schools. This serves to bridge the existing gulf between the Training Colleges and the Practising Schools.

INPUTS

FROM THE

DEPARTMENTS

III. Inputs from the Departments:

 Name and address of the department: Philosophical and Sociological Foundations of Education

2. Telephone Number/s:

6490252

3. Date of establishment of the department: 1973

4. Built-up area of the department in sq.m.:

0

5. List the different programmes (Level of study =UG / PG / M.phil./ Ph.D./Certificate / Diploma / PG Diploma) offered by the department together with the details required below:

Programme	Level of	Cut-off marks at	Student
	study	entry level in %	strength
B.Ed.	Under graduate	0.00 %	100

6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total No. of teachers	0	3	3
Teachers with Ph.D. as the highest	0	0	0
qualification			
Teachers with M.Phil. as the highest	0	2	2
qualification			

Teachers with PG as the highest	0	1	1
qualification			
Technical staff	0	0	0
Administrative staff	0	3	3

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic		\boxtimes
Administration		\boxtimes
Finance		\boxtimes
If yes, What exte	ent?	

8. Furnish the number of students in the department during the current year:

	Female	Male	Total
Students from the same state where	86	0	86
the college is located			
Students from the other states of India	13	0	13
NRI Students	1	0	1
Other overseas students	0	0	0
Grand Total	100	0	100

9.	Is there a	method o	f assessing	the stu	dents'	academic
8	standing in	order to p	provide enri	chment	and or	remedial
	courses?					

Yes 🔀	No [
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10. Furnish the following details(in figures):

•	Books in the department library	988
•	Journals / periodicals subscribed by the department	8 2
0	Computers in the department	3
9	Research projects completed during the last three years and their total outlay	0
•	Ongoing research projects	1
•	Teachers who have attended national / international workshop/seminars during the last two years	0
9	Teachers who have attended national / international workshop/seminars during the last two years	2

11. Mention the following details of the last two batches of students:

	Batch			Batch		
	1			2		
	Year			Year		
	of			of		
	entry			entry		
	UG	PG	Total	UG	PG	Total
Admitted to the	100	0	100	100	0	100
Programme (entry year)						
Drop-outs	1	0	1	2	0	2
Appeared for the final	99	0	99	96	0	96
year exam.						
Passed in the final	99	0	99	96	0	96
exam.						
Passed in the first class	24	0	24	15	0	15
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 2

2

Filled:

13 How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both ?

NO

15.List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex(in the descending order of seniority):

Name of the	Designat-	Highest	Specialisation	Exp.	Age	S
teaching staff	ion	Qual.		in		e
				years		X
Mrs.L.Saldanha	HOD	M.Phil	Education	28	56	F
Mrs.Neesha M	Lecturer	M.Phil	Education	5	33	F
Sr.Tanuja	Lecturer	M.Ed	Education	15	41	F

16.How many of the teaching staff have received national/international recognition as fellows, awardees?

One

Ms. Neesha Malik (G.M. Kundnani Gold Medal)

17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc)?

All students of the B.Ed. course are involved in a Mini research project in Educational Evaluation as apart of their curricular requirement. The college staff members are actively involved in guiding these project reports.

18. List the major thrust areas within the subject in which research activities are being pursued.

NIL

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment like NMR etc.) acquired over the years?

Computers, Internet, Xerox Machine, Handicam, OHP, Slide/Film/Video Projector, VCR and Television.

20. What is the total number of publications (provide a list) of the department in the last two years?

NIL

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

NO

22. What is the average work load in terms of actual contact lectures per week per teacher?

The average number of hours spent in terms of actual contact lectures per week amounts to approximately 18 hrs per teacher. Workload on the basis of 1:10 ratio.

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

5 Hours a day.

24.Does the department monitor overall performance of students through regular assessments?

Yes No No

If yes, give methods and details of assessment.

The department conducts periodic essays and examinations to assess the overall performance of students. Regular assignments are also given topic wise to evaluate their understanding of the subject. Besides, model answers for the questions featuring in the University Exams are prepared by the students, these are corrected by the relevant staff and the required feedback is given.

25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

The teachers are regularly involved in updating themselves in research and teaching by means of attending Refresher Courses, Orientation Programmes, reading books and journals for new theories, attending workshops, talks, conferences, seminars, and lectures etc.

26. What is the annual budget allocation of the college to the department?

NIL

27.Ho	w much	of research	funding	has be	en gen	erated	by the
tea	chers fro	om other ag	encies?				

NIL

28.Do the teachers offer consultancy services and earn revenue for the college/department?

Yes	No	\boxtimes
-----	----	-------------

If yes, how much has been earned during the last two years?

NIL

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	3:1	-	_
Success rate(examination Results)	100 %	_	_
Progression to higher education	50 %	_	_
Employment rate	100 %	-	-
Ratio of part-time teachers to full-time	NA	-	_
teachers			
Ratio of academic staff to administrative staff	2:1		*
Ratio of students to teachers	10:1	-	-

30.Has the department been participating in COSIP /COHSSIP / COSIST ?

Yes No 🖂

31. Any other highlights:

Mrs. L. Saldanha heads the Department of Philosophical and Sociological Foundations of Education. She offers her assistance for the assessment of papers at the B.Ed. University Exam. She has also been a resource person to address HSC and SSC students and their parents on Study Skills.

She has conducted a research project entitled, 'A Comparative Investigation of the **Study Habits** of Secondary School Students On the Basis of School Types And Home Environment', for her M.Phil in 1991, University of Mumbai.

Mrs.Neesha Malik conducted a research project entitled, 'A Study of Teacher Empowerment in Relation to the Work Environment in Secondary Schools', as part of her M.Ed. in 2000, University of Mumbai.

In capacity of an Extension Teacher, she has also been a research guide for the B.Ed. students of the 2001-2002 batch under the **Adult Education Research Project.**

Besides, she has also completed a research project entitled, 'Art of **T.S.Eliot's** Poetry', for her M.Phil. in 1996, University of Mumbai.

IV. Inputs from the Departments:

- 1. Name and address of the department: Psychological Foundations of Education
- 2. Telephone Number/s:

6490252

- 3. Date of establishment of the department: 1973
- 4. Built-up area of the department in sq.m.: 0
- 5. List the different programmes (Level of study =UG / PG / M.phil./ Ph.D./Certificate / Diploma / PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at	Student
		entry level in %	strength
B.Ed.	Under Graduate	0.00 % -	100

6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total No. of teachers	0	2	2
Teachers with Ph.D. as the highest qualification	0	1	1
Teachers with M.Phil. as the highest qualification	0	0	0
Teachers with PG as the highest qualification	0	1	1
Technical staff	0	0	0
Administrative staff	0	3	3

7.	Does the department have academic	, administrative	and	financial
	autonomy?			

-		
	Yes	No
Academic		\boxtimes
Administration		\boxtimes
Finance		\boxtimes
If yes, What extent?		

NOT APPLICABLE

8. Furnish the number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	86	0	86
Students from the other states of India	13	0	13
NRI Students	1	0	1
Other overseas students	0	0	0
Grand Total	100	_ 0	100

9. Is there a method of assessing the students' academic standing in order to provide enrichment and or remedial courses?

103 110	Yes	\boxtimes	No [
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Furnish the following details(in figures):

Books in the department library	376
Journals / periodicals subscribed by the department	12
Computers in the department	3
Research projects completed during the last three years and their total outlay	0
Ongoing research projects	1
Teachers who have been resource person at workshops/seminars during the last 2 years	1
Teachers who have attended national / international workshop/seminars during the last two years	1

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	Year of entry			Year of entry		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	100	0	100	100	0	100
Drop-outs	1	0	1	2	0	2
Appeared for the final year exam.	99	0	99	96	0	96
Passed in the final exam.	99	0	99	96	0	96
Passed in the first class	24	0	24	15	0	15
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned:02

Filled: 02

13 How often were national/international seminars, workshops etc. organised at the department ?

NIL

14. Are there any international or national links/collaborations for teaching, research or both ?

NO

15.List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority):

Name of the	Designation	Highest	Specialisation	Exp. in	Age	S
teaching staff		Qual.		years		e
						x
Sr.Lilian	HOD	Ph.D	Education	30	51	F
Rozario						
Sr.Margaret	Lecturer	M.Ed	Education	28	54	F
Mendonca	Senior					
	Grade					

16. How many of the teaching staff have received national/international recognition as fellows, awardees?

NIL

17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

All staff members are actively engaged in guiding research projects in Educational Evaluation as part of the B.Ed. curriculum.

18.List the major thrust areas within the subject in which research activities are being pursued.

NIL

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment like NMR etc.) acquired over the years?

Computers, Internet, Xerox Machine, Handicam, OHP, Slide/ Film/ Video Projector, VCR and Television.

20. What is the total number of publications (provide a list) of the department in the last two years?

TA.	T	ш	r
13	N. I		

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

NO

22. What is the average work load in terms of actual contact lectures per week per teacher?

The average number of hours spent in terms of actual contact lectures per week amounts to approximately 18 hrs per teacher. Workload on the basis of 1:10 ratio.

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

5 Hours a day

24.Does the department monitor overall performance of students through regular assessments?

Yes No 🗌

If yes, give methods and details of assessment.

The department conducts periodic essays and examinations to assess the overall performance of students. Regular assignments are

also given topic wise to evaluate their understanding of the subject. Besides, model answers for the questions featuring in the University Exams are prepared by the students, these are corrected by the relevant staff and the required feedback is given.

25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

The teachers are regularly involved in updating themselves in research and teaching by means of attending Refresher Courses, Orientation Programmes, reading books and journals for new theories, attending workshops, talks, conferences, seminars, and lectures etc.

26. What is the annual budget allocation of the college to the department?

NIL

27. How much of research funding has been generated by the teachers from other agencies?

NIL

28.Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No No

If yes, how much has been earned during the last two years?

NOT APPLICABLE

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	3:1		
Success rate(examination Results)	100 %		
Progression to higher education	50 %		
Employment rate	100 %		
Ratio of part-time teachers to full-time teachers	NA		
Ratio of academic staff to administrative staff	2:1		
Ratio of students to teachers	10:1		

30.Has the department been participating in COSIP /COHSSIP / COSIST ?

Yes	No	\times
1 03	110	

31. Any other highlights:

Our Principal **Dr. Sr. Lilian Rozario**, Head of the Department of Psychology of our college, is on the Board of Studies as well as the Academic Council and helped in preparing the syllabus for Psychology to be introduced this year. Besides being in the core team of paper setters she has offered valuable inputs in the setting of papers in Psychology and Science at the University Examination. She was also the Vice- Chancellor's nominee for

Career Advancement of staff and selection of staff in the aided institutions. She is also the convenor and member of the team for affiliation of colleges to the University of Mumbai. She has been also appointed by the Vice Chancellor University of Mumbai as member of the Centralised Admission Observer Committee for the purpose of monitoring the admission procedure in the affiliated colleges for FYBA, FYBSC and FYBCom classes for the academic years 2001-2002, 2002-2003. She has published an Article entitled 'Sociological Impact on the Indian Women' in Edith Stien Jahrbuch Book, Germany, 1996.

She has also contributed an Article entitled 'Mission Incomplete' in the Educational Journal, 'Humanscape' under the theme of 'Ethical Development in Education' in 1998.

Besides she had submitted a research report entitled, 'Adolescent Girls' Emotional Problems – A study of 25 cases' as part of her M.Ed., University of Pune, 1980.

She has done her M.Sc. by Research entitled, 'A Study of Ariophanta Madoraspatana', Department of Zoology(Bhabha Institute of Science), Sophia College, University of Mumbai. 1983

For her Doctorate degree she worked on 'Construction and Standardization of Achievement Tests in Physics,

Chemistry and Biology for Stds.VIII & IX(New Syllabus) for students studying through English Medium, in the Suburbs of Bombay, with a view to Diagnostic Analysis and Remedial Teaching in Std IX and its Appraisal', University of Mumbai, 1989.

Sr.Magaret Mendonca is presently working on 'Adaptation of Lucher Colour Test on Adolescents in the age group 13-16 years' for her Doctorate degree, University of Mumbai.

V. Inputs from the Departments:

1. Name and address of the department: Methods of Instruction and Evaluation, Practice of Education and School Organisation in Education and Current Trends

2. Telephone Number/s:

6490252

3. Date of establishment of the department: 1973

4. Built-up area of the department in sq.m.: 0

5. List the different programmes (Level of study =UG / PG / M.phil./ Ph.D./Certificate / Diploma / PG Diploma) offered by the department together with the details required below:

Programme	Level of study		Student strength
B.Ed.	Under Graduate	0.00 %	100

6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total No. of teachers	0	5	5
Teachers with Ph.D. as the highest qualification	0	0	0
Teachers with M.Phil. as the highest qualification	0	0	0
Teachers with PG as the highest qualification	0	5	5
Technical staff	0	0	0
Administrative staff	0	3	3

Academic

/.	Does the department	have a	icademic,	admii	nistrative	and fina	ancial
	autonomy?						
			Yes	N	No		

Administration \square

Finance

If yes, What extent?

NOT APPLICABLE

8. Furnish the number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	86	15	86
Students from the other states of India	13	-	13
NRI Students	1	-	1
Other overseas students	0	-	0
Grand Total	100	-	100

9. Is there a method of assessing the students' academic standing in order to provide enrichment and or remedial courses?

Yes	\boxtimes	No	
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10. Furnish the following details(in figures):

	Books in the department library	4601
•	Journals / periodicals subsribed by the department	8
•	Computers in the department	3
•	Research projects completed during the last three years and their total outlay	0
•	Ongoing research projects	0
9	Teachers who have been resource persons at workshops/seminars during the last 2 years	2
•	Teachers who have attended national / international workshop/seminars during the last two years	1

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	Year of entry			Year of entry		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	100	0	100	100	0	100
Drop-outs	1	0	1	2	0	2
Appeared for the final year exam.	99	0	99	96	0	96
Passed in the final exam.	99	0	99	96	0	96
Passed in the first class	24	0	24	15	0	15
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 06

Filled: 05

13 How often were national/international seminars, workshops etc. organised at the department ?

NIL

- 14. Are there any international or national links/collaborations for teaching, research or both?
- 15. List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority):

Name of the	Designation	Highest	Specialisation	Exp. in	Age	S
teaching staff		Qual.		years		e
						X
Mrs. S. Jacob	HOD	M.Ed.	Education	32	59	F
	Lecturer					
	selection					
	grade					
Mrs. P.	Lecturer	M.Ed.	Education	29	58	F
Nileshwar	selection					
	Grade					
Sr.Bertha	Lecturer	M.Ed.	Education	28	47	F
D'Mello						
Mrs.Giselle	Lecturer	M.Ed.	Education	10	33	F
D'Souza						
Mrs.Joan	Lecturer	M.Ed.	Education	5	31	F
Lopes						

16. How many of the teaching staff have received national/international recognition as fellows, awardees?

One

Ms. Giselle D'Souza was awarded the National Merit Scholarship,1998.

17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18.List the major thrust areas within the subject in which research activities are being pursued.

NIL

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment like NMR etc.) acquired over the years?

Computers, Internet, Xerox Machine, Handicam, OHP, Slide/ Film/ Video Projector, VCR and Television.

20. What is the total number of publications(provide a list) of the department in the last two years?

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?
NO
22. What is the average work load in terms of actual contact lectures per week per teacher?
The average number of hours spent in terms of actual contact lectures per week amounts to approximately 18 hrs per teacher. Workload on the basis of 1:10 ratio.
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?
4 Hours a day
24.Does the department monitor overall performance of students through regular assessments?
Yes No
If yes, give methods and details of assessment.
The department conducts periodic essays and examinations to assess

the overall performance of students. Regular assignments are also

given topic wise to evaluate their understanding of the subject.

Besides, model answers for the questions featuring in the University Exams are prepared by the students, these are corrected by the relevant staff and the required feedback is given.

25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

The teachers are regularly involved in updating themselves in research and teaching by means of attending Refresher Courses, Orientation Programmes, reading books and journals for new theories, attending workshops, talks, conferences, seminars, and lectures etc.

26. What is the annual budget allocation of the college to the department?

NIL

27. How much of research funding has been generated by the teachers from other agencies?

NOT APPLICABLE

28.Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No No

If yes, how much has been earned during the last two years?

NOT APPLICABLE

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	3:1		
Success rate(examination Results)	100 %		
Progression to higher education	50 %		
Employment rate	100 %		
Ratio of part-time teachers to full-time teachers	N/A		
Ratio of academic staff to administrative staff	2:1		
Ratio of students to teachers	10:1		

30.Has the department been participating in COSIP /COHSSIP / COSIST ?

Yes No 🛛

31. Any other highlights:

Mrs S. Jacob heads the Department of Methods of Instruction and Evaluation, Practice of Education, School Organisation in Education and Current Trends. She has been a member of the Board of Studies in Education and is currently a member of the committee of paper setters. Besides being in the committee of

syllabus framers, she has made valuable suggestions with respect to Action Research intended to be reintroduced as part of the B.Ed curriculum. She has been invited to judge Science Exhibitions held at the Ward level on a few occasions. She has been an evaluator for the B.Ed. and M.Ed. exams conducted by the University. Recently she headed the Evaluation Workshop organised by the staff of our college for one of our Practice Teaching schools.

She has also conducted a research project entitled, 'Fixing up Norms of Mechanical Comprehension Test for Students of Greater Bombay.' as part of her M.Ed., University of Mumbai, 1967.

Ms.Giselle D'Souza conducted a research study entitled,

'Natural Food Therapy —A Novel Approach to Weight
Reduction' as part of her M.Sc. Degree, University of Mumbai,
1991. She also published an Article on the same in the American
Journal of Clinical Nutrition and Bombay Hospital Journal. She has
also published an article on "Parent — Child Relationships" in the
Parish Bulletin, 2002.

PART II

OF THE

SELF STUDY

REPORT

PART II OF SELF - STUDY REPORT

PREFACE

In the year 1973 St. Teresa's Society (School) celebrated the Golden Jubilee of the Institution. To mark the 50th Anniversary of its inception, the society launched out its project of establishing St. Teresa's Institute of Education.

It is the first and only Women Teachers' Training College affiliated to the University of Mumbai. This was in keeping with the long tradition of education that the Congregation of Carmelite Religious have established all over India.

The college had humble beginnings the pionering members were Mother Celine the Manager/Sr.Patricia the Principal of the School/Msgr.Nereus and Dr.Bengalee who were and still are the pillars of support.

In its embroyonic stage Dr.Satrangiwalla the first Principal nurtured it with love & devotion. Dr.Bhave who took over in 1974 layed the foundations for scholarship & professional excellence. During her tennure of office the next Principal Dr.Sr.Eileen, enriched this heritage she saw the need for teachers to impart more than just mere knowledge. She saw teachers as formators of character.

St. Teresa's Institute of Education holds a highly distinguished place among several other teacher-training organisations of its kind as it is based on worthy ideals. The College works towards the lofty goals of imparting not only theoretical knowledge and practical teaching skills but more importantly is directed towards an integrated and all round personality development of every student enrolled for the B.Ed course.

We enroll 100 students every year.

To optimise the utilization of our infrastructure we have St. Teresa's Special School functioning within a part of our premises.

Besides, the B.Ed course the college has also played an active role in being a contact centre for the M.Ed Distance Education Programme and the Part-Time M.Ed. Course under the University of Mumbai until they were recently discontinued by the University itself.

Since 6 years the college has participated in the Extention education programme conducted by the Department of Adult and Continuing Education and was privileged to receive the award for Extention Programme in 1999, and the Best Extention Teacher award in the year-2000.

The college has recently made available the facility of internet to the staff and students.

In addition to the above, the college is also planning to introduce Automation in the Library function with Computer Search Facility. We also plan to introduce a D.Ed. Training Course on our premises due to the dearth of increased need for D.Ed. teachers in Maharashtra. Further, the college intends to become a contact centre for IGNOU, and also start short term-Self Financing Courses on the campus.

We hope to achieve these targets within a span of the next 5 years.

St. Teresa's Institute of Education has a team of well qualified dedicated and talented members as its teaching staff. This has considerably helped in providing quality education. One member of the teaching staff is a Ph D. Two are M.Phil degree holders, while one is currently working on her Doctorate.

With such an intellectual faculty our Institution is in a position to provide a highly effective academic programme.

Our hard work and efforts have paid off with rich returns. Our students have received Ranks at the University Examination (Details are furnished APPENDIX XI PAGE NO. 140

In the academic year 2001-2002 the performance of the B.Ed students at the University level was outstanding as ours was the only B.Ed college affiliated to the University of Mumbai to obtain cent per cent results. The overall passing percentage of our college was 100% while that of the University of Mumbai was 87%.

Inspite of these achievements in curricular and co curricular fields our college has to acquire certain conveniences like facility of a public telephone and hopes that this will be taken care of in the coming year.

NEED FOR ACCREDITATION

The motto of our college being Excellence in education, We focus on both qualitative and quantitative aspects so as to maintain a high level of educational standard. However in order to know whether we meet the required expectations we need to be evaluated by an autonomous body like NAAC. This certification would ensure that we possess what we claim.

We believe that such a thorough process of evaluation by an Autonomous Body would facilitate a better understanding of our Institution so as to attain that which is required for rising to the expectations and demands of the Accreditation council.

This accreditation would definitely enhance our responsibility, increase accountability and further qualitative improvement in our educational standards.

The NAAC report would also bring about valuable acknowledgements of the optimal use of our infrastructural facilities, finanaces and resources.

The NAAC accreditation would further ensure quality education to the prospective students when they make decisions about selecting the institution and this in return may assure the employers of quality students from an accredited Institution. The Self Study Report has been prepared exactly on the basis of the guidelines formulated by NAAC. With great pride and pleasure, we state that we have gone through a process of honest introspection of each and every aspect while preparing this Self Study Report. This report is presented in two parts

Part I of the report consists of the data about our college under the major criteria and also the inputs from all the departments, for assessment as per the framework suggested by NAAC,

Part II of the Self Study Report consists of the seLf analysis of the college which is based on the data collected in Part I. Along with this report, we have attached supporting documents, wherever necessary.

NAAC COMMITTEE

1. Mrs. Neesha Malik Khan Co-ordinator - I

2. Mrs. Giselle D'Souza Co-ordinator - II

3. Mrs. S. Jacob Member

4. Mrs. L. Saldanha Member

5. Sr. Margaret Mendonca Member

The commitment and devotion of the other teaching and non teaching staff members have also been helpful in preparing this Self Study Report.

CRITERION WISE REPORT

Curricular Aspects

St. Teresa's Institute of Education is the only women's College of Education affiliated to the University of Mumbai.

It offers a one year full time course in B.Ed degree. The course is accomplished through practical as well as theoretical aspects which are given equal weightage.

The College has played an effective role in being the centre for contact sessions under the scheme of Distance Education for the M.Ed course, offered by the University of Mumbai, untill it was recently discontinued.

Some of the senior staff have also conducted lectures for the part time course, at the B.Ed as well as the M.Ed, at the Department of Education, Kalina. They have also guided educational research carried out by the students of Part time M.Ed course.

The course curriculum is prescribed by the University of Mumbai hence, the college has limited scope for making dynamic changes in the syllabus. However recently suggestions have been invited by the University from the college staff in making the necessary modifications in the existing syllabus.

Besides two of our staff being representatives on several academic bodies, have made valuable contributions towards techniques of paper setting and rules related to the conduction of examination.

Teaching Learning and Evaluation

The College is a Minority Institution and hence as per the University norms 50% of the total number of candidates are selected by the college. All admissions are granted on the basis of merit.

The course offers innumerable opportunities for small group interaction to make teaching-learning, a learner-centred activity. Lectures are supplemented with the use of several audio visual aids to make them more effective.

All the students are evaluated continuously by means of Formative and Summative techniques.

Teachers are appointed according to the norms prescribed by the University. New recruits are made to attend Orientation Courses and the remaining staff is encouraged to attend Refresher Courses to keep them abreast with the changing requirements of the course.

Research Consultancy and Extension

The management and the Principal of the college always encourage the teaching staff to undertake active research work and upgrade their qualifications.

At present one teacher is engaged in Research Work in the field of Psychology.

Some of our senior staff offers their expertise in the compilation of notes for the M.Ed Distance Education Programme under the University of Mumbai.

Till recently the college participated in the Adult Education Programme conducted by the DACEE, University of Mumbai.

Two of our senior Lecturers were recently invited as resource persons to conduct sessions on Study Skills and Micro Teaching respectively.

However the college is involved in various extension activities under the scheme of Community Service.

Infrastructure and learning resources

The college ensures optimum utilization of its available infrastructural facilities. We have a well established library with a rich collection of books, journals, magazines, periodicals and a spacious reading hall open to our students as well.

We have a well maintained campus beautified with several trees.

The college recently installed a well equipped computer laboratory to train both the students and the staff in the use of computers.

Our lecture hall is put to diverse uses such as conduction of lectures as well as organising workshops and seminars and talks on mental health, physical health, social current issues etc.

St. Teresa's Institute of Education has a spacious library with a good collection of books, journals, magazines and other periodicals. This facility can be availed of by students, staff members, ex-students as well as students from other colleges on request.

We have a well set up lecture hall (With acoustics, Overhead Projector, Slide Projector, T.V., V.C.R) which is put to different uses as per the demands of the situation.

The computer unit of the college is equipped with an adequate number of computers which facilitates smooth handling of the clerical work, recording students performance and conducting training courses for staff and students.

We also have our website to aid easy accessibility of the Instituttion by others.

The college has a vast collection of teaching aids prepared by the students every year as a part of their curriculum. These aids are utilized by the students of successive batches to supplement their regular classroom teaching and concretise learning.

The college is proud to have a playground of its own on the campus itself. This provides us with the convenience of conducting our annual sports meet within our own premises.

Student Support and Progression

The college offers its students a range of socially relevant subjects under Special Fields of education which enables them to specialize in their area of interest.

Under the scheme of SUPW the students get an insight into preparing useful articles through various activities which promote self employment.

The college provides various scholarships to the outstanding and deserving students. Equal prominence is given to the extra-curricular activities which tap the various talents of the students. Our host of distinguished visiting lecturers offer valuable inputs to our students on issues of social and cultural relevance

The campus interviews organised by the college help identifying the potentiality of the prospective candidates. The college has recently formed an alumni association to enable past students to share their experiences, express views and make suggestions towards the growth of the college. Visits to the places of significance such as Film city (Hyderabad), Nehru Science Centre, HOPE Centre are arranged for the educational enhancement of the students. The college has installed a suggestion box where the students can put in their constructive

suggestions, complaints, views regarding various college programmes etc. This is aimed towards qualitative improvement of the existing system.

Organisation and Management

The Academic Calendar of the college is chalked out at the annual staff meeting held at the end of the Academic Year. Besides, meetings are also held from time to time throughout the Academic Year to make decisions concerning other issues. This facilitates in smooth working of the Institution.

We have a staff strength of 10. This permits a ratio of staff-student ratio of 1:10. This ratio is very essential for the nature of the training aimed at by the course, making it student centred.

Recruitment of staff is done strictly according to the norms prescribed by the University of Mumbai. They are encouraged to attend Orientation and Refresher Courses, Workshops and Seminars for professional growth.

The college has started this year the TAQ method of appraisal with the aim of teacher improvement.

The LMC of the college looks after the day-to-day administration of the Institution. The members of the Committee also have an access to all the records and documents of the college.

Healthy Practices

An orientation to the B.Ed. course is conducted for the students at the very beginning to induct them into the rules and regulations of the college and the code of conduct expected of them as trainee teachers.

Assemblies based on Moral and Secular values are organised daily at the start of the day by the students. These help to inculcate inner discipline, a sense of punctuality, responsibility, organisational skills, mental hygiene, respect for all religions and acceptance of individual differences.

Campus interview s are held at the end of each academic year to facilitate job placement.

The college has recently formed an Alumni Association to maintain ties with past students and encourage them to make valuable conributions to the academic enhancement and enrichment of the Institution.

The staff have been actively involved in sharing their resources and expertise

with our Practise teaching schools by way of conducting workshops and talks for students and teachers.

SUMMARY

To put in a nutshell we can say that St. Teresa's Institute of Education is the only womens college of education imparting teacher training with both quantitative and qualititative aspects in view.

As mentioned in the goal and mission of our college, we aim at Excellence in education geared towards all round personality development.

This is achieved through diverse activities in the field of Women Empowerment, environmental education, value education, social service, outreach, extension, human rights education, remedial education

Project ADAT Activities and several others

We have steadily worked towards ensuring and inculcating perfection in discipline respect to punctutality, regularity and sincerity among the students as well as staff

We also attach adequate weightage to other extra curricular activities. We are content with our exisitng achievements, yet we are equally eager to rise to greater heights, promising opportunities that await us and at the harbor of success.

Our vision for the new millennium is to be recognized as the best teacher training college and first to receive the NAAC accreditation.

APPENDICES

APPENDIX I

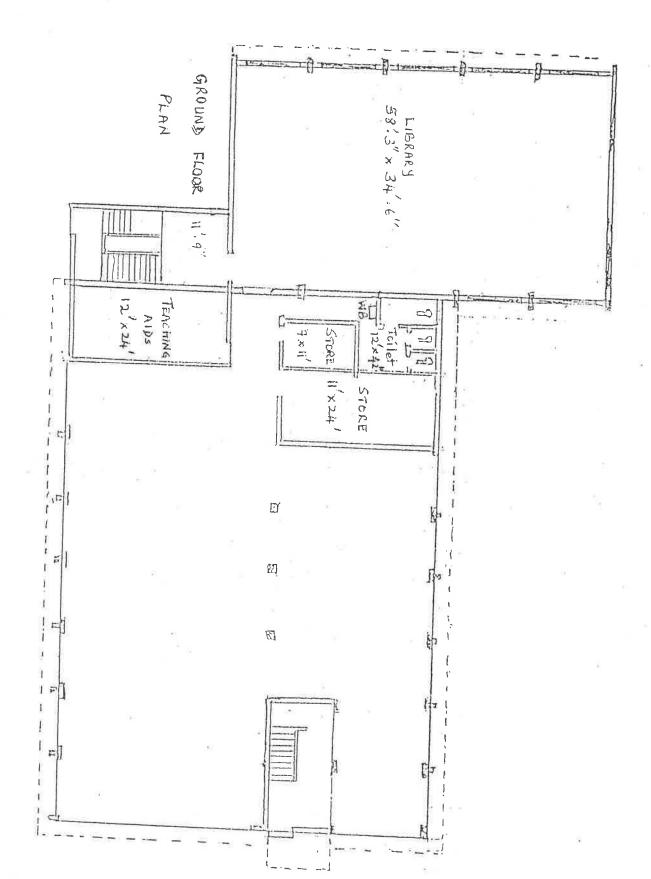
INCOME

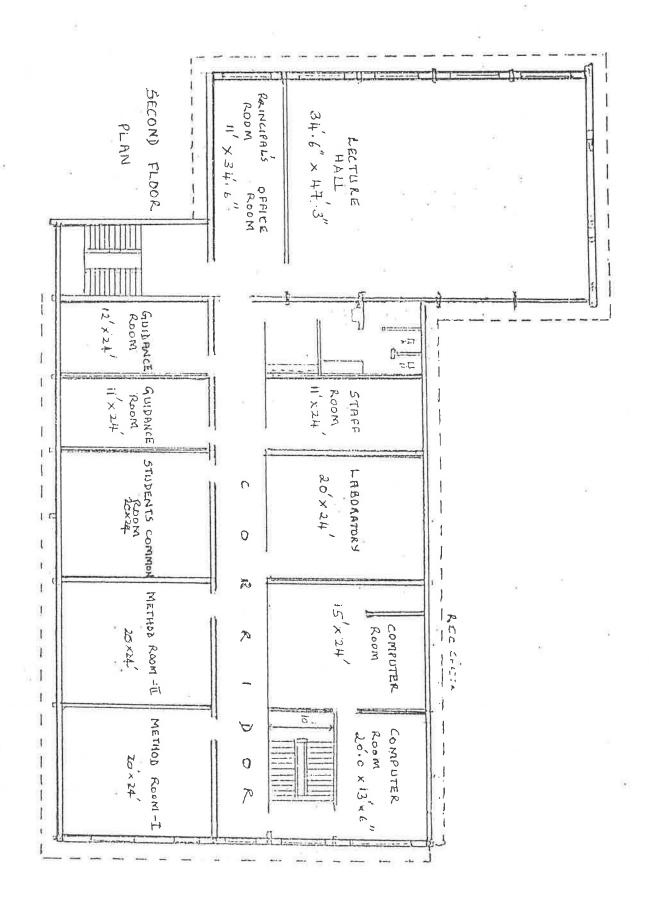
	PARTICULARS	BUDGET FOR	ACTUAL FOR	BUDGET FOR	ACTUAL FOR
NO					
		2000-2001	2000-2001	2001-2002	2001-2002
1	Tuition Fees	800000	800000	740000	731600
2	G.P.F.Received		1562		1276
3	Library Fees	10000	10000	9500	9200
4	Gymkhana Fees	15000	15000	14000	13800
5	Other Fees	25000	25000	23500	23000
6	Misc.Income	2500	1630	5000	5300
7	Interest From bank	4746	7011	1195	1166
8	Salary Grant	2730000	2623000	2080000	2050000
9	Non-Salary Grant	100000	65000	90000	100000
10	Excess Expenditure over income	57770	298540	20000	436412
	TOTAL	3745016	3846743	2983195	3371754

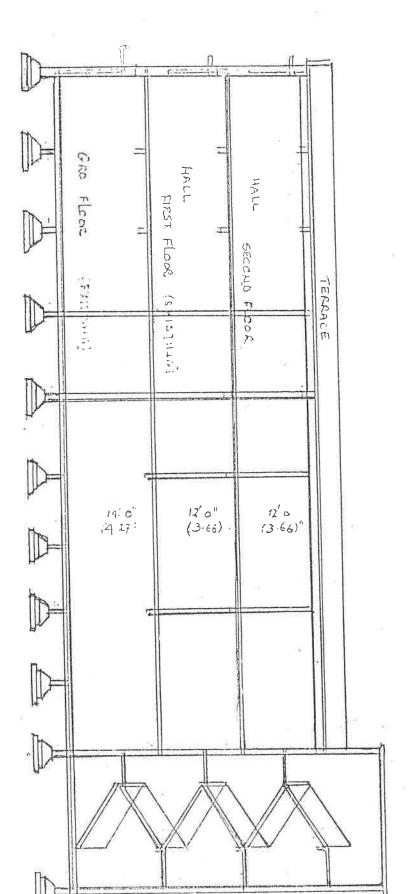
EXPENDITURE

1	Salary & Allowances	3365630	3424588	2625339	2943649
2	Arrears Salary paid to GPF		72603		
3	Library Books	12810	10797.5	11800	9717
4	Gymkhana Expenditure Extra				
	C. Activities and College Day	18970	14026.5	16000	13920
5	Printing & Stationery	26580	35900	28700	27767
6	Postage & Revenue Stamps	850	1058	700	891
7	Telephone Charges	13290	9389	12800	11248
8	Conveyance	8500	3569	4500	3754
9	Electricty Charges	13360	10278	13450	10120
10	Misc.Expenses	7000	6441.75	5000	3543
11	Advertisement	4030	4130	4030	8725
12	University Affiliation Fees	4000	4000	4000	0

13 Repairs.&	13300	10518.25	10000	9503
Maintenance				
14 Furniture &	44500	28720	12000	13802
Equipments				
15 Washing Allowance	540	540	540	540
16 Audit Fees	4000	3150	4000	3150
17 Laboratory Exp.	0	0	6500	7843
18 Maintance Charges	7200	6588	18000	20754
19 Binding Charges	0	0	1500	1652
20 Seminars &	420	0	2300	2403
Conferences				
21 Rent	198036	198036	198036	198036
22 Loan Returned	0	0	0	75600
23 Teaching Aids	2000	2410	4000	5137
TOTAL	3745016	3846743	2983195	3371754







APPENDIX III

COLLEGE BOOKS

Library Stock

1 st April to 31 st March	Total Number of Books/Added	Total Amount Spent	
1999-2000	251	Rs. 57816.00	
2000-2001	101	Rs. 23635.61	
2001-2002	118	Rs. 40044.00	
2002 to 2 nd September, 2002	37	Rs. 18293.31	Upto 2 nd September, 2002

Periodicals

1 st April to 31 st	Total Number of	Total Amount Spent	
March	Periodicals		
1999-2000	14	Rs. 2405	
2000-2001	9	Rs. 1415	
2001-2002	11	Rs. 1785	
2002 to 2 nd September, 2002	1	Rs. 600	Upto 2 nd September, 2002

Binding of Books

1 st April to 31 st	Total Number of	Total Amount Spent
March	Books Bound	
1999-2000	No Binding	Nil
2000-2001	No Binding	Nil
2001-2002	40 Books 14 Journals Total	Rs. 1120 Rs. 532 Rs. 1652

compatible high speed serial port connectors, One ECP/ EPP bidirectional parallel port USB support, Energy star and Green features with power saving, In built CPU Cooler with heat sink, Plug and play BIOS, Y2k Compliance, 14" SVGA color Monitor, 104-keys, WINDOWS 95 Keyboard, Turbo cooling switch made power supply, Mini Tower cabinet, Mouse with pad, 50 X Acer CDROM Drive MS 440, Hayes 56.6 BPX Ext. Modem S/N:11 45670 R 667.

Vsnl Internet Account.

Scaner: UMAX 2000 P. Colour Scaner. Printer: HP / D J 640 C Colour Printer.

Fax.

Softwares: Windows 95, Office 97, Foxpro, Word Star & Lotus.

APPENDIX V

Sr	Number of Items	Old	New	Usable	Rep	Scrap	Total	Remark
1	Athletic						\	
	Javelin	2	-	2	-	_	2	
	Shot-put	1	9	1	-	=	1	
	M.Tape	2		2	-	2	1	
	Discuss	2	=	2	-	-	2	
2	Badminton							
	Rockets	2	2	4	n=	V2	4	
	Net	-	1	-			1	
	S. Cocks	12	10	22	ie.	18	22	
3	Carom							
	Boards	3	=	3	Œ		3	
	Cover	-	*	-	9 =	-	-	
	Coin	40	=	40	-	-	40	
	Striker	3	=	3	-	120	3	
	Stand	-	=	-		1-	-	
4	Chess							
	Board	2	=	2	i=	-	2	
	Chessmen	-	-	-	-	-	-	
	Chess Clock	-	=	-	-	-	-	
5	Table Tennis							
	Table	1	-	1	-		1	
	Bat	-	3	3	-	10	13	
	Net	1	-	1	-	-	1	
	Cover	-	-	-	-). 	-	
	Ball	9	-	9	-	141	9	
	Net Chaps	-	-	-	-	:=:	-	
6	Throw Ball							
	Net	1) -	1	-	1	2	
	Ball	11	7°	÷	221	3	4	

APPENDIX VI

Small Beginnings Big Winnings

We are proud to mention some of the successful positions held by our past students:

- 1. Dr. P. Sachdev Reader, Department of Education, University of Mumbai.
- 2. Ms. Ponni Iyer Lecturer, Guru Nanak College of Education, Bhandup.
- 3. Sr. Selma Principal of Mary Immaculate Convent High School, Kalina.
- 4. Mrs. Leena Pinto Lecturer at the Department of Psychology, University of Mumbai.
- 5. Sr. Marion Principal of St.Teresa's Convent High School, Santa Cruz.
- 6. Mrs. Usha Bhatia Lecturer at H. J. College. (Retired)
- 7. Mrs. Neena Hymes Lecturer, Wilson College.
- 8. Mrs. Sarah Mathai Lecturer, Sathe College, Head of Department of Education.
- 9. Mrs. Sally George Lecturer, Pillai's College of Education Chembur.
- 10. Mrs. Jyostna Godbole Lecturer, Parle College.
- 11. Ms. Elvina Machado Lecturer, St. Xavier's Institute of Education.
- 12. Ms. Victoria M. Lecturer, St. Xavier's Institute of Education.
- 13. Sr. Jessie John Principal, Canossa Convent High School, Mahim.
- 14. Sr. Esperance Principal, St. Joseph's Convent High School, Vile Parle.
- 15. Sr. Flory Principal, Canossa Convent High School, Andheri.
- 16. Sr. Philomina Sequeira Principal, St. Elias School, Khar.
- 17. Sr. Iona Barretto Principal, Auxilium Convent High School, Pali.
- 18. Lorna Principal at St. Thomas High School, Goregaon.
- 19. Ms. Vanessa Hendricks Principal, Our Lady of Good Health School, Saki Naka.
- 20. Ms. Giselle D'Souza Lecturer at Sophia College for Women & Asst. Programme Co-ordinator of Post Graduate Diploma in Q.A.F.I. (Quality Assurance in Foods Industry)
 At present Lecturer, St. Teresa's Institute of Education.
- 21. Mrs. Neesha Malik Lecturer, St. Teresa's Institute of Education.
- 22. Sr. Margaret Mendonca Lecturer, St. Teresa's Institute of Education.

- 23. Mrs. Sandra Fonseca Previously Lecturer at St. Teresa's Institute of Education, now working abroad.
- 24. Sr. Charlotte Principal, St. Paul's Convent High School, Parel.
- 25. Sr. Verone Principal, Mary Immaculate Convent High School, Kalina
- 26. Ms. Sangeeta Daulatani Principal, KPS Memorial School, Andheri.
- 27. Sr. Tanuja Waghmare Lecturer, St. Teresa's Institute of Education, Santa Cruz.
- 28. Ms. Roselle Aranha Lecturer, St. Margaret's Teacher's Training College, Byculla.

APPENDIX VII

ST. TERESA'S INSTITUTE OF EDUCATION

The various committees are as follows:

Sr. No	Name of the Committee	Academic Year 2001-2002
1	Committee for Time Table	Convenor Ms. Joan Rebello Members Sr. Tanuja Waghmare Ms. Iona D'Souza
2.,	Committee for Micro Teaching and Internship	Convenor ◆ Ms. Lolita Saldanha Member ◆ Ms. S. Jacob
3.	Committee for Organisation of workshops on Educational Evaluation	Convenor Ms. S. Jacob Members Ms Lolita Saldanha Ms. Priscilla Nileshwar Dr. Sr. Lilian R Ms. Joan Rebello Sr. Bertha D''Mello
4.	Committee for Practice Teaching	Convenor Sr. Margaret M Members Ms. Neesha Malik Ms. Joyce Aranha Sr. Linda George
5.,	Committee for Examinations and Essays	Convenor Sr. Bertha D'Mello Members Mrs. Joyce Aranha Ms. P. Coelho
6.	Students Councils	Convenor Ms. G. D''Souza Member Dr. Sr. Lilian
7	Committee for Organising SUPW	Convenor Sr. Tanuja W Members Dr. Sr. Lilian Ms. Neesha Malik

Sr. No	Name of the Committee	2001-2002
8	Committee for Organising	Convenor
	Community work	♦ Dr. Sr. Lilian R
		Members
		♦ Ms. S. Jacob
		♦ Ms. L. Saldanha
		♦ Ms. P. Nileshwar
		♦ Sr. Margaret Mendonca
		♦ Sr. Bertha D'Mello
		♦ Mrs. Giselle D'Souza
		♦ Ms. Joan Rebello
		♦ Ms. Neesha Malik
		♦ Ms. Neetha Nair

ST. TERESA'S INSTITUTE OF EDUCATION

The various committees are as follows:

Sr. No	Name of the Committee	Academic Year 2002-2003		
1	Committee for Time Table	Convenor Ms. Joan Lopez Member Sr. Tanuja Waghmare Ms. Iona D'Souza		
2.	Committee for Micro Teaching and Internship	Convenor Ms. S. Jacob Member Ms. L. Saldanha		
3***	Committee for Organisation of workshops on Educational Evaluation	Convenor Ms. S. Jacob Members Ms. Lolita Saldanha Ms. Priscilla Nileshwar Dr. Sr. Lilian R Ms. Joan Rebello Sr. Bertha D"Mello		
4.	Committee for Practice Teaching	Convenor Sr. Margaret M Member Ms. Neesha Malik Ms. Joyce Aranha Sr. Linda George		
5.	Committee for Examinations and Essays	Convenor Sr. Bertha D'Mello Members Ms. Nileshwar Ms. P. Coelho		
6.	Students Council®	Convenor Ms. G. D"Souza Member Dr. Sr. Lilian		
7	Committee for Organising SUPW	Convenor Sr. Tanuja W Members Dr. Sr. Lilian		

		•	Ms. Neesha Malik
Sr. No	Name of the Committee	2002-2003	
8	Committee for Organising Community		Convenor
	work	•	Dr. Sr. Lilian R
			Members
		•	Ms. S. Jacob
		•	Ms. L. Saldanha
		*	Ms. P. Nileshwar
		•	Sr. Margaret Mendonca
		•	Sr. Bertha D'Mello
		•	Ms. G. D'Souza
		•	Ms. Joan Lopez
		•	Ms. Neesha Malik
		•	Sr. Tanuja Waghmare

APPENDIX - VIII

TUITION & OTHER FEES DURING THE LAST THREE YEARS

		1999-2000	2000-2001	2001-2002
1	Tuition fees	8000	8000	8000
2	Library Fees	100	100	100
3	Gymkhana Fees	150	150	150
4	Other Fees	250	250	250
5	Enrolment Fees	170	170	170
6	Exam.Fees	495	495	495
7	Statement of Mark	25	25	25
8	I - Card	10	10	10
	TOTAL RUPEES	9200	9200	9200

APPENDIX IX

	AMOUNT SE	AMOUNT SPENT UNDER VARIOUS HEADS				
	1999-2000		2000-2001		2001-2002	
	RS	%	RS.	%	RS	%
1 On Academic Service	1498305	64.37	2450368	60.44	2960644	54.91
2 On Administration and Common						
Services	752744	32.34	1530728	37.74	2366339	43.92
3 On Student Welfare Services	76474	3.29	74199	1.82	58157	1.17
TOTAL EXPENDITURE	2327523	100	4055295	100	5385140	100
	11000 2000		2000 2004		2004 2002	

	1999-2000	2000-2	2000-2001		2001-2002	
	RS.		RS.		RS.	
On Academic Service						
Salary to Teaching Staff	1479726		2433160		2941735	
Library Books	10325		8270		7888	
Library Journal	4219		2528		1829	
Seminar and Conference	35		0		2403	
Binding Charges	0		0		1652	
Affiliation fees	4000		4000		0	
Teaching Aid	0		2410		5137	
TOTAL		1438905		2450368		296064

	1999-2000	2000-2001	2001-2002
	RS	RS	Rs
On Administration amd other			
Common Services			
Salary to Non-teaching Staff	630714	1411031	2245239
Printing and Stationery	22569	35900	27767
Postage & Stamps	676	1058	891
Telephone Charges	11554	9389	11248
Conveyance	3075	3569	3754
Electricity Charges	9372	10278	10120
Repairs & Maintnance	3333	10519	9503
Miscellaneous	5713	6396	3543
Advertisement	4030	4130	8725
Audit Fees	3150	3150	3150
Maint.Charges	4186	6588	20754
Office Equipments	54372	28720	21645

TOTAL		752744		1530728		2366339
	1999-2000		2000-2001		2001-2002	
	RS.		RS.		RS.	
On Student Welfare						
Services						
Gymkhana Expenditure	20120		14027		13919	
College Day Expenditure	0		0		0	
Printing & Stationery	23430		36958		28658	
Prize Distribution Expenses	4484		5015		2720	
Furniture & Fixtures	27186		14362		6900	
Teaching Aid	0		2410		5137	
Garden Expenses.	1254		1427		823	
TOTAL		76474		74199		58157

APPENDIX X

COMMUNITY WORK 2001-2002

- 1. St.Teresa's Special School
- 2. Nirmala Nivas Community Centre
- 3. Clergy Home Bandra
- 4. Our Lady's Home, Parel
- 5. Bandra East Community Centre
- 6. Anand Ashram
- 7. Sneha Sadan
- 8. Aamrae NGO

COMMUNITY WORK 2002-2003

- 1. Our Lady's Home, Parel
- 2. Canossa Special School, Mahim
- 3. Don Bosco Shelter home for Boys (Matunga)
- 4. Nirmala Nivas Community Centre
- 5. St. Teresa's Special School, Santacruz
- 6. Father Agnel Ahram, Bandra
- 7. Mother Teresa's Home for the Destitutes and Aged
- 8. St.Catherine's Home
- 9. Versova House of Charity, Andheri
- 10. Sneha Sadan, Andheri.

APPENDIX XI

WELL BEGUN IS HALF DONE

- 1973 74 In the First Year of the inception of the college Ms.Hazel Aranha secured the First Rank in the University of Mumbai.
- 1980 81 Miss.Benita Sharma secured the Second Rank in the University of Mumbai, 6 of our students stood within the first 25 in the University at the B.Ed. Examination.
- 1983 84 Miss.Raynah Braganza secured the First Rank in the University of Mumbai.
- 1987 88 Sr. Albina Rodrigues stood Third in the Bombay University of Mumbai.
- 1988 89 6 of our students stood within the first 25 Ranks in the University of Mumbai.
- 1991 92 Sr.Menezes Bernardine secured Second Rank in the University of Mumbai.
- 1995 96 Ms.D'Souza Giselle Ann secured the Second Rank in the University of Mumbai.

M.Ed.

- May 1987 Ms.Susan Jacob stood Second in the University of Mumbai at the M.Ed. Degree Examination.
- May 1998 Ms.Giselle D'souza stood second in the University of Mumbai at the M.Ed Degree Examination.
- May 2000 Mr.Neesha Malik stood First in the University of Mumbai at the M.Ed Degree Examination.
- May 2002 Ms.Roselle Aranha stood First in the S.N.D.T. University at the M.Ed Degree Examination.

APPENDIX XII

TRANSCRIPT LIST

Sr	Name of the student	Class	Year	Name of the	Phone	Received
No	D 1 1D	D D 1	11 1000	Institute	No.	Date
1	Rosebud D'souza	B.Ed	April 1998		12	26.8.2002
2	More Pushpa Raghunath	B.Ed	April 1996	New Zealand	-	10.8.2002
3	Dias Corina (nee Castelino Corina Regina)	B.Ed	April 1992	Canada		09.7.2002
4	Lazarus Jane Aloysius	B.Ed.	April 1992	-	-	29.4.2002
5	D'souza Griselda Dominic	B.Ed.	April 1994	•	-	24.4.2002
6	Thomas Annie	B.Ed	April 1985	Canada	82	02.4.2002
7	Cheryl D'Abreo (nee Cheryl Castellino)	B.Ed	April 1989	Australia	:-	02.4.2002
8	Fernandes Blandina Marilyn	B.Ed	April 1992	-	_	01.3.2002
9	Fernandes Esther	B.Ed	April 1988	Canada	-	09.2.2002
10	Mathews Dolly	B.Ed	April 1983	-	-	01.2.2002
11	Rajemahadik Deepali Arvind	B.Ed	April 2001	-	-	01.2.2001
12	D'souza G.Yasmine	B.Ed	April 1991	=		15.1.2002
13	Vale Neeta Ajay	B.Ed	April 1988		-	19.11.2001
14	Francis Tania Jewel	B.Ed	April 1996	-	-	19.11.2001
15	Michelle Miranda (nee Dias Michelle Orlando)	B.Ed	April 1997	2 0	.=	04.9.2001
16	Zuzarte Dorelle Christianne	B.Ed	April 1992	Australia	-	04.9.2001
17	D'souza Miriam Lawrena	B.Ed	April 1992	=	-	10.8.2001
18	Noronha Orene Louis	B.Ed	April 1995	Australia	-	19.6.2001
19	Joy Fatima	B.Ed	April 1984	-	-	31.5.2001
20	Fernandes Faustina Anthony	B.Ed	April 1996	-	-	31.5.2001
21	Susan Benjamin (nee Susan George)	B.Ed	April 1976	Canada	-	23.3.2001
22	Alvares Assuciana	B.Ed	April 1998	Australia	_	21.4.2001
23	Sheela John (nee Sheela Alex)	B.Ed	April 1982	Canada	-	16.4.2001
24	Rebello Michelle Ann	B.Ed	April 1987	_	-	21.04.2001
25	Gonsalves Lorraine Anthony	B.Ed	April 1990	Canada	-	16.4.2001
26	D'Souza Rosy Albert	B.Ed	April 1993	-	<u>-</u> ,	13.3.2001
27	Creado Wendy Flavian	B.Ed	April 1996	-	-	13.3.2001
28	Coutinho Coralie Martina Rudolph	B.Ed	April 1997	-	-	05.02.2001
29	Colaco Maria Yvette	B.Ed	April 1980	-	-	12.2.2001
30	Britto Nicole Marienne	B.Ed	April 1991	-	-	03.01.2001
31	Rodrigues Yvette Joseph	B.Ed	April 1997	2	-	17.01.2001
32	Carol Mendonsa (nee Carol	B.Ed	April 1978	Australia	22	23.09.2000

	D'Silva)					
33	Pinheiro Fatima Valentina	B.Ed	April 1975	_		14.06.2000
34	Marques Maria Zenalda	B.Ed	April 1983	Toronto	-	23.06.2000
35	Verna D'Lima (nee Gomes	B.Ed	April 1993	14 <u>20</u> 0	=	09.06.2000
	Verna Derick					
36	S. Malini Hariharan	B.Ed	April 1985		-	17.06.2000
37	Elizabeth Sobha Eapen	B.Ed	April 1997	-	=	17.06.2000
38	Lobo Caroline Gladys	B.Ed	April 1988	141	=	19.06.2000
39	Fernandes Lorraine Cajetan	B.Ed	April 1995	(#X	-	25.03.2000
40	Mascarenhas Sandra Gerard	B.Ed	April 1996		-	12.01.2000
41	Mrs.Benjamin Susan (nee	B.Ed	April	Canada	<u> </u>	12.01.2000
	George Susan)		1976			
42	Alvares Assuciana	B.Ed	April 1988	Australia	-	13.01.2000
43	Sheela John (nee Sheela Alex)	B.Ed	April 1982	Canada	=	28.11.1999
44	D'Cunha Jean	B.Ed	April 1982	<u> </u>	-	19.10.1999
45	Torrado Sonia	B.Ed	April 1981	14 3	=	19.10.1999
46	Remedios Susan	B.Ed	April 1993	-	-	07.09.1999
47	Yvonne D'Souza (nee Mckoy	B.Ed	April 1975	2 75 8	=	07.09.1999
	Yvonne)					
48	D'souza Noela Dominic	B.Ed	April 1995	(-	-	09.08.1999
49	Fernandes Giselle Vanita	B.Ed	April 1996	-	-	17.08.1999

APPENDIX XIII

CAMPUS CALENDER FOR ACADEMIC YEAR 2001-2002

SR NO	DATE	NATURE OF ACTIVITY	DURATI- ON	RESOURCE PERSON
	JUNE 2001			
1	4.06.2001	Course on Oral	6 Days	Fr. Alban D' Mello
2	5.06.2001	Communication Skills	5 D.	M. M. '. F 1.
2	5.06.2001	Course on Effective	5 Days	Mrs. Marie Fernandes
2	11.62001	Preparation of Posters	0.11	
3	11.6.2001	College Re-opens	2 Hours	
		Prayer Service	1	E CI . DIT
		Inaugural Address	1	Fr.Clement D'Lima
		Time-table, Distribution		
		of Workload, Drawing up		
		the Year's Plan		
4	18.6.2001	Micro Teaching Skills	5 Days	Our Staff and Ex-
		workshop		students
5	22.6.2001	Demonstration of Macro	2 Days	Our Staff and Ex-
		Lessons		students
6	24.6.2001	Workshop on Objectives &		
	5	Specifications		
7	26.6.2001	Lecture on the Subject	1 Hour	Mr.D.B.Kulkarni
		Dowry -An Evil System		
8	29.6.2001	Workshop cum Seminar on	3 Days	Mr.Derick and his
		Values for Life		team
	JULY			
	2001			
9	5.07.2001	Workshop on Secularism	5 Hours	Mr. Asgar Ali
				Engineer & his team
10	14.7.2001	Class divided into 4 Groups		
		to exhibit their talents		
11	16.7.2001	Feast Celebration, 1 st Group	50	25 Students
		Activity	Minutes	
12	21.7.2001	11 nd Group Activity	50	25 Students
	21.7.2001	a samp taken	Minutes	20 Diagonio
13	26.7.2001	111 rd Group Activity	50	25 Students
13	26.7.2001	1117 Group Activity	Minutes	25 Students

14	27.7.2001	Principal's Day	2 Hours	Students Council
15	31.7.2001	First Term Extension	1 Hour	Mrs.Neesha Malik
16	31.7.2001	Training Programme Status of Women-Group	3 Hours	Mrs.Neesha Malik
10	31.7.2001	Discussion	J Hours	TVIID.I VOODIIA IVIAIII
	AUGUST			
1.77	2001	Hy th C	50	0.5 G. 1
17	1.08.2001	IV th Group Activity	50 Minutes	25 Students
18	2.08.2001	Visit to the Hope Centre –	1 Day	Sr.Ann John
		Aids Awarness	Tail	
19	2.08.2001	Seminar on Moral &	1 Day	The Diocesan
		Religious Education		Pastoral Centre
				Luz Marie &
				Fr.Savio
20	8.08.2001	First Term Extension	1 Hour	Mrs.Neesha Malik
		Training Programme		
21	10.8.2001	Elections for General	50	Students
		Secretary & Students	Minutes	
		Council		
22	12.8.2001	Orientation to the Internship	1:40Min	Mrs.Saldanha
		Programme	utes	
23	14.8.2001	Internship Programme	7 Days	
24	20.8.2001	Manager's Day was kept up	50	Staff & Students
		by the staff and students	Minutes	Council
25	21.8.2001	Indoor Games	7 Days-	Students Council
			2Hours	
			Each day	
	SEPT'			
	2001			
26	05.9.2001	A Teachers Day	4 Hours	Students Council
		Celebrations		
27	3.9.2001	Teachers Training	7 Days	Nehru Science Centre
		Programme for Preparation		
		of Teaching Aids		
	12			
28	08.9.2001	Women's Empowerment-	2 Hours	Students Council
		Poster making competetion		
29	15.9.2001	Role of the Teacher in	6 Hours	Sr.David
			=====================================	
29	15.9.2001	Role of the Teacher in today's times	6 Hours	Sr.David

30	17.9.2001	Seminar on Teacher Effectiveness	1 Hour	Arya Vidya Mandir
31	25.9.2001	First Term Extension Training Programme	1 Hour	Mrs. Neesha Malik
	OCTOBE R 2001			
32	1.10.2001	Eliminations for the Miss Education Contest ,extempore speeches	1 Hour	Staff
33	3.10.2001	Naturopathy, Medicine Free Life Seminar	2 Hours	Mr. Sanjeev Kumar Yadav
34	15.10.2001	Feast – St. Teresa of Avila and Miss Education Contest	1 Day	Principal & Staff
35	16.10.2001	1 st Terminal Exams	5 Days	Staff
36	27.10.2001	Orientation to Research Project in Extention Education	2 Hours	Mrs.Neesha Malik
37	28.10.2001	Mid Term Vacation. Students also carried out Community Work and preparation of Teaching Aids.	1 Month	
	NOV' 2001	Orientation to Research Project in Educational Evaluation	1Hour 40 Minutes	Mrs. Sally Jacob
	DEC' 2001			
38	4.12.2001	11nd Term Extension Training programme	2 Hours	Mrs.Neesha Malik
39	6.12.2001	Orientation to Development in Schools	2 Hours	Mr.Nandakumar I A S, former Deputy Secretary GOM presently with UNICEF – AAMRAE- N.G.O
40	12.12.2001	Adult Education Festival at Inter –Collegiate level	2 Days	Department of Adult & Continuing Education
		Drishti 2001	1	Laucanon

		Enviornmental Education		
42	15.12.2001	Exhibition on Population	4 Hours	Students
	15.12.2001	Education was organised in		
		the portico of the college		
43	18.12.2001	Seminar on Laws Protecting	2 Hours	
		Women		
44	19.12.2001	Annual Singing	3 Hours	Students Council
		Competetion		
45	20.12.2001	Sports	1 Day	
46	21.12.2001	Banking Procedures	2 Hours	
47	22.12.2001	Christmas Celebrations	1 Day	Students Council
48	26.12.2001	College closed for the	7 Days	
		Winter Break		
	JANUAR			
	Y 2002			
49	9.01.2002	Evaluation of Teaching Aids	1 Day	Staff
50	10.1.2002	College Annual Day	3 Days	Chief Guest Bishop
		Celebrations Teaching Aids		Percival Fernandes
		Exhibition		
51	15.1.2002	Campus Interviews- 6	4 Hours	Bhabha Atomic
		Students were selected to		Research Centre
		teach in their schools.		
	FEB' 2002			
52	4.02.2002	Irradiation of Food	4 Hours	Bhabha Atomic
				Research Centre
53	15.2.2002	11 nd Terminal Examination	5 Days	Staff
	MARCH			
	2002			
54	02.3.2002	Picnic – Holy Cross Picnic	1 Day	Staff
		Spot		
55	08.3.2002	Talk on Self Study Skills	50	Mrs.Neesha Malik
			Minutes	
56	20.3.2002	Valedictory Function	1 Day	Fr. Alban D'Mello
57	23.3.2002	Staff Picnic to Madh Island	1	Principal
	APRIL			
	2002			
		Final Examinations	5 Days	University of
				Mumbai

APPENDIX XIII

CAMPUS CALENDER FOR ACADEMIC YEAR 2002-2003

SR NO	DATE	NATURE OF ACTIVITY	DURATION	RESOURCE PERSON
	JUNE 2002			
1	6.06.2002	Course on Oral Communication Skills	6 Days	Fr.Alban D'Mello
2	7.06.2002	Course on Effective Preparation of Posters	5 Days	Mrs. Marie Fernandes
3	13.6.2002	College Re-opens Prayer Service Inaugural Address Time-table, Distribution of Workload, Drawing up the Year's Plan	3 Hours	Dr. Elaine Charles
4	15.6.2002	Micro Teaching Skills workshop	5 Days	Our staff and Ex- students
5	26.6.2002	Workshop on Objectives & Specifications	2 Days	Method Masters
6	28.6.2002	Demonstration Lessons	2 Days	Our Staff & Ex- students
	JULY 2002			
7	13.7.2002	1st Group Activity	50 Minutes	25 Students
8	16.7.2002	Feast of Our Lady of Mt.Carmel	50 Minutes	Staff and Students
9	20.7.2002	11 nd Group Activity	50 Minutes	25 Students
10	26.7.2002	Workshop cum Seminar on Values for Life	3 Days	Mr.Derick & his Team
11	27.7.2002	Principal's Day	1 Day	Staff & Students Council
12	30.7.2002 AUGUST 2002	111 rd Group Activity	50 Minutes	25 Students
13	1.08.2002	Orientation to the Internship Programme	1 Hour 40 Minutes	Mrs.S.Jacob
14	3.08.2002	IV th Group Activity	50 Minutes	25 Students
15	5.08.2002	Seminar on Moral & Religious Education	1 Day	The Diocesan Pastoral Centre Luz Marie & Fr.Savio
16	8.08.2002	Seminar on Secularism	4 Hours	MrAsgar Ali Engineer & his

				Team
17	8.08.2002	Elections for General Secretary & Students Council	50 Minutes	Students
18	10.8.2002	Lecture on Subject Dowery -An Evil System	1 Hour	Mr.D.B.Kulkarni
19	20.8.2002	Manager's Day	1 Day	Staff & Students
20	05.9.2001	Teachers Day Celebrations	4 Hours	Students Council
21	3.9.2002	Teachers Training Programme – Preparation of Teaching Aids	6 Days	Nehru Science Centre
22	08.9.2002	Day of the Girl Child- Paper Reading and Skits	1 Hour 40 Minutes	Students Council
23	10.9.2002	Indoor Games	6 Days 2 Hours Each Day	Students Council
	OCTOBE R 2002			
24	1.10.2002	Eliminations for the Miss Education Contest, extempore speeches	1 Hour	Staff
25	5.10.2002	First Terminal Examination	5 Days	Staff
	19.10.2002	Feast – St.Teresa of Avila and Miss Education Contest	1 Day	Principal, Staff and Students
26	20.10.2002	Mid Term Vacation. Students also carried out community work and preparation of teaching aids.	3 Weeks	
	NOVEMB ER 2002			
27	7.11.2002	Family Life Education	5 Days	Fr.Aniceto Nazareth
28	15.11.2002	Aids Awareness Programme	1 Day	Hope Centre Sr.Ann John
29	29.11.2002	Seminar on Laws protecting Women	1 Hour 40 Minutes	Lawyer
	DECEMB ER 2002			
30	9.12.2002	Annual Singing Competetion	3 Hours	Students Council
31	12.12.2002	Sports	1 Day	Students Council
32	23.12.2002	Christmas Celebrations	4 Hours	Students Council
33	26.12.2002	College closed for Winter Break	7 Days	
	JANUAR Y 2002			
34	07.01.2003	Evaluation of Teaching Aids	1 Day	Staff
35	8.01.2003	Course on Naturopathy	2 Days	Fr.Joe De Britto
36	16.1.2003	Annual day cum Exhibition on Teaching Aids & S U P W	1 Day	Staff & Students Council

37	29.1.2003	Irradiation of Foods	4 Hours	BARC
	FEBRUA			
	RY 2002			
38	07.2.2003	Talk on Self Study Skills	50 Minutes	Mrs.Neesha Malik
39	10.2.2003	Campus Interviews	2 Hours	Bhabha Research
				Centre
40	21.2.2003	11 nd Terminal Examination	5 Days	Staff
41	28.2.2003	Picnic	1 Day	Staff & Students
	MARCH			
	2002			
42	14.3.2003	Valedictory Function	1 Day	Staff
43	21.3.2003	Staff Picnic	1 Day	Principal
	APRIL			
	2003			
		Final Examinations	5 Days	University of
				Mumbai