



ST. TERESA'S INSTITUTE OF EDUCATION

MINUTES OF THE ONLINE IQAC MEETINGS
(2021-2022)



MEETING NOTICE

An online meeting of the IQAC Committee of St. Teresa's Institute of Education will be held on Friday 27th August, 2021 at 11.00 a.m.

Members are requested to make it convenient to join a video meeting on Google Meet. Meeting ID : <https://meet.google.com/pfg-xhvfz-pps>

Agenda

1. To read and confirm the minutes of the previous meeting.
2. Reviewing the activities of the College.
3. Presenting the Prospective Plan (2021-2022).
4. AOB with permission of the Chair.

MINUTES OF IQAC (EXTERNAL) MEETING

August 27, 2021 (Online)

1. The meeting began with a prayer by Dr. Sr. Tanuja Waghmare.
2. The minutes of the previous meeting were read aloud. It was proposed by Dr. Giselle D'souza and seconded by Dr. Cindrella D'Mello.
3. Dr. Cerena D'cunha shared 'The Prospective Plan for 2021 – 2022.
4. The members of the faculty outlined & justified the activity/ activities that was listed for the forthcoming year.
5. The IQAC mentors were appreciative of the plan complied. Dr. D'costa urged the faculty to study the AQAR 2020- 2021 as the requirements for this year differed from the previous.
6. Dr. Thomas volunteered to conduct workshop on calibrating the outcome of learning that were to be incorporated in the AQAR 2020- 21.
7. Principal Dr. Sr. Tanuja Waghmare made the announcement that Dr. Sheela Philip would retire as on August 31, 2021.
8. Dr. Philip expressed her thankfulness and appreciated the sisters of the CCR, her colleagues, the members of the IQAC and the Institution at large.
9. The experts wished Dr. Philip fulfilment in the years ahead and appreciated their interaction with her over the years.
10. The meeting ended on a pleasant note.

MINUTES OF IQAC (INTERNAL) MEETING

Agenda: Discussion about hosting a National level seminar.

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

Date: October 30, 2021 **Time:** 1.30 P.M., **Meeting Duration:** 1 hour

Members Present

1. Dr. Sr. Tanuja Waghmare
2. Dr. Cindrella D'Mello (IQAC Co-ordinator)
3. Dr. Giselle D'souza
4. Dr. Joan Lopes
5. Dr. Cerena D'cuhna
6. Dr. Reshma Rodrigues
7. Dr. Shakuntala Nighot

The meeting started with a short prayer. Principal Dr. Sister Tanuja Waghmare welcomed all the members and initiated the discussion about planning a national level seminar for the academic year 2021-2022. She informed the members that Dr. Joan Lopes would be the organizing secretary for the national seminar for 2021-2022. Dr. Shakuntala suggested that we could have the seminar in collaboration with The Bhopal School of Social Sciences (BSSS). Dr. Giselle appreciated the suggestion and advised to count this collaboration as one of the activities under the MoU signed with BSSS. Dr. Joan recommended that we could have a webinar instead of a seminar since the two long distance institutions are collaborating. She also suggested that the theme for the webinar could be National Education Policy 2020. All the members approved the theme.

Dr. Joan informed the members that BSSS would be handling the technical aspects of the webinar and STIE needs to handle the brochure and publication of the papers. Dr. Cerena volunteered to prepare the brochure for the webinar. Dr. Cindrella took the responsibility to find out a publisher for the paper publications. Dr. Reshma suggested planning an online meeting with BSSS team to discuss the planning and execution of the webinar. Principal Dr. Sister Tanuja Waghmare requested the members to brainstorm about the themes for the

sessions and paper publications. Dr. Joan asked about the tentative month to host the webinar. All the members agreed to host the webinar in May 2022.

Action Taken

1. The National level webinar was organised successfully in collaboration with Bhopal School of Social Sciences, Bhopal on May 07, 2022.
2. Papers contributed by the participants were published in an International Multidisciplinary Half Yearly Research Journal - GALAXY LINK. Ajanta Prakashan Vol X, Issue II, May-Oct 2022.

MINUTES OF IQAC (INTERNAL) MEETING

Agenda: To discuss the new format of AQAR 2020-21

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

Date: Dec 01, 2021, Time: 1.30 P.M. , Meeting Duration: 1 hour

Members Present

1. Dr. Sr. Tanuja Waghmare
2. Dr. Cindrella D'Mello (IQAC Co-ordinator)
3. Dr. Giselle D'souza
4. Dr. Joan Lopes
5. Dr. Cerena D'cuhna
6. Dr. Reshma Rodrigues
7. Dr. Shakuntala Nighot
8. Ms. Colleen Fernandes
9. Ms. Sharmila Vaz.

The meeting started with a short prayer. Principal Dr. Sister Tanuja Waghmare welcomed all the members. IQAC co-ordinator, Dr. Cindrella D'Mello informed the members about the new format of AQAR uploaded on HEI portal. She also spoke about the changes in the AQAR format and documentation required. Principal Dr. Sister Tanuja Waghmare handed over the criterion wise copies of AQAR to the concerned staff members and requested them to go through the same.

Dr. D'Mello informed the members about the newly added part 'Extended Profile of the Institution' in the AQAR. She then requested Ms. Sharmila Vaz to work on the Extended Profile of the college, gather and upload the data required for the same in the AQAR.

Dr. Giselle D'souza suggested having criterion wise meetings to discuss about the changes in AQAR format to get clarity about the information and documents to be uploaded. Dr. Joan Lopes suggested having the meetings online in the afternoon, which was accepted by all the members. Dr. Reshma Rodrigues was asked to frame the timetable accordingly. Dr. Cerena asked about the submission date for the AQAR 2020-21. Ms. Colleen Fernandes confirmed that the last date for submission of AQAR 2020-21 is March 31, 2022. Principal Dr. Sister Tanuja Waghmare requested all members to work on the AQAR 2020-21 and submit the same

before the deadline. IQAC co-ordinator, Dr. Cindrella D'Mello thanked all the members for their inputs.

Action Taken Report

1. Online meetings to discuss each criterion were hosted successfully.
2. The staff member completed filling up information related to the AQAR criterion they were in-charge of.

MINUTES OF IQAC (INTERNAL) MEETING

Agenda: To Review the AQAR 2020-21.

Venue: Staff Room (St. Teresa's Institute of Education)

Date: March 28, 2022, Time: 12.30 p.m., Meeting Duration: 1 hour

1. Dr. Sr. Tanuja Waghmare
2. Dr. Cindrella D'Mello (IQAC Co-ordinator)
3. Dr. Giselle D'souza
4. Dr. Joan Lopes
5. Dr. Cerena D'cuhna
6. Dr. Reshma Rodrigues
7. Dr. Shakuntala Nighot

The meeting started with a short prayer. Principal Dr. Sister Tanuja Waghmare welcomed all the members. She thanked all the members for working on the AQAR 2020-21 wholeheartedly keeping in mind the deadline for the submission. Dr. Cindrella D'Mello informed the members that the each member would present the criterion they have worked upon. The members then presented the criterion information as follows:

- Dr. Cerena D'Cunha - Criterion 1
- Dr. Reshma Rodrigues - Criterion 2
- Dr. Cindrella D'Mello - Criterion 3
- Dr. Shakuntala Nighot - Criterion 4
- Dr. Joan Lopes - Criterion 5
- Dr. Sr. Tanuja Waghmare - Criterion 6
- Dr. Giselle D'souza - Criterion 7

Each criterion was discuss wrt addition of information and documentation. Dr. Giselle D'souza suggested putting queries on HEI portal dashboard to get clarity regarding different aspects of the AQAR whenever required. Dr. Cindrella D'Mello requested Dr. Shakuntala Nighot to upload the documents needed for AQAR on the website at the earliest. Principal Dr. Sr. Tanuja Waghmare thanked all the members and appreciated the work done by them. Dr. Cindrella D'Mello requested the members to do the necessary changes in the AQAR at the earliest.

Action Taken Report

1. AQAR was completed and reviewed.
2. The AQAR 2020-21 was submitted successfully on August 04, 2022.

MINUTES OF IQAC (EXTERNAL) MEETING

MEETING NOTICE

An online meeting of the IQAC Committee of St. Teresa's Institute of Education will be held on Saturday 14th May, 2022 at 9.30 a.m.

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

Meeting ID : <https://meet.google.com/cdi-bzvh-ivx>

Agenda

1. To read and confirm the minutes of the previous meeting.
2. Reviewing the activities of 2021 – 22.
3. Suggestions of the committee members for the academic year 2022 - 23.
4. AOB with permission of the Chair.

Members Present

1. Dr. Sr. Tanuja Waghmare
2. Dr. Sybil Thomas
3. Dr. Agnes D'costa
4. Dr. Giselle D'souza
5. Dr. Joan Lopes
6. Dr. Cindrella D'Mello
7. Dr. Cerena D'Cuhna
8. Dr. Reshma Rodrigues

Minutes of the External IQAC Meeting (May 14, 2022)

1. The meeting began with a prayer by Principal Dr. Sr. Tanuja Waghmare.
2. The minutes of the previous meeting were read by Principal Dr. Sr. Tanuja Waghmare, proposed by Dr. Agnes D'costa and seconded by Dr. Giselle D'souza.
3. The Staff members of STIE gave an overview of the activities conducted in the academic year 2021-22.
4. IQAC coordinator Dr. Cindrella D'Mello informed the IQAC members about the Promotions under CAS in the academic year 2020-21. Dr. Giselle D'souza was

promoted from Associate Professor to Professor and Dr. cerena D'Cuhna from Assistant Professor (Stage 3) to Associate Professor.

5. Dr. Agnes D'costa and Dr. Sybil Thomas appreciated the efforts put in and the work done by STIE team.
6. Dr. Sybil Thomas suggested to focus on Outcome Based Education while planning the activities and the events. She requested to record the outcomes of each event and analyze it. Dr. Thomas also suggested to map the outcomes against the prospective plan of the institution in order to evaluate the level of achievements.
7. Dr. Giselle D'souza spoke about the event reports written by the in-charge staff which includes the objectives and outcomes of each event conducted. This helps to modify, change the different aspects of the events in future. Dr. Giselle also spoke about SWOC analysis done every year which helps to take necessary steps for Quality enhancement.
8. Dr. Agnes D'costa suggested to compile and Publish the IEP lesson plans written by the teacher trainees as part of IEP Workshop conducted by Dr. Reshma Rodrigues. She further advised that these plans also can be converted into QR codes and displayed in the campus which will make them accessible for the students.
9. Dr. Sybil Thomas recommended that STIE should be going in for Autonomy. She further spoke about the benefits of Autonomy wrt funds, freedom and extension in next accreditation cycle.
10. Dr. Cindrella D'Mello informed the members about expiry of NAAC grade in March 2021. She further asked if STIE eligible to apply for Autonomy without a valid NAAC grade.
11. Dr. Sybil Thomas said she would find about the queries raised w.r.t. Autonomy. She also promised to help in every way possible for the same.
12. Principal Dr. Sister Tanuja thanked each member for their constant support and guidance. She also informed the members that their tenure comes to an end with this meeting.

Action Taken Report

1. A query was posted on NAAC HEI portal regarding eligibility for Autonomy.
2. NAAC replied that the college must go for accreditation first, as the grade has expired in 2021.
3. Pending AQAR's were completed in order to get ready for NAAC (cycle 4) accreditation.