

Dear CDC Members,

A meeting of the College Development Committee (CDC) of St. Teresa's Institute of Education held on Monday, 3rd October 2022, 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. To review the activities of the college.
3. Discussion on NAAC cycle 4.
4. To discuss the admission process.
5. Any other matter with permission of the Chair.

Members present for the meeting held on 03.10.2022 :-

Sr. No	Name of the Members	Designation	Signature
1	Sr. Wilma Mendes	Chairperson of the Management	<i>Sr. Wilma</i>
2	Sr. Lavinia Mascarenhas	Secretary of the Management	<i>Sr. Lavinia</i>
3	Dr. Sunanyna Kadle	Local Member : Education Field	<i>Dr. Kadle</i>
4	Mr. Mandar Bhanushe	Local Member : Industry Field	<i>Mandar Bhanushe</i>
5	Dr. Pradnya Wakpainjan	Local Member : Research Field	Absent
6	Sr. Delicia Fernandes	Local Member : Alumnus	<i>Sr. Fernandes</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. Cindrella D'Mello	IQAC Cordinator	<i>D'Mello</i>
10	Dr. Joan Lopes	Teachers Elected	<i>Joan</i>
11	Dr. Cerena D'Cunha		<i>Cerena</i>
12	Dr. Reshma Rodrigues		<i>Reshma</i>
13	Ms. Natasha Fernandes	Secretary of the Student Council (G.S)	Absent
14	Mrs Sharmila Vaz	Non-teaching staff Elected	Absent

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

Minutes of the College Development Committee (CDC) meeting held on 3rd October 2022.

A Meeting of the College Development Committee was held on Monday, October 3, 2022 at 11.00 a. m.


It was the first meeting of the newly appointed CDC Committee. The CDC members; Sr. Wilma Mendes, Sr. Lavinia Mascarenhas, Dr. Sunayana Kadle, Mr. Mandar Bhanushe, Sr. Delicia Fernandes, Principal Dr. Sr. Tanuja Waghmare and all the Staff members were present for the meeting. Principal Dr. Sr. Tanuja Waghmare began the meeting with prayer. Dr. Sr. Tanuja Waghmare welcomed all the new committee members. The minutes of the previous meeting were read by the Principal, which were approved and proposed by Sr. Delicia Fernandes and seconded by Dr. Cindrella D'Mello.

Each teacher explained about the initiatives, which they had undertaken during the last four months. Principal Dr. Sr. Tanuja Waghmare asked the committee members for suggestions regarding the events conducted and innovative ideas for development of the college. Sir Mandar Bhanushe and Dr. Sunayana Kadle appreciated the staff for undertaking good initiatives.

Sir Mandar Bhanushe asked whether the college is working to fulfil the suggestions given by the earlier NAAC Committee. Dr. Giselle D'Souza and Dr. Cindrella D'Mello mentioned the lacunae identified by the previous NAAC Committee and spoke about the technological and environmental initiatives taken in that direction. Dr. Sunayana Kadle asked about the details of TET course and also discussed about the student and teacher exchange programmes. Sir Mandar Bhanushe appreciated the Alumni Mentoring endeavour and Dr. Giselle D'Souza mentioned about the Big Five Talk Show wherein the alumni are invited to orient student-teachers to different Boards of education.

The admission procedure and the current status of admission was discussed by Mrs. Colleen Fernandes. Sir Mandar Bhanushe asked about the courses undertaken by the college, which could be outsourced too. Dr. Giselle D'Souza and Dr. Cindrella D'Mello spoke about the TET course and Dr. Cerena D'Cunha spoke about the course English Grammar Pro – Beginner to Advanced. Sir Mandar mentioned that we could collaborate with other institutions and IDOL to develop and offer courses in collaboration. A general discussion issued thereafter.

Dr. Sr. Tanuja Waghmare thanked all the Committee members for their valuable time and suggestions. She concluded the meeting with a prayer.


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

NOTICE

Dear CDC Members,

An online meeting on Google Meet of the CDC Committee of St. Teresa's Institute of Education will be held on Saturday, 4th March 2023, at 9.00 a.m.

Members are requested to make it convenient to attend the meeting.

Meeting ID : <http://meet.google.com/hkt-hikd-jwy>

Agenda :-

1. To read and confirm the minutes of the previous meeting.
2. To review the activities of the College.
3. Discussion about International Webinar in collaboration with Pushpanjali College of Education.
4. To discuss about the 4th cycle of Accreditation.
5. AOB with permission of the Chair.

Minutes of the College Development Committee (CDC) meeting held on 4th March 2023

Time: 9.00 a.m.

Venue: Google Meet

An Online Meeting of the College Development Committee was held on Saturday, 4th March 2023 at 9.00 a.m. The Following members of the CDC were present for the meeting: Dr. Sunayana Kadle, Sr. Wilma Mendes, Sr. Lavinia Mascarenhas, Principal Dr. Sr. Tanuja Waghmare and all the Staff members, Mrs. Sharmila Vaz and student representative Ms. Natasha Fernandes.

Dr. Sr. Tanuja Waghmare welcomed all the committee members and began the meeting with a prayer. The minutes of the previous meeting were read by the Principal, which were approved and proposed by Dr. Sunayana Kadle and seconded by Dr. Cindrella D'Mello.

Each teacher explained about the initiatives, which they had undertaken. Principal Dr. Sr. Tanuja Waghmare asked the Committee members for suggestions regarding the events conducted and innovative ideas for the development of the College. Dr. Cindrella D'Mello mentioned about the webinar to be hosted by St. Teresa's Institute of Education on


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'Preparing for the 4th Cycle of Accreditation' in the afternoon of the same day i.e. 4th March 2023. Dr. Sunayana Kadle appreciated the programme conducted by the College for the welfare of student-teachers. She also suggested that the student-teachers could enroll into MOOC Courses/ Self Study Courses, which could highly enhance their knowledge base. Dr. Sunayana Kadle suggested some MOOC Courses and promised to help if there is need regarding the same.

Sr. Delicia thanked the Principal and faculty of St. Teresa's Institute of Education for signing the MOU with Pushpanjali College of Education, Vasai; and for organizing varied activities and events to enrich learning experiences and suggested to continue conducting such activities. Sr. Lavinia Mascarenhas also congratulated the staff for working for the betterment of the College.

Dr. Sr. Tanuja Waghmare thanked all the Committee members for their valuable time and suggestions and the meeting ended on a happy note with a promise to continue the good work.


Principal
St. Teresa's Institute of Education
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Mumbai-400 054.

NOTICE

Dear CDC Members,

An online meeting on Google Meet of the CDC Committee of St. Teresa's Institute of Education will be held on Tuesday, 25th April 2023, at 10.00 a.m.

Members are requested to make it convenient to attend the meeting.

Meeting ID : <http://meet.google.com/hkt-hlkd-jwy>

Agenda: -

1. To read and confirm the minutes of the previous meeting.
2. To review the activities of the college.
3. Discussion about the status of IQA and SSR.
4. AOB with permission of the Chair.

Minutes of the College Development Committee (CDC) meeting held on 25th April 2023

Time: 10.00 a.m.

Venue: Google Meet

An Online Meeting of the College Development Committee was held on Tuesday 25th April 2023 at 10.00 a.m.

The Following members of the CDC were present for the meeting: Dr. Sunayana Kadle, Sr. Lavinia Mascarenhas, Sr. Delicia Fernandes, Dr. Pradnya Wakpainjan, Principal Dr. Sr. Tanuja Waghmare and all the Staff members viz. Dr. Giselle D'Souza, Dr. Joan Lopes, Dr. Cindrella D'Mello, Dr. Cerena D'Cunha, Dr. Reshma Rodrigues, Dr. Shakuntala Nighot, Mrs. Sharmila Vaz, Mrs. Colleen Fernandes and student representative Ms. Natasha Fernandes.

Dr. Sr. Tanuja Waghmare welcomed all the committee members and began the meeting with a prayer. The minutes of the previous meeting were read by the Principal, which were approved and proposed by Dr. Sunayana Kadle and seconded by Dr. Giselle D'Souza.

Each teacher explained about the initiatives, which they had undertaken. Thereafter a discussion ensued in which Dr. Sunayana Kadle appreciated the good work


Principal

St. Teresa's Institute of Education
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and the varied activities organized by the college. Dr. Pradnya Wakpainjan also appreciated the work done for the upcoming NAAC. The Principal informed the CDC members about the students leaving the course due to their personal reasons.

Principal Dr. Sr. Tanuja Waghmare asked the committee members for suggestions regarding the events conducted and innovative ideas for development of the college. It was suggested that as per the need of the hour, college should continue to focus on up gradation of student-teacher's skills in relation to dealing with students and also enhance their technological skills.

Dr. Sr. Tanuja Waghmare thanked all the Committee members for their valuable time and suggestions and the meeting ended on a happy note with promise to continue the good work.

**Action Taken Report of the College Development Committee (CDC) meeting held on
25th April 2023**

Sr. No.	Issues Discussed/Suggestions Given	Action Taken
1.	Up gradation of student-teacher's skills in relation to dealing with students	<ul style="list-style-type: none">To enhance the student-teachers' skills in handling the students effectively, student-teachers were encouraged to complete a MOOC (Self-Paced) Short Term Course on Guidance & Counselling. <p>Organized by Inter University Centre for Disability Studies (IUCDS), MG University, Kottayam in collaboration with Gandhi Shikshan Bhavan's Smt. Surajba College of Education, Mumbai.</p>
2.	Enhancing student-teacher's technological skills.	<ul style="list-style-type: none">Student-teachers enrolled for a MOOC which is a Four Credit Course offered by Swayam on 'Communication Technologies in Education'.


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MEETING NOTICE

Dear CDC Members,

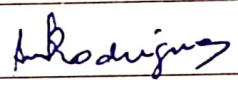

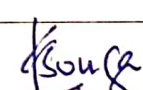
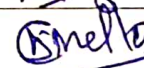
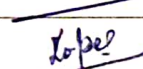
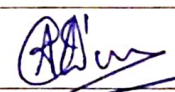
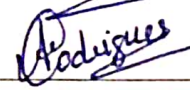
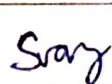
The meeting of the College Development Committee (CDC) of St. Teresa's Institute of Education will be held on Saturday, 5th August 2023, at 10.30 a.m. in the College premises.

Members are requested to make it convenient to attend the meeting.

Agenda :-

1. To read and confirm the minutes of the previous meeting.
2. Welcoming our new Manager.
3. To review the activities of the College.
4. Upcoming NAAC Reaccreditation 4th cycle- Peer Team Visit
5. The Stars and Scars Discipline Paradigm.
6. AOB with permission of the Chair.

Members present for the meeting held on 05.08.2023 :-

Sr. No	Name of the Members	Designation	Signature
1	Sr. Louella Rodrigues	Chairperson of the Management	
2	Sr. Lavinia Mascarenhas	Secretary of the Management	
3	Dr. Sunayana Kadle	Local Member : Education Field	
4	Mr. Mandar Bhanushe	Local Member : Industry Field	
5	Dr. Pradnya Wakpainjan	Local Member : Research Field	P. S. W. 5/8/23
6	Sr. Delicia Fernandes	Local Member : Alumnus	
7	Dr. Giselle D'souza	I/C Principal of the College	
8	Dr. Cindrella D'Mello	IQAC Coordinator	
10	Dr. Joan Lopes	Teachers Elected	
11	Dr. Cerena D'Cunha		
12	Dr. Reshma Rodrigues		
13	Ms. Natasha Fernandes	Secretary of the Student Council (G.S)	
14	Mrs Sharmila Vaz	Non-teaching staff Elected	

MEETING NOTICE

Dear CDC Members,

The meeting of the College Development Committee (CDC) of St. Teresa's Institute of Education will be held on Saturday, 5th August 2023, at 10.30 a.m. in the College premises.

Members are requested to make it convenient to attend the meeting.

Kindly acknowledge.

Agenda

1. To read and confirm the minutes of the previous meeting.
2. Welcoming our new Manager.
3. To review the activities of the College.
4. Upcoming NAAC Reaccreditation 4th cycle- Peer Team Visit
5. The Stars and Scars Discipline Paradigm.
6. AOB with permission of the Chair.

Minutes of the College Development Committee (CDC) meeting held on

5th August 2023

Time: 10.30 a.m.

Venue: Google Meet

An Online Meeting of the College Development Committee was held on Tuesday 5th August 2023 at 10.30 a.m.

The Following members of the CDC were present for the meeting: Manager Sr. Louella Rodrigues, Sr. Dr. Sunayana Kadle, Dr. Pradnya Wakpainjan, Sr. Tanuja Waghmare, In-Charge Principal Dr. Giselle D'Souza, and all the Staff members viz., Dr. Joan Lopes, Dr. Cindrella D'Mello, Dr. Cerena D'Cunha, Dr. Reshma Rodrigues, Dr. Shakuntala Nighot, Mrs. Sharmila Vaz, Mrs. Colleen Fernandes.

Dr. Giselle D'Souza, the In-charge Principal of St. Teresa's Institute of Education welcomed all the committee members and began the meeting with a prayer. Thereafter Sr. Tanuja Waghmare introduced Dr. Giselle D'Souza as the In-Charge Principal to the

committee members and also welcomed Sr. Louella Rodrigues and introduced her as the new Manager. The minutes of the previous meeting were read by the Principal, which were approved and proposed by Dr. Cindrella D'Mello and seconded by Dr. Joan Lopes.

The activities undertaken by the college were presented by Dr. Cerena D'Cunha and the roles played by the earlier CDC committees were substantiated. Thereafter, Dr. Cindrella D'Mello began the presentation highlighting the work done and milestones crossed for the upcoming NAAC visit. Dr. Cerena D'Cunha presented the college inputs for NAAC Criterion 1. After which suggestions were requested for improvement in the presentation for NAAC Peer Team visit. Dr. Pradnya Wakpainjan suggested to upload the Filled-in Sample forms of the feedback obtained from the stakeholders and ensure that the curriculum shows adherence with NAAC values.

Dr. Reshma Rodrigues presented Criterion 2 highlighting the work done in the criteria. Dr. Pradnya Wakpainjan suggested that samples of mapping could be uploaded in relation to Bloom's Taxonomy and flexibility should be given in assignments to cater to student needs. Assignments could be segregated into 3 levels and appropriate choice as per the students' ability could be made available. Dr. Sunaina Kadle inquired about the differentiated assessment made available to the students. Dr. Reshma Rodrigues justified that choice of assignments is given and in certain situations, need-based alteration or modification of assessment is done and different assessment tools are used.

Criterion 3 was presented by Dr. Cindrella D'Mello underlining the finer points mentioned in the SSR regarding this criteria. Dr. Sunaina Kadle discussed about the feasibility of faculty and student exchange programmes. The Manager Sr. Louella Rodrigues suggested that Alumni Committee could come up with the Golden Jubilee Magazine. Dr. Pradnya Wakpainjan suggested that the staff should send proposals to ICSSR for Minor and Major Research and suggested that proposals sent during the 5 year period could be documented and shown to the Peer Team in their visit even if they had not been approved. Dr. Wakpainjan and Dr. Kadle suggested to maintain the Registered Alumni as it is an added credit to the institution and to record all the Alumni Association activities and involvement in a file. Dr. Kadle suggested that Research Centre should be started and thereafter the staff should apply for being Research Guides. Sr. Louella suggested that stakeholders and faculty should be involved to raise funds. Dr. Wakpainjan inquired whether a Research Policy is in place and she was informed that the college has one.

Work reported in Criterion 4 of SSR was elaborated by Librarian Dr. Shakuntala Nighot. Dr. Wakpajain suggested that a Best Library User Award should be announced per month for students, faculty and support staff. She also proposed that Dr. Nighot could keep teachers informed about the processes, undertakings and innovative activities of the library. Post the name of the Best Library User awardee and the brochures etc. on Facebook account of the college.

Criterion 5 was expounded by Dr. Joan Lopes and it was suggested that activities of relevance like Azadi ka Amrit Mohotsav; could be added to the ppt to enrich the presentation. Thereafter Criterion 6 was presented by Dr. Cindrella D'Mello. Dr. Wakpajain advised to mention in the ppt the health related initiatives like physical check-up drives or sessions undertaken by the college. It was also suggested that Academic Administrative Audit should be done every year and to preserve the documentation.

Work done in Criterion 7 was presented by Dr. Giselle D'Souza. In this criterion it was suggested that NGO's who had partnered with the institution for the Green Initiatives undertaken by the college, and all Environmental Audits conducted should be portrayed in the presentation. She appreciated the Tree Landscaping Endeavour carried out by the college.

It was also suggested that hard copies of the documentation should be kept ready for the Peer Team perusal during the visit. The Grievance Redressal Records should be maintained and kept ready. Dr. Cerena D'Cunha explained the Grievance Redressal Mechanism at St. Teresa's Institute of Education.

Subsequently an informal discussion ensued with the Committee members in which various other matters were discussed regarding benefits and betterment of the college.

Dr. Giselle D'Souza thanked all the Committee members for their valuable time and fruitful suggestions and the meeting ended on a happy note with a promise to continue the good work.

**Action Taken Report of the College Development Committee (CDC) meeting held on 5th
August 2023**

Sr. No.	Issues Discussed/Suggestions Given	Action Taken
1.	Revisions to the NAAC Peer Team presentation.	The revisions suggested regarding the NAAC Peer Team Presentation were implemented.
2.	A Best Library User Award should be announced per month for students, faculty and support staff.	Planning and implementation of this suggestion has been done by the Librarian Dr. Shakuntala Nighot.
3.	Dr. Nighot could keep teachers informed about the processes, undertakings and innovative activities of the library	Dr. Nighot keeps teachers informed about the processes, undertakings and innovative activities of the library.
4.	Academic Administrative Audit should be done every year and to preserve the documentation	The documentation of the online Academic Administrative Audit is downloaded and maintained in a file.