



ST. TERESA'S INSTITUTE OF EDUCATION

MINUTES OF THE IQAC MEETINGS (2022-2023)



IQAC MEETING MINUTES

Day & Date: Thursday, November 24, 2022

Time: 11.00 a.m.

Venue: Conference Room.

Agenda

1. To read and confirm the minutes of the previous meeting.
2. To welcome the newly appointed IQAC members.
3. To review the activities of the college.
4. To discuss the 4th cycle of accreditation.
4. Any other matter with permission of the Chair.

Members Present

1. Dr. Sr. Tanuja Waghmare
2. Dr. Jayashree Inbaraj
3. Prof. Dr. Kunal Jadhav
4. Prof. Dr. Giselle D'souza
5. Dr. Joan Lopes
6. Dr. Cindrella D'Mello
7. Dr. Cerena D'Cuhna
8. Dr. Reshma Rodrigues
9. Ms. Colleen Fernandes

- On the onset Principal Dr. Sr. Tanuja Waghmare introduced and welcomed the new IQAC members Dr Jayashree Inbaraj, Principal, Smt. Kapila Khandwala College of Education and Research and Prof. Dr. Kunal Jadhav, I/C Director, DLLLE, University of Mumbai.
- The meeting began with a small prayer by Principal Dr. Sr. Tanuja Waghmare. She then read the minutes of the previous meeting. Dr. Giselle D'souza approved the minutes and Dr. Joan Lopes seconded the minutes.
- Dr. Jayashree Inbaraj suggested reading the Action Taken Report (ATR), instead of reading the full minutes, and presenting it in tabular form.
- Staff members presented the glimpse of college activities and its feedback through a PowerPoint Presentation.
- Dr. Cindrella D'Mello, informed the members that the college is due for its 4th cycle of accreditation. She also spoke about the difficulties faced in preparation and submission of the AQARs and the SSR.

- Dr. Jayashree Inbaraj suggested that a meeting with Dr. Leena, Maharashtra College would help to clarify certain points related to accreditation. She also insisted that the college should do internal AAA.
- Dr. Jayashree Inbaraj suggested to meet Dr. Smita Shukla, ICSSR, University of Mumbai to get better insights about 4th cycle of NAAC. She also spoke about the changes in the NAAC grading pattern.
- Dr. Jayashree Inbaraj informed the members about KKCE organizing a workshop on Outcome-based Education. She suggested that this could be a joint endeavour of STIE and KKCE.
- Dr. Cindrella D'Mello, spoke about appointments of teaching staff, as there is one vacant post of teaching staff. She also asked about appointments on CHB and its process. Dr. Jayashree Inbaraj shared the procedure of the same. She also suggested hiring faculty for internship supervision.
- Dr. Kunal Jadhav spoke about activities the college should organize keeping in mind the 4th cycle of accreditation. He suggested that the college should organize sessions on Financial Literacy, Online Frauds, etc for senior citizens. He asked the faculty to publish papers in Scopus Index journals.
- Sir Kunal also insisted that the college should work on the suggestions given by NAAC committee in the previous cycle. Dr. Giselle informed the members that the college has worked on the suggestion given by NAAC in 3rd cycle of accreditation.
- Dr. Jayashree Inbaraj suggested that the college should try integrating NEP parameters through various programmes organized in college. She also mentioned about approaching TATA for organizing different programmes for senior citizens.
- Dr. Jayashree Inbaraj suggested sensitizing the trainee teachers about the role of a teacher during internship orientation.
- Principal Dr. Sr. Tanuja informed the members about the problems faced during F.Y.B.Ed admissions.

Action Taken Report

- Ms. Cristina Luis was appointed as a teaching faculty in from Feb 01, 2023.
- As a requirement of NEP 2020, Academic Bank of Credit process was initiated with teacher trainees opening their DigiLockers.
- F.Y.B.Ed. admissions were completed successfully.
- AQAR 2021-2022 was prepared.SSR preparation began in Feb 2023.
- Dr. Sunita Wadikar was invited to conduct a Session on Preparing for the 4th cycle of Accreditation on March 04,2023.

IQAC MEETING MINUTES (INTERNAL)

Day & Date: Friday, Feb 17, 2023

Time: 8.30 a.m.

Venue: Staff Room

Agenda

- To review the AQAR 2021-22 before the final submission.
- To discuss about preparation of SSR for 4th cycle of accreditation.
- To decide the timeline for preparation and submission of SSR.

Members Present

1. Dr. Sr. Tanuja Wagnmare
2. Prof. Dr. Giselle D'souza
3. Dr. Joan Lopes
4. Dr. Cindrella D'Mello
5. Dr. Cerena D'Cuhna
6. Dr. Reshma Rodrigues

- Principal Dr. Sr. Tanuja Waghmare started the meeting with a small prayer followed by reading the agenda of the meeting.
- IQAC coordinator Dr.Cindrella D'Mello spoke about AQAR 2021-22. She highlighted the areas of criterion 3 and 6 of AQAR 21-22 where some more documentation was needed. She asked the faculty to identify such areas in the criteria they were in charge of.
- Each faculty spoke about the areas of AQAR 21-22 where some more activities and documents could be provided. Faculty was requested to make the needful additions in the AQAR 21-22.
- Dr. Cindrella D'Mello spoke about the tentative timeline for submission of IIQA, preparation of SSR and submission of the same. The deadline to submit the SSR was decided as May 15, 2023. She also requested the members to start working on the SSR.
- Principal Dr. Sr. Tanuja Waghmare informed the members about the energy audit recommendations and funds needed for the same. Dr. Cindrella suggested that college could appeal to alumni for donations towards this cause.

- Dr. Cindrella suggested that batch wise alumni meetings should be organised to inform them about accreditation and help needed from them for the same. It was decided to form a WhatsApp (business account) group for last 5 years batches.
- Principal Dr. Sr. Tanuja Waghmare spoke about scarcity of funds as a barrier in getting the required resources before the NAAC. Dr. Reshma Rodrigues suggested securing UGC funds if the college is entitled for being in its 50th year.
- Dr. Giselle inquired about semester III university examination dates and Semester 4 internship permission letters. She was informed that semester III university examination dates were not confirmed yet. Dr. Giselle was asked to send the permission letters for semester 4 internship.
- Principal Dr. Sr. Tanuja Waghmare requested the website committee to update the website keeping in mind 4th cycle of accreditation.
- Dr. Cindrella D'Mello suggested that the college can organise a session for orienting the faculty with to the process of 4th cycle of NAAC accreditation.

Action Taken Report

- AQAR 2021-22 was submitted successfully on March 30, 2023.
- IIQA was submitted on March 31, 2023.
- The faculty started the work of SSR and on May 15, 2023 was decided as the deadline to complete SSR.
- Dr. Sunita Wadikar was invited to conduct a Session on 'Preparing for the 4th cycle of Accreditation on March 04, 2023.

IQAC MEETING MINUTES

Day & Date: Monday, March 20, 2023

Time: 1.30 p.m.

Venue: Staff Room

Agenda

- To review the status of SSR work.
- To review the AQAR 2021-2022.
- To discuss IIQA submission for the 4th cycle of accreditation.

Members Present

1. Dr. Sr. Tanuja Wagnmare
2. Prof. Dr. Giselle D'souza
3. Dr. Joan Lopes
4. Dr. Cindrella D'Mello
5. Dr. Cerena D'Cuhna
6. Dr. Reshma Rodrigues
7. Dr. Shakuntala Nighot

- The meeting began with a small and meaningful prayer by Principal Dr. Sr. Tanuja Waghmare.
- IQAC coordinator Dr. Cindrella D'Mello read the agenda for the meeting. She then asked each staff member to brief the members about the status of their AQAR 2021-22 work completion. Each staff member then informed the members about the work completed w.r.t the criterion they were handling and time required to complete the remaining work.
- After this discussion Dr. D'Mello suggested the deadline to complete the pending work w.r.t AQAR 2021-22 should be set in order to achieve the goal of AQAR 2021-2022 submission. March 30, 2023 was decided as the deadline for submission of AQAR 2021-2022.
- Dr. Giselle D'souza suggested that AQAR 2021-2022 should be reviewed criterion wise before final submission. All the members agreed to the same.
- Principal Dr. Waghmare then informed the staff members about the March 31, 2023 deadline for IIQA submission.

Action Taken Report

- The AQAR 2021-22 was submitted on March 30, 2023.
- The IQA was submitted on March 31, 2023.

IQAC MEETING MINUTES

Day & Date: Monday April 17, 2023

Time: 10.30 a.m.

Venue: Staff Room

Agenda

- To discuss about annual seminar/conference.

Members Present

1. Dr. Sr. Tanuja Wagnmare
2. Prof. Dr. Giselle D'souza
3. Dr. Joan Lopes
4. Dr. Cindrella D'Mello
5. Dr. Cerena D'Cuhna
6. Dr. Reshma Rodrigues
7. Dr. Shakuntala Nighot

- The meeting started with Principal Sr. Tanuja Waghmare welcoming the members followed by a short prayer.
- Dr. Joan Lopes informed the members that STIE will be organizing an International webinar on 'Revisiting Education - Holistic Development through Empowered Minds in May 2023'
- Dr. Lopes then briefed the members about the tentative dates of the webinar resource persons for the webinar and platform to be used for the webinar.
- Dr. Lopes also informed the members that STIE will be organizing this webinar in collaboration with Pushpanjali college of Education, Vasai.
- Dr. Giselle D'souza suggested that college should buy Zoom subscription for a month keeping in mind the International webinar STIE will be hosting in May 2023.
- Dr. Lopes requested Dr. D'Mello to speak to Ajanta publications for ^{the} webinar paper publications

Action Taken Report

- An International webinar on 'Revisiting Education - Holistic Development through Empowered Minds' was organized on 6th May 2023 in collaboration with Pushpanjali college of Education, Vasai using Zoom Platform.
- Webinar papers were published in Ajanta Publication journal.

IQAC MEETING MINUTES

Day & Date: Friday, May 12, 2023

Time: 10.30 a.m.

Venue: Staff Room

Agenda

- To discuss about Academic Calendar 2023-24

Members Present

1. Dr. Sr. Tanuja Wagnmare
2. Prof. Dr. Giselle D'souza
3. Dr. Joan Lopes
4. Dr. Cindrella D'Mello
5. Dr. Cerena D'Cuhna
6. Dr. Reshma Rodrigues
7. Dr. Shakuntala Nighot

- The meeting started with a prayer by In-Charge Principal Dr. Giselle D'souza followed by a warm welcome to the members.
- Dr. D'souza requested the members to list the activities, courses, events they would like to organise for the academic year 2023-24 and mail it to Dr. D'Mello.
- Dr. D'Souza requested Dr. D'Mello to compile the academic calendar 2023-24.

Action Taken report

- The Academic Calendar 2023-24 was prepared.