



**ST. TERESA'S INSTITUTE OF EDUCATION,
SANTACRUZ WEST**
**Minutes of the Internal Quality Assurance Committee
(IQAC) Meetings 2024-2025**

[Document subtitle]



[DATE]

[COMPANY NAME]

[Company address]

**Minutes of the Internal Quality Assurance Committee (IQAC) meeting
held on June 18, 2024**

IQAC MEETING NOTICE

Dear IQAC Members,

A meeting of the IQAC of St. Teresa's Institute of Education will be held on June 18, 2024, at 10 a.m. Members are requested to make it convenient to attend the meeting.

Agenda: -

- To discuss the activities for the academic year 2024-25
- To review the status of AQAR 2023-24
- Suggestions for the Academic Year 2024-25
- Any other matter

We would be grateful if you could please acknowledge and confirm your presence for the meeting.
Thanking you in advance.

Members Present

1. Prof. Dr. Giselle D'souza (Principal In-charge)
2. Dr. Joan Lopes
3. Dr. Cindrella D'Mello (IQAC Co-ordinator)
4. Dr. Cerena D'Cuhna
5. Dr. Reshma Rodrigues
6. Dr. Shakuntala Nighot
7. Ms. Collen Fernandes

Prof. 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. Dr. D'souza congratulated Dr. Cindrella D'Mello for organizing the National Level Online Workshop on Preparing for CTET-2024 from June 13, 2025, to June 17, 2024, successfully. Dr. D'Souza also thanked all the staff members who conducted sessions for the same.

Dr. D'Souza requested all members to list the activities they would like to conduct in the academic year 2024-25 and communicate the same to Dr. Cindrella D'Mello. Dr. D'souza requested Dr. D'Mello to compile the Academic Calendar for 2024-25.

Dr. Cindrella D'Mello requested all the members to start working on AQAR 2023-24. Dr. Reshma Rodrigues informed the members to fill in the data sheets shared by her for AQAR criterion II. Dr. Joan Lopes mentioned that she needed data from the office for her AQAR

criterion V. Dr. Cerena D'Cunha requested the members to share the certificates of all the certificate courses conducted in the academic year 2023-24.

Prof. Dr. D'souza mentioned that an annual seminar/conference/workshop has to be conducted on the theme 'Indian Knowledge Systems'. Dr. Reshma Rodrigues and Dr. Cerena D'Cunha were given the responsibility to organize the same. Dr. Joan Lopes suggested that the college should try to get funding to organize the seminar/workshop/conference.

Action Taken Report of the Internal Quality Assurance Committee (IQAC) meeting held on June 18, 2024

Sr. No.	Issues Discussed/Suggestions Given	Action Taken
1.	Preparation of Academic Calendar 2024-25	The academic calendar for the academic year 2024-25 was prepared
2.	Filling up AQAR 2023-24	AQAR 2023-24 work was initiated by the staff
3.	Organizing an annual seminar/workshop/conference	A state-level seminar on 'Indian Knowledge Systems' was planned in March 2025

Minutes of the Internal Quality Assurance Committee (IQAC) meeting held on October 18, 2024

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

IQAC MEETING NOTICE

Dear IQAC Members,

An Online meeting of the IQAC of St. Teresa's Institute of Education will be held on Friday, October 18, 2024, at 11.00 a.m.

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

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

Agenda: -

- To read and confirm the minutes of the previous meeting.
- To review the activities of the college.
- To share the results of Semester 4 and Semester 2
- Sharing of the upcoming events
- Suggestions for the Academic Year.
- Any other matter with permission of the Chair.

We would be grateful if you could please acknowledge and confirm your presence for the meeting.

Thanking you in advance.

Members Present

1. Prof. Dr. Giselle D'souza (Principal In-Charge)
2. Prof. Dr. Kunal Jadhav
3. Dr. Jayashree Inbharaj
4. Dr. Joan Lopes
5. Dr. Cindrella D'Mello (IQAC Co-ordinator)
6. Dr. Cerena D'Cuhna
7. Dr. Reshma Rodrigues
8. Dr. Shakuntala Nighot

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 IQAC meeting were read, which were proposed by Dr. Joan Lopes and Dr. Reshma Rodrigues

The activities undertaken by the college were presented through a slideshow and the staff members explained the activities undertaken by them. The IQAC members congratulated Dr. Giselle D'Souza and Dr. Joan Lopes for completing 25 years of service in St. Teresa's Institute of Education.

Dr. Kunal Jadhav asked about the status of the college regarding ITEP. Dr. Giselle D'Souza mentioned that the college has already started working toward it and has approached St. Andrews College, but since St. Andrews management has to get certain permissions from the Archdiocese, the request is still under review.

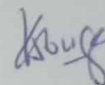
Dr. Jayashree suggested that the college should sign MOUs with Andrews College and begin the procedures. Further, Dr. Kunal Jadhav appreciated the faculty on undertaking activities to promote health, talent, and green initiatives. It was suggested that the college should conduct Electoral Literacy Programme. Dr. Giselle D'Souza mentioned that a street play on the theme of Electoral Literacy is already being planned by Dr. Cindrella D'Mello and Dr. Reshma Rodrigues.

Dr. Giselle D'Souza thanked all the Committee members for their time and appreciated their valuable support to achieve an A-grade in NAAC Accreditation.

**Action Taken Report of the Internal Quality Assurance Committee (IQAC) meeting
held on October 18, 2024**

Sr. No.	Issues Discussed/Suggestions Given	Action Taken
1.	The members enquired about the ITEP status of the college.	The college has approached St. Andrews College and expressed a desire to merge with them.
2.	The college should conduct the Electoral Literacy Programme	A street play on the theme of Electoral Literacy was performed on 19 th October 2024 at Uttan, Bhyander

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The Principal
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**Minutes of the Internal Quality Assurance Committee (IQAC) meeting held on
January 07, 2025**

IQAC MEETING NOTICE

Dear IQAC Members,

A meeting of the IQAC of St. Teresa's Institute of Education will be held on January 06, 2025, at 10 a.m. Members are requested to make it convenient to attend the meeting.

Agenda: -

- To discuss the activities for the month January-March 2025
- Review of the activities conducted till December 2024
- To review the status of AQAR 2023-24 submission
- Any other matter

We would be grateful if you could please acknowledge and confirm your presence for the meeting. Thanking you in advance.

Members Present

1. Prof. Dr. Giselle D'souza (Principal In-Charge)
2. Dr. Joan Lopes
3. Dr. Cindrella D'Mello (IQAC Co-ordinator)
4. Dr. Cerena D'Cuhna
5. Dr. Reshma Rodrigues
6. Dr. Shakuntala Nighot

Prof. 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. IQAC coordinator Prof. dr. Cindrella D'Mello presented the overview of the activities conducted from October 2024 to December 2024. Feedback received for various events conducted was discussed.

All the staff members appreciated the efforts put in by the principal, Prof. Dr. Giselle D'souza, for organising the Health Camp and the All-Mumbai Interschool/ Intercollegiate Environment Festival Planit-E.

Dr. Cindrella D'Mello spoke about organizing a certificate course on Mental Health for the F.Y.B.Ed. students. Dr. Joan Lopes spoke about organizing a research paper reading session in the month of March and took the responsibility to coordinate the same.


Dr. Reshma and Dr. Cerena discussed the State Level Seminar 'IKS: A Role of Indic Wisdom in Revitalizing Contemporary Indian Education' to be tentatively organised in March 2025. Dr. D'Mello suggested that the college can collaborate with DLLE for organising the same.

Dr. Nighot informed the members about planning a National webinar on 'Building Strong Online Presence for Research and Publication Activities' in April 2025.

Dr. Cindrella D'Mello asked the members about the status of the AQAR criterion completion. She also informed the members that January 15, 2025, is the deadline to submit the same. Prof. Dr. Giselle D'souza requested all the staff members to complete their part of the AQAR 2024-25 by January 10, 2025.

Action Taken Report of the Internal Quality Assurance Committee (IQAC) meeting held on January 07, 2025

Sr. No.	Issues Discussed/Suggestions Given	Action Taken
1.	Certificate course on Mental Health.	The Certificate course on Mental Health First Aid, in collaboration with MPower, was organized from Feb 11-13, 2025, for F.Y.B.Ed. students
2.	Research paper Reading session	An Annual Research Paper Reading Session was organised in April 2025
3.	State Level Seminar 'IKS: A Role of Indic Wisdom in Revitalizing Contemporary Indian Education'	State Level Seminar 'IKS: A Role of Indic Wisdom in Revitalizing Contemporary Indian Education' was organized in collaboration with DLLE on April 09, 2025
4	AQAR 2023-24 submission	The AQAR 2024-25 was submitted successfully on January 15, 2025


TLC, Principal
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Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on

April 30, 2025

MEETING NOTICE

Dear IQAC Members,

A meeting of the IQAC will be held ONLINE on April 30, 2025 at 9:30 a.m. We request you to please make it convenient to attend meeting.

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

The agenda for the meeting is as follows:

1. Reading and confirming the minutes of the previous meeting held on 18th Oct 2025
2. Review of the Semester 1 and Semester 3 results of the University Examination
3. Review of the activities conducted till April 2025
4. Inviting suggestions for introducing need-based and innovative activities/courses in the curriculum
5. Any other matter with the permission of the chair.

We are also attaching herewith the Minutes of the earlier meeting along with the Action Taken Report for your perusal. Requesting you to please go through the attachment.

Looking forward to interacting with you soon!

The following members of the IQAC were present for the meeting:

1. Dr. Jayashree Inbharaj,
2. In-Charge Principal Prof. Dr. Giselle D'Souza,
3. Dr. Joan Lopes,
4. Prof. Dr. Cindrella D'Mello,
5. Dr. Cerena D'Cunha,
6. Dr. Reshma Rodrigues,
7. Dr. Shakuntala Nighot,
8. Ms. Colleen Fernandes
9. Ms. Eesha Choudhary.

Prof. 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 IQAC meeting were read, which were proposed by Dr. Jayashree Inbharaj and seconded by Dr. Joan Lopes

Prof. Dr. Giselle D'Souza spoke about the results of Semester 3 University Examinations of Batch 2023-25 and Semester 1 University Examinations of Batch 2024-26. The activities undertaken by the college were presented through a slideshow with the staff members explaining the activities undertaken by them.

Prof. Dr. Jayashree Inbharaj congratulated the efforts of the college in the direction of ensuring overall development of the students. Prof. Dr. Jayshree Inbaraj suggested that it would be beneficial to portray the issues that the college is facing during the meetings so that constructive suggestions could be given to combat those issues. She asked whether the college is undertaking any activities to educate the students about the Indian Knowledge Systems (IKS). Prof. Dr. Giselle D'Souza informed that the EVS students conducted 'Make a Difference Week' (MAD) Week Assemblies, where each assembly focused on a single topic related to IKS. Additionally, she spoke about the State-Level Seminar that was conducted on the theme of IKS on April 9, 2025. Prof. Dr. Jayshree Inbaraj suggested referring to the University of Pune Syllabus, which refers to IKS in greater detail.

Prof. Dr. Giselle D'Souza spoke about the status of working toward ITEP. She informed that St. Andrews College was approached with a proposition to merge with them. An intent letter with that effect was submitted to St. Andrews College. Dr. Giselle also spoke about exploring the possibility of Autonomy. Further, she mentioned that an application was submitted to the University of Mumbai, applying for CHB candidates.

Thereafter, Prof. Dr. Giselle D'Souza thanked all the Committee members for their time and appreciated their valuable support to take the college to greater heights.

Action Taken Report of the Internal Quality Assurance Committee (IQAC) meeting held on April 30, 2025

Sr. No.	Issues Discussed/Suggestions Given	Action Taken
1.	The members enquired about the ITEP status of the college.	The Management has initiated talks with St. Andrews College for collaboration for ITEP
2.	Exploring the possibility of Autonomy	A meeting with the management was planned to discuss Autonomy



K. George
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