

## Milestones

26.07.2018 :

- Meeting between Dr. Sr. Tanuja and Dr. Sheela Philip in her office, updates on IQAC Co-ordinator's workshop.
- Meeting with entire staff providing updates.

28.07.2018 :

- Meeting between Princ. Dr. Sr. Tanuja , HOD Dr. Giselle and Dr. Philip and Dr. Cindrella.(Overview of IQAC categories distribution among faculty.)

2.08.2018 :

- Meeting between Princ. Dr. Sr. Tanuja and staff members. Finalizing hour distribution for revised format API inclusion.

3.08.2018 :


- IQAC meeting between Princ. And Members of the staff. To draw up prospective plan 2018 – 2019.

### Minutes of the Internal Quality Assurance Committee Meeting held on 3<sup>rd</sup> August, 2018 (Friday at 11.00 a.m.)

The IQAC college committee met to draw up a Prospective Plan for 2018 – 2019.

1. The faculty identified spoken and written English as areas that needed attention at the entry point for the entire batch of new teacher-trainees. Dr. Cerena D'Cunha had a structured module that could be used in this regard. The members of the staff unanimously agreed that there was need for conducting bridge courses for the new aspirants of teacher training at STIE 2018 – 2019.
2. The faculty also agreed that an application based multiple choice question evaluation could be used to highlight areas of strength and weakness in the students. A question bank was to be compiled by end of September by the staff.
3. The method masters then took it on them to prepare an elaborate Question Bank, standard wise. Dr. Philip suggested that the test items should be categorized into speed and power tests.
4. It was decided that a one hour slot would be allocated in the general time table for mentoring.
5. It was also agreed upon that the grievance redressal box would be opened for redressal every Saturday.
6. The Research Cell coordinator Dr. Cindrella D'Mello wished to conduct 3 research sessions during the course of the academic year. The areas that Dr. D'Mello decided to take up were writing of research proposals and providing insights on publishing in international journals.
7. Dr. Lopes expressed the desire to collaborate with Pushpanjali College of Education, while hosting a seminar sponsored by a benefactor who has been supporting St. Teresa's Institute of Education over the past few years.
8. Deliberations ensued on the Value-Added course in Personality Development to be conducted by Ninette D'souza during the year. Dr. Giselle D'souza was at the helm of streamlining the progress of its functioning.
9. Dr. Philip wished to explore avenues of collaboration between the two colleges of Education, KKCE and HJ in the proximity of the STIE through the subject clubs. This exercise could provide avenues for student exchange and interaction between the students groups and faculty. This was viewed as a channel of augmenting efforts put in by the faculty for a small number of students belonging to a pedagogy.

10. Dr. Philip also put forward the possibility of organizing a fund raiser programme towards collecting a corpus towards maintenance and upgradation of infrastructure of the institution.
11. Dr. Cindrella D'Mello suggested compiling a college e-magazine .
12. Dr. Giselle D'souza sought permission for establishing our college as a collection centre for tetrapacks to be recycled by the NGO RUR.
13. Dr. Sheela Philip also suggested that the faculty could conduct workshops in areas that they were proficient in, for this the target group were the staff & students of our practice teaching schools . This was to strengthen bonds and create a symbiotic networking relationship between STIE and the schools.
14. Dr. Sr. Tanuja Waghmare , distributed the appraisal sheets filled in by students pertaining to the members of the staff. She thanked the staff for their relentless efforts and services that stood STIE in good stead over these years. She also distributed the self-appraisal forms to be filled by the faculty for the past year. She also reminded the staff to fill in their PBAS proforma.
15. Ms. Colleen Fernandes, our administrative staff, provided her inputs on how the staff could raise their academic index documentation. She shared the TAAS login ids and urged the faculty to update and upload their details. Ms. Fernandes pointed out the importance of SWAYAM and epathshala.
16. The members of the staff tentatively narrowed down on conducting Add-On courses in Yoga by Ambikaashram and also a self defense course for the students.
17. Dr. Lopes assured the group on carrying on effective sessions by competent personnel in relation to the functioning of the Women's Cell. She also took on the charge of bringing in resource persons who could train our students in puppet making and chart preparation. This was conceived as a bridge course.
18. The group also agreed upon mid August as a suitable time frame to hold the next IQAC meeting with our mentor experts.

  
Principal  
**St. Teresa's Institute of Education**  
S. V. Road, Santacruz (West),  
Mumbai-400 054.

### MEETING NOTICE

A meeting of the Internal Quality Assurance Committee (IQAC) of St. Teresa's Institute of Education will be held on Monday, 13<sup>th</sup> August 2018, at 11.00 a.m. in the Conference Room. Members are requested to make it convenient to attend the meeting.

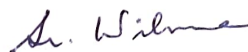

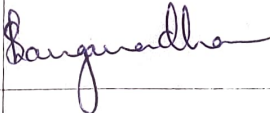







Agenda: -

1. To read and confirm the minutes of IQAC Meeting (28.03.2018).
2. To read the minutes of Internal IQAC Meeting. (03.08.2018).
3. To review milestones of the year 2017-2018 with assessment of feedback mechanism.
4. To review academic calendar for the year 2018-2019.
5. Any other business with the permission of the chair.



MEETING OF THE IQAC  
ST. TERESA'S INSTITUTE OF EDUCATION

13<sup>th</sup> August, 2018 AT 11.00 AM

SR NO	NAME	SIGNATURE
1	Sr. Wilma Mendes Manager	
2	Asso. Prof. Dr. Sr. Tanuja Waghmare Chairperson	
3	Prof. Dr. Sybil Thomas Nominee, Local Society	
4	Asso. Prof. Dr. Agnes D'Costa Nominee, Local Society	-
5	Dr. Sheela Philip IQAC Co-ordinator	
6	Asso. Prof Dr. Giselle D'Souza Staff Nominee	
7	Dr. Joan Lopes Staff Nominee	
8	Dr. Cindrella D'Mello Staff Nominee	
9	Dr. Cerena D'Cunha Staff Nominee	
10	Mrs. Reshma Rodrigues Staff Nominee	
11	Mrs. Sharmila Vaz Administrative Officer	

## Minutes of the IQAC Meeting held on 13<sup>th</sup> August 2018 (11.00 a.m.)

The Following members were present:

- Sr. Wilma Mendes *Sr. Wilma*
- Dr. Sr. Tanuja Waghmare *Dr. Tanuja*
- Dr. Sybil Thomas *Sybil Thomas*
- Dr. Sheela Philip *Philip*
- Dr. Giselle D'souza *Giselle D'souza*
- Dr. Joan Lopes *Joan Lopes*
- Dr. Cindrella D'mello *Cindrella D'mello*
- Dr. Cerena D'cunha *Cerena D'cunha*
- Mrs. Reshma Rodrigues. *Reshma Rodrigues*
- Ms. Sharmila Vaz *Sharmila Vaz*

The meeting commenced with a prayer.

The minutes of the previous meeting were read. The members of the faculty provided our IQAC mentor an overview of innovative practices that were initiated and sustained during the bygone year 2017-2018.

Dr. Thomas stated that she respected and appreciated the cohesiveness felt that was palpable among the members of the staff. She took note that there was a tangible element this time to the documentation style and evidence provided in the Perspective Meeting of the IQAC 2018.

### **General guidelines provided by Madam Dr. Thomas to the members of the faculty:**


- Work towards creating a website that reflects all that the college does. It should have an exciting exposure to prospective students who wish to be teachers.
- She also reminded the faculty that NCTE is monitoring the progress of our transactions. She asked us to market ourselves using the feedback compiled from stakeholders.
- Madam urged the college to engage in major and minor research by procuring research grants. She said that there was need to outline theory that enriches practice. And, to provide theoretical backgrounds that brace us to overcome challenges. She

stated that the critique arrived at through research should reach the depths of education with theoretical foundations. Madam also reminded us that August 21, 2018 was the last date for submitting research proposals.

- Dr. Thomas fanned the idea of having mentor experts at the National level as IQAC members from other Universities and autonomous bodies like TISS, Homi Bhabha Centre, and TIFR etc. She said that their presence would give the college a comprehensive overview towards infusing quality at STIE. She said it would be prudent to gain insights from different perspectives.
- Dr. Thomas also directed the group to put down the analysis of the feedback received on each initiative the college took from stakeholders summed up in qualitative style.
- Madam also urged that the college engage students in completing one course delivered through SWAYAM and granting 4 credits for doing so.

**Sr. Tanuja read out a few student grievances compiled through the feedback procured over the year.**

- **Grievance 1:** Students expressed a desire to have the option of choosing a second school subject listed under Pedagogy of school subjects instead of a broad subject like Peace education or Rural development that our college was offering
  - **Advice:** Madam Thomas to this gave the staff an analogy of a ticketless traveler. The journey is enjoyable only until the traveler who is doing an offence is caught. She also encouraged Sr. Tanuja that the institute should continue to function adhering to the ethical style it has adopted all along abiding by the resolutions provided for administration.
- **Grievance 2:** The students were of the opinion that they should be provided with notes by the faculty teaching the course. The students expressed that notes handed over to them would help them study effectively from the University exam point of view.
  - **Advice:** Madam was strictly of the opinion that readymade notes would hamper the academic growth of teacher-trainees. So, the staff were told to refrain from giving notes.

  
Principal  
St. Teresa's Institute of Education  
S. V. Road, Santacruz (West),  
Mumbai-400 054

### **MEETING NOTICE**

A meeting of the Internal Quality Assurance Committee (IQAC) of St. Teresa's Institute of Education will be held on Saturday, 22<sup>nd</sup> September 2018, at 11.00 a.m. in the Conference Room. Members are requested to make it convenient to attend the meeting.

Agenda: -

1. To read and confirm the minutes of previous Meeting.
2. Introduction and welcome of new IQAC National Level Mentor Mr. Peeyush Pahade.
3. Presentation of perspective plan 2017 - 18.
4. Any other business with the permission of the chair.



MEETING OF THE IQAC  
ST. TERESA'S INSTITUTE OF EDUCATION  
22<sup>nd</sup> SEPTEMBER 2018 AT 11.00 AM

Sr. No	NAME	
1	Sr. Wilma Mendes Manager	-
2	Asso. Prof. Dr. Sr. Tanuja Waghmare Chairperson	<i>Tanuja</i>
3	Prof. Dr. Sybil Thomas Nominee, Local Society	<i>Sybil Thomas</i>
4	Asso. Prof. Dr. Agnes D'Costa Nominee, Local Society	-
5	Dr. Sheela Philip IQAC Co-ordinator	<i>Sheela Philip</i>
6	Asso. Prof Dr. Giselle D'Souza Staff Nominee	<i>Giselle</i>
7	Dr. Joan Lopes Staff Nominee	<i>Joan</i>
8	Dr. Cindrella D'Mello Staff Nominee	<i>Cindrella D-Mello</i>
9	Dr. Cerena D'Cunha Staff Nominee	<i>Cerena</i>
10	Ms. Reshma Rodrigues Staff Nominee	<i>Reshma</i>
11	Ms. Sharmila Vaz Administrative Officer	<i>Svaz</i>
12.	Mr. Peeyush Pahade External Resource faculty	<i>P Pahade</i> 22/9/18




## **IQAC Internal Minutes of the meeting held on 22, September 2018.**

1. The meeting commenced with a prayer.
2. The minutes of the previous meeting were read.
3. The faculty presented the Perspective Plan of 2017 – 2018 under the various categories of the SSR.

Mr. Peeyush Pahade spoke about the following areas after analyzing St. Teresa's Institute of Education AQAR that was available online.

1. The certificate/ add on course listed in the SSR were the Honours Programme and MA in Education.
2. There was only one MRP/ Minor Research Project that was undertaken. He said the college needed patents to its credit as it was an Institute of long standing existence (1973).
3. He mentioned that the faculty should strive to go abroad on exchange and also to attend conferences. It would be easier for STIE as it belonged to the Christain – Minority.
4. The extension activities needed greater elaboration as the college was part of the DLLE programme. It did not detail any sports/ NSS activities. We need to be intune with our vision statement of percotating SENSITIVE TOLERANT INNOVATIVE EDUCATION. Which meant the activities conducted should be linked to each of these. The report should not project that we conduct what we know. Instead the activities undertaken should stem from analysis provided by the feedback mechanism.
5. There was an area where the data was conflicting the column which carried amount of funds disbursed for FDP was NIL.
6. The IQAC was told to present oral/written feedback analysis. The analysis would function as the eyes and ears of the IQAC and create space for recommendation in the functioning . It could then design or create new policies that would change the thought process of the college.
7. Mr. Pahade also mentioned that it was mandatory for the college to provide a cardiac check up for its employees under the Health check Scheme once in 5 years. All attempts should be reflected in the organizations reports.

8. Mr. Pahade focussed on NAAC's expectations from every institution being accredited to project its institutional distinctiveness created through affiliations with good agencies that have a good track record.
9. Mr. Pahade also asked the college to be mindful of several questions that had no responses in the last SSR. He asked the team to address those areas to raise the institutional effectiveness. He asked us to patch up small holes over the period of time available in hand.
10. The college was asked to prepare a Five Year Prospective Plan in consultation with the management with respect to finance and resources.
11. Dr. Thomas stressed upon the activities percolating down all the strata of the Institution.
12. We were told to tie up with universities with a view to earn money, The institution was told to conduct mentoring programmes for which the college would have to design curriculum, arrange visiting faculty.
13. The need of the hour was to use the college campus after 2.00 p.m. to justify effective use of infrastructure facilities. Sir Pahade added if we do not find a way out to self sustain, we will have to leave the field of education. He asked us to capitalize on the space, computers and car park facilities available.

  
Principal  
St. Teresa's Institute of Education  
S. V. Road, Santacruz (West),  
Mumbai-400 054

Gmail - Free Storage and En... IQAC Member - stie73@gmail.com X

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Tue, Sep 11, 2018, 11:52 AM ☆ ↶ ⋮

Respected Mr. Peeyush Pahade,

Greetings from St. Teresa's Institute of Education,

As suggested by our already existing IQAC members we were asked to include experts on our panel. As per our telephonic conversation we are glad that you accepted our invitation to be as a member of the IQAC. Looking forward to your co-operation. We will let you know about the next IQAC meeting.

Due to some unforeseen circumstances we are very sorry for the delay in communicating with you. Please do acknowledge.

Thanking you,

Yours faithfully,  
**Dr. Sr. Tanuja Waghmare**  
I/C Principal,  
St Teresa's Institute of Education,  
S.V.Road, Santacruz(W),  
Mumbai 400 054.  
Contact No: 022 26490252

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### MEETING NOTICE


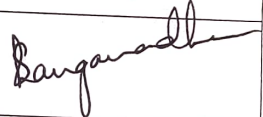
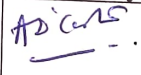
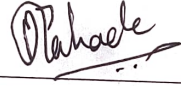

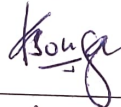





A meeting of the IQAC Committee of St. Teresa's Institute of Education will be held on Friday 26<sup>th</sup> April, 2019 at 11.00 am in the Conference Room of the College. Members are requested to make it convenient to attend the meeting.

#### **Agenda: -**

1. To read and confirm the minutes of the previous meeting.
2. Review of the activities conducted during the academic year 2018- 2019
3. Any other matter with permission of the Chair.

MEETING OF THE IQAC  
ST. TERESA'S INSTITUTE OF EDUCATION

26<sup>nd</sup> APRIL 2019 AT 11.00 AM

Sr. No	NAME	SIGNATURE
1	Sr. Wilma Mendes Manager	-
2	Asso. Prof . Dr. Sr. Tanuja Waghmare Chairperson	
3	. Prof . Dr. Sybil Thomas Nominee, Local Society	
4	Asso. Prof. Dr. Agnes D'Costa Nominee, Local Society	
5	Mr. Peeyush Pahade External Resource faculty	
6	Dr. Sheela Philip IQAC Co-ordinator	
7	Asso. Prof Dr. Giselle D'Souza Staff Nominee	
8	Dr. Joan Lopes Staff Nominee	
9	Dr. Cindrella D'Mello Staff Nominee	
10	Dr. Cerena D'Cunha Staff Nominee	
11	Ms. Reshma Rodrigues Staff Nominee	
12	Ms. Sharmila Vaz Administrative Officer	

22<sup>nd</sup> Sept 2018 and read

## Action Taken Report for the meeting held on 26<sup>th</sup> April, 2019

- 1) As per the suggestions put forth in point 6 by the experts on our IQAC committee, the faculty are now mindful of procuring immediate, detailed, online feedback all-year-round from the stakeholders of education. The findings are then analysed using multiple perspectives lent by the members of the staff. The findings of these are borne in mind while rescheduling activities for the forthcoming year. The institute also compiles a group, blind, verbal SWOC from the administrative and support staff.
- 2) In view of point 5 of the last meeting, faculty members are now being reimbursed for their faculty development activities.
- 3) Medical practitioners have been invited to provide the teacher trainees with inputs on mental and physical well-being. An optometric evaluation was carried out and our students will undergo a dental check up tomorrow. Efforts are in the pipeline to arrange for a complete health check-up in collaboration with the Lions Club of Mumbai. These outcomes are in keeping with recommendation made in point 7 of the minutes.
- 4) The college has collaborated with environmental NGOs like RUR, Trailblazers and Worldwide Fund for Nature; the private sector industry with Pidilite; National Agencies like Maharashtra State Commission for Women Empowerment; Universal Computers, a government recognised centre providing the MSCIT certificate course; the Institute of Distance Education (IDOL), University of Mumbai; National Human Rights Commission (NHRC); Indian Council for Social Sciences (ICSSR) the Career Development Centre offering training in Teacher Eligibility Test. (refer point 8).
- 5) The members of the faculty are consciously working towards fulfilling the suggestion made in point 9 in the minutes by reviewing the previous SSR and carrying out timely remediation.
- 6) In connection with the Five Year prospective plan; the college is looking at the possibility of offering the B.Ed, M.Ed course to our future student aspirants. (refer point 10).
- 7) The college has initiated a platform for schools in the city to document and defend their best practices.

We would like to consider this as our institute's novel, distinctive practice. (Point 8)



## Minutes of the IQAC Meeting held on 26<sup>th</sup> April, 2019 (11.00 a.m.)

- 1) The meeting began with a word of prayer.
- 2) The minutes of the earlier meeting was read by Principal Dr. Sr. Tanuja Waghmare. The minutes were proposed and seconded by Dr. Sheela Philip and Dr. Giselle D'souza respectively.
- 3) The faculty then documented the milestones crossed in the academic calendar using a power-point presentation.
- 4) Mr Piyush Pahade appreciated the collaboration that the college had created with the NGO,RUR and the documentation of the tetrapak collection drive.  
Suggestions: Photographs for all future documentations could be captured using Google tags so as to provide location of events. The college was also asked to sign Memorandums of Understanding (MOU) on stamped paper. These features could serve as authentication measures of the collaborations and provide evidence of dates.
- 5) He was pleased with the 'Big Five Talk Show' and praised it as a good exposure.  
Suggestion: Increase the duration of interaction time to more than a single session.
- 6) The platform created for schools to showcase their best practices was lauded. Mr Pahade said that this exercise would prove to be a valuable documentation for schools and a huge repository for the future.  
Suggestion: Dr. D'Costa urged the college to arrange for Principals of schools in the city to visit the winning schools to understand their functioning.  
Mr Pahade asked the college to compile a proceedings booklet of the papers presented in addition to the digital and print versions published in educational journals.
- 7) The Yoga collaboration with Ambika Ashram was given kudos, Mr Pahade was happy that students received prolonged training in practicing yoga from experts.  
Suggestion: Direction was given to make it a 35 hour certification course by coupling Yoga with Meditation. Thus granting students 2 credits on its completion.
- 8) The staff were provided with guidelines on the conduction of seminars. It was told to the faculty by the mentors that there is no pressure to document the hosting a college level seminar at each academic year. We were provided with the eligibility criteria that a seminar would have to fulfil in order to justify its level viz (State, National, International)  
Suggestions: Details of sites that list the upcoming seminars hosted by colleges of education was provided by Dr D'Costa. We were directed to upload our forth coming seminar details in this portal.
- 9) The campus placement service was applauded for its effectiveness in placing every student with a job. The preparation of e-portfolios was appreciated.  
Suggestions: Ask schools to provide the college with poof of the following on their letter head.
  - a) appointment letter,
  - b) probation period and
  - c) 1st salary received by the recruited teacher.
- 10) The staff were directed that the duration of the Pidilite course spanning 24 hours could be lengthened by offering another skill-based course. Thus the period could clock 30 hours. The participants could then be granted 2 credits for its completion.