

## MEETING NOTICE

Dear CDC Members,

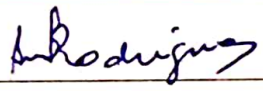

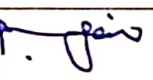
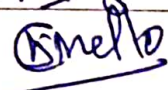
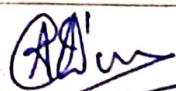
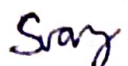
The meeting of the College Development Committee (CDC) of St. Teresa's Institute of Education will be held on Saturday, 5<sup>th</sup> August 2023, at 10.30 a.m. in the College premises.

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 4<sup>th</sup> 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. 6/8/23. 
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, 5<sup>th</sup> 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 4<sup>th</sup> 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

5<sup>th</sup> August 2023


Time: 10.30 a.m.

Venue: Google Meet

An Online Meeting of the College Development Committee was held on Tuesday 5<sup>th</sup> 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

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




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.

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

Work reported in Criterion 4 of SSR was elaborated by Librarian Dr. Shakuntala Nighot. Dr. Waktainjain 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. Waktainjain 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.



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

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

<b>Sr. No.</b>	<b>Issues Discussed/Suggestions Given</b>	<b>Action Taken</b>
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.



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



## MEETING NOTICE

Dear CDC Members,

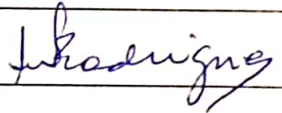

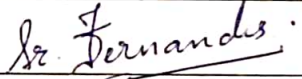
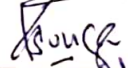
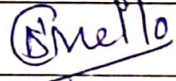
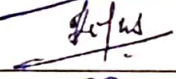

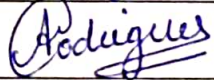
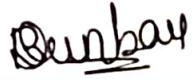
The meeting of the College Development Committee (CDC) of St. Teresa's Institute of Education will be held on Thursday, 14<sup>th</sup> December 2023, at 11.00 a.m. in the College premises.

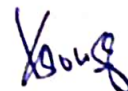
Members are requested to make it convenient to attend the meeting.

### Agenda :-

1. To read and confirm the minutes of the previous meeting.
2. To review the activities of the College.
3. Deliberations on NAAC Visit.
4. AOB with permission of the Chair.

Members present for the meeting held on 14.12.2023:-

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	
6	Sr. Delicia Fernandes	Local Member : Alumnus	
7	Dr. Giselle D'souza	I/C Principal of the College	
8	Dr. Cindrella D'Mello	IQAC Cordinator	
10	Dr. Joan Lopes	Teachers Elected	
11	Dr. Cerena D'Cunha		
12	Dr. Reshma Rodrigues		
13	Ms. Bridgel Dumbar	Secretary of the Student Council (G.S)	
14	Mrs Sharmila Vaz	Non-teaching staff Elected	



Principal

**Minutes of the College Development Committee (CDC) meeting held on 14th December  
2023**

Time: 10.00 a.m.

Venue: Conference Room of St. Teresa's Institute of Education

A Meeting of the College Development Committee was held on Tuesday 14th December 2023 at 10.00 a.m.

The Following members of the CDC were present for the meeting: Manager Sr. Louella Rodrigues, Mr. Mandar Bhanushe, Dr. Sunayana Kadle, Dr. Pradnya Wakpainjan, Sr. Delicia Fernandes, 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 and the student representative Ms. Bridgel Dunbar.

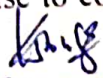
Dr. Giselle D'Souza, the In-charge Principal of St. Teresa's Institute of Education welcomed all the committee members and began the meeting with a prayer. The minutes of the previous meeting were read by the In-charge Principal, which were approved and proposed by Sr. Delicia Fernandes and seconded by Mr. Mandar Bhanushe.

Dr. Giselle D'Souza expressed her gratitude to the committee members for their wholehearted support and contribution in planning the NAAC visit. Thereafter, the activities undertaken by the college were presented by Dr. Cerena D'Cunha and the staff members explained the activities undertaken by them.

Subsequently a discussion followed in which Mr. Mandar Bhanushe spoke about how students should be oriented to MOOCs and he also appreciated Dr. Giselle for being a part of the team which created MOOC on Research Methodology. Dr. Pradnya Wakpainjan appreciated the work done by the college and Dr. Sunayana Kadle mentioned that the college takes a lot of effort to organize various activities.

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 acknowledged 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.

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

**Action Taken Report of the College Development Committee (CDC) meeting held on  
14th December 2023**

Sr. No.	Issues Discussed/Suggestions Given	Action Taken
1.	Orient students to MOOC Courses	<ul style="list-style-type: none"><li>Students were oriented to Online Courses and they were encouraged to do Online Self Study Courses</li></ul>



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



## MEETING NOTICE

Dear CDC Members,

A meeting of the College Development Committee of St. Teresa's Institute of Education will be held in hybrid mode on Saturday, 2<sup>nd</sup> March 2024, at 10.00 a.m.

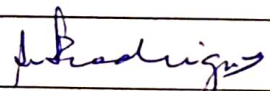
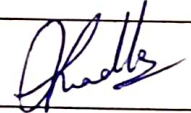
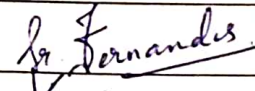
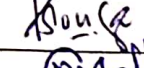
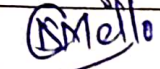
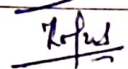
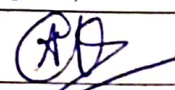
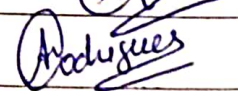
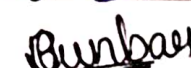
Members are requested to make it convenient to attend the meeting.


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

### Agenda: -

1. To read and confirm the minutes of the previous meeting.
2. To share and review the Grade received at the 4th cycle of NAAC Re-accreditation.
3. To evaluate students' performance at the University Examination. (Sem II & Sem IV)
4. To provide an insight into the activities of the college.
5. To discuss discipline related matters.
6. Any other matter with permission of the Chair.

### Members present for the meeting held on 02.03.2024:-

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	
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. Bridgel Dumbar	Secretary of the Student Council (G.S)	
14	Mrs Sharmila Vaz	Non-teaching staff Elected	

  
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 2nd March 2024

Time: 10.00 a.m.

Venue: Google Meet

An Online Meeting of the College Development Committee was held on Tuesday 2nd March 2024 at 10.00 a.m.

The Following members of the CDC were present for the meeting: Manager Sr. Louella Rodrigues, Dr. Sunayana Kadle, Dr. Pradnya Wakpainjan, Sr. Delicia Fernandes, 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 and the student representative Ms. Bridgel Dunbar.


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. The minutes of the previous meeting were read by the In-charge Principal, which were approved and proposed by Sr. Delicia Fernandes and seconded by Dr. Sunayana Kadle.

Dr. Giselle D'Souza expressed her gratitude to the committee members for their wholehearted support and contribution during the NAAC visit and attributed the Grade 'A' received to the support of all the stakeholders. Thereafter, the activities undertaken by the college were presented by Dr. Cerena D'Cunha and the staff members expounded the activities undertaken by them.

Consequently a discussion followed in which all the CDC members appreciated the work done for NAAC. Dr. Sunayana Kadle asked whether the Gender Audit was done by the college. Dr. Giselle D'Souza mentioned that we would be working toward it. Sr. Delicia Fernandes suggested that the college should try for getting permission to be a Research Centre. Dr. Giselle D'Souza responded that we would be soon working to do the needful now that we are accredited. She also thanked Dr. Pradnya Wakpanjan for sending the M.Ed. interns to the college. Further, Dr. Giselle D'Souza discussed some student-discipline related issues with the CDC members.

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 acknowledged 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.

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

**Action Taken Report of the College Development Committee (CDC) meeting held on  
2nd March 2024**

Sr. No.	Issues Discussed/Suggestions Given	Action Taken
1.	Getting permission for Research Centre	<ul style="list-style-type: none"><li>The college had applied online and after contacting the Research department, it was told that since rules have changed the college needs to have a Post Graduate Course to start a Research Centre.</li></ul>



  
The Principal  
St. Teresa's Institute of Education  
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## MEETING NOTICE

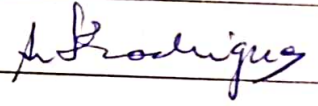
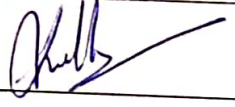
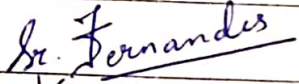
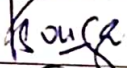
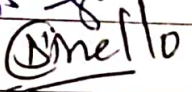

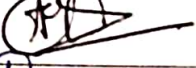
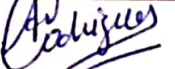
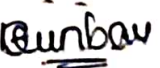
Dear CDC Members,

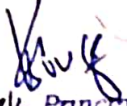
A meeting of the College Development Committee of St. Teresa's Institute of Education will be held on Thursday, 16th May 2024, at 11.30 a.m., followed by lunch to celebrate our being re-accredited with an A grade for the NAAC Re-accreditation (4th cycle). Members are requested to make it convenient to attend the meeting.

Agenda: -

- To read and confirm the minutes of the previous meeting.
- To review and provide constructive suggestions regarding the activities of the college.
- To discuss teaching strategies post-pandemic.
- To share the results of Semester 3
- Any other matter with permission of the Chair.

Members present for the meeting held on 16.05.2024:-

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	
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. Bridgel Dunbar	Secretary of the Student Council (G.S)	
14	Mrs Sharmila Vaz	Non-teaching staff Elected	

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

## MEETING NOTICE

Dear CDC Members,

A meeting of the College Development Committee of St. Teresa's Institute of Education will be held on Thursday, 16th May 2024, at 11.30 a.m., followed by lunch to celebrate our being re-accredited with an A grade for the NAAC Re-accreditation (4th cycle). Members are requested to make it convenient to attend the meeting.

### Agenda: -

- To read and confirm the minutes of the previous meeting.
- To review and provide constructive suggestions regarding the activities of the college.
- To discuss teaching strategies post-pandemic.
- To share the results of Semester 3
- Any other matter with permission of the Chair.

We would be grateful if you can please acknowledge and confirm your presence for the meeting as well as lunch.

### Minutes of the College Development Committee (CDC) meeting held on 16th May 2024

Time: 11.30 a.m.

Venue: St. Teresa's Institute of Education

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. Minutes of the previous CDC meeting were read, which were proposed by Dr. Sunayana Kadle and seconded by Sr. Delicia Fernandes.

The activities undertaken by the college were presented through a slideshow and the staff members expounded the activities undertaken by them. Thereafter, Dr. Cindrella D'Mello highlighted the suggestions given by the NAAC Committee which were put forth for discussion.

In the light of the suggestions given by the NAAC committee, Dr. Giselle D'Souza mentioned that the college would be working toward starting a Research Centre. She also mentioned that the college has put forth their intent of merging with St. Andrew's College of Arts, Science and Commerce for ITEP.

  
Principal

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


Thereafter a discussion ensued about the process of ITEP, subjects, merger of the institutions and challenges to overcome in the process. Dr. Sunayana Kadle expressed her views about the same. Subsequently autonomy and its related challenges were also discussed.

Dr. Giselle D'Souza thanked all the Committee members for their valuable time and fruitful suggestions and the meeting ended on a happy note followed by lunch.

**Action Taken Report of the College Development Committee (CDC) meeting held on  
16th May 2024**

Sr. No.	Issues Discussed/Suggestions Given	Action Taken
1.	Starting a Research Centre at College	<ul style="list-style-type: none"><li>Dr. Cindrella D'Mello was given the responsibility to initiate the procedure for starting the Research Centre.</li></ul>



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