

IQAC Internal Minutes of the Meeting held on 5th August 2017.

Agenda:

1. To review the minutes of the earlier meeting.
2. To deliberate upon the International Seminar to be hosted in October, 2017.

The IQAC College Committee met to deliberate upon the International Seminar to be hosted later in the year by the college.

1. The meeting commenced with a prayer.
2. The minutes of the previous meeting were read aloud.
3. The faculty brainstormed to arrive at a consensus on the themes, sub-themes and template design of the brochure. The points drawn up by the faculty in an earlier meeting in sync with Pillai's College of Education were incorporated in all the decision-making.
4. The decisions were fine-tuned and clarity towards the functioning of the seminar was arrived upon. The members of the staff were allocated duties and responsibilities that they would have to handle in light of the upcoming seminar.
5. The brochure design and presentation were finalised by the members of the staff.
6. The brochure was emailed to the printer for composing the pages and for the creation of the art design.
7. The faculty were of the opinion that the distribution of the flyers should involve students for maximum outreach. The flyers were also to be emailed to 'Contacts' on the 'Seminar List' of our earlier seminars.
8. The publisher was contacted over the phone for lucidness in the transactions to follow during the compilation of the hard copy of our 'Research Publication'.
9. Members of the staff were requested to contribute original articles to this venture by our Principal.
10. Dr. Cerena D'Cunha was asked to disseminate the deliberations arrived at in the meeting with Pillai's College of Education.
11. The meeting provided a bird's eye view of the seminar to follow.

Action Taken Report of Internal Meeting held on August 5, 2017

The International Seminar culminated into a meaningful exercise in promoting quality in education. The feedback from stakeholders was heartening. It gave the college a chance to collaborate closely with a sister concern institute. The success of the seminar at the International-Level raised the self-esteem of the organisation.



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

MEETING NOTICE

A meeting of the IQAC Committee of St. Teresa's Institute of Education will be held on Friday 18th August , 2017 at 11.00 am in the Conference Room of the College. 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 deliberate upon the Prospective plans 2017-2018.
3. To seek suggestions to raise quality in the Institutional practices.
4. AOB.

Sr.No.	Name	Designation
1	Sr. Wilma Mendes	<i>Sr. Wilma</i>
2	Dr. Sr. Tanuja Waghmare	<i>Dr. Tanuja</i>
3	Dr. Sybil Thomas	<i>Souzaneehan Sybil T.</i>
4	Dr. Agnes D'Costa	<i>Agnes</i>
5	Dr. Sheela Philip	<i>Sheela Philip</i>
6	Dr. Giselle D'souza	<i>Giselle</i>
7	Dr. Joan Lopes	<i>Joan</i>
8	Dr. Cindrella D'mello	<i>Cindrella</i>
9	Dr. Cerena D'cunha	<i>Cerena</i>
10	Mrs. Reshma Rodrigues	<i>Reshma</i>
11	Mrs. Sharmila Vaz	<i>Sharmila</i>



Minutes of the IQAC Meeting held on 18th August, 2017 (11.00 a.m.)

The following members were present for the meeting.

Sr. Lilian Rozario
Dr. Sr. Tanuja Waghmare
Dr. Sybil Thomas
Dr. Agnes D'Costa
Dr. Sheela Philip
Dr. Giselle D'Souza
Dr. Cindrella D'Mello
Dr. Joan Lopes
Dr. Cerena D'Cunha
Mrs. Sharmila Vaz

1. The meeting commenced with a prayer by Principal Dr. Sr. Tanuja Waghmare.
2. The minutes of the previous meeting were read aloud by Dr. Sheela Philip.
3. It was proposed by Dr. Agnes D'Costa and seconded by Dr. Cindrella D'Mello.
4. Principal, Sr. Tanuja Waghmare read out the milestones of the Prospective Plan for 2017 - 2018 planned by the faculty.
5. It read as follows ...
 - a. The Grievance Redressal Cell of the college will adopt the 'Open Door Policy' for the quick and satisfactory redressal of grievances. Accordingly, students will be permitted to meet the Principal with legitimate requests that are personal or related to their career, for judicious consideration by the institution.
 - b. The administrative staff are being trained to digitally convert data pertaining to academics and administration from hard to soft copy. This Education Management Information System (EMIS) has been introduced for easy and smooth access to organizational information.
 - c. The Research Cell of the college had slated a 'Paper Reading Session' by research scholars who have completed their doctoral degrees. This will happen in the 2nd half of the academic year in topics related to Education.
 - d. To enhance the internal evaluations, the college has embraced the system of 'Double Valuation' for the academic year; wherein students are offered two attempts at the Term-End Exams. The average of the performances is to be considered as the actual score obtained by the student.
 - e. The staff also wished to introduce the 'Open Book Exam' as a tool for evaluation of each student's Higher Order Thinking Skills (HOTS).

Suggestion by IQAC:-

1. The mentors approved of the prospective plans read aloud by Dr. Sr. Tanuja Waghmare. However, they urged the college to host an International Seminar on the theme, Raising Quality in Higher Education through Research.
2. They also urged the faculty of the college to hold workshops in Schools and the Community on topics of contemporary relevance related to Education,.

Action Taken Report for meeting held on 18.08.2017

1. All the points listed in the Prospective Plans for the year 2017 - 2018 have been initiated.
2. The progress of work carried out by the faculty and administrative staff is being monitored closely by our Principal, Dr. Sr. Tanuja Waghmare.



Principal

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

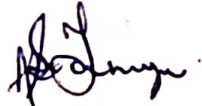

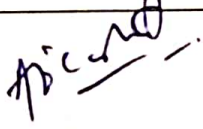







MEETING NOTICE

A meeting of the IQAC Committee of St. Teresa's Institute of Education will be held on Wednesday 28th March, 2018 at 11.00 am in the Conference Room of the College. Members are requested to make it convenient to attend the meeting.

Agenda: -

1. To read and confirm the minutes of the previous meeting.
2. Review of the activities conducted during the academic year 2017 - 2018
3. Projected plan of activities to be conducted during the academic year 2018 -2019.
4. Review of the 1st and 3rd semester results of the University examination
5. AOB.

MEETING OF THE IQAC
ST. TERESA'S INSTITUTE OF EDUCATION
28TH MARCH, 2018 AT 11.00 AM

SR NO	NAME	SIGNATURE
1	Sr. Wilma Mendes Manager	ABSENT
2	Asso. Prof. Dr. Sr. Tanuja Waghmare Chairperson	
3	Prof. Dr. Sybil Thomas Nominee, Local Society	
4	Asso. Prof. Dr. Agnes D'costa Nominee, Local Society	
5	Dr. Sheela Philip IQAC Co-ordinator	
6	Asso. Prof Dr. Giselle D'souza Staff Nominee	
7	Dr. Joan Lopes Staff Nominee	
8	Dr. Cindrella D'mello Staff Nominee	
9	Dr. Cerena D'cunha Staff Nominee	
10	Ms. Reshma Rodrigues Staff Nominee	
11	Ms. Sharmila Vaz Administrative Officer	

Minutes of the IQAC Meeting held on 28th March 2018 (11.00 a.m.)

The Following members were present :

- 1) Dr. Sr. Tanuja Waghmare
- 2) Dr. Sybil Thomas
- 3) Dr. Agnes D'costa
- 4) Dr. Sheela Philip
- 5) Dr. Giselle D'souza
- 6) Dr. Joan Lopes
- 7) Dr. Cindrella D'mello
- 8) Dr. Cerena D'cunha
- 9) Mrs. Reshma Rodrigues.
- 10) Ms. Sharmila Vaz

1. The meeting commenced with a prayer.
2. The minutes of the previous meeting were read aloud.
3. It was proposed by Dr. D'Costa and seconded by Dr. Thomas.
4. The experts were handed printed sheets listing the milestones the college crossed during the academic year 2017 - 2018.
5. The staff members elaborated on the portfolios they handled. They threw light on the highlights of each event listed.
6. Sr. Tanuja shared the University results of students at the Semester I & Semester III Examination.

Suggestions by the IQAC Experts :-

- The College team was told to evaluate each milestone crossed in great detail soon after the event is complete.
- The need for evaluation by all the stakeholders namely the students, faculty, internship schools was stressed upon.

Deliberations: -

- The members of the staff agreed to document the feedback that was procured at the various stakeholder levels.
- The IQAC staff-committee agreed to document in hard copy the details eliciting the quality analysis of programmes in details from here on.

Any other matter with the permission of the chair : Nil.

The meeting ended with a vote of thanks.

Rangaradhya
13/03/2018

V. Sange
13/03/2018

IQAC Internal Minutes of the Meeting held on 17th April, 2018.

Agenda:

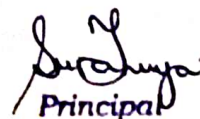
1. To review the minutes of the earlier meeting.
2. To draw up the list of 'Best Practices' for the academic year '2017-2018'.

The IQAC College Committee met to deliberate upon the list of Best Practices for the academic year 2017-2018.

1. The meeting commenced with a prayer.
2. The minutes of the previous meeting were read aloud.
3. The meeting began with the word of prayer.
4. The faculty were given 5 minutes to individually identify two events that qualified to be the Best Practice of the bygone year 2017-2018. They were also asked to reflect on why it qualified to be chosen using 2-3 points in support of their decision.
5. The group read aloud the areas that they had listed and provided reasons for the choices they had made.
6. This was followed by a brainstorming session and the Committee arrived at eight areas that qualified to be listed as the best practices of the Year.
7. Dr Sheela Philip, the IQAC Coordinator, was given the responsibility of elaborating upon two practices that needed to be uploaded in Criterion 7 of the NAAC's AQAR.

Action Taken Report of Internal Meeting held on April 17, 2018

The deliberations arrived at during the meeting by the committee were meaningfully incorporated as softcopy in the templates provided by NAAC.



Principal

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