



**K J SOMAIYA COMPREHENSIVE COLLEGE
OF EDUCATION, TRAINING AND RESEARCH
(Re - Accredited NAAC)**

**ANNUAL QUALITY ASSURANCE
REPORT
2009-10**

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PART A

INTRODUCTION

“Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit.”

Thus our institution gives priority to the attainment of quality and excellence in education in all respects. The vision and mission of the institution caters to the overall objective of providing the stake holders quality education.

In the light of the mission and vision we have taken the following actions in the year 2009-2010 in the form of the best practice of our institution:

Improving oral communication in English:

- In order to empower vernacular medium B Ed student our institution conducted the English speaking course. The main objective of the course was to enhance the communication skills. This course empowered the student to interact in English in their day-to-day life thus improving their communication skills and interpersonal relations;
- Mr. Sunil Raikar conducted a session in the form of a mock interview. The aim was to have good oral communication for which they took a small English vocabulary exercise with the help of participation of B Ed students.
- To improve the communication skills of the students of sister institution i.e Vocational Training Institute, the B Ed students who were good in English speaking put in their extra efforts and conducted an ‘English Speaking Course’;

ICT Training: The College aimed at developing ICT skills and presentation skills among future teachers. For this purpose the college conducted ‘Share and Care’ programme which provided basic computer training to the students. This orientation helped students to use I.C.T. for their study, lesson preparation as well for the project work. Apart from this the institute also focused on taking technology based projects in extension work.

Exposure to ICT in education was one of the targets that was achieved even for the faculty members. In order to explore the research methodologies for the ICTs in Education, a three day workshop through video conferencing via EDUSAT network was attended by teacher educators during January 11 to 13, 2010. This was organized by Central Institute of Educational Technology (CIET), NCERT at Kendriya Vidyalaya, NCH Colony, Mumbai. This workshop was attended by about 260 teacher educators from 14 selected centers. The faculty enthusiastically worked on the research proposals for studies on the impact of ICT in Education, sent to Delhi center through e mail and conversed through video conferencing with the CIET team: Dr Vasudha Kamath, Prof. Ramani, Dr Sansanwala, Dr Parasnis, to mention a few. The exposure to this technology based workshop was enriching and enlightening.

Proctorial system for giving personalized counseling: The college gives priority to student support service through the proctorial system. In this each student was allotted a proctor who could help them in their academic endeavors and guide as well as lead them in all their ventures.

Orientation to functioning of international schools – On October 23, 2009 Ms. Chitra Chari, teaching faculty of Podar International conducted a lively interactive session on ‘International Education’. She spoke about the Cambridge University, its functions, curriculum pattern, and grading system. She also spoke about the IB curriculum and its various components. The session exposed the students regarding the various intricacies and modus operandi of International Schools.

Remedial teaching- The institution provided remedial teaching to the needy students through tutorials which are organized before as well as after the terminal examinations.

Organizing sessions on Art of Living: Our institution gives ample importance to values and health. This year too we continued to organize sessions on Value Education, Yoga and Jeevan Vigyan to equip the students and faculty with the knowledge and techniques of facing the challenges of modern time and lead a meaningful life.

On 6th August, 2009, Mr. Nandkumar (I.A.S.) ushered in an inspiring talks on Jivan Vigyan. He spoke emphatically about the need to introspect deeply on the fundamental issues in life.

21st December 2009 started with a Jeevan Vigyan session by Dr. Prakash Soni, who taught several 'asanas', breathing techniques and stretching exercises.

Mr. A.P.Deshpande, Secretary, Marathi Vigyan Parishad in his session, stressed about inculcating scientific temper. He also spoke about the intense need of the hour to conserve water scientifically.

On 22nd December, 2009 Dr. Nalini Vira delivered a Guest Lecture on stress management. She provided tips to students as to how to attain excellence in performance by using the right strategies of coping with stress.

Pratyush – The intercollegiate competition '*Pratyush 2010*' was conducted successfully on 28th January 2010. The theme of Pratyush was '*Developing Transformational Leadership skills for Excellence in education*'. This competition witnessed entries from many colleges around Mumbai. The events included essay competition, elocution competition and skit competition. The evaluation criteria for each event were evolved with the aim of objective assessment of the participants. The event was honored by the presence of three judges from diverse fields. We had 3 entries for skit competition, 14 entries for elocution competition and an appreciable number of entries for essay competition. Our students again outshined in all events. The college retained the trophy this year too.

FOCUSING UPON CAPACITY BUILDING

The programs in our institution focused on building the capacity of the faculty to effectively implement the mission and respond to local demand for quality services. The institution created opportunities to raise the standards and to improve the overall performance by focusing on different areas like being research oriented, achieving technology skills and coping with the knowledge explosion. It was aimed at achieving an effective quality assurance system through a carefully planned capacity building program.

To augment the capabilities of already competent staff as well as the new recruits and to boost the repertoire of skills they possess, the following initiatives are undertaken:

- SWOT Analysis and Goal Setting;

- Conducting faculty forums regularly;
- Self Appraisal w r t goals set at the end of the year;
- Deputing teachers for seminars and workshops;
- Encouraging teachers to present papers in seminars.

Measures related to quality enhancement by capacity building of the faculty was achieved through following activities-

- Induction program for newly recruited faculty;
- Mentoring activities for the professional confidence of the new recruits;
- Faculty forums for knowledge enhancement;
- Encouraging faculty participation in various seminars, workshops, conferences;
- Encouraging the faculty for making their SWOT analysis, career development plans and supporting them for the realization of the same;
- Promoting the research activities among the faculty;
- Capacity building of the academic and support staff through training;
- Rewards and appreciations for the good performance of the faculty;
- Promoting staff welfare policies;
- Encouraging the faculty to avail the facilities like visitorship in the reputed institutions like HBCSE;
- Attending seminars, workshops, paper presentations , guest lectures;
- Encouraging self initiative among faculty for designing appropriate practices for creating a new learning culture;
- Utilizing the synergy existing in the Somaiya Vidyavihar campus for the quality enhancement of the institution;
- Collaboration with Tata interactive systems so as to create lesson resources for the CBSE schools.

Bridging the Digital Divide and Expanding Internet Access

- *Share-n-care* program for the students who lacked basic computer skills;
- Technology based projects in extension work;
- Computer based presentations made a regular feature of morning assembly;
- Computer Assisted Presentations made by students were shared with practice teaching schools;

- Workshop on Research Methodology for ICT in Education;
- A library referencing session was conducted by the librarian at the beginning of the year;
- Open learning portals prepared as a learning resource for students;

Research at M Ed level was carried out in areas for bridging the digital divide: At M Ed level, training was given using EXCEL for statistical analysis, typing dissertations using MS word, etc. referencing through EBSCO, our Educational Portal and Open Courseware. Since last year, all M Ed notes and communications are through e-mail. This year, it was extended for B Ed and PGDME students also. Some faculty provided maximum research guidance online.

Development of open courseware as a resource for students: An open *courseware* is created and displayed on the website so that students could avail the notes, lesson plans, useful links and other resources of for their study and reference. Even M Ed students were benefitted as they could get resources for research through EBSCO, our Educational Portal, Open Courseware. Apart from this the college had opened the following email addresses for uploading handouts, useful links, assignments etc.:

bedcourseware@gmail.com;

medcourseware@gmail.com;

pgdmecourseware@gmail.com,

KJSalumni@gmail.com

ignoumed@gmail.com

Collaboration for developing research skills: Our institution took a great step forward by starting the *Research Methodology* course on 16th of November, 2009. Four lecturers of K.J. Somaiya Arts and Commerce and four lecturers from RBT College of Education had enrolled for this course. Apart from this in liaison with Open Universities such as IGNOU and YCMOU, 10 days workshops in Research Methodology were made accessible to our regular learners.

Induction program as a support for new faculty: A well planned induction program was conducted for the new recruits for successful transition into the work culture of the institution. It was a one week workshop where the senior faculty mentored the new recruits.

Strengthening the managerial and Staff training for developing competencies in the context of globalization: On 22nd and 23rd of January 2010 , two of the faculty presented papers at the NAAC sponsored two day national seminar on *Quest for Excellence: Benchmarking for Quality Enhancement in Teacher Education Institutions* organized by Hansraj Jeevandas College of Education, Mumbai.

For the non teaching staff the institution made provisions for organizing training programs especially for the clerical staff. Apart from this participatory decision making process was employed in which suggestions made by teaching or non teaching staff was considered and accepted as and when suitable.

Appraising the efforts of the academic and non-academic staff: On 5th September 2009 on the occasion of teachers day, the Principal, conferred letters of appreciation to the teaching and non-teaching staff for the selfless and dedicated service that they had put in for enhancing and sustaining the quality of service provided by the institution.

Faculty development initiative through paper presentations: Many of the faculty members were highly encouraged and motivated to present their papers at the IATE, International conference held at University of Mumbai from the 29th to 31st December 2009.

Faculty development initiative through staff training workshops: The institution did the six monthly appraisal of the faculty and identified the areas where the faculty needed to get trained. Since research was one of the major areas where there was a need to explore, a three day workshop through video conferencing via EDUSAT network was attended by teacher educators during January 11 to 13, 2010. This was organized by Central Institute of Educational Technology (CIET), NCERT at Kendriya Vidyalaya, Mumbai. The faculty enthusiastically worked on the research proposals for studies on the impact of ICT in Education, sent to Delhi center through e mail and conversed through video conferencing with the CIET team: Dr Vasudha Kamath, Prof. ramani, Dr Sansanwala, Dr Parasnis, to mention a few.

Integrating the Resources and Promoting Overall Human Capacity Building: Sensing the need for gaining content mastery in their respective methods, the Principal as well as Ms. Raju Talreja organized content enrichment sessions in various subjects on 8th September 2009 by roping in the expertise of the teaching staff of the K.J. Somaiya College of Arts, Science and Commerce. The students' content related queries were answered.

Encouraging faculty to take up research based projects: Under the B Ed practicum of research based projects, the faculty members encouraged students to take up various research projects. The faculty helped them to identify the problems in classrooms or may be in society and tried to give solutions through the recommendations of the research based projects.

Professional development opportunities for faculty: In order to build the capacity of the faculty we followed the different intervention techniques like job rotation, job enrichment, and job enhancement. Each faculty gets to experience a change of portfolios after a fixed duration. The new recruits were mentored by the senior faculty members.

VALUING DIVERSITY

In order to have a flexible framework in which systemic thinking replaced a linear project mentality the institute translated this thought in the pedagogical practices where focus was placed on the concern for addressing the diversity issues among the professional learning communities. The student community in our classroom forms a beautiful mosaic of diverse learning abilities, family backgrounds, economic levels, geographical areas, languages, lifestyles, and ethnicities and our institution catered to their needs through a carefully planned program. In line of this objective the following activities were conducted.

Orientation to the inclusive pedagogy: Dr. Sam Taraporwala, Director of St. Xavier's Resource Centre for the Visually Challenged was the resource person for a sensitization program on problems of the visually challenged, organized on the 5th of December 2009. Through these sessions students were kept active by engaging them in various activities. They were taken through the simulated situations of the visually challenged people. Video clippings were displayed. Towards the end, students were asked to voice their opinions about the concept of inclusive education and about any change in their attitudes towards this concept.

Medium wise curriculum transaction for bridging the urban rural divide: In order to cater to the needs of vernacular medium students, tutorials were conducted in medium wise sessions. In the study circles the individual needs of vernacular medium students were attended. Even the feedback sessions after the examinations were medium wise to promote the inclusion of vernacular medium students in every academic activity.

Involving the students in socially responsive programs catering to the needs of the differently able people:

- A group of 10 B.Ed. students under the stable and expert guidance of Dr. Kalpana Kharade conducted a programme on English communication for the visually challenged students of Victoria Memorial School for the blind. The programme helped the visually challenged students to gain communication skills in English and the B.Ed. students were sensitized to the needs of the lesser fortunate ones in society;
- **National Society for Equal Opportunities for the Handicapped, NASEOH, Chembur:** The community work activity also helps in bringing the students together and working towards a common project related to any community issue. Different disadvantaged groups were identified. One such group was the handicapped patients at NASEOH. In order to create awareness of the problems and solutions of the particular disadvantaged group the student teachers were oriented to the concept of Participative Learning - Psychotherapy Instruments, Advocacy : Handling Mentally Retarded Child – Problems & Remedies , Mental Retardation – Causes & Remedies;
- **Skill Development for the students of S K Vinay Mandir:** The students of B Ed who were technically efficient under the community service program trained the students to develop computer literacy. The main focus was on the use of Microsoft office word document & power point (basic level);
- **Creating awareness among slum people for HIV/AIDS using street plays:** B Ed students prepared street plays so as to fight the social barrier of discrimination faced by the HIV patients. It was performed in the slums in vicinity of the institution.

Organizing the co curricular activities having focus on the cultural diversities of the nation.

The following were the co-curricular activities organized throughout the year 2009-10 .The activities were identified so as to develop values as per the ten core elements given by NPE 1986.

Sr. No.	Core Values	Event	Activities organized
1	India's common cultural heritage	Hindi diwas & Karwa chauth celebration Navratri & Gokulashtami festival celebration	Decoration, Dancing , Singing, Speech ,PPT
2	Inculcation of Scientific temper	Food competition on Green consumer day	Food Competition, Salad Dressing
3	Protection of environment	Extempore competition on 'Save the earth' Ozone day celebration Green consumer day	Poster Making, Elocution, Food Competition
4	Equality of Sexes	Udaan university level competition	Skit on Women Empowerment
5	Removal of Social barriers	Parsi new year celebration Celebration of teachers day	Speech, PPT, poem recitation.
6	History of India's freedom struggle	Independence day celebration Gandhi Jayanti Lal Bahadur Shastri Jayanti	Singing Patriotic songs, speech ,PPT
7	Democracy Egalitarianism, Secularism	Christmas celebration Eid festival celebration	Speech, PPT, shayari recitation

PART B

Activities Reflecting Goals and Objectives of Institution

Goal Statement 1: *To develop among students an understanding of the principles of pedagogy and its implications on curriculum transaction and evaluation.*

For the fulfillment of the above goal, the following efforts were initiated:

Academic Activities in terms of workshops held in the following areas:

- Micro teaching;
- Lesson planning;
- Year Plan, Unit Plan, Unit Tests;
- Pedagogical analysis for incorporation of core values;
- Maxims and principles of teaching;
- Correlation amongst school subjects and daily life;
- Preparation and use of Instructional Materials;
- Innovative methods and techniques of teaching; different models of teaching like CAM, JIM, ITM, game based learning, seminars, workshops;
- Workshop on *Constructivism*.

Co-Curricular activities

- Incorporating the core values in students through celebration of all national festivals in the college;
- Annual sports meet held on January 16th 2010, in the college campus
- Field visits for educational purposes like:
 - In the month of October 2009, the Economics students of the B.Ed course visited Bombay Stock Exchange (BSE). Students enjoyed the visit and learnt the various

processes related to the e-banking, D-Mat account etc. Students were able to take advantage of the proposed program of visiting BSE and lectures on the functioning of the same given by the resource person;

- The History students visited *Nehru Centre: the Discovery of India* and *Planetarium*.

Goal Statement 2: *To develop in students, the skills and competencies necessary to play the multifaceted role of the teacher in the new millennium.*

Activities:

- Add-on program for teachers preparation for international schools;
- English speaking for the students of Vocational Training Institute of Somaiya Vidyavihar was conducted in the month of December 2009;
- *Pratyush*- Inter collegiate competition was based on '*Developing Transformational Leadership Skills for the Excellence in Education*'.
- Simulated teaching involved innovative teaching techniques like role play, games, cooperative learning techniques, models of teaching etc;
- Share and Care Program in which one peer tutors/mentors another peer and teaches him/her new skills;
- Appropriate emphasis on the changing role of the teachers through teaching of units like professional development, professional ethics;
- Research based individual projects conducted by students;
- A half day workshop on the preparation of portable and inexpensive teaching aids was conducted on 28th August, 2010. The resource persons were faculty from our sister institution, the S K Somaiya Junior College of Education;
- The release of the first edition of the magazine '*Panorama*' in Feb 2010;
- Different Guest Lectures were organized like:
 - On October 22, 2009, a guest lecture was delivered by Mr. Sunil Raikar on *English Communication Skills*;

- On October 23, 2009, Ms. Chitra Chari, teaching faculty of Podar International conducted a session on ‘International Education’. She spoke about the Cambridge University, its functions, curriculum pattern, and grading system. She also spoke about the IB curriculum and its various components;
- Orientation to *Guided Discovery* was given on 21st of January 2010;
- On October 25, 2009, Mr. Sanjeev Doshi, Human Resource Manager (Corporate), Rashtriya Chemicals and Fertilizers Limited conducted an interactive session on Human Resource Management : Collective bargaining and Grievance Handling, which are included as one of the modules in the PGDME course run by our institution. It was open to all the students of the institution;
- Students and faculty had a wonderful chance of visiting the Vigyan Vividha 2009 at Homi Bhabha Centre for Science Education on 12th of November, 2009 to engage in hands-on activities in Science, Design, Technology and Mathematics. Vigyan Vividha 2009 had a variety of formats for interaction: lectures, demonstrations, competitions, puzzles, games, projects, movies, performances, sale of books and educational materials.

Goal Statement 3: *To provide opportunities to the faculty and the students to undertake research projects contributing to new insights into the teaching learning process.*

Activities:

- Research based individual projects;
- Research paper reading sessions;
- Faculty forums on research topics and research designs ;
- Teaching the paper on *Research Methodology* at M Ed. Level;
- Guiding research projects at B Ed, M Ed and Ph D levels;
- Offering a certificate course in *Research Methodology*.

Goal Statement 4: *To enable students to live in harmony with oneself and others in the profession, community and society at large.*

Activities:

- Guest lectures;
- Extension Activity;
- Exposure to constructive and collaborative methods of transacting curriculum;
- Organization of National Seminar on *Transformational Leadership*,
- Peer tutoring;
- Team Teaching;
- Conducting *Jeevan Vidya*, *Jeevan Vigyan* and *Yoga* sessions. A talk on Jivan Vigyan was given by Mr. Nandkumar (I.A.S.) on the need to introspect deeply on the fundamental issues in life in Aug 2009. Stress relieving session for the students was conducted.

Goal Statement 5: *To instil nationalism and internationalism among students so as to prepare them for a global life through international co-operation and peaceful co-existence*

Activities:

- Offering special field of *International Education* and *Environmental Education*;
- Celebration of national days and festivals;
- Organizing guest lectures on topics like ‘International schools’ and ‘Peace Education’, conducting seminars, workshops, discussions and quiz on topics like *Gender Equity*, *Child Rights*, *Human Rights*, *Women’s Rights*, etc;
- Celebration of Ozone day, Wild Life week, Green Consumer day;
- Poster presentation by faculty and students on Global Warming: An Inconvenient Truth organized by VES College of Arts Science and Commerce, Chembur, Mumbai held on January 22-23, 2010.

Goal Statement 6: *To inspire students for life long learning and for reaching the unreached.*

Activities:

- Awareness Programs about courses offered by IGNOU and YCMOU;
- Presentations by NGOs;
- Community work, Extension work: On the 27th of Jan, students won the first prize for the skit '**Udaan**' which was a part of their extension work. The college won the following prizes from among 15 colleges, which participated in Udaan Festival, the culmination of the extension work under the Department of Adult Education and Extension, University of Mumbai:
 1. First Prize in Skit Competition on empowerment through ICT;
 2. First Prize in Poster Competition (women's status in the society);
 3. Second Prize in Poster Competition (Information Technology).
- A program on English communication for the visually challenged students of Victoria Memorial School for the blind was conducted in the month of September 2009;
- Continuation of courses like M Ed., PGDME and Ph D programs of Mumbai University;
- 2 Faculty members are recognized as Ph D guides;
- 4 students got registered for Ph.D in the college;
- M Ed course of IGNOU and MA (Ed) of YCMOU are being offered and faculty of the college is working as Counselors and Research Guides at M Ed and MA (Ed) level.

2. New Academic Program Initiated:

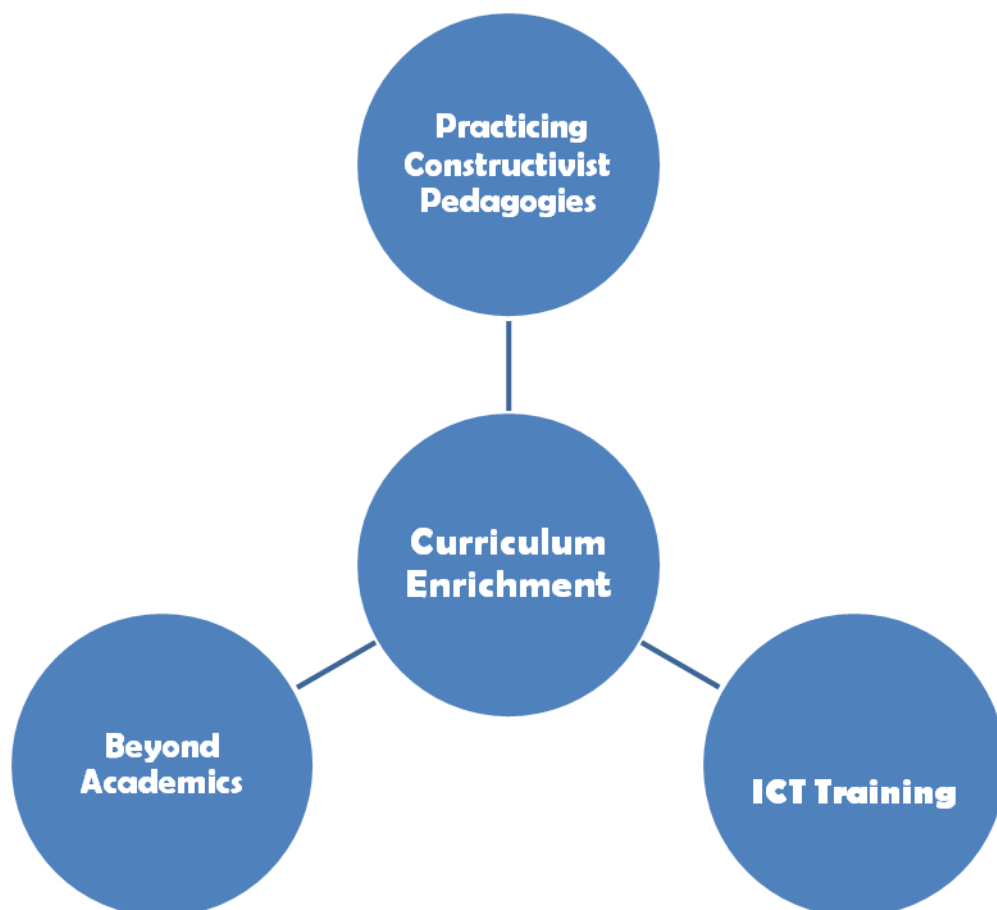
No new programs initiated this year.

3. Innovation in curricular design and transactions:

The institution believes in the philosophy that pre-service teachers are self directed, have a vast amount of life experiences and knowledge, are pragmatic and goal directed and can respond better to problem solving and task oriented learning. Therefore the teacher educators emphasize on developing professional knowledge and capacities through a variety of self directed tasks, including case studies, projects, seminars and research activity. Teacher educators in our college

are well equipped with skills related to teaching with use of new technological methods. Student-teachers are encouraged to work in groups for presentation, discussion, seminars, and symposium.

Following new steps were taken with respect to curricular design:



Curriculum Enrichment

The institute tries to offer a wide range of experiences that can enrich the curriculum. This is to ensure that our students are inspired to learn outside of the classroom and develop the skills required for the world beyond their formal education. Through our *Curriculum Enrichment Program* the institute uses the talents and experiences of others from outside of the college, in combination with the talents and interests of staff within our college, to enrich our student's education.

Following activities were conducted to make curriculum more enriching:

- **ICT Training:** This year the students prepared and presented CAI presentations in each of their methods. To provide a template for the same, selected CAI presentations of

alumni were shown to the students. Students induced innovative techniques, supported by appropriate effects in their presentations. Students presented CAI in the Morning Assembly. Also they gave the soft form on a Compact Disc so that they could be compiled and was donated to practice teaching schools;

➤ **Practicing Constructivist Pedagogies**

- Math students of the college, along with their faculty members underwent one day workshop organized by *Homi Bhabha Center for Science Education (HBCSE)* in which they prepared teaching aids for conducting lessons using games and puzzles. The learning activities were designed to engage students and the faculty in a collective reflection about innovative methods of teaching Mathematics. Students made excellent Jigsaw puzzles, Bingo cards, Tangrams, etc. for teaching topics like ‘Fraction’, ‘Trigonometry’, ‘Algebraic Expressions’, ‘Surds’ etc;
- Dr. Satyawati Rawool conducted a workshop on *Constructivist approach*. in which she guided as to how to develop reading strategies. She provided students with some reading material and guided them in making predictions about the text and then reading to confirm or refute their predictions. This strategy encouraged students to be active and thoughtful readers, enhancing their comprehension. She stressed on the role of reflective experiences in enhancing information processing;
- Exposure of different models of teaching was given like: *Concept Attainment Model*, *Inquiry Training Model*, *Synerctics*, and *Jurisprudential Inquiry Model*;
- Students were provided with access to the research projects. The teachers identified a topic, set about studying it, and engaged in collaborative sharing about the various aspects. Students were motivated to take up meaningful research projects that would enable them to know the steps involved in scientific method of problem solving;
- On the 21st of January, Dr. Sybil Thomas and Dr Kalpana Kharade oriented the students to the concept of guided discovery. The classroom was transformed into the activity room. The topic chosen was ‘sound’.. This process gave students an opportunity to creatively and actively engage with the new tools, ask questions and practice making appropriate choices with regard to the focus on the discovery.

➤ **Beyond Academics**

- **Educational Visits:** The Economics students of the B.Ed course visited Bombay Stock Exchange. Students enjoyed the visit and learnt the various processes related to the e-banking, D-Mat account etc. Students were able to take advantage of the proposed programme of visiting BSE and lectures on the functioning of the same given by the resource person;
- The History students visited *Nehru Centre: the Discovery of India* and viewed the constellations in the *Planetarium*;
- Our students and faculty had a chance of visiting the Vigyan Vividha 2009 at Homi Bhabha Centre for Science Education on 12th of November to engage in hands-on activities in Science, Design, Technology and Mathematics. *Vigyan Vividha 2009* had a variety of formats for interaction: lectures, demonstrations, competitions, puzzles, games, projects, movies and performances, sale of books and educational materials, and many more.

➤ **Guest lectures**

- **Ms. Chitra Chari**, teaching faculty of Poddar International conducted a lively interactive session on '**International Education**'. She spoke about the Cambridge University, its functions, curriculum pattern, and grading system. She also spoke about the IB curriculum and its various components. The session enlightened the students about the various intricacies and modus operandi of International Schools;
- Ms Shantala K. from our own sister institution in her guest lecture stressed on conservation and preservation of values as one of the roads to attain harmony with all. She emphasized on the role of a teacher in contributing to peace education;
- Dr. Sam Taraporwala, Director of St. Xavier's Resource Centre for the Visually Challenged was a resource person for a sensitization program on problems of the visually challenged, organized on the 5th of December, 2009. Throughout the session students were kept active by engaging them in various activities. They were taken through the simulated situations of the visually challenged people. Also video clippings were displayed. Towards the end, students were asked to voice their

opinions about the concept of inclusive education and about any change in their attitudes towards this concept;

- Dr. Prakash Soni, conducted a Jeevan Vigyan session where he taught several ‘asanas’, breathing techniques and stretching exercises.

➤ **Co curricular activities:** Celebration of different festivals, national days, environment related days like: ozone day, wild life week, green consumer day etc.

B. Innovations in curriculum transaction

Our institution believes in and strives at following the constructivist philosophy of education.

- **Reflective teaching:** Our institution made deliberate attempts to orient the students to reflective teaching;
- **Interdisciplinary/Multidisciplinary** – Through team teaching, internal and external correlation of subjects at B Ed level through research projects at B Ed and research dissertations M Ed levels;
- **Multi-skill development:** Micro Teaching skills, Bridge Lessons for integration of skills, dramatization, role play, play way methods of teaching, etc. through Innovative lessons (Simulated Teaching), PPT presentations, concept mapping, mind mapping, graphic organizers, singing, dancing, writing research papers for publication, paper presentations in seminars, indoor and outdoor games, SUPW, Information Technology Projects in extension work, literary skills by writing for the College Magazine and so on;
- **Active Learning** is promoted by employing various activities, such as:
 - Seminar presentations;
 - Self study cum discussions;
 - Co-operative learning techniques;
 - Open book assignments;
 - Research based projects / Dissertations / Research article reviews;
 - Group learning strategies such as brainstorming, buzz sessions etc;
 - Concept mapping techniques.
- The college believes in utilizing technology effectively for teaching, research and extension services. Accordingly it possesses its own website at: www.somaiya.edu. This website provides data about the college, its founder, address by the Principal, the faculty profile, various courses that the college conducts as well as those conducted by the

IGNOU and YCMOU study centers of our college etc. The website also has *open courseware* that students can avail of for their study and reference. Apart from the above the college had opened the following email addresses for uploading handouts, useful links, assignments ,etc.:

- bedcourseware@gmail.com;
- medcourseware@gmail.com;
- pgdmecourseware@gmail.com,
- kjsalumni@gmail.com
- ignoumed@gmail.com

Students are given passwords and they are supposed to read and come to the classes. The focus questions facilitate discussions in the class.

Innovations for effective curriculum transaction

For this following activities were organized:

- Orientation of faculty to innovative teaching and learning strategies like concept mapping, reciprocal teaching, etc;
- Adopting team teaching approach for the transaction of certain common content areas,
- Collaborative learning approach for research based activity.

4. Inter-disciplinary programs started

The institution did not start any new interdisciplinary program. We continued the P.G.D.M.E. program which was launched during the academic year 2007-08.

5. Examination reforms implemented

Continuous Academic Evaluation forms an important part for overall development of student teachers. Evaluation is done at Institute level as well as at University level as it is an integral part of any activity. Academic evaluation is done through examination conducted. They provide an overview of the academic achievement of the student teachers. Examination reforms implemented were:

- Medium wise tutorials;
- Study Circles;

- Providing question bank;
- Discussion and practice given to attempt higher order thinking questions;
- Remedial teaching.

6 . Candidates qualified NET/SET/GATE etc:

One student (Mr Amol Ubale) cleared SET exam.

7. Initiative towards faculty development program:

Measures related to quality enhancement by capacity building of the faculty were achieved through following activities:

- Induction program for newly recruited faculty;
- Mentoring activities for the professional confidence of the new recruits;
- Faculty forums for knowledge enhancement;
- Encouraging faculty participation in various seminars, workshops, conferences;
- Encouraging the faculty for making their SWOT analysis, career development plans and supporting them for the realization of the same;
- Promoting the research activities among the faculty;
- Capacity building of the academic and support staff through training;
- Rewards and appreciations for the good performance of the faculty;
- Promoting staff welfare policies;
- Encouraging self initiative among faculty for designing appropriate practices for creating a new learning culture;
- Utilizing the synergy existing in the Somaiya Vidyavihar campus for the quality enhancement of the institution;
- Encouraging faculty members to attend various academic programs;
- Dr Vasundhara Padmanabhan, Dr Kalpana Kharade, Ms Sunita Britto and Ms Raju Talreja participated in the workshop namely *The Research Methodologies for the ICTs*

in Education, a three day workshop through *EduSat* network from January 11 to 13, 2010 organized by CIET, NCERT at Kendriya Vidyalaya (KV) No. 1, Mumbai;

- Faculty forums were conducted at frequent intervals to equip faculty to share academic resources to better understand innovations in the field of education, so that ideas for newer avenues in education could be explored;
- **SWOT Analysis and Goal Setting:** Self Appraisal with respect to goals set at the end of the year;
- **Organizing Seminars and Workshops** - To widen the horizon of knowledge and disseminate the latest information in the field of education, the college had organized following seminars and workshops:
 - National Seminar on '*Developing Transformational Leadership Skills for Excellence in Education*' (February 25 -26, 2010);
 - To equip the faculty with expertise in the field of Statistics, the institution called upon Mr Neeraj Hatekar from the Department of Economics, University of Mumbai, to conduct a workshop on the aforesaid theme on 7th August 2010;
 - A talk on '*Peace Education*' by Ms Shantala K. from our own sister institution was organized on 6th of November, 2009;
 - On 21st December there was a *Jeevan Vigyan* session where several 'asana', breathing techniques and stretching exercises were taught. The unique part of this workshop was the laughter session towards the end which gave a spiritual touch to become stress free.
- **Faculty presentations in Seminars**
 - On 22nd and 23rd of January 2010, two of our faculty presented papers at the NAAC sponsored two day national seminar on Quest for Excellence: Benchmarking for Quality Enhancement in Teacher Education Institutions organized by Hansraj Jeevandas College of Education, Mumbai. January 22-23, 2010;
 - Many of the faculty members were highly encouraged and motivated to present their papers at the IATE, International conference held at University of Mumbai from the 29th to 31st December;

The following faculty members presented papers at the National Seminar on *Developing Transformational Leadership Skills for Excellence in Education* (February 25 -26, 2010)

- Dr. Kalpana Kharade, Ms Raju Talreja and Ms Sunita Britto on *Prospective Teachers' Pedagogical Beliefs and their Role Expectations from School Principals as Constructive Leaders*;
- Ms.Rupal Thakar and Ms.Sneha Raiker on *A study of the relationship between the principals' role as a transformational leader and job satisfaction of secondary school teachers of Central Mumbai*;
- Ms Hema Peese and Ms Gomathi Shah on *A Study of the Perceptions of Teacher Educators of various B.Ed. colleges in Mumbai about Transformational Leadership Skills of their Principals*;
- Ms Usha Sharma and Ms.Trupti More on *A study of the perception of Teacher Educators in various B. Ed. Colleges about the transformational leadership skills of their Principals*.

➤ **Research:** is an inevitable prerequisite to enhance the quality of education. In keeping with this goal, the institution conducted the following activities to further qualitatively as well as quantitatively widen the realm of knowledge:

- Research paper readings were organized on a regular basis to provide valuable inputs for the learners at the M.Ed as well as the B.Ed level. The faculty too gained from such meaningful interactive sessions;
- Reading and assimilating a Research paper at regular morning assemblies ensured that the faculty and learners were well aware of the recent trends and issues on the educational arena;
- In liaison with Open Universities such as IGNOU and YCMOU, various 10 days workshops in Research Methodology were made accessible to our faculty and regular learners.

Paper Presentations and Participation of faculty members in Seminars (2009-10)

➤ **Dr. Vasundhara Padmanabhan, Principal**

- *Synergy in Learning by Blending Formal Learning and Open Learning Systems: An Experience.* Paper presented at the UGC sponsored National Conference on *Landscapes of Learning: Celebration of Diversity* organized by Bombay Teachers' Training College, Mumbai. April 6-7, 2010;
- *Making the use of ICT a Way of Life: an Endeavor towards Quality Enhancement and Change Management:* Paper presented at the IATE International Conference on *Teacher Education and ICT: Global Context, Policy and Framework* organized by Institute of Distance and Open Learning and Dept. of Education, University of Mumbai. December 29-31, 2009;
- *Fostering of the Ability of Formulating and Testing Hypotheses through the Teaching of Science among Secondary School Students.* Paper presented at the *Second Peoples Education Congress* on the focal theme *Science Education in India*, hosted By Homi Bhabha Centre for Science Education (TIFR), Mumbai. October 05-08, 2009.

➤ **Dr. Satyavati Rawool**

- Attended National conference on ICT organized by Intel Navyavichar at New Delhi, on Innovations in teaching with ICT. Presented a project based paper, *A study of effect of ICT programme on learners' teaching performance.* 12th and 13th September 2009;
- Worked as a resource person in workshop organized by DIET (NCERT) New Delhi, during the period 8 to 11 July 2009 and 6th to 9th October 2009 on developing multimedia collaborative learning opportunities using multi-point technologies.

Ms. Raju Talreja

- Participated and presented a joint paper on *ICT Integration in the Education of Vuisually Impaired People* in the International Conference organized by University of Mumbai in December- 2009;
- Participated and presented a joint paper on the theme '*Development of Leadership Skills for the Excellence in Education*' organized in K.J.Somaiya College of Education under the S.S.S.S. Programme in February-2010.

Ms. Sunita Britto

- Participated in the Seminar on 9th and 10th Nov. 2009 organized by the Department of education, University of Mumbai on the topic *Six Sigma in Education* in collaboration with the Indian Council of Social Science Research;
- Presented a paper *A transformation for the better...!* at the IATE International Conference on *Teacher Education and ICT: Global Context, Policy and Framework* titled organized by Institute of Distance and Open Learning and Dept. of Education, University of Mumbai. December 29-31, 2009;
- Attended the Orientation Program for *LSC Functionaries On Management of Study Centres And Provision of Student Support Services* organized at Regional Centre, Pune (IGNOU) on 20, 21st Feb. 2010.

Ms Rupal Thakkar

- Participated in Creative Writing Workshop at K.J. Somaiya Science and Commerce College on 15th April 2009;
- Won consolation prize for poster cum paper presentation (theme- global warming) in National Level Interdisciplinary Seminar on the focal theme *Global Warming: Causes, Consequences and Coping Strategies* by VES College of Arts Science and Commerce, Chembur, Mumbai. January 22-23, 2010;
- Presented paper in Seminar on the topic 'A Study of the Relationship between the Principals Role as a Transformational Leader and Job Satisfaction of Secondary School Teachers of Central Mumbai' at K.J. Somaiya Comprehensive College of Education, Training and Research on February 25-26, 2010.

Ms Hema Peese and Ms Sneha Raikar

- A Study of the Best Practices Implemented in Colleges of Education for Catering the Diverse Needs of Learners. Paper presented at the NAAC Sponsored two day national seminar on Quest for Excellence: Benchmarking for Quality Enhancement in Teacher Education Institutions organized by HJ College of Education, Mumbai. January 22-23, 2010.

Ms Gomathi Shah

- Attended the International conference at the University Department of Education and presented a paper titled *ICT and Academic Engagement: Developing 'Learning to Learn' skills through the use of Internet among Secondary School Students;*
- Participated and presented a paper in SSSS'2010 on the theme *Developing Transformational Leadership Skills for Excellence in Education* at K.J. Somaiya Comprehensive College of Education, Training and Research on February 25-26, 2010.

Ms Usha Sharma

- Participated and presented a paper in SSSS'2010 on the topic '*A Study of the Perception of Teachers in various schools about the Transformational Leadership skills of their Principal*' at K.J. Somaiya Comprehensive College of Education, Training and Research on February 25-26, 2010;
- Attended a workshop on '*Role of Teachers in Making Citizen Leaders*' at Ramakrishna Math, Khar on 8th August, 2009;
- Attended a workshop on '*Gender Sensitization*' jointly organized by Women Development Cell, University of Mumbai & S.K.Somaiya College, Vidyavihar on 15th & 16th January 2010.

8. Total number of seminars and workshops conducted:

Total number of seminars and workshops conducted:

Seminar/workshop	Dates
Workshop on <i>Standardization of Achievement tests and administration of Psychological tests</i>	23 rd to 29 th October 2009
Workshop on <i>Improving Communication skills</i>	22 nd October, 2010
Workshop on <i>Managerial Concepts</i>	25 th October, 2009
One day <i>Leadership program</i> for the Principals and Vice Principals of various institutions of the Campus	31 st October 2009
Workshop on <i>Stress Management</i>	23 rd December, 2009
Workshop on <i>Guided Discovery</i>	21 st January, 2010
National seminar on <i>Developing Transformational Leadership Skills For Excellence In Education</i>	25-26 February, 2010

9. Research Projects a) ongoing b) Completed:

a) Ongoing

Our faculty member was quite successful in getting the Minor Research Grant from University of Mumbai for the following research project:

Minor Research grant -

Dr. Vasundhara Padmanabhan: Standardization of Teaching Competency Scale for Secondary School Teachers (2009)

10. Patents generated, if any: Nil

11. New Collaborative research programs: Nil

TJ12. Research grants received from various agencies - Nil

13. Details of the Research Scholars:

For the academic year 2009-10, the institution registered four students for PhD program under the guidance of Dr. Vasundhara Padmanabhan:

1. Mr. Mane Dipak Laxman
2. Ms. Marathe Hemlata Yeshwant
3. Ms. Reni Francis
4. Ms. B Bhuvaneswari

14. Citation index of faculty members and impact factor: Nil

15. Honors /Awards to the faculty: Nil

16. Internal resources generated:

Sr. No	Name of the faculty	Resources generated with details
1	Dr. Vasundhara Padmanabhan	-Developed <i>Computer assisted presentation</i> on the concept of Learning; -Psychological test <i>Cognitive Capabilities Test for Transition Period (CTT- T)</i> developed for upper primary pupils and standardized; -Evolved modules where copyright was generated for English Speaking, teaching English composition, teaching Science through formulating and testing hypotheses with the M Ed students for their dissertations for Secondary School Teachers (2009); -A Teaching Competency Scale was standardized and copyright was generated and given to National Psychological Corporation, Agra.
2	Dr. Kalpana Kharade	-Prepared instructional modules for teaching Geography; -Prepared self study material Philosophy of Education and English Method; -Prepared Instructional materials for teaching the four language skills in English.
3	Ms. Raju Talreja	Evolved a format for self evaluation of teacher educators.
4	Ms. Sunita Britto	Prepared C.A.I. package on various topics in the subject Philosophical foundations of Education (such as Philosophy and Education, Ancient Indian goals of education)
5	Dr. Satyawati Rawool	Developed instructional material (lesson plans) On <i>Constructivist Learning Practices for school teachers</i>

- *Open Courseware for B Ed Course* was put on our website for free access of notes for students

- **Subject wise compilation in CDs of PowerPoint Presentations** of school subjects was prepared by the students under the guidance of teachers which were then donated to the practice teaching schools as a mark of gratitude.

17. Details of departments getting assistance/ recognition under SAP,CONSIST (ASSIST)DST,FIST, and other program:

NA

18. Community Services

- **Community work for visually challenged students:** A group of B.Ed. students conducted a programme of English communication for the visually challenged students of Victoria Memorial School for the blind. The visually challenged students gained communication skills in English, whereas the B.Ed. students were sensitized to the needs of the lesser fortunate ones in society.
- **English speaking course for the Vernacular Medium Students:** This course was empowering our student to interact in English in their day-to-day life thus improving their communication skills and interpersonal relations.
- **Shramadaan:** The college decided to pay tribute to Mahatma Gandhi through *Shramadaan* and *Sarva Dharma Sambhav*. Students gave a brief presentation on the life and achievements in honour of Mahatma Gandhi. The second half of the day it was just 'work'- students contributed their bit to clean the college premises, the library and the teaching aids room., the value of 'dignity of labor' was ingrained into them.
- **Community work for Mentally challenged students:**
Skill and Ability School; NASEOH was adopted by our college to synergize abilities to create a world of difference for mentally retarded and physically challenged students. Student-teachers helped the disabled students in learning vocational activities like tailoring, bakery, and handicraft. They taught them painting and clay modeling with colorful designs and to make candles, paper bags, and laundry labels for their day-today use.
- **Creating awareness among slum people for HIV/AIDS using street plays.**

In addition to above this year the college had taken up the following extension projects:

- **Anna Purna Yogana (APY):** APY enabled the B.ED students to learn the different market trends, the needs and demands of the customer and how to satisfy those needs and demands along with the profit margin. It focused on developing qualities like communication, convincing abilities, tactfulness and enthusiasm. The students sold 25 eatables and non eatables in designated centers such as schools and college campus.
- **Information Technology Project (ITP):** ITP has been the platform for B.Ed students to develop confidence, interact to new communicative information, updates to latest needs and happenings of the society, cooperation, tolerance, and respect to all and to be humble at every stage of life.

19. Teachers newly recruited:

At the B.Ed level, the following staffs were recruited

Sr. No	Name	Designation	Qualifications
1	Ms. Gomathi Shah	Asst. Prof	B.Sc, M.Ed
2	Ms. Sneha Raikar	Asst. Prof	B.Com, M.Ed
3	Ms. Trupti More	Librarian	M.Lib, SET

At the M.Ed level, the following staff was recruited

Sr. No	Name	Designation	Qualifications
1	Dr. Satyawati Rawool	Visiting Faculty	M.Sc, M.Ed, Phd
2	Dr Pooja Birwatkar	Visiting Faculty	M.Sc, M.Ed, Phd

20. Teaching- Non teaching staff ratio:

The ratio of the teaching to non teaching staff is **1:1**.

21. Improvements in the library services:

The library is regularly equipped with the latest books, journals and magazines to meet the needs of the increasing number of students.

- The library schedule is also made in such a way that the students from the different courses can avail the library facility during different time slots;
- Understanding the research needs of M.Ed and Ph.D students and faculty separate reading room was provided;
- Library catalogue is facilitated on internet;
- Library records are computerized to help the student to find the books quickly.

22. New books/ journals subscribed and their value:

Books: 332 (Accession no. from 5732 to 6222)

Journals: 8 (2 journals in print)

List of Journals

1. Indian Journal of Open Learning
2. Sandarbh
3. Journal of Indian Academy of Applied Psychology
4. Shaikshanik Sandarbh
5. Inspirational Quote
6. Bhartiya Shikshan
7. Indian Journal of Adult Education
8. Edutracks

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

1. Course evaluation-

The institute collects the students' feedback at the end of transacting the course about the nature of the course and the challenges they had to face. This feedback is used for improving the academic processes and future planning.

2. Midterm feedback-

Open forum are organized regularly, to gain inputs about students' feedback with regards to different academic and non academic activities after which decisions are taken in a participatory manner by the Principal, teachers and student council. These open forums were arranged soon after the first phase of practice teaching, after the declaration of first term examination result and before the completion of the second term. This year refined subject

knowledge inputs were provided before the second term exams via tutorials, to revise and clarify concepts in the theory papers (both in English and Hindi-Marathi) by employing the expertise of the senior teachers as well, in a collaborative fashion.

3. Performance appraisal of the faculty members- The institution collected feedback about the quality of curriculum transaction of faculty members from the students and their peers. The results were compiled and analyzed statistically. The Principal gave the faculty constructive feedback about their professional behavior and provided suggestions for further improvement. The novice teachers were also provided the senior teachers as mentors to guide them in every activity related to the institution.

4. Grievance redressal cell- It is inevitable that every institution has a grievance redressal mechanism in place to handle smoothly and timely, the grievances of its stakeholders. With this aim, a grievance redressal cell was created and various student grievances from the personal, academic as well as professional were thrashed out so that there were no mental baggage and students were free to concentrate on the task at hand.

24. Feedback from stakeholders:

- Written and oral feedback following practice teaching is central to our pre-service teacher training course. The institution invited feedback from our various PT schools regarding our students teaching competencies as well as the suggestions to improve their teaching skills. This year schools appreciated the use of innovative methods by B.Ed. trainees and recommended more use of ICT based transactional analysis;
- During PTA meeting the parents gave the feedback that it is a very hectic course and it should be of two years.

25. Unit cost of education: Rs. 84,042/- per student.

26. Computerization of administration and the process of admissions and examination results, issues of certificates:

Our institution uses ICT for the various purposes as given below for preparing:

Brochures

Academic calendar

Time table (Theory and Practical)

Circulars and Notices

Also, the teachers prepare and communicate through e-mail to the Principal, faculty, students and the clerical staff.

Admission

The process of admission is monitored in the following manner:

The admission committee consisting of the Principal, Senior teachers and non teaching staff was formed. This committee plans and implements the admission process with the help of the faculty in charge. A periodic review and follow up is done

Some intricacies in the process are followed as follows:

- By strictly adhering to the norms of the admission procedure prescribed by the association of unaided institutions
- Providing timely support as well as counseling to the admission seeking students
- Creating a Psychologically conducive environment for the students
- Providing appropriate infrastructural facilities like – sitting room, sanitation, canteen facilities to the students.
- Bringing transparency in the admission procedure by timely displaying the admission results

How are the programs advertised? What information is provided to prospective students about the programs through the advertisement and prospectus or other similar material of the institution?

- Newspaper advertisement;
- College Website;
- Letters to practice teaching schools;
- Letters to placement schools;
- Emails to alumni and other contacts;
- Word of mouth to all visitors;
- Notice board announcements

- Information is provided to prospective students about the programs, facilities and the vision and mission of the college through the advertisement, prospectus and brochures of the institution about programs such as Seminars, *Pratyush*, Annual Day, etc.
- Orientation of student teachers to the CET is done for all applicants and related handouts are also given wherein previous year's papers are discussed and then, the information about the campus, the college and the various courses conducted is disseminated.

In a nutshell, the institution follows the following admission process:

- ❖ Advertisement in leading Newspapers
- ❖ Sale of admission forms
- ❖ Scrutiny of forms
- ❖ Orientation to CET exams
- ❖ Organizing the CET exams
- ❖ Conducting oral interviews
- ❖ Displaying the Merit list as sent by the Association for Unaided Colleges
- ❖ Admission of students

How ICT is used in assessment and evaluation processes?

Various formats for assessment are used using ICT like:

- Supervision checklists
- Reflection sheets
- Observation checklists
- Rating scales

Student information sheets are generated, in which the profile of the student and the case history is mentioned in brief, which acts as the basis for the mentor to give counseling and to keep track of the progress.

All the mark sheets are generated in MS Excel to keep records. As per the practicum specified in the curriculum, each student's performance on the various aspects like Practice teaching, simulated lessons, bridge and Micro lessons, Computer assisted presentations, Internship marks

etc are compiled and based on the total marks obtained, the grades are awarded to the students and sent to the University for Part B – Internal Assessment.

27. Increase in the infrastructural facilities:

Physical Facilities

The following table gives the details of expenditure on Purchase of Furniture, Library books in the year 2009-10

S.No.	Particulars	2009-10
1	Furniture & Fixture	1,712.00
2	Library Books	37,353.00
3	Office Equipments*	9,573.00
4	Computers**	22,890.00
5	Book Bank	2,070.00
6	Electrical Installation	24,264.00
	TOTAL	97,862.00

* Includes Watercooler, Aquaguard, Refrigerator, Air Conditioners, Xerox Machine, Telephone Intercom etc.

Maintenance of Infrastructure and Budget Allocation

S.No.	Particulars	2009-10
1	Repairs & Maintenance	200,000.00
S.No.	Particulars	2009-10
1	Furniture & Fixture	150,000.00
2	* Lab Equipments	50,000.00
3	** Office Equipments	100,000.00
4	*** Computer & Accessories	300,000.00
5	****Library Books	200,000.00
	TOTAL	800,000.00

* Includes Psycho Lab, Teaching Aid Lab

** Includes Watercooler, Aquaguard, Refrigerator, Air Conditioners, Xerox Machine, Telephone Intercom etc.

*** Includes Printers, Scanners, LCD, Panaboard etc.

**** Includes B.Ed., M.Ed., and Book Bank Books.

Details of Repairs and Maintenance from 2009-10

S.No.	Particulars	2009-10
1	Repairs & Maintenance	203,098.50

Note : Repairs and maintenance charges includes AMC for Computers & Printers, Air Conditioners, Aquaguard, Water Cooler, Cyclostyling Machine, Xerox Machine, Telephone Intercom and Common infrastructure etc.

28. Technology up gradation: The College regularly upgrades the technology available in the college for increasing the efficiency of work. This year too the institution procured 5 computers amounting to Rs. 22,890.00.

29. Computer and internet access and training to teachers, non-teaching staff and students:

- The college continues to implement its best practice of imparting computer skills to all the students through the *Share and Care Program*. The main objective of this program is to make our students of B Ed and M Ed conversant in computer applications to education. The peer modeling and peer tutoring approaches were adopted for training. The students with sound knowledge of computers train their peers in basic computer operations. They acquainted them with the need and utility of Internet and taught them to search the required material through internet;
- The B Ed students made their computer assisted presentation lessons and power point presentations for seminars and other activities. They access internet to get latest data about the practice teaching lessons and also to make teaching aids;

- The M Ed students use *internet, power point presentations* for their internship activity, research review, simulated teaching and other presentations in the class. They type their dissertations using *MS Word*, use *MS Excel* for statistical analysis and for graphical representation of statistical data. A special orientation to EBSCO packages, ERIC database, use of computers for Statistics in research etc were held to aid the completion of their dissertations;
- In Extension Work, students extensively use computers;
- Computer assisted presentations are made by the students in the morning assembly and are peer reviewed and valuable tips are given for improvement;
- All the handouts and instructional material are uploaded on three separate email Ids created for B Ed, M Ed and PGDME students; the web albums are also uploaded on the college website;
- **Lesson planning:** The institution has web portal in which several useful links for lesson planning and curriculum transaction are available. The students are encouraged to make use of this facility. As a result, the students get wonderful exposure to variety of innovative and creative ways of lesson planning, which they use for their simulated as well as practice teaching;
- **Classroom transaction:** Students make ample use of ICT in practice teaching schools which have this facility in their premises;
- We have CDs on National Geographic Channel Series, individual power points CDs prepared and submitted by our students as well as compilation of the PPTs given by the students into subject wise CDs; 12 Audio CDs of Indian Classical Music (instrumental), audio and video cassettes of lingua phones for learning English;
- As a part of Extension work, students have undertaken Information Technology Projects in which each student downloads ten websites on a specific topic and critically reviews them;
- The teaching staff has access to computers with free access to the internet for keeping themselves abreast of the latest in their areas of expertise. They are provided regular inputs via email with regards to the staff meetings, faculty forum etc;
- The non teaching staff too is encouraged to make use of technology to reduce their administrative and routine workload. With practice, today, support staff is adept in the use of the internet and various other basic computer applications.

Use of ICT for Quality Enhancement

Sr. no.	Area	Innovative practices
1	Teaching	<ul style="list-style-type: none">-Open course ware;-On-line handouts and assignments;-Blended learning , Participative learning ;-Develop learning to learn skills, self-learning skills;-Preparation , Review and Printing of weekly time tables , circulars, notices;-Reviewing scanned articles, related literature, etc.
2	Research	<ul style="list-style-type: none">-Access to on-line research based journals;-Orientation to the use of MS Excel for data analysis;-Online sharing of researches with colleagues and teaching Fraternity;-Online research guidance for B Ed, M Ed, and PhD students.
3	Extension	<ul style="list-style-type: none">-Undertaking information technology projects;-Sharing computer knowledge with deprived societal pockets.
4	Practicum (Micro Teaching, Practice Teaching, Innovative Teaching, Instructional materials,	<ul style="list-style-type: none">-Making the Micro Teaching, Practice Teaching, Innovative Teaching model lesson plans available on-line;-Orientation to development of Power Point Presentations;-Encouraging the students to use internet resources for Micro Teaching, Practice Teaching, Innovative Teaching lesson planning and preparation of instructional materials;-Useful quick links provided on our educational portal.

	etc.)	
5	Others	<p>-Uploading proforma of students on the website of India Career Portal for enhancing job prospects;</p> <p>-Sending Seminar paper presentations to various seminars and conferences;</p> <p>-Networking with various Teacher education institutions;</p> <p>-To communicate with various educational institutions for Placement purposes;</p> <p>-For disseminating information about various college programs such as seminars, inter collegiate competitions etc.</p>

Following ICT/Technology related Instructional Materials were developed

- Open Courseware for B Ed/M.Ed students;
- Educational Portal as a learning resource for teacher educators;
- Subject wise compilation of PowerPoint presentations made by our students on various topics;
- Every teacher uses ICT to prepare PowerPoint presentations and hand outs related to their subject;
- Course wise e-mails are created wherein the instructional materials are uploaded for access by students.

Following ICT related activities were adopted:

- Applying ICT techniques in the curriculum transaction;
- Training the students in ICT skills through share and care programs;
- Orienting the students to the application of ICT for the development of instructional materials;

- Developing web portal for providing the access to on-line educational resources;
- Communicating with the students about various activities through e-mails;
- Orienting the students to the computer application for research data analysis;
- Applying ICT for students' evaluation, guidance as well as for the development of students' database.

30. Financial aid to students:

- **Railway Concessions:** The students who avail the railways for commuting are given concessions. The eligibility criterion to avail this facility is that the student needs to be below 25 years of age.
- **Collaboration with banks:** The College introduces the economically backward students to the Andhra Bank. This bank helps the students by providing educational loan.
- **Fee instalments:** Students from low socio economic status and having good academic achievement were given concessions to pay the fees in instalments.

31. Activities and support from alumni association:

Alumni association meetings were arranged and they suggested about the present need of knowledge and technology which we have tried to communicate with our students. Other activities and support from alumni association were:

- Organizing Demonstration lessons;
- Supervision of Micro and Simulated lessons;
- Supervision for practice teaching lessons;
- Judge for competitions;
- Sharing of Experiences;
- Research Activities;
- Talks by Eminent Personalities;
- Felicitations of Academic Achievers.

32. Activities and support from the Parent Teacher Association:

During PTA meet feedback was provided by parents about the course, facilities provided by the institution which helped in bringing quality enhancement of the course.

33. Health Services:

The Somaiya Diagnostic Center in the vicinity offers health checkups at nominal costs. Health check up facility was availed by the students this year also as is the practice in all the previous years.

34. Performance in sports activities:

The annual sports meet was held on January 16, 2010 in the college campus. The event started with warm up exercises. This was followed by the oath taking ceremony. The events included **running races, relay, marble and spoon race, three-legged race, tug-of-war, shot put, javelin throw** for the students, teachers and the non-teaching staff. The indoor games viz. chess and carom was already conducted earlier.

Mr Ramnaresh Yadav and Ms. Kiran Sharma and Ms Jyoti Vira were declared outstanding sportsman and sportswomen of the year respectively.

35. Incentives to outstanding sports persons:

No specific monetary incentives are provided to the outstanding sportsperson, but the college does award him/her with a certificate of merit/achievement.

36. Student achievements and awards:

Some of the significant results are as follows:

- 2 student teachers bagged distinction in the University B.Ed Exam and 24 student teachers scored 1st class in the same.

Students who received Role of Honour in the year 2009-10

Course	Name of Students	% of Marks
B.Ed.	Ms.Gosrani Nikita Harshal	75.2% Distinction
	Ms. More Samruddhi Vishal	70% Distinction
M.Ed.	Ms. Bhatt Krutika Venkatesh	66.25%

PGDME	Ms. Raikar Sneha Sunil	66%
	Ms. Thakkar Rupal Apurva	66%

- **Student Placement:** The benefit from our association with many reputed schools in the city, was availed through our placement cell. We could place 20 students in those schools with emoluments ranging from Rs. 15,000 to 40,000/- per month.
- **Sports:** Several events were conducted like 100 mts, Marble and spoon, Shot put, 4*100 mts, Javelin throw etc.
 - Mr. Ramnaresh Yadav was declared best sportsperson of the year and Ms. Kiran Sharma was declared Best Sportswoman of the year;
 - In Indoor Games Ms. Amey Mahajan, Ms. Neha Chenda and Ms. Nikita Gosrani were the winners.

37. Activities of Guidance and counseling unit:

- Open forums for discussion of problem issues;
- Mentoring through Proctorial system;
- Grievance Redressal through student council meetings;
- Guiding for financial assistance;
- Getting scholarship for students through various organizations.

38. Placement services provided to students:

Placement to student-teachers is done through the campus placement. Workshop on personal grooming conducted helped in writing of resume and facing interviews .This year students got placements in ICSE, CBSE, IGCSE, IB and S.S.C Board Schools and NGOs with pay packages ranging from Rs. 15,000 – Rs. 40,000.

20 students got placement in following schools:

- Podar International, Santacruz
- Arya Vidya Mandir, Bandra
- Godrej Udayanchal, Vikhroli
- Garodia International, Ghatkopar
- Garodia ICSE, Ghatkopar
- S.G.K.M. Intl, Ghatkopar
- SMPRS CBSE, Mulund
- Leapforward NGO, Andheri
- S.M. Shetty, Powai
- J K Singhania School, Thane
- Sharon High, Mulund

39. Developmental Programs for non teaching staff:

For capacity building of the support staff efforts were made through training in ICT for *quality enhancement* .

The following training programs were conducted for the non-teaching staff:

- Training of non-teaching staff through continuous peer tutoring;
- English speaking program for the non-teaching staff;
- Orientation to different softwares for the technical assistant;
- Training in different computer fonts for the clerical staff;
- Training in computer tally for the Accountant.

PART C

Proposed Action Plan for 2010-11

After reviewing year's performance we shall present the action plan for the next academic year 2010-11:

1. The first priority for the next academic year will be to comply with the recommendations given by the NAAC peer team. They are as follows:
 - Identification of the weak students for remedial action;
 - Obtaining formal feedback from the alumni and parents about the curriculum and its transaction;
 - Developing profile of the students;
 - Providing exposure to the teachers through refresher and orientation programmes;
 - Encouraging faculty members to publish papers in journals of repute;
 - Making budgetary provision for research;
 - Encouraging faculty to undertake research projects;
 - Making efforts toward getting recognition for the college by UGC under 2(f) and 12 (b) ;
 - Developing expertise to provide consultancy services in respect of research or to NGOs;
 - Refurbishment of science lab and educational technology cell;
 - Providing financial support to the needy students;
 - Strengthening Personal counseling services;
 - Developing social science club, nature club, debating club, etc
 - Developing grievance redressal mechanism;
 - Recruiting manpower as per NCTE norms;

- Attaining computerization of finance, admission, and administration;
- Organizing computer training programmes for teaching and non teaching staff.

2. Organizing National Seminar

The college is planning to organize a national seminar under the umbrella of “Senior Scholar Seminar Series” in February 2011. The theme of the seminar will be “Smart technology for the 21st Century Education.

3. Faculty Development Initiatives

Apart from regular organization of academic events like faculty forum, research paper reading sessions and participation of the faculty in seminars/ workshops, some purposeful action steps will be taken in this context like:

- Organizing a workshop on writing and publishing papers of international standard;
- Encouraging faculty members to enroll in Ph.D. program;
- Encouraging all those faculty members complete their post graduation who have not done it at the time of their recruitment;
- Providing academic support to those faculty members who have not cleared their SET or NET;
- Organizing guest lectures on the various topics related to the professional learning.

4. Community Work

The institution has taken a policy decision of working for the children with special educational needs. It is in this context we will chalk out a year long program for the benefit of visually challenged students from Ruia College. This program will include activities like-

- Personality Development program;
- English speaking program;
- Environmental awareness program;
- Developing audio tutorials for language students;

- Developing instructional material in Economics in tactile form.

5. Extension work

In keeping with our vision and mission we will extend our expertise for the benefit of marginalized sections of the community. Next year we will chalk out certain programmes like “Development of Study Skills” for the children from the marginalized section.

6. Organizing value based cultural programs reflecting core values given in NPE 1986.

7. Pratyush: the intercollegiate event of the institution, for the year 2010-11 will be organized on the theme -" Manage or be managed". In which focus will be given on the teacher’s role as an educational manager.

