



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	GANDHI SHIKSHAN BHAVAN'S SMT. SURAJBA COLLEGE OF EDUCATION
Name of the head of the Institution	Dr. Ratnaprabha N. Rajmane
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02226200589
Mobile no.	7715862756
Registered Email	gandhishikshanbhavan@gmail.com
Alternate Email	principal@gandhishikshan.com
Address	Juhu Road (North), Mumbai - 400049
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400049

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Dr. Judy Grace Andrews			
Phone no/Alternate Phone no.		02226200589			
Mobile no.		9224297186			
Registered Email		gandhishikshanbhavan@gmail.com			
Alternate Email		principal@gandhishikshan.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://www.gandhishikshan.com/wp-content/NAAC_Reports/AQAR-2016-17.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.gandhishikshan.com/wp-content/Calendar/Cal-S.Y.B.Ed-June-2017.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A+	91	2004	03-May-2004	02-May-2009
2	B	2.82	2011	27-Mar-2011	26-Mar-2016
3	A+	3.54	2017	22-Feb-2017	21-Feb-2022
6. Date of Establishment of IQAC			05-Jul-2004		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Vajubhai Memorial Lecture	20-Sep-2017 1	80
Cleanliness Drive alongwith NGO Rotary Club	02-Oct-2017 1	90
Inter University ICT skills developing workshop - 'ICT in school Education'	11-Dec-2017 1	90
IQAC (QCI) Meetings	19-Apr-2018 1	11
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Gandhi Shikshan Bhavan's Smt. Surajba College of Education	Minor Research Projects	UGC	2017 365	67221
View File				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- Curriculum Planning for the year 20172018
- Organized a Beach cleanup drive a part of the Swachh Bharat Abhiyan campaign.
- University Certificate Audit courses introduced 1. Drama and Art in Education 2. Understanding self
- Having regular meetings with the various committee heads to enhance the smooth organization of

various activities. • English Communication Programme in collaboration with TEACH INDIA for linguistically deprived sections of the society was conducted.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Plan of Action and Achievement reports are attached	Excel File attached
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Indian Council of Basic Education	19-Apr-2018

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

23-Jan-2018

17. Does the Institution have Management Information System ?

Yes

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

Name of the Link on which it is available :
<https://gandhishikshan.digitaledu.in/>
 It is the management Information System specially designed from the students database point of view, it has various modules which includes the following:
 Students Record : This module facilitates the recording of the entire information with regard to the students personal as well as academic information. Fees Receipt : It provides E generated fee receipts with the mentioned bifurcations, also shows whether there is any amount pending from the students or not. Attendance :

It facilitates online as well as biometric attendance systems. Students ID : It facilitates auto generation of students Identity Cards in pdf and jpg formats Reports : Various reports with respect to the various modules can be generated and preserved for a longer time period as the data saving facility is available on cloud.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

University of Mumbai has introduced a new revised syllabus for teacher education programmes according to the NCTE and UGC requirements. Accordingly curricular activities were planned and executed. The vision, mission and the philosophy of the institution had been interwoven along with the revised curriculum. All the activities were designed according to the needs of the students to build the skills related to competency and capacity. Ample choices were given for the students to choose both in curricular and cocurricular activities.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Audit Course- Drama and Art in Education Understanding the self	NA	20/06/2017	Nil	Employability	dramatic, listening, and counselling skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	Education	20/06/2017

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

	Certificate	Diploma Course
Number of Students	120	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	School Internship / Department of Life Long learning and Extension Projects	97
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
Constructive and timely feedback encourages self-reflection and enhances retention of knowledge. So feedback forms are given and both oral and written feedback is sought after some major activities/programs like Internship activities, Community work, workshops/seminars etc from both students and faculty. and the same is immediately worked upon wherever necessary. The findings of the feedback were discussed in the year-end review meetings and areas of improvement were identified and incorporated in the next years academic plans.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	50	Nill	50
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses
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			teaching only UG courses	teaching only PG courses	
2017	50	Nil	8	Nil	8

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
8	8	Nil	11	1	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

General multiple mentor model with multiple mentors engaging a single mentee is practiced in our institution. Students are divided into groups of 14/15. A mentor is assigned to interact and guide. Regular meetings are held at intervals and the students are guided to all the curricular and cocurricular activities. They are personally counselled for various issues according to their diverse needs. Mostly the duration and the time of the meetings are announced formally before weeks. Formal meetings the agenda is normally sent earlier to the faculty. Personal details of the students with regard to their study habits, specialization, family background, talents, area of interest, any special ability and about the residence are collected through diary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
97	8	1:12

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	Nil	Nil	Nil	Nil

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	4E00144	Four	02/06/2018	16/08/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The continuous Internal Evaluation is done at 4 different levels to retain objectivity - Principal, coordinators, mentor mentee and peer evaluation. The students are informed about objectives and criteria of each evaluation. The entire process is explained to the students. Students are specially oriented for peer evaluation. The faculty advisors give their comments and evaluations to students after each curricular and co curricular activity. The coordinator and the principal give their opinion about the performance. The final results of internal evaluations are compiled according to the university guidelines and submitted to the authorities.

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

<http://www.gandhishikshan.com/wp-content/Calendar/Cal-S.Y.B.Ed-June-2017.pdf>
Academic calendar has been prepared and adhered to according to the vision, mission and prospective plan. All activities of the different departments were chalked out as per the discussions in the IQAC. Seminars, workshops and other curricular and cocurricular activities were a part of the academic calendar. The internal as well as university examinations were also reflected from time to time in the academic calendar. The calendar was prepared well in advance according to the university academic planner by the time table in-charge and principal in consensus with IQAC and department coordinators. The final academic calendar was communicated through a time table to all well in advance.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.gandhishikshan.com/wp-content/NAAC_Reports/BEEd-Syllabus-2017-18.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
4E00144	BEEd	Education	47	47	100

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.gandhishikshan.com/wp-content/NAAC_Reports/SSS-2017-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	UGC	0.67	0.67

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Disaster Management - Ms Suchitra Hegade	One India One people-NGO	21/11/2017
ICT- Online Learning Workshop Dr Savita Manchekar	Education- Universal Lord's College of Education	11/12/2017
Enabling, Empowering and Enriching the new generations of Indians- Mr. Bansidhar ArtiraMahapatra	NSE Academy	21/03/2018
International Conference on Global Advancement in Women's Studies	EDUCATION	17/03/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

Name of the Department	Number of PhD's Awarded
SURAJBA COLLEGE PH.D. CELL	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	12	5
International	Education	11	5
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	8	7	3	Nill
Presented papers	7	1	Nill	Nill
Resource persons	1	Nill	Nill	3
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Extension activities and community engagement activities	DLLE University of Mumbai	7	97
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Udaan Intercollegiate festival	second prize, consolation prize	DLLE , University of Mumbai	20
Elysium	second prize, consolation prize	DLLE Unit of Amblani college	5
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Extension	DLLE-University Mumbai	PEC/SWS(Issues related to Gender, Swachta, Aids awareness etc	7	97
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship In schools	Practice teaching and internship	1. Sacred heart school 2. Dr. Sarva palliradhakrishnan school 3. I J Patel 4. St Blaise high school 5. Madhavrao Bhagvat high school 6. HansrajMorarji High school 7. Mary Immaculate high school	01/07/2017	31/03/2018	Faculty per school alongwith 14 student teachers
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Vacha Resource Centre for Women	15/06/2015	Vacha Camp on Gender Training and	97

and Girls, Mumbai		sensitizing the students towards the issues related to gender	
Anti Dowry Movement, Mumbai	22/06/2015	Awareness in the students about dowry its ill effect on the society intercollegiate competitions debates and essay writing	97
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6.05	3.82

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL (INFLIBNET)	Fully	2.0.0.12	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1506	21506	40	3188	1546	24694

Reference Books	22995	747163	48	9291	23043	756454
Journals	Nil	Nil	33	12367	33	12367
CD & Video	109	10900	Nil	Nil	109	10900

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	42	2	2	0	0	4	0	100	0
Added	0	0	0	0	0	0	0	0	0
Total	42	2	2	0	0	4	0	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.65	1.18	0.5	0.56

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

The management of Gandhi ShikshanBhavan's Smt Surajaba College of Education continuously strives to meet the growing needs of the institution in the twenty first century academic world and works in tandem with the purchase Committee, making available adequate physical infrastructure and constantly upgrading facilities, in order to provide a good teaching learning environment. The

purchase Committee also ensures that the developmental activities consider the extra-curricular requirements of the students. The committee convenes regular meetings across the academic year, to assess the infrastructural facilities and requirements. Suggestions are taken from students, faculty members and staff members. Suggestions are placed before principal through council members then forwarded to the purchase committee. Purchase committee approves the suggestion and quotations are asked from different vendors. As per quality requirements and budget, final orders are placed with the right vendor/s. Policies The academic programme of the College is from July to May. The maintenance work in the college takes place during the summer vacation . The computer systems, biometrics attendance machines are maintained under annual maintenance contracts. Anti-virus /Anti Malware software are installed and are kept updated. All systems are connected with UPS, providing uninterrupted power supply to avoid hardware and software problems. Faculty and Students Entry in the library is permitted only with the ID card which is non-transferable. Institution follows the Gandhian philosophy of fulfilling all the growing needs of the institution keeping in mind that resources are not wasted but are optimally utilized.

<https://docs.google.com/document/d/1HkYC-nQmpHsV4rZihi46Laoc7MHhskLw/edit?usp=sharing&oid=116458293705409138172&rtpof=true&sd=true>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund	1	3000
Financial Support from Other Sources			
a) National	Government of India Scholarship	2	31998
b) International	Nil	Nil	Nil
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	? Training for Teacher eligibility Test - TET	50	47	47	Nil

2017	? Soft skill development- Face the world India	50	47	47	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
1.AVM, Juhu 2.Panbai International School, Santacruz 3.Shri Shri Ravishankar Vidyalaya 4. Dalmia International School	109	109	100 1.City International School 2. Podar School	50	20
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
100 mtrs race, 200 mtrs race, tug of war, lime and spoon race, potato race, chess, carrom,	Institutional	97

badminton,

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

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

The students council is an elected body by the students. The students are intimated about the election process well in advance. The election process is held in a democratic manner. Five students from F.Y.B.Ed. and 5 from S.Y.B.Ed. are elected as student council. They are an essential part of organising and implementing all curricular and curricular activities in the college. The students representatives are selected on various academic and administrative committees such as IQAC, CDC, Sports discipline, ICT support, funds raising programme, cultural committee etc. They take active parts especially on annual day celebrations - vasantotsav, convocation, extension work activities at the university level. etc. The students are involved in all important decision making processes such as student support, resource mobilization, developing linkages with Education Industries ,NGOs and community. The student council also take care of PA system and in organizing assembly.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has alumni association which is not yet registered body. However the process of registration is in progress. The alumni as association was functioning. Some of the activities that they were involved were a. Teaching learning Process b. Practicum activities c. Placement activities d. Convocation programme e. Golden Jubilee activities etc

5.4.2 – No. of enrolled Alumni:

50

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

9800

5.4.4 – Meetings/activities organized by Alumni Association :

Annual Convocation Programme, Practice Teaching Programme and Placement Programme

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Our institution has a very democratic and participative work culture. Entire maganing body members, principal, teaching staff , student and non teaching

staff contribute in the endeavour of achieving vision and mission and for enhancing the quality of teacher education. Decentralisation :- The academic and administrative work responsibilities have been allotted to the faculty for smooth and efficient management of SSCOE activities. The administrative portfolios like CAP - admissions, attendance, NACC, CDC, student's council, website management, library and resource updation, grievances, discipline, maintenance of herbal garden and composting etc. have been allotted to the faculty well in advance. The distribution of the academic portfolios such as subjects to be taught, co-curricular activities, extension and outreach activities, research, library work, internal examinations, university examinations, seminars, workshops, etc. have been allotted to the faculty well in advance. Though the portfolios are assigned to particular faculty, all faculty members along with students contribute in the execution of all activities. Regular meetings of the principal and coordinators of each portfolio for planning PLO and CLO and review of activities of those portfolios has been a prominent feature of decentralisation and participative management in SSCOE. Participative Management :- The members of our management body Indian Council of Basic Education (ICBE) have been playing an active role in guiding and supporting all activities of SSCOE. The planning of each major initiative is shared with the management and their guidance is sought. Regular IQAC and CDC meetings are being organised for planning and reviewing activities related to administration and academics. Apart from these, guidance of managing body members is sought whenever required. The suggestions given are implemented. The participation and presence of the management members has been a prominent feature of all important programs of SSCOE. Most of the administrative members of ICBE are alumni of our institution. Due to this all the contributions go well with vision mission of the institution.

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

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The Syllabus of the University got revised. Most of our staff were actively involved in the Committee of the Revised Syllabus of the University of Mumbai. Dr Judy Grace Andrews was one of the Core Committee members. Dr Frances vaidya as a Bos member took active part. All the other staff members were involved in the sub committees of different subjects of the B.Ed Curriculum. The Orientation programme of the Revised syllabus was organised by the University and all staff participated in it. In the Curricular activities workshops, group discussions, and field visits were organised in subjects like Drama Art and Understanding Self and ICT and all the curricular subjects. Introduction of a new syllabus called for new approaches to teaching learning. Lots of quality initiatives were taken with regard to methodology. Alongwith ELM

-3H model, a blended approach was used in the teaching learning process. The other methods practiced were participatory approaches such as constructivism project-based and various models of teaching learning such as CAM, Social Enquiry etc

Examination and Evaluation - Continuous evaluation of students achievements is a part of the curriculum of SSCOE. This consists of tutorials, assignments, presentations, essays, examinations, projects etc. The assessment is done through a mentor mentee programme. The principal, faculty and peers are involved in evaluation of performance and feedback. The students are given an opportunity to attempt retest/resubmission under special circumstances. The students are given counselling and support through a faculty advisors group. Research and development is an integral part of SSCOE. The B. Ed. students are given action research projects. The B. Ed. students were oriented by the NGO - PROTEEN about a research project on career decisions. The Saint Blaise internship students group conducted a research project on career choices in collaboration with NGO - PROTEEN. ew students were admitted to the Phd cell and three more new guides were appointed. The pre Phd course was conducted for research students.

LIBRARY UPGRADATION 2017-18

1. in the year 75 books were purchased
- 2, NCERT and NCTE old journals were subscribed which were not available in the library
3. All books and bound volumes were barcoded during this year
4. Stock taking was done with a scanner.
5. Special training and workshops were arranged of N-list during this year
6. Special story book exhibitions were arranged for school children . This activity was conducted to inculcate reading habits among school children . School children started visiting the library frequently.
7. New work of article indexing of bound volumes was started during this year.
8. Book review activity was conducted and the book EXPERIMENTS OF TRUTH WRITTEN BY Gandhiji was given to each student to read.
9. New geography charts were made by Librarian which were not available outside .
10. University book bank books

were given to economically weak students. The total staff of SSCOE is 17 in number. Out of which one is a principal, 7 teaching staff, one librarian and one attendant, 3 office personnel and 4 class four employees. The staffing pattern is according to NCTE and Higher and Technical Education, Govt. of Maharashtra. All staff members are encouraged to upgrade themselves and qualify themselves for the next position. They are motivated through incentives and appreciation from the authorities. Time to time as per the need, workshops and seminars are organised by SSCOE to equip the members. The staff are encouraged to take part in seminars and workshops organised by other governmental, non-governmental agencies and Educational institutions according to their interest. Community Lunch programmes are especially organised by the SSCOE in order to build relationships with the members of the organisation. All faculty are given due recognition and are placed according to their capacity. All faculty members are encouraged to do their refresher courses and short term courses. We have linkages with the industries for equipping students with practical hands-on experiences. Since our college is in western region of Mumbai we have connected to all reputed schools in the region. Our students do their practice teaching in these schools. Most of the students' practicum work is being done through the linkages that we have with these industries. We have linkages with schools, Junior colleges, NGOs and other industries to enhance the skills of the student teachers. As ours is a Grant in Aid college all 50 students are allotted by the MHCET of the state of Maharashtra. The admission process is centralised admission (CAP) by the MHCET of the state of Maharashtra. The CAP process is online and digitalised both at the state level and college level. The eligible students who have cleared B. Ed. CET and ELCET are allotted by the MHCET cell on the basis of students' preference to our college. There is a facility of freezing or floating the seat for admission. Each and every information is disseminated to the eligible candidates and public through

display on notice boards as well as on website. The students are admitted after through verification of all the details and certificates. The admission fee is as per Govt. directions. The needy students are also given a facility to pay fees in installments if required. All the admissions of different categories of students are done as per the guidelines received from the Govt. of Maharashtra. The final verification of admissions are done by the Higher and Technical Education, Govt. of Maharashtra.

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

E-governance area	Details
Planning and Development	Planning and Development UGC , NCTE , PAR Administration DHE MIS, Statistical Unit of Mumbai University, TAAS, AISHE Finance and Accounts HTE.Sevarth, UGC Student Admission and Support MH-CET cell, AISHE, ARA, MahaDBT, NPS portal, MKCL Digital University Examination MKCL Digital University

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
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Refresher Course	1	02/11/2017	22/11/2017	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>promote for self development ie academic development faculty development program higher Education, Vacation Leave, Casual Leave, Medical Leave, Study Leave, Maternity Leave, Provident Fund, Felicitation on Achievement, Canteen Facilities, Purified Drinking Facilities Medi-claim Recommendation</p>	<p>College Uniform to non-teaching staff, Tea Club, Felicitation on Achievement, Casual Leave, Earn Leave, Maternity Leave, Medical Leave Provident Fund</p>	<p>Medical Insurance for all the students for the current academic year, Ashakalla Fund for women students, Rajashree Shahu Maharaj scholarship for EWS students</p>

6.4 – Financial Management and Resource Mobilization

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

Our institution Gandhi Shikshan Bhavan's Smt. Surajba College of Education is run and managed by Indian Council of Basic Education. Our Management every year appoints professionally certified CA firms for external audit purposes and the rigorous external audit is conducted regularly twice in a year. Various required reports are generated including audited statements of accounts which are verified by the appointed auditors and discussed thoroughly with the head of the institution. The verified audited reports such as income and expenditure, balance sheet along with required schedules are submitted every year to the Charity Commissioner's office by the respective audit firm to complete the process.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	Nill	Nill
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	Yes	External Auditor's M/S. Shah Bhatt Associates

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

NIL

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

Yoga training, Talk on personal etiquette , workshop on self defense etc.

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

Math club Organization Training for reflective practices LMS other ICT tools for teaching learning-ET dept. SNDDT University Orientation of NCTE new parameters TET coaching for students Enhanced N-List facilities Students admission and enrollment to PhD Department - More students and Guides were added to Ph.D department.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	1. Training for reflective practices 2. LMS other ICT tools for teaching learning-ET dept. SNDDT University 3. Orientation of NCTE new parameters 4. TET coaching for students 5. Enhanced N-List facilities 6. Students admission and enrollment to Phd	Nil	Nil	Nil	Nil

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Paper Reading on Naree Hinsa	06/10/2017	06/10/2017	47	3
Paper Reading on Razia Sultan	07/01/2018	07/01/2018	47	3
Paper Reading on Kalpana Chawla	09/02/2018	09/02/2018	47	3
Paper Reading on Kiran Bedi	22/02/2018	22/02/2018	47	3
Paper Reading on Acid Attack : International Women's Day	08/03/2018	08/03/2018	47	3
Paper Reading on Laws Protecting Women	23/03/2018	23/03/2018	47	3
Paper Reading on Anandi Bai Joshi	12/04/2018	12/04/2018	47	3

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

We don't have Alternative energy sources but we take efforts to ensure that our entire members of the institution are made aware of Environmental Sustainability by doing the following Program: We have Paper reading round the Years specially on : February 28 (National Science Day) June 5 (World Environment Day) October 1-7 (World Wildlife Week) We celebrate SEASONS every year with Environment as a subtheme: VARSHA MANGAL VASANTUTSAV -We have Environmental Education as one of the Choice Based paper. Our students stress the importance of EnvironmentSustainability in every lesson in the most subtle and natural way. We also arrange a NATURE TRAIL BEACH CLEANING with NGOS especially after the Ganapati Visarjan We insist that our students are vigilant enough to switch off the electrical gadgets whenever not in use. We have adopted a POLICY OF NO PLASTIC in daily endeavours as far as possible.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Scribes for examination	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	Nil	Nil	Nil	Nil	Nil	Nil	Nil
2018	Nil	Nil	Nil	Nil	Nil	Nil	Nil
View File							

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

Title	Date of publication	Follow up(max 100 words)
University of Mumbai 21.0 Code of Professional Ethics Ref/CONCOL 119 of 2011 dated 07th June 2011	07/06/2011	Is been available in the library and referred to solve the grievances of the Employees

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

1. Maintaining of Eco Friendly Campus rested in the campus of trees and plants round the year. 2.Maintaining of an Eco -Friendly Recycle bin 3. Making of simple campus food according to need, avoiding wastage by the members of The College including staff students and helpers. 4. Reusing all calendars printed on one side materials by the Staff and Library Assistant for making and constructing LEARNING MATERIALS. 5. Accepting submission Assignments in SOFT FORM to avoid wastage of Papers

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES 1.TITLE OF THE PRACTICE: - CELEBRATING GENDER HOOD OBJECTIVES OF THE PRACTICE • To impart quality education for empowerment and enlightenment through gandhian philosophy • To prepare socially committed teachers • To understand the need for gender equality on a global scale • To encourage both men and women to participate in all spheres • To integrate both men and women for the development • To empower specially women and men about their rights and duties with regard to self and other gender THE CONTEXT -The institution believes in equality, especially empowering women for developing a just society. There is an upsurge discrimination and intensified ongoing violence against women in our society. In Spite of being graduates there is a great lacuna in understanding their role as an individual in preventing this evil. There's a dire need to sensitise both female and male student-teachers regarding this issue. It is essential to make them aware about their role as an agent of change in the society and apply this to take just decisions in their daily life. THE PRACTICE - • Interdisciplinary course - Gender School Society (6 credits) • Paper readings on gender sensitisation , women empowerment etc • Vaccha- Gender Equity Camp • Street Play Workshop - Women Empowerment • Martial Arts workshop • KPMG-Right to education for women • Screening of movie and discussion -Padman • DLLE Extension Work Project - Survey of womens Status •

International Seminar - Global Advancement in Women Studies • Internship Program - Sensitisation of Boys and girls towards Gender issues and gender parity EVIDENCE OF SUCCESS • The student teachers attained knowledge, attitudes, and skills about awareness on gender issues. • The student teachers applied it in daily life as well as sensitised the communities around. • DLLE extension work activity. Student teachers conducted a survey of women's Status in practice teaching schools and communities around. They presented the findings to the DLLE dept., university of Mumbai. • The student teachers practiced it in practice teaching schools and during community engagement programs through exhibition of charts, showing videos, poster competitions and conducting street plays. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

Challenges: - Cultural backgrounds of student -teachers and the time constraint. Resources :- Physical and technological facilities, Human resources and Financial resources. 2.TITLE OF THE PRACTICE - COMMUNITY LINKAGE FOR COMMUNITY EMPOWERMENT OBJECTIVES OF THE PRACTICE • To impart quality education for empowerment and enlightenment through gandhian philosophy • To prepare socially committed citizens through community engagements • To sensitise student teachers about the deprived sections of the society • To make them aware of the challenges faced by the community members • To develop attitude of helping less privileged sections of the society • To develop ability to implement remedial programme for various subjects-Math language THE CONTEXT - Community empowerment is a part and parcel of philosophical practice of our institution. We believe that community empowerment can be achieved effectively through community engagement. This commitment has enabled us to be instrumental in having this programme in the B.Ed Syllabus which is continuing till today. In this endeavour our institution has been in association with our neighbouring community such as schools, paraplegic centre , centre for visually challenged and remedial education centres (NGO) for the deprived students of the society. As student -teachers they need to have this value of sensitivity towards the lesser privileged sections of the society. THE PRACTICE - • Orientation to community work as philosophy and practice • Introduction of the community work centres - Remedial teaching Centres - Aseema Ngo, M. A. High School, St. Blaise High School, Industrial Home for Blind Women Cheshire Home • Visit to different centres to sensitise the need • Training for equipping them with regard to knowledge, attitude and skills for effective community engagement • Grouping and assigning mentors and mentor - mentee programme begins. • Every Saturday 3 hours of community work according to need is carried out rigorously. • A reflective report is prepared and submitted to mentors for feedback. EVIDENCE OF SUCCESS - The student -teachers were sensitised. They built good rapport with the community they were involved with. After completing the course some of them even joined Aseema NGO as a teacher and others continued to visit and rendered their services to some of the institutions. The pupils who were tutored through our student -teachers PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED - Challenges: - Policy changes by the community centres and the time constraint. Resources: - Physical and technological facilities, Human resources and Financial resources.

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

<https://www.gandhishikshan.com/wp-content/NAAC Reports/Best Practices 2017-18.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

INSTITUTIONAL DISTINCTIVENESS (2017-18) Vision of the Institution • Provide quality education for empowerment and enlightenment through Gandhian philosophy

to prepare socially committed teachers. Mission of the institution • Nurturance and dissemination of Gandhian values to develop innovative, involved and dynamic teachers for the welfare of society. Keeping in mind the institutional vision mission, the college practices dissemination of gandhian values woven through the B. Ed. curriculum of Mumbai University. Students - teachers of the institution are exposed to activity-based learning as advocated by Basic education. Through the following practices the student - teachers are introduced to tenets of Gandhian values. • Dissemination of gandhian values through anecdotes sharing from autobiography 'My Experiments with truth' • Every day begins with sarva dharma prarthana where student-teachers are actively involved with all serenity and devotion. • Classroom interactions which are primarily based on self learning, collaborative activities, and discussions based on reflections. • Dissemination of gandhian values during internship activities of project based course. • Self-help and Shramdaan in our institutions well as community around. • Promoting khadi and gramodyog by visiting KVIC and its exhibitions. • Training in producing socially useful productive work. • Community empowerment through community engagement. • Dissemination of gandhian values through seminars, workshops, visits to gandhian institutions, interactions with gandhian veterans, film viewing and discussions.

Provide the weblink of the institution

https://www.gandhishikshan.com/wp-content/NAAC_Reports/Institutional-Distinctiveness-2017-18.pdf

8.Future Plans of Actions for Next Academic Year

Celebrating Gandhi through Revisiting vision mission Enhancing practice of ELM - 3 H Model Integration of ICT Skills Innovative teaching learning practices Environmental sustainability practices Community engagement Collaborations with NGO Alumni involvement Development of all round personality through exposure of Art and Drama