

MEETING NOTICE

A meeting of the IQAC Committee of St. Teresa's Institute of Education will be held on May 5th, 2020 (online zoom platform). Members are requested to make it convenient to attend the meeting.

Agenda: -

1. Prelim/class test dates and format
2. Date for submission of Action Research projects/ Viva
3. Alumni Meeting
4. Paid version of an app to host online meetings/webinars
5. Online courses for students in collaboration with other colleges
6. National webinar (Dr. Shakuntala Nighot)
7. Any other matter with permission of the Chair.

Minutes of IQAC Meeting May 5, 2020

1. The meeting began with the word of prayer by Dr Sheela Philip.
2. Dr Giselle D'souza convened the meeting and came up with general guidelines regarding the internal assessment. The members of the staff put forth their queries and they were deliberated and satisfactory decisions were arrived upon.
3. Members of the staff were requested to individually post dates fixed by them for assessments, on the college group. So as to ensure a well spaced-out schedule.
4. Online options available for assessment were discussed and Dr D'souza narrated how she went about the assessments she conducted.
5. Dr Philip elaborated on her experiences of using Google classroom to upload pdf versions of written assessments of her students.
6. May 8, 2020, 9 a.m. was fixed as the date for conducting the Action Research.
7. Zoom was the preferred platform for the Viva-Voce. Dr Philip suggested that the students of the group could be permitted into the meeting room individually while the others waited for their turn. The student could leave the meeting room once the Viva-Voce was over. Dr D'Mello seconded this suggestion as a viable one.
8. Dr Rodrigues had a few students who did not possess a laptop to complete their Action Research project. However, the submission of the action research projects was considered a mandatory exercise. Dr Philip suggested that these students could be given the option of submitting a hand-written manuscript. Dr D'souza seconded this idea. She said that it was the only option if they couldn't work on a borrowed laptop.
9. Dr Sr Tanuja Waghmare urged the members of the staff to fix an Alumni Meeting on Zoom on a suitable day after May 15.

May 5, 2020

10. The group then deliberated upon a safe digital platform to host meetings at the college level. Several options were put forward and doubts clarified. Dr Rodrigues listed Cisco WebEx, Go-to meeting, Zoho meetings, G-suite using a Google account as other options available for broadcast. She was told to revert with more details about these options available.
11. Dr Nighot was commended for holding a collaborative online course for students on the use of NDLI, for students of our college with students of Gandhi Shikshan Bhavan.
12. Dr D' Mello introduced University Teacher's Academy, Puducherry to the group. She put forward her desire to conduct an Online Training on the use of Tech Tools in Education. This required the college to purchase a paid-version of Zoom. This request was sanctioned by Sister.
13. Dr Nighot's webinar date was arrived upon with deliberations that panned reasons for a suitable day, resource persons, and publication and so on. Dr D'Mello defended the need to host the webinar in May itself.
14. It was finalized that the webinar would not have any paper presentations and it would be hosted in the last week of May. It was finalised that APH would publish the E-book with an ISBN. And, that we would be having a technical partner to host the event.
15. Mr Amrut Deshmukh's interaction with the students of STIE on YouTube was announced to the faculty by Dr Nighot, and all were urged to attend the 'Let's Make India Read' show that was to be aired at 2.00 p.m. on the same day.

MEETING NOTICE

A meeting of the IQAC Committee of St. Teresa's Institute of Education will be held on 7th July, 2020 (online zoom platform). Members are requested to make it convenient to attend the meeting.

Agenda: -

1. Deliberations on the NAAC – sponsored Seminar.
2. Distribution of workload and special portfolios to members of the staff applicable for the year 2020 – 2021.
3. Overview of the updation of the website with appropriate documentation of activities held during lockdown.
4. Elaborations of activities conducted by college in the format (Need/ Platform/ Outcome) to be used for the AQAR and SSR.
5. Online teaching for students of Sem III.
6. Uploading of the AQAR.
7. Any other matter with permission of the Chair.

Minutes of the Internal IQAC Meeting; July 7, 2020

1. The meeting began with a word of prayer by Sister Tanuja.
2. The minutes of the earlier meeting were read. Dr Joan Lopes proposed the minutes and Dr Cerena D'Cunha seconded it.
3. The members of the staff deliberated upon the various aspects of hosting the NAAC-Sponsored Seminar on August 28, 2020.
The members of the staff unanimously agreed that the status of the Seminar will now be that of a webinar. It was also felt that the webinar should be upgraded to the National-level with an extended duration of time.
4. The Convenor of the Seminar was told to seek permission for the changes arrived at by the group, from the NAAC office at the Centre and the headquarters of the Western region.
5. The resource persons were arbitrarily fixed and the Convenor was to finalise their availability and acceptance.
6. It was also arrived upon that the paper-publications to be included in the Webinar - proceedings book, should be assessed by a standard plagiarism-checker. The various time-lines, publishing house, paper-publishing fees were fixed.
7. Brochure distribution date was fixed as July 17, 2020.
8. Edfly was to be the digital partner of the webinar.
9. Sr. Tanuja announced the workload & special portfolios for the academic year 2020-2021.
10. Dr. D'Cunha, Dr. Rodrigues and Dr. Nighot were given charge to update the website and social media platforms.
11. The Coordinators were requested to write short write ups on the various webinars they hosted during the lock-down under the heads; Need, Event, Outcomes.
12. The information disseminated by our IQAC expert, Dr D'Costa about the series of webinars NAAC was hosting between July 7 and July 10, 2020, was shared with the group. Sr. Tanuja requested the faculty to make it convenient to attend them.
13. The meeting ended on a happy note.

MEETING NOTICE

An online meeting of the IQAC Committee of St. Teresa's Institute of Education will be held on Wednesday 15th July, 2020 at 9.00 am.

Members are requested to make it convenient to join a video meeting on ZOOM Meeting ID. 7515095091 Passcode: 123987.

Agenda: -

1. To read the **minutes** of the previous meeting.
2. To **discuss academic quality sustenance during the lockdown.**
3. To **plan for the National Level NAAC sponsored Webinar on 'Benchmarking Quality and Accrediting Institutions of Teacher Education: The Revised NAAC Framework'.**
4. To **fix suitable resource person for the webinar sessions.**
5. **AOB** with permission of the Chair.

Minutes of the IQAC Meeting; July 15, 2020

1. The meeting began with a prayer by Dr. Sr. Tanuja Waghmare.
2. The minutes of the previous meeting were read by Sr Tanuaja, proposed by Dr. D'Mello and seconded by Dr. Philip.
3. Dr. D'Mello and Dr. Rodrigues gave the group an overview for the webinar sessions held in the month of June and July.
4. Dr. Lopes gave the mentors an overview of the academic lecture-milestones crossed.
5. The faculty conducted a series of revision of exercises online for students of Semester 4 and 2. This was conducted with a view of preparing students for the term-end UOM exams.
6. Dr. Philip spoke of the Institution's official YouTube channel that was created. She also spoke of the challenges faced in streamlining the NAAC sponsor Webinar. Dr. D'souza, Dr. Philip and Dr. D'cunha coordinated the discussion regarding the resource person of the Webinar.
7. Dr. Pahade volunteered to enrich the delegates on criterion 5 and 6 and Dr. Thomas on criterion 1.
8. The meeting ended on a happy note.

ATR for 15.07.2020

- Suitable dates, time and subareas were fixed for the proposed Webinar to be held on August 28 – 29, 2020.
- The NAAC team of experts Dr. Sujata Shanbhag, Dr. Laxmi TKS, and Dr. Narayanan were a constant source of support & mentoring to the Institution.
- Our technical partners of the Webinar, Edfly Learn helped in the creation of digital flyers and the Telegram group.
- The Edfly Learn hosted the NAAC sponsored webinar on ZOOM and the college's official Youtube channel.
- All the video recordings of Webinars hosted during the lockdown were uploaded on the institutions Youtube Channel.

MEETING NOTICE

An online meeting of the IQAC Committee of St. Teresa's Institute of Education will be held on Saturday 28th November, 2020 at 9.00 am.

Members are requested to make it convenient to join a video meeting on Google Meet. Meeting link is provided below : meet.google.com/szw-eogh-vav

Agenda: -

1. To read and confirm the **minutes** of the previous meeting.
2. **Reviewing** the activities of the year 2019- 2020
3. **Prospective Plan** for the year 2020 – 2021
4. **Suggestions** of the committee members for the academic year 2020 – 2021.
5. **AOB** with permission of the Chair.

Minutes of the IQAC Meeting; November 28, 2020

1. The meeting began with a word of prayer by Sister Tanuja.
2. The minutes of the earlier meeting were read. Dr Joan Lopes proposed the contents of the minutes and Dr Cerena D'Cunha seconded it.
3. Sister announced the splendid news of Dr. Giselle Dsouza winning the Best Teacher Award for the Year 2019 – 2020. This news was received with great delight by all the IQAC Mentors. They congratulated Dr. Dsouza on this fabulous achievements and wished her the very best in the future.
4. Dr. Cerena Dcunha shared her screen within the meeting room, it documented the events hosted by the college in the academic year 2019- 2020.
5. Each member of the faculty provided elaborations on the digital frames projected on power point.
6. The presentation also involved a section documenting what the college had done during the lockdown between April 2020 and June 2020. In this period, the college had hosted 14 Webinars for students and academicians at 'School and Higher Education' level.
7. Dr. Sybil was very appreciate^{ive} of the efforts garnered by the college in hosting a wide variety of webinars for stakeholders. She mentioned STIE's outreach~~ed~~ to school and communities were meaningful and commended the institution's attempts at training the academia with skills for e-learning.
8. She prodded the group to bring in changes in the 'Student Placement' practices on account of the pandemic.

28th Nov, 2020

9. She asked the group to upload student e-portfolio on the website for recruiting schools.
10. She also asked the college to include the department of Lifelong Learning and Extension in the online certified Tech-Tools training programme, held in collaboration with Universal Teacher Academy.
11. Dr. Pahade was appreciative of the work done by the college. He asked the college to focus on improving the milestone in Category III (Research).
12. Madam Cynthia congratulated the college on the Webinar hosted for the students and academicians at higher education and school level. She acknowledged^d that she personally gained from the webinars.
13. The meeting ended on a happy note.

IQAC Internal Meeting

Minutes of the meeting held on Google Meet March 29, 2021 at 9 a.m.

The required quorum was present. The meeting began with a prayer by Sr Tanuja Waghmare.

The following items of the agenda were taken up for discussion:

1. To finalise dates for submission of assignments and tasks : The members of the staff agreed that all assignments should be handed in by April 10, 2021. Individual teachers fixed their own timelines within this time frame.
2. To schedule preliminary exam / Action Research / e-module assessment dates for Sem 4 : It was agreed that the exams will be held on April 12, 15 and 17, 2021, taking into consideration the public holidays for Gudi Padwa and Ambedkar Jayanthi.

Members decided that the exams should be held between 10.45 AM and 11.30 AM. Dr Rodrigues clarified that this would not clash with the time table of the 1st year students.

Dr D'souza opined that the preliminary exams should be limited to three units; she stated that students should be given 50% choice in the question papers, and that the papers should comprise short answers carrying 5 marks each. She justified this opinion on the basis that the University exams will be of the MCQ type.

Dr Philip suggested that the exams be proctored simultaneously in four meeting rooms housing 12 students each, to ensure strict vigilance. The faculty teaching the subject would be in the control room to answer any queries that may arise. The Professor delivering lectures to the 1st year students would be excluded from this duty.

The Action Research viva-voce was fixed to be held on April 6, 2021.

Dr Philip suggested that the e-modules be sent for evaluation by external experts; there will be no presentation.

3. Peer mentoring : Dr D'Cunha, Dr Rodrigues and Dr Lopes spoke about the alumni mentoring programme. A tentative student list was drawn up by them. Dr D'Mello suggested that our current batch should share with the 1st year students their experiences with online exams.
4. Internal assessment management : Dr D'souza drew up a tentative timeline with Dr Lopes for scrutiny of the assessment sheets before uploading them to the University.

Dr Philip suggested that we correlate the internal assessment and University assessment of previous exams.

5. AOB with permission of the Chair
 - a) Dr D'Mello reiterated that revisions should continue after the preliminary exams for Sem 4 students.
 - b) As faculty in-charge of Criterion 3 of NAAC, Dr D'Mello initiated discussion on research-paper reading. It was decided that teacher-educators would be the target group of this session; they will read the papers and also be the attendees of the session.
 - c) Dr Philip, as IQAC Coordinator, thanked Dr D'Cunha and Dr D'souza for their help in streamlining Criterion 1 of NAAC.

Agenda: To evaluate the AQAR uploads of Criterion 7: Institutional Values and Best Practices (2018-2019)

Platform: Zoom Meeting ID: 292 227 3630 Passcode: 999 379 Time: 12 noon on 15.03.2021

Minutes:

The meeting in progress is recorded

1. The meeting began at 12 noon and was attended by our IQAC mentor Professor Peeyush Pahade, Associate Professor Dr Giselle D'souza and IQAC Coordinator Sheela Philip.
2. Dr D'Souza shared her screen in the Meeting Room. She provided justifications for the inputs included in the templates that need clarification.
3. Professor Pahade was happy with the documentation.
4. To offer transparency of our documentation, he suggested that we paste web links within the templates. However, he dissuaded us on uploading documents on the drive instead he insisted that they should be made visible on the website.
5. He also advised that the Event Templates that we upload should be duly signed by the Principal of the Institute and that they should bear the seal of the college.
6. The qualitative descriptions were told to be split into paragraphs with subheads and keywords for better visibility.
7. Professor Pahade was happy with the work done and he asked us to move on with the preceding and following years in the same fashion.
8. The meeting lasted for almost an hour and ended on a happy note.

Agenda:

To evaluate the AQAR uploads of Criterion 3: Research and Outreach Activities (2018-2019)

Platform: ZOOM Meeting Link:

<https://us04web.zoom.us/j/75273483013?pwd=dmVMbGRHdHZ4M25pZTcxQlMxT0p0UT09>

Date: May 4, 2021, Start Time: 7:00 pm, Meeting Duration: 40 minutes

Minutes

- 1) The meeting began at sharp 7 pm. It was attended by Professor Pahade, Associate Professor Dr Cindrella D'Mello and IQAC Coordinator Dr Sheela Philip.
- 2) Dr D'Mello shared her screen in the Meeting Room. Sir enlightened us on the understanding of the words 'academia' and 'industry' in the context of Criterion 3 He approved of the activities that were relevant to Research and justified why it was acceptable. He also provided us insights on where some inclusions made by us could be shifted.
- 3) Sir asked us to go ahead using these guidelines for the rest of the years.
- 4) The meeting ended on a happy note. We felt empowered once Sir approved of the correctness of our documentation.

Agenda:

To evaluate the AQAR uploads of Criterion 1: Curricular Aspects (2018-2019)

Platform: Google Meet :Meeting Link: meet.google.com/hkt-hikd-jwy

Date: May 5, 2021, Start Time: 3:00 pm, Meeting Duration: 50 minutes

Minutes

a) The meeting began at sharp 3 pm. It was attended by Professor Pahade, Assistant Professor Dr Cerena D'Cunha and IQAC Coordinator Dr Sheela Philip

b) Dr D' Cunha shared her screen in the Meeting Room.

Sir enlightened us that...

1) Template 1.1. 2 of Criterion 1, asks for 'Short-Term, University run courses' enrolled into and completed by the students of the college. We were found wanting in this area.

2) Yoga was to be included in Criterion 5 as a bridge course under student development.

3) The Credit-Based, Honours Programme run by the college should seek student-enrolment at their entry-point at STIE.

4) The committee should seek sanctions and obtain permission from the CDC for the programmes identified (on analysis of the Entry-Point Questionnaire) by the college as vital for the empowerment of the students.

5) Correspondence with schools regarding internship requests and approvals should be uploaded in the templates.

6) Internship completion by students, should be certified by internship schools and uploaded for verification.

7) A 'structured feedback format' was shared by Sir to aid us in preparing a similar one for our college use.

c) Sir was happy with the documentation done. He said that the areas included had adequate student enrolments.

d) The meeting ended on a happy note. Sir asked us to go ahead with the following years on the same lines. We felt empowered once Sir approved of the correctness of our documentation.

Agenda:

To evaluate the AQAR uploads of Criterion 4: Infrastructure & Learning Resources (2018-2019)

Platform: ZOOM, Meeting Link:

<https://us04web.zoom.us/j/75712352415?pwd=aG5ENjg4bFRWZVY1SWwxNUI1eHpSQ09>

Meeting ID: 757 1235 2415 Passcode: iNv3e1

Date: May 6, 2021, Start Time: 3:00 pm, Meeting Duration: 50 minutes

Minutes

a) The meeting began at sharp 3 pm. It was attended by **Professor Peeyush Pahade**, Assistant Professor, Librarian **Dr Shakuntala Nighot**, Administrative Staff **Ms Colleen Fernandes** and IQAC Coordinator **Dr Sheela Philip**

b) Dr Nighot shared her screen in the Meeting Room.

Sir enlightened us that

- 1) Template 4.1.1 of Criterion 4, asks for **infrastructure augmentation** and it included all expenditure made towards improving or sustaining the existing status of the college, be it the taxes, electricity bills, phone bills, gardening, land tax and the likes. All expenditure should be backed by bills.
- 2) Attach **auditor's statement** to say what is bought, repaired or upgraded.
- 3) When uploading pdf sheets make sure that they are **stamped and signed by Sister**.
- 3) Describe the software used in the academic year. So beyond 2018 it would be **iSLIM**.
- 4) **e-modules** prepared by students will go into Criterion 2. Only E-content uploaded on Government platforms are considered as content developed by teachers.
- 5) A **leased line** is a line dedicated to one's institution. Starts at the service provider and directly feeds your institution. e.g. MTNL is a service provider.
- 6) Template 4.3.3 talks about a **Media Centre**. It is a room dedicated to the preparation of High resolution recordings of video shoots. It is sound proof, with good lighting facility and equipment.
- 7) **Academic facilities** include technology used to deliver academic components e.g. Computer, Video Camera, Projector, Interactive screens

May 6, 2021

- 8) **Physical Facilities** are the classrooms, grounds, rest rooms, canteen, sick room, library
- 9) If **narrative texts** exceed **500 words**, then upload them on the website and provide **weblinks**.
- 10) Provide **web links within the templates**.
- c) Sir went through the website and approved of the layout.
- d) The meeting ended on a happy note. Sir asked us to go ahead with the following years on the same lines. We felt empowered once Sir approved of the correctness of our documentation.

Agenda:

To evaluate the AQAR uploads of Criterion 2: Teaching Learning Evaluation (2018-2019)

Platform: Google Meet : Meeting Link: <https://meet.google.com/ktc-vqcg-kgt>
Date: May 7, 2021 , Start Time: 3:00 pm, Meeting Duration: 50 minutes

Minutes

a) The meeting began at sharp 3 pm. It was attended by Professor Pahade, Assistant, Professor Dr Reshma Rodrigues and IQAC Coordinator Dr Sheela Philip

b) Dr Rodrigues shared her screen in the Meeting Room.

Sir enlightened us on the following strategies to be followed to carry out the documentation effectively

Several techniques used by professors in transacting the Curriculum needed to be supported using a '**Curriculum Plan**' that is certified by Sister in 2 stages namely, Methodology Approved (before) and Methodology Executed (after). The templates were to include columns as listed, Name of Topic / Subtopic / Lectures Allocated / Lectures Needed / Teaching Methodology

To certify syllabus completion with a '**Syllabus Completed**' certificate from Sister.

To align '**Mentoring**' as an added responsibility a teacher carries within groups of students assigned to her e.g. Internship Group, Lesson Guidance Group, Elective Course Group and so on...

2.5.2 Prepare a Word document of all the forms of evaluation carried out throughout the year. (**Continuous Internal Evaluation CIE / Continuous Comprehensive Evaluation CCE**)

Programme Outcomes to be listed in 10-12 points (Graduate Attributes)

Course Outcomes to be listed in 6 statements bearing 6 sublevels of Bloom's Taxonomy. **Programme Specific Outcomes** does not pertain to Teacher Education (only to Super-Speciality Programmes)

8) **Student Satisfaction Survey** to carry the analysis and **Action Taken Report** on the findings of the analysis.

9) 2.3.2 Include innovative methodology used (**Experiential Learning, Participative Learning, Problem Solving...**)

c) Sir was happy with the documentation done.

d) The meeting ended on a happy note. Sir asked us to go ahead with the following years on the same lines. We felt empowered once Sir approved of the correctness of our documentation.

Agenda: To evaluate the AQAR uploads of Criterion 5: Student Support and Progression

Platform: Google Meet Meeting Link: <https://meet.google.com/wtz-uhas-ytj>

Date: May 10, 2021 , Start Time: 12 noon, Meeting Duration: 40 minutes.

Minutes:

The meeting in progress is recorded

- a) The meeting began sharp at 12 noon. It was attended by Professor Pahade, Assistant Professor Dr Joan Lopes and IQAC Coordinator, Dr Sheela Philip.
- b) Dr Lopes shared her screen in the Meeting Room.

Sir enlightened us that

1. Template 5.1.2.1 of Criterion 5, asks for financial support received from 'Government Agencies' during this period and since we have not procured any funding, we lose marks on this evaluation. There are several Government Schemes that grant students with aid.
 2. Template 5.1.2 includes areas of capacity building and skills enhancement of students and Sir gave directions on the bifurcations. It should provide data template and weblink.
 3. Template 5.2.2.1 total percentage of students proceeding to higher education and 5.2.3.2 was fantastic.
 4. Template 5.3.3.1 should list events both indoor and outdoor held in college. List of students who participated. (10 games).
- c) Sir asked for the participation to reflect in templates.
 - d) The meeting ended on a happy note. Sir asked us to go ahead with the following years on the same lines.