

Minutes of the CDC Meeting held on 4th July 2018, 11.00 a.m.

Minutes of the meeting of the College Development Committee held on Wednesday, 4th July, 2018 at 11 a.m. in the conference room of the College.

The following members were present for the meeting:

Fr. Frazer Mascarenhas
Mr. Francis Athaide
Ms. Medha Lotlikar
Dr. Sr. Tanuja Waghmare
Dr. Giselle D'Souza
Dr. Sheela Philip
Dr. Joan Lopes
Dr. Cindrella D'Mello
Dr. Cerena D'Cunha
Ms. Tina Alexander
Mrs. Colleen M. Fernandes

The Meeting began with a prayer. Minutes of the previous meeting were passed by Mr. Francis Athaide and seconded by Ms. Medha Lotlikar. The Annual Report for the academic year 2017-18 was reviewed. Fr. Frazer Mascarenhas complimented the work done regarding environmental issues and collaborations. The Academic Calendar for the academic year 2018-19 was discussed. Ms. Tina Alexander and Dr. Sheela Philip spoke about the brainstorming session held with the students in the classroom and mentioned that the theme that was agreed upon for the academic year 2018-19 was Peace: holistic nurturing of the body, mind and soul. This was deliberated upon and finalized. Further suggestions for carrying out the activities regarding the theme were sought.

Suggestions:

- Fr. Frazer Mascarenhas suggested bringing in the idea of a democratic set-up to widen the scope of the theme for the academic year 2018 – 19.
- Mr. Francis Athaide suggested the use of bags made up of material used for making umbrellas as an alternative for the use of plastic carry bags.

The meeting ended with a vote of thanks.


Principal

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

MEETING NOTICE

A meeting of the College Development Committee (CDC) of St. Teresa's Institute of Education will be held on Wednesday, 4th July 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 the previous meeting.
2. Reviewing the Annual Report for the Academic Year 2017 - 18.
3. Projecting the Academic Calendar for the Academic year 2018 - 19.
4. Brainstorming and selection of a suitable theme for the Academic year 2018 - 19.
5. Any other matter with permission of the Chair.

Members present for the meeting:-


| Sr. No | Name of the Members | Designation | Signature |
|--------|--------------------------|--|--------------------------|
| 1 | Sr. Wilma Mendes | Chairperson of the Management | ABSENT |
| 2 | Sr. Clare D'souza | Secretary of the Management | ABSENT |
| 3 | Fr. Frazer Mascarenhas | Local Member : Education Field | Fr. Frazer Mascarenhas |
| 4 | Mr. Francis Athaide | Local Member : Industry Field | Mr. Francis Athaide |
| 5 | Dr. Indu Garg | Local Member : Research Field | ABSENT |
| 6 | Ms. Medha Lotlikar | Local Member : Alumnus | Ms. Medha Lotlikar |
| 7 | Dr. Sr. Tanuja Waghmare | Principal of the College | Dr. Sr. Tanuja Waghmare |
| 8 | Dr. Giselle D'souza | Head of the Dept. nominated by Head of the Institution | Dr. Giselle D'souza |
| 9 | Dr. Sheela Philip | IQAC Coordinator | Dr. Sheela Philip |
| 10 | Dr. Joan Lopes | Teachers Elected | Dr. Joan Lopes |
| 11 | Dr. Cindrella D'Mello | | Dr. Cindrella D'Mello |
| 12 | Dr. Cerena D'Cunha | | Dr. Cerena D'Cunha |
| 13 | Ms. Tina Alexander | Secretary of the Student Council (G.S) | Ms. Tina Alexander |
| 14 | Mrs Colleen M. Fernandes | Non teaching staff Elected | Mrs Colleen M. Fernandes |

Dr. Sr. Tanuja Waghmare
Principal

Action Taken Report of the CDC Meeting held on 4th July 2018

| Sr. No. | Issues Discussed/Suggestions Given | Action Taken |
|---------|--|--|
| 1. | <ul style="list-style-type: none">Fr. Frazer Mascarenhas suggested bringing in the idea of a democratic set-up to widen the scope of the theme for the academic year 2018 – 19. | <ul style="list-style-type: none">The theme of the year was planned as Peace: holistic nurturing of the body, mind and soul. Students were encouraged to deal with various dimensions of this theme while giving their value based lessons and also incorporate the same in all celebrations and events during the year. |
| 2. | <ul style="list-style-type: none">Mr. Francis Athaide suggested the use of bags made up of material used for making umbrellas as an alternative for the use of plastic carry bags. | <ul style="list-style-type: none">Honoring the suggestion, students were encouraged to carry bio-degradable bags or durable bags to avoid harm to the environment.Students were encouraged to prepare their teaching aids/ teaching learning materials with the use of bio-degradable materials only. |




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

MEETING NOTICE

A meeting of the College Development Committee (CDC) of St. Teresa's Institute of Education was held on Friday, 07th December 2018, at 9.00 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 the previous meeting.
2. Overview of the Admissions for the year 2018-19.
3. Reviewing the activities of Semester I & III.
4. Analysis of the entry point questionnaire.
5. Grievance redressal and outreach.
6. B.Ed Results Sem II (F.Y.B.Ed) & Sem IV (S.Y.B.Ed) for the year 2017 -18.
7. Sesquicentennial Celebration.
8. Any other matter with permission of the Chair.

Members present for the meeting:-

| Sr. No | Name of the Members | Designation | Signature |
|--------|--------------------------|--|-------------------------------|
| 1 | Sr. Wilma Mendes | Chairperson of the Management | <i>Sr. Wilma</i> |
| 2 | Sr. Clare D'souza | Secretary of the Management | - |
| 3 | Fr. Frazer Mascarenhas | Local Member : Education Field | <i>Fr. Frazer Mascarenhas</i> |
| 4 | Mr. Francis Athaide | Local Member : Industry Field | <i>Francis Athaide</i> |
| 5 | Dr. Indu Garg | Local Member : Research Field | <i>Indu Garg</i> |
| 6 | Ms. Medha Lotlikar | Local Member : Alumnus | <i>Medha Lotlikar</i> |
| 7 | Dr. Sr. Tanuja Waghmare | Principal of the College | <i>Dr. Tanuja</i> |
| 8 | Dr. Giselle D'souza | Head of the Dept. nominated by Head of the Institution | <i>Giselle</i> |
| 9 | Dr. Sheela Philip | IQAC Cordinator | <i>Sheela Philip</i> |
| 10 | Dr. Joan Lopes | Teachers Elected | <i>Joan</i> |
| 11 | Dr. Cindrella D'Mello | | <i>Cindrella</i> |
| 12 | Dr. Cerena D'Cunha | | - |
| 13 | Ms. Tina Alexander | Secretary of the Student Council (G.S) | <i>Tina Alexander</i> |
| 14 | Mrs Colleen M. Fernandes | Non teaching staff Elected | <i>Colleen M. Fernandes</i> |

Dr. Tanuja
Principal

Minutes of the CDC Meeting held on 7th December 2018, 9.00 a.m.

Minutes of the meeting of the College Development Committee held on Friday, 7th December, 2018 at 9.00 a.m. in the conference room of the College.

The following members were present for the meeting:

Sr. Wilma Mendes

Fr. Frazer Mascarenhas

Mr. Francis Athaide

Ms. Medha Lotlikar

Dr. Indu Garg

Dr. Sr. Tanuja Waghmare

Dr. Giselle D'Souza

Dr. Sheela Philip

Dr. Joan Lopes

Dr. Cindrella D'Mello

Ms. Tina Alexander

Mrs. Colleen M. Fernandes

The meeting began with a prayer. Minutes of the previous meeting were read by Dr. Sr. Tanuja which were passed by Fr. Frazer Mascarenhas and seconded by Dr. Giselle D'Souza. Manager Sr. Wilma spoke about the Sesquicentennial Celebration of the Carmelite Congregation and the activities organized for the same. Principal Dr. Sr. Tanuja presented the summary of admissions for the academic year 2018-2019 and the results of semester II and semester IV. Mrs. Colleen Fernandes described the difficulties faced due to centralized and online admissions. A presentation was made by the faculty highlighting the activities conducted in the first half of the academic year 2018-2019. Dr. Sheela informed the CDC members about celebrating Children's Day with a difference in STIE by organizing a competition on 'Innovative Institutional Practices'.


Principal

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

Fr. Frazer Mascarenhas complimented the college for organizing innovative activities and for generating funds for the same from different agencies. Sr. Tanuja discussed about the absenteeism problem of students. Dr. Cindrella D'Mello spoke about students request for change in college timing through grievance redressal cell. Sr. Tanuja highlighted the need to use the college premises for other courses and hence the change in timings was a must. She proposed the college timings from 8.00 am to 2. 00 pm.


Suggestions:

- Dr. Garg suggested pre-admission guidance should be given to B. Ed aspirants to avoid discrepancies during the admission rounds.
- Fr. Frazer Mascarenhas suggested written notice should be sent for absenteeism
- Mr. Athaide suggested that only education related courses should be conducted in the premises and security issues should be adequately handled.
- Dr. Garg suggested need based courses should be started in college.

Action Taken Report of the CDC Meeting held on 7th December 2018

| Sr. No. | Issues Discussed/Suggestions Given | Action Taken |
|---------|---|---|
| 1. | <ul style="list-style-type: none"> Dr. Garg suggested pre-admission guidance should be given to B. Ed aspirants to avoid discrepancies during the admission rounds. | <ul style="list-style-type: none"> It was decided that the Principal would guide all the aspirants who wish to take admission at STIE with the rules and requirements of the B.Ed. Course. |
| 2. | <ul style="list-style-type: none"> Fr. Frazer Mascarenhas suggested written notice should be sent for absenteeism. | <ul style="list-style-type: none"> Students were asked to keep a record of their absenteeism in the handbook to be duly signed by the principal and their guardian Warning letters were sent to the student's guardian explaining the repercussions of continued absence. |
| 3. | <ul style="list-style-type: none"> Mr. Athaide suggested that only education related courses should be conducted in the premises and security issues should be adequately handled. Dr. Garg suggested need based courses should be started in college | <ul style="list-style-type: none"> Planning was done to conduct Yoga and MSCIT course |




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

MEETING NOTICE

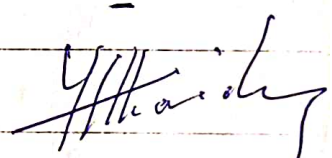
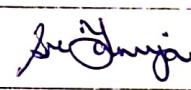
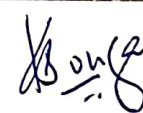
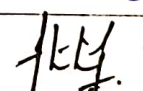
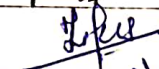
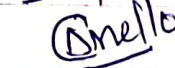
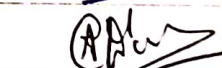

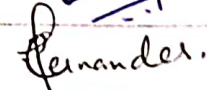
Dear CDC members,

The 3rd meeting of the College Development Committee (CDC) of St. Teresa's Institute of Education held on Friday, 25th March 2019, at 10.00 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 the previous meeting.
2. Reviewing the activities of Semester II & IV.
3. Grievance redressal approach.
4. Any other matter with permission of the Chair.

Members present for the meeting:-

| Sr. No | Name of the Members | Designation | Signature |
|--------|--------------------------|--|---|
| 1 | Sr. Wilma Mendes | Chairperson of the Management | - |
| 2 | Sr. Clare D'souza | Secretary of the Management | - |
| 3 | Fr. Frazer Mascarenhas | Local Member : Education Field | - |
| 4 | Mr. Francis Athaide | Local Member : Industry Field |  |
| 5 | Dr. Indu Garg | Local Member : Research Field | - |
| 6 | Ms. Medha Lotlikar | Local Member : Alumnus | - |
| 7 | Dr. Sr. Tanuja Waghmare | Principal of the College |  |
| 8 | Dr. Giselle D'souza | Head of the Dept. nominated by Head of the Institution |  |
| 9 | Dr. Sheela Philip | IQAC Cordinator |  |
| 10 | Dr. Joan Lopes | Teachers Elected |  |
| 11 | Dr. Cindrella D'Mello | |  |
| 12 | Dr. Cerena D'Cunha | |  |
| 13 | Ms. Tina Alexander | Secretary of the Student Council (G.S) |  |
| 14 | Mrs Colleen M. Fernandes | Non teaching staff Elected |  |


Principal

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

MINUTES OF THE CDC MEETING HELD ON 25TH MARCH 2019


The meeting commenced with a short prayer. The minutes of the previous meeting were read by Principal Dr. Sr.Tanuja Waghmare, proposed by Dr.Giselle D'souza and seconded by Dr. Sheela Philip.

Dr. Sr.Tanuja informed the members about the voluntary resignation of Mrs. Medha Lotlikar from the committee on grounds that she did not qualify as an alumnus of the Institution having opted for the college only as a contact centre for her M.Ed degree. It was then decided that the Management would have to appoint one member on the committee being from the field of Social Service.

The faculty members presented a brief overview of curricular and co-curricular activities conducted in the period ranging from December 2018 to March 2019. Mr. Francis Athaide expressed his appreciation for the work done and the prizes won by students at several inter-collegiate competitions.

Sr. Tanuja updated the members about the developments regarding the absenteeism issue of First Year B.Ed student Ms. Aditi Gadre that had been raised at the earlier CDC meeting. The college had taken the recommendations of the CDC members and sent a number of warning letters to the student's residence informing her of the repercussions of her continued absence from college, stating that she was liable to being withheld from appearing at the University Examination. Dr. Joan Lopes and Ms. Colleen Fernandes had personally visited her residence to inform her parents about her behaviour, which was cause for concern. Dr. Sheela Philip had offered her constructive advice and helped her make a well-informed choice about whether she wanted to pursue the course or opt out. Finally, after repeated efforts the student opted out of the course voluntarily. Mr.Francis Athaide reiterated that this was to the advantage of the college as there was no scope for unpleasantness on either side.

Dr. Sr. Tanuja also mentioned that the Self-financed Course, which was to be conducted by alumnus Claudette Lobo at St.Teresa's Institute of Education campus, did not meet with approval due to the extended timings which would pose security issues. The same was to be reconsidered if adjustments were possible. Sr. Tanuja thanked the members for their presence and contribution to the growth of the institution. The meeting ended with a prayer.


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

Action Taken Report of the CDC Meeting held on 25th March 2019

| Sr. No. | Issues Discussed/Suggestions Given | Action Taken |
|---------|--|---|
| 1. | <ul style="list-style-type: none">Suggestions given during the meeting to tackle the issues of absenteeism | <ul style="list-style-type: none">Action was taken to solve the issue and faculty was further involved to ensure sorting of the problem amicably. |



[Signature]
Principal

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

MEETING NOTICE

Dear CDC Members,

The 4th meeting of the College Development Committee (CDC) of St. Teresa's Institute of Education held on Tuesday, 23rd April 2019, at 10.00 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 the previous meeting.
2. Reviewing the college activities (2018 -19).
3. Suggestions of the committee members for the next academic year.
4. Any other matter with permission of the Chair.

Members present for the meeting:-

| Sr. No | Name of the Members | Designation | Signature |
|--------|--------------------------|--|--------------------------|
| 1 | Sr. Wilma Mendes | Chairperson of the Management | — |
| 2 | Sr. Clare D'souza | Secretary of the Management | — |
| 3 | Fr. Frazer Mascarenhas | Local Member : Education Field | — |
| 4 | Mr. Francis Athaide | Local Member : Industry Field | <i>F. Athaide</i> |
| 5 | Dr. Indu Garg | Local Member : Research Field | <i>Indu Garg</i> |
| 6 | Ms. Medha Lotlikar | Local Member : Alumnus | — |
| 7 | Dr. Sr. Tanuja Waghmare | Principal of the College | <i>Sr. Tanuja</i> |
| 8 | Dr. Giselle D'souza | Head of the Dept. nominated by Head of the Institution | <i>Giselle</i> |
| 9 | Dr. Sheela Philip | IQAC Cordinator | <i>Sheela Philip</i> |
| 10 | Dr. Joan Lopes | Teachers Elected | <i>Joan</i> |
| 11 | Dr. Cindrella D'Mello | | <i>C. Mello</i> |
| 12 | Dr. Cerena D'Cunha | | <i>C. Cunha</i> |
| 13 | Ms. Tina Alexander | Secretary of the Student Council (G.S) | <i>Tina</i> |
| 14 | Mrs Colleen M. Fernandes | Non teaching staff Elected | <i>Colleen Fernandes</i> |

Sr. Tanuja
Principal

MINUTES OF THE CDC MEETING HELD ON 23rd APRIL 2019.

The meeting commenced with a short prayer. The minutes of the previous meeting were read by Principal Dr. Sr. Tanuja Waghmare, proposed by Dr. Joan Lopes and seconded by Dr. Giselle D'souza.

The faculty members presented a brief overview of curricular and co-curricular activities conducted in the period ranging from December 2018 to April 2019. Discussion started about the viability of the B.Ed. course. Mr. Francis Athaide asked whether the Indian B.Ed. degree is accepted in the foreign countries. Discussion ensued which concluded that qualifying exams etc. help students to get absorbed in the foreign countries. Mr. Francis Athaide suggested that the syllabus of qualifying exams could be used to train our students in order to better equip them for such exams.


Dr. Sr. Tanuja Waghmare spoke about the four year integrated B.Ed. course which is planned to be introduced. Dr. Indu Garg mentioned that the objective of such course with increased duration is to ensure the improvement in the quality of teachers. Further she mentioned that the objective of the B.Ed. course by IGNOU was to enable working teachers to get a B.Ed. degree.

Dr. Sr. Tanuja Waghmare mentioned that St. Teresa's Institute of Education wants to start a B.Ed. – M.Ed. integrated course. It was discussed further and Dr. Indu Garg and other teachers emphasized that with many private colleges closing down their M.Ed. section due to less enrollment of students, the future of such a course appears to be bleak.

Dr. Garg suggested to plan activities and courses which will help the college to stand out. This was seconded by Mr. Francis Athaide. Further Dr. Garg suggested to have training for student-teachers to equip themselves for teaching in CBSE, ICSE and IB board schools. With regards to this Dr. Sheela Philip mentioned that we intend to send our student-teachers to different board schools for internship, but there are many hurdles like content mastery of the student-teachers and gaps in knowledge.

Dr. Indu Garg said that it is necessary to update students' knowledge to be able to teach in current times. In relation to this it was mentioned that Dr. Cerena D'Cunha would be starting with a Grammar Course from next academic year in order to improve student-teacher's English language skills. Dr. Garg further said that the college must have classes for content enrichment too and the college could invite school teachers and alumni for the purpose.


The meeting ended with serving of snacks and a vote of thanks.


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

Action Taken Report of the CDC Meeting held on 23rd April 2019

| Sr. No. | Issues Discussed/Suggestions Given | Action Taken |
|---------|--|--|
| 1. | <ul style="list-style-type: none">Students should be oriented to the syllabus of qualifying exams to better equip them for such competitive tests. | <ul style="list-style-type: none">A workshop on How to prepare for Teacher Eligibility (TET) and Teacher Aptitude Intelligence Test was organized on 3rd May 2019. |
| 2. | <ul style="list-style-type: none">Plan activities and courses which will help college to stand out | <ul style="list-style-type: none">Planning was done to have many expert talks, sessions; self-study courses like Vedic Math Techniques, Institute with Distinctiveness Status Award, Course on Bio-Diversity, environmental initiatives etc. |
| 3. | <ul style="list-style-type: none">Necessity to update students' skills and knowledge to be able to teach in current times. | <ul style="list-style-type: none">An English Grammar Course was planned to be conducted from next academic year by Dr. Cerena D'Cunha |




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