

### MEETING NOTICE

A meeting of the IQAC Committee of St. Teresa's Institute of Education will be held on Saturday 31<sup>st</sup> August, 2019 at 10.30 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. Presentation of the Prospective Plan (2019 - 2020).
3. Revisiting Milestones crossed (2018 - 2019).
4. Discussion on framework of the English Grammar Course.
5. Data (Entry Point Expectations of students) on programmes/ activities to be conducted through the year.
6. Suggestions of the academic experts on appropriateness of planning and execution of the prospective plan.
7. Any other matter with permission of the Chair.

MEETING OF THE IQAC  
ST. TERESA'S INSTITUTE OF EDUCATION  
31<sup>st</sup> AUGUST, 2019 AT 10:30 AM

SR NO	NAME	SIGNATURE
1	Sr. Wilma Mendes Manager	<i>Sr. Wilma</i> 31-8/19
2	Asso. Prof . Dr. Sr. Tanuja Waghmare Chairperson	<i>Dr. Tanuja</i> 31/8/19
3	Prof . Dr. Sybil Thomas Nominee, Local Society	<i>Sybil Thomas</i> 31/8/19
4	Asso. Prof. Dr. Agnes D'Costa Nominee, Local Society	-
5	Dr. Sheela Philip IQAC Co-ordinator	<i>Dr. Sheela Philip</i> 31-8-2019
6	Asso. Prof Dr. Giselle D'Souza Staff Nominee	<i>Giselle D'Souza</i> 31/08/2019
7	Dr. Joan Lopes Staff Nominee	<i>Joan Lopes</i> 31/8/2019
8	Dr. Cindrella D'Mello Staff Nominee	<i>Cindrella D'Mello</i> 31/8/2019
9	Dr. Cerena D'Cunha Staff Nominee	<i>Cerena D'Cunha</i> 31/8/2019
10	Mrs. Reshma Rodrigues Staff Nominee	<i>Reshma Rodrigues</i> 31/08/2019
11	Mrs. Sharmila Vaz Administrative Officer	<i>Sharmila Vaz</i> 31/08/2019
12	Mr. Peeyush Pahade External Resource Faculty	-

## Minutes of the IQAC Meeting

held on 31.8.2019 (1<sup>st</sup> Meeting)

The meeting started with a word of prayer led by Dr. Sr. Tanuja Waghmare

1. The minutes of the previous meeting were read aloud
2. Our mentor Dr. Thomas brought to our notice that the point regarding the supportive roles of the IQAC and the CDC explained to the members of the staff in the previous meeting needed to be included in the minutes of the previous meeting.
3. Dr. Thomas went on to state that, it was the duty of the IQAC to prepare the draft of the Year Plan.

This plan was then required to be approved by the CDC before the milestones are incorporated into the **Academic Calendar** of the institution.

4. The minutes were then proposed by Dr. D' Souza and seconded by Dr. D' Mello
5. The members of the staff then had a flash back of the milestones crossed during the academic year 2018-19. This presentation comprised of 90 slides and the group engaged in deliberations which provided clarity to areas that needed elaborations.
6. Dr. D' Cunha provided an overview of the framework of the **English Grammar** course she planned to flag as a Self-Funding course. The fee-structure was then discussed.

Suggestions: Dr. Thomas then enlightened the group that such a Grammar course fell into the pervue of remediation The college would not be able to justify charging fees for empowering students with spoken & grammatical skills in English.

However, madam granted approval for a course that would run a programme to improve skills in listening, speaking, comprehension and phonetics, These were listed as areas beyond the curricular framework of an English Method Master's role.

Dr. Thomas also drew attention to the fact that such courses should be run outside the college timings.

7. Dr. Thomas suggested engaging learners in an online-google class. Such a programme would serve to be a flagship-programme of the college and would aim at content enrichment.
8. Dr. Lopes detailed the **Digital Literary Programme** proposal submitted to the forum of the Women's Development Cell which included Digital Awareness, NET banking and Investments.
9. Advice was sought from Madam regarding the inclusion of an activity fee at the time of admission.

Dr. Thomas mentioned that the justification for the fee structure should be run by a lawyer, following which every student needed to be oriented about the college's perspective on the need for why these courses/activities are mandatory and complementary to a teacher-trainees personality development.

10. Dr. Thomas suggested hosting a certificate course in 'Wellbeing' in collaboration with spiritual teachers and mentors who could serve as the resources persons.



Such add-on courses could be evaluated using internal & external assessment. Which meant the faculty could also validate the teacher-trainees performance in real life situations and a dual assessment could be taken into considerations during Certification of course completion.

11. To collection of fees towards meeting the incidental expenses like worksheets and certificates – Dr. Thomas asked the college to provide e-certificates and e-mark sheets instead of hard copies of them.

12. Dr. Thomas asked that dates be ascribed to the activities outlined in the Academic Calendar.

13. Dr. Thomas told the faculty to permit the theme of the year- Technology to reflect in the governance, teaching-learning strategies and student progression.

She asked the college to provide outreach to the parents and students of Standard X to make online applications for admission to Standard XI.

### **Action Taken Report**

... of the meeting held on 31.8.2019

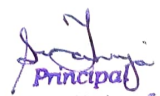
Reflection: The college does provide this assistance to students who come with queries regarding admission to the B. Ed course. The college's computer laboratory & wi-fi services are made available for online surfing and online entry & submission of Admission forms.

Feedback and Analysis of every activity is analysed using technology and areas of deficit identified in the feedback are worked upon

All activities hosted year-long which include the seminars, sensitization programmes, workshops, guest lecturers, interschool competitions, environment stewardship measures, campus placement, website updates, assessments & evaluations, grievance redressal, announcements of events and so on... heavily bank on technology and are geo-tagged as suggested to the faculty in the previous meeting.

It is with pleasure that we state that the staff and students exhibit proficiency in the use of technology. All platforms of documentation seamlessly integrate technology into validating authentic documentation

So as a tech-savvy institution, we are proud that we uplift the tech-impaired. This is our community engagement.

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

October 21, 2019

The day began with a prayer.

- The meeting set rolling with a discussion regarding the feedback from students on the various courses, celebrations and talks organized at STIE. The members of the staff agreed that most of the students were positive about the efforts put in by the Institution. This feedback was taken informally.
- Sr. Tanuja urged the members of the staff to take up the responsibility of becoming Ph.D. guides. She reiterated that this would raise their professional status of the Professors, as well as, the status of the institution.
- She also pointed that it was increasingly relevant for the college to gain the tag of being a Research Centre.
- Dr Cinderella, faculty-in-charge of Criterion III, sought to gain insights on the weightage given to an institution that is a Ph.D centre and to faculty who are Ph.D guides by NAAC. She also wanted to know procedural requirements for the same. Dr. Joan agreed to find clarity on this.
- Sr. Tanuja requested the staff to complete the Performance Appraisal Report (PAR). She highlighted that this work has to be completed by December 2, 2019. Teachers showed their readiness to help the clerical staff Ms Colleen in filling the required information for PAR.
- The street play workshop was fixed for 27th November, 2019 by Dr. Joan Lopes. The faculty were requested to collect feedback of the same from the students.

P.T.O →

  
Principal

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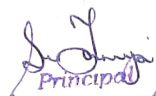
Oct 21, 2019

- Tentative dates were fixed for the 'Planit -E' and 'Institution with Distinctive Status Award'. Dr Giselle briefed the members of the staff on the planning of the festival. She also brought to light the contributions of the Alumni, NGOs and other institutions that would be collaborating with STIE for this fest.
- Dr Philip deliberated with the faculty about the organization of the 'Institution with Distinctive Status Award' platform and the funding amount received for the year.
- The meeting ended on a happy note.

#### ATR

The following are the functions celebrated at STIE.

- The institution uploaded the PAR details within the stipulated time frame successfully.
- A session on theatre and Drama was held on October 12, 2019.
- The 'Planit -E' Festival was held on November 16 - 17, 2019.
- On 26<sup>th</sup> November, 2019, the Constitution day celebrations was held.
- The street play workshop was conducted on 27th November, 2019 by Dr. Joan Lopes.
- 'Institution with Distinctive Status Award' was hosted on November 20, 2019.

  
Principal  
**St. Teresa's Institute of Education**  
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IQAC (Internal)

Internal Meeting held on 13.12.2019

The meeting started with a prayer Sister Tanuja congratulated Dr. Joan for getting funds from Maharashtra State Womens Commission to organise the workshop.

Dr. Joan shared the topic and the scope of the workshop, as per the number of the participants the venue of the workshop was decided as Mother Veronica Hall.

Dr. Joan made others aware of the need of strong wifi connectivity for the workshop, as the workshop is based on the digital literacy. In this regard, Sr. Tanuja agreed to do the needful. The service provider was informed of the requirements. The tentative time frame was fixed as second or third week of January.


After this the discussion turned towards the internship program for semester 4. it was decided that the internship will tentatively begin in third or fourth week of January.

Dr. Giselle and Dr. Cinderella took charge of working on the internship groups and related documentation.

Dr. Giselle along with Dr. Reshma led the discussion on campus placement that was fixed for January 17 2020.

Dr Philip emphasized on including the points detailing the pedagogy of subject/s , standard/s in which the post has is vacant, kind of employment (Leave Vacancy/Govt. recognized) pay scale in the information fields to be filled by the schools. The school should also send the college the first salary payment details of a student once employed. This was to ensure that students experience a safety net around them.


The meeting ended on a happy note.

  
Principal  
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ATR for internal meeting held on 13.12.2019

- The Internet service provider, Cyber Ganesh, provided Mother Veronica Hall with a high frequency bandwidth in order to conduct the workshop hosted by the Maharashtra State Womens Commission on second half of January.
- The schools that enrolled for campus interviews now made their plan of action concrete by providing the college information on the fields listed.. . (Pedagogy of subject/s , standard/s in which the post has is vacant, kind of employment (Leave Vacancy/Govt. recognized) pay scale) The schools also should also send the college the first salary payment details of a student once employed. This was to ensure that students experience a safety net around them.

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



### MEETING NOTICE

A meeting of the IQAC Committee of St. Teresa's Institute of Education will be held on May 5<sup>th</sup>, 2020 (online zoom platform). Members are requested to make it convenient to attend the meeting.

#### **Agenda: -**

1. Prelim/class test dates and format
2. Date for submission of Action Research projects/ Viva
3. Alumni Meeting
4. Paid version of an app to host online meetings/webinars
5. Online courses for students in collaboration with other colleges
6. National webinar (Dr. Shakuntala Nighot)
7. Any other matter with permission of the Chair.

#### **Minutes of IQAC Meeting May 5, 2020**

1. The meeting began with the word of prayer by Dr Sheela Philip.
2. Dr Giselle D'souza convened the meeting and came up with general guidelines regarding the internal assessment. The members of the staff put forth their queries and they were deliberated and satisfactory decisions were arrived upon.
3. Members of the staff were requested to individually post dates fixed by them for assessments, on the college group. So as to ensure a well spaced-out schedule.
4. Online options available for assessment were discussed and Dr D'souza narrated how she went about the assessments she conducted.
5. Dr Philip elaborated on her experiences of using Google classroom to upload pdf versions of written assessments of her students.
6. May 8, 2020, 9 a.m. was fixed as the date for conducting the Action Research.
7. Zoom was the preferred platform for the Viva-Voce. Dr Philip suggested that the students of the group could be permitted into the meeting room individually while the others waited for their turn. The student could leave the meeting room once the Viva-Voce was over. Dr D'Mello seconded this suggestion as a viable one.
8. Dr Rodrigues had a few students who did not possess a laptop to complete their Action Research project. However, the submission of the action research projects was considered a mandatory exercise. Dr Philip suggested that these students could be given the option of submitting a hand-written manuscript. Dr D'souza seconded this idea. She said that it was the only option if they couldn't work on a borrowed laptop.
9. Dr Sr Tanuja Waghmare urged the members of the staff to fix an Alumni Meeting on Zoom on a suitable day after May 15.

  
Principal

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May 5, 2020

10. The group then deliberated upon a safe digital platform to host meetings at the college level. Several options were put forward and doubts clarified. Dr Rodrigues listed Cisco WebEx, Go-to meeting, Zoho meetings, G-sulte using a Google account as other options available for broadcast. She was told to revert with more details about these options available.
11. Dr Nighot was commended for holding a collaborative online course for students on the use of NDLI, for students of our college with students of Gandhi Shikshan Bhavan.
12. Dr D' Mello introduced University Teacher's Academy, Puducherry to the group. She put forward her desire to conduct an Online Training on the use of Tech Tools in Education. This required the college to purchase a paid-version of Zoom. This request was sanctioned by Sister.
13. Dr Nighot's webinar date was arrived upon with deliberations that panned reasons for a suitable day, resource persons, and publication and so on. Dr D'Mello defended the need to host the webinar in May itself.
14. It was finalized that the webinar would not have any paper presentations and it would be hosted in the last week of May. It was finalised that APH would publish the E-book with an ISBN. And, that we would be having a technical partner to host the event.
15. Mr Amrut Deshmukh's interaction with the students of STIE on YouTube was announced to the faculty by Dr Nighot, and all were urged to attend the 'Let's Make India Read' show that was to be aired at 2.00 p.m. on the same day.

  
Principal

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