

**ST. TERESA'S INSTITUTE OF EDUCATION,**  
SANTACRUZ WEST, MUMBAI 400054

## PLAN OF ACTION

2020-2021



### 1. Curricular Aspects

Areas	Planned activities / programmes /courses	Proposed Time	Action taken
<b>Certificate Courses</b>	Electronic Information Literacy (EIL) Course	July 2020	The course was conducted from July-Oct 2020.
	Yoga Certificate Course	October 2020 to November 2020	This course could not be conducted as the college did not resume in the off-line mode.
	International Career and College Counseling (IC3) Course	Sept-Dec 2020	The course was successfully conducted from September 2020 to January 2021
	Social Conscientisation Methodology	November 2020 to January 2021	This course was completed successfully from Nov 2020 to March 2021.
	Tech-Fluent Teachers (S.Y.B.Ed), Tech-Fluent Teachers (F.Y.B.Ed)	S.Y.B.Ed ( August 2020) F.Y. B.Ed ( December 2020)	S.Y.B.Ed (August 2020 - March 2021). Due to late admissions F.Y.B.Ed students began the course in June 2021 and completed the course in July 2021
	VENTEL Programme	October 2020	The course organised from Nov 10, 2020 - April 01, 2021.
	English Grammar Pro – Beginner to Advanced	November 2020- December 2020	Due to the delayed admissions this course started on 9th March 2021 and was completed on 7th April, 2021.
	Heartfulness Education	November 2020	The course commenced on December 28, 2020 and was completed on April 1, 2021.
	Bio- Ethics Course	September 2020 - October 2020	Due to the unavailability of the resource persons in an online mode, this course was cancelled.
<b>Induction/Orientation Programmes</b>	Orientation to the 2 Year CBCS B.Ed Programme for F.Y.B.Ed student	September 2020	Student-teachers were oriented to the 2-year B.Ed. programme in March 2021 due to late admissions
<b>Curriculum Enrichment and Skill Development</b>	E-Module Competition	April 2021	E-Modules prepared were evaluated by a panel of esteemed judges. This competition was held on April 08, 2021.
	Marathi Bhasha Pandharvada	January 2021	Marathi Bhasha Pandharvada was organized from January 14-28, 2021.
	Workshop on The Magic of Creativity through Sketch noting	October 2020	The workshop was conducted on 15th October 2020, unravelling the features and essentials of Sketch noting.
	Intra-Collegiate Essay Writing Competition	March 2021	This competition was held on 30th May 2021. The broad theme of the Essay writing competition was, 'Life During the Pandemic'.
	Content Enrichment Activity	February - March 2020	The Content Enrichment Activity was conducted from 8th March to 27th March 2021.

## 2. Teaching Learning and Evaluation

Areas	Planned activities / programmes /courses	Proposed Time	Action taken
<b>Honoring Student Diversity</b>	Talent Search	September 19, 2020	Due to the delayed admissions this activity was re-scheduled on June 22, June 23 and June 24, 2021 and was successfully completed.
	English Grammar Pro – Beginner to Advanced	November 2020- December 2020	Due to the delayed admissions this course was started on 9th March 2021 and was completed on 7th April, 2021.
	Content Enrichment Programme	October 2020	Due to the delayed admissions this activity was conducted from 8th March to 27th March 2021.
<b>Teaching Learning Process</b>	Use of ICT	Throughout the year	Use of different ICT tools was done by the faculty and the students.
	Use of Innovative Techniques of Teaching	Throughout the year	Innovative Techniques Debates, Group discussion, Gamification, brainstorming were used.
	Alternative assessment	Throughout the year	Students were assessed using different tools of assessment for different activities, projects and performances
	Interaction with experts from different boards of Education	November 2020	Big Five Talk Show was organised on November 07, 2020. It oriented students to different Boards of Education.
	Use of Constructivist methods in transacting the curriculum	Throughout the year	Done successfully
<b>Competency and Skill Development</b>	Miss Education Contest	October 15, 2020	Due to the internship programme the contest was held on 10/17/2020.
	Tech Fluent Teachers Course (F.Y.B.Ed.)	December 2020	Due to delayed admissions the course was executed from June 2021 to July 2021.
	Tech Fluent Teachers Course (S.Y.B.Ed.)	August 2020	The course started in August 2020 and was successfully completed in March 2021.
	e-module preparation	November 2020	For this activity students were oriented and trained in August and their final contest was held on 8/4/2021
	Various celebrations	Ongoing through the year	Various celebrations, talks, competitions etc. were organised by students under teachers' guidance and supervision.

### 3. Research and Outreach

Areas	Planned activities / programmes /courses	Proposed Time	Action taken
<b>Research Methodology Sessions for Students</b>	Orientation to Action Research	Jan 2021	Done
	Research writing Skills	March 2021	A session on 'Formal Language for Research Writing' was organised on March 23, 2021.
	A Session on ' Research Methodology'	Jan 2021	An online Session on 'Research Methodology' was conducted by Dr. Indu Garg on May 31,2021
	Research Paper Reading Session	Jan 2021	Research Paper Reading Session was organised on May 31, 2021.
<b>Research by Faculty</b>	Research Paper Publications by Faculty	Throughout the Year	2 papers in international journals and 6 chapters in edited books were published by the faculty.
<b>Certificate Courses on 'Online Tools'</b>	Add-on Course on 'online tools' for students	S.Y.B.Ed (Aug'20) F.Y. B.Ed (Dec'20)	Completed. Due to late admissions F.Y.B.Ed students began the course in June 2021 and completed the course in July 2021.
<b>Outreach Activities</b>	Charity Drive Workshop	July 2020	A 5 Day National workshop was organised by from July 27-31, 2020 as a Charity Drive for CAREMAX FOUNDATION.
	Teaching Under-privileged Children	Throughout the year	Project PhoneShaala aimed at preparation of audio lessons for the underprivileged. Completed.  One week community work at 'Sarva Seva Sangh' was carried out from April 27 - May 04, 2021.
	Extension Activities	Throughout the year	Students completed 120 hours of work for extension activities under the banner of DLLE, University of Mumbai.
<b>Collaboration and Linkages</b>	Signing MoUs with different institutions	Throughout the year	MOUs with 8 institutions were signed.
<b>Funding for Workshops/Seminars</b>	A NAAC sponsored Seminar	Aug-21	A 2 Day NAAC sponsored National webinar was organised on August 28-29, 2021
	Maharashtra State Women Commission funded workshop	Feb-21	Not done due to the lockdown.
	NHRC sponsored seminar on 'Human Rights'	Feb-21	Not done due to the lockdown.

#### 4. Infrastructure and Learning Resources

Areas	Planned activities / programmes /courses	Proposed Time	Action taken
<b>Information Literary Program</b>	NLIST Orientation Program	July 2020	NLIST Orientation Program was conducted for F.Y.B.Ed. students on 21st July 2020.
<b>Skill Development</b>	Hindi Diwas	September 2020	Hindi Diwas was celebrated on 19th September 2020.
<b>Competitions</b>	Open Access E- Book Exhibition Competition	October 2020	On 15th October 2020, an Open Access E-Book Exhibition Competition was organised.
<b>Guest Lectures</b>	Vachan Prerana Divas with Guest Lecture	October 2020	On 29th October, Guest Speaker Sir Maxwell Lopez delivered a motivating talk on the topic " Books our True Friends"
<b>Orientation Program</b>	Let's Know STIE Library and its Resources: Orientation	April 2021	Done on 10th April 2021.

#### 5. Student Support and Progression

<b>Capability building and skill enhancement initiatives</b>	Calligraphy workshop 'Aakshar to Nature'	April 2021	Ms. Derina P. conducted the Calligraphy workshop.
	Session on 'National Education Policy 2020'	March 2021	Dr. Agnes D'costa conducted a session on NEP 2020 on March 27, 2021.
	Virtual Walk	September 2020	Organised on 12th September 2020
	Session on MOOC	December 2021	Organised on 14th January 2021.
<b>Redressal of student grievances</b>	Orientation to College Grievance Redressal Cell	June 2020	Done on 13th March 2021 due to late admissions.
<b>Competitions</b>	Miss Education Contest	October 2022	Organised on 17th October 2020.
<b>Alumni Endeavours</b>	Big Five Talk Show	November 2020	Organised on 7th November 2020.
<b>Sports, Cultural Events</b>	Marathi Bhasha Pantharwada	January 2021	Done from January 14-28, 2021.
	Sports Day	February 2021	Could not be conducted due to the lockdown.
	Singing Competition	February 2021	
<b>Guidance for Competitive Exams</b>	Online session on Preparation for TET	November 2020	Conducted by Dr. Cindrella D'Mello conducted on Nov 10, 2020.
<b>mentoring programme</b>	Mentoring by Faculty and Alumni	Throughout the Year	Done Successfully.
<b>Support for placement</b>	Placement interviews in coordination with Placement Cell	Jan 2021	Done Successfully in the online mode.

## 6. Governance, Leadership and Management

Areas	Planned activities / programmes /courses	Proposed Time	Action taken
<b>Faculty/ Staff Development Programmes</b>	Professional Development of Faculty	Throughout the year	Faculty attended various professional Development Programmes organized by STIE and other institutions.
<b>Alumni Involvement</b>	Sessions by alumni	Throughout the year	Alumni conducted various sessions to help student-teachers gain knowledge, develop skills and understand recent trends in education.
<b>Coordination with CDC</b>	Regular meetings with the CDC	As Prescribed	Four meetings were held with the CDC in the academic year 2020-21.
<b>Quality Initiatives</b>	Feedback from various stakeholders,	As and when required	Done successfully.
<b>Strengthening of IQAC</b>	Regular meetings with the IQAC for Quality Enhancement	As Prescribed	Every endeavor was discussed with the IQAC. Suggestions given by the IQAC were implemented to improve Quality.

## 7. Innovation and Best Practices

<b>Green Endeavours</b>	Tree Landscaping Inventory	March 15, 2021	This endeavour was completed by Terracon Ecotech Pvt. Limited on 6th September 2021 as it was delayed due to the COVID-19 Pandemic.
	Green Audit	August 4, 2020	This venture was completed by STEP Private Limited on 9th September 2021, as it was delayed due to the COVID-19 Pandemic.
	Organic Composting Project	April 29, 2021	This project was installed by RUR Greenlife Private Limited on 19th January 2022, as it was delayed due to the COVID-19 Pandemic.
	Make a Difference Week	March 10 to 19, 2021	Green Assemblies were conducted from March 9-18, 2021 to create sensitivity towards issues of environmental significance.
	Go Green with Tetrapak project	February 2021	This activity could not be done due to the ongoing lockdown.
<b>Best Practices</b>	Project PhoneShaala	August 1, 2020 to January 31, 2021	A repository of audio lessons was created from August 1, 2020 to January 31, 2021 and made available to 573 underprivileged learners
<b>Certificate Courses</b>	Social Conscientisation Add on Course in Research Methodology	November 2020 to January 2021	This course was conducted from November 2020 to March 2021.
	International Career and College Counseling (IC3)	September 2020 to December 2020	This Course was organised from September 2020 to January 2021.

