

# St. Teresa's Institute of Education

## Internal Quality Assurance Cell Meeting Minutes 2023-2024

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### Minutes of the IQAC Meeting held on June 20, 2023

**Time:** 10.30 a.m.

**Venue:** GMeet

#### Agenda

- To review the SSR 2023 to be submitted for 4<sup>th</sup> cycle of accreditation.


#### Members Present

1. Prof. Dr. Giselle D'souza (Principal)
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

- Principal Dr. Giselle D'souza. started the meeting by a short prayer. Further, she thanked all the staff members for the efforts they have put in to prepare the SSR.
- Then Dr. D'Mello briefed the members about the status of SSR work. Dr. D'Mello asked in-charge teacher of each criterion about the changes they need to make in the SSR before final submission.
- Dr. Nighot informed the members about a few documents she was working on and she needed 2 more days to complete uploading of the documents in criterion 4.
- Dr. Rodrigues informed the members that she will complete uploading of the documents in criterion 2 by today.
- Principal Dr. D'souza, Dr. D'Cuhna, Dr. Lopes and Dr. D'Mello confirmed completion of uploading all the documents in their respective NAAC criterion.
- It was then unanimously decided that the SSR would be submitted by Jun 23, 2023.
- The meeting ended with the vote of thanks by Dr. D'Mello.

#### Action Taken Report

- The pending work related to the SSR was completed by the faculty.
- The SSR was submitted on June 22, 2023

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

## **Minutes of the IQAC Meeting held on June 29, 2023**

**Time:** 8.30 a.m.

**Venue:** Staff Room

### **Agenda**

- To discuss about DVV clarifications

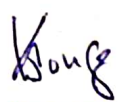
### **Members Present**

1. Prof. Dr. Giselle D'souza (Principal)
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

- The meeting started with a short and meaningful prayer by Principal Dr. Giselle D'souza.
- Dr. Cindrella D'Mello informed the members about the DVV clarifications received and the deadline to submit the clarification is July 12, 2023.
- Further, criterion-wise DVV clarifications were discussed. Brainstorming for the documents required to answer the DVV clarifications was done.
- Dr. Cindrella D'Mello suggested that attendance sheets for various events should be scanned and uploaded to support the documentation done.

### **Action Taken Report**

DVV clarifications were answered successfully.

  
Principal  
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## **Minutes of the IQAC Meeting held on 17<sup>th</sup> August 2023**

**Time:** 10.30 a.m.

**Venue:** Computer Lab

### **Agenda of the IQAC meeting**

1. To read and confirm the minutes of the previous meeting.
2. Welcoming the New Manager and Principal In-charge.
3. Discussion about the status of the 4<sup>th</sup> Cycle of Accreditation.
4. Presentation of NAAC Criterion-wise summary.
5. Planning for the NAAC Peer team interaction.
6. Any other matter with permission of the Chair.

### **Members Present**

1. Prof. Dr. Giselle D'souza (Principal)
2. Sr. Louella Rodrigues
3. Dr. Kunal Jadhav
4. Janine Coelho
5. Dr. Joan Lopes
6. Dr. Cindrella D'Mello (IQAC Co-ordinator)
7. Dr. Cerena D'Cuhna
8. Dr. Reshma Rodrigues
9. Dr. Shakuntala Nighot

The Meeting commenced with Dr. Sr.Tanuja Waghmare welcoming the members and introducing Sr. Louella Rodrigues as the New Manager and Prof. Dr.Giselle D'souza as the In-charge Principal. Dr. Giselle D'souza then made a short prayer seeking the blessings of the Almighty. She obtained the members consent to read and share only the Action Taken Report of the earlier meeting as had been proposed by Principal Dr. Jayashree Inbaraj. The minutes were approved by Dr. Reshma Rodrigues and seconded by Dr. Joan Lopes.

Dr. Cindrella D'Mello then informed the members of the status of the NAAC Accreditation 4<sup>th</sup> cycle and the progress till date. Each member then proceeded to make a brief presentation highlighting the summary of important aspects of the seven criteria listed in the SSR so as to familiarize the members with the activities of the college in view of the upcoming Peer Team interaction with the IQAC at the visit.

The following suggestions were put forth by the members:

- ✓ With respect to Criterion 2, Dr. Kunal Jadhav inquired about how remedial support is provided to the student teachers. Dr. Reshma Rodrigues clarified that the college engages in peer tutoring, showcasing and sharing Model Papers of students who perform well at examinations. Dr. Jadhav also proposed that the linking of PLOs, CLOs with curriculum should be highlighted. The suggestion was accepted by Dr. Rodrigues.
- ✓ In relation to Criterion 3, Sr. Louella Rodrigues offered to provide a contact for press coverage of the flagship programmes conducted by the college. Dr. Giselle D'souza mentioned that this was already taken care of and the institution had made it to news headlines for different events. Sister also suggested that contemporary issues and themes of relevance like Artificial Intelligence, Film Making etc. could be considered for conducting workshops and seminars. Dr. Kunal Jadhav proposed that as a part of programmes on National Priority a Voter Awareness Campaign and Voter Registration Campaign could be organized. Ms. Janine Coelho offered to provide the contact details of the NGO AGNI with whom her own college collaborates for conducting the same. Sr. Louella recommended that the college could contact Mr. Suresh Pillai too for organizing this endeavour. Dr. Kunal Jadhav also made a mention of the Government's long term plan for 100 percent literacy by 2030 as envisioned by the NEP and proposed that the college should also consider NEP recommendations as a part of National Priority Programmes. Dr. Cindrella D'Mello reiterated that the college had taken this into consideration by implementing measures such as activating the Academic Bank of Credits, Outcome Based Education etc.
- ✓ With regards to Criterion 4, Ms. Janine Coelho suggested Library sharing for optimal utilization of resources by way of plagiarism software wherein the cost could be shared by 2 institutions and both could reap the benefits of the facility. Dr. Shakuntala Nighot agreed to explore the possibility by getting in touch with the librarian of St. Andrew's college. Ms. Coelho also inquired about the library resources being shared with other institutes. Dr. Nighot remarked that the library was already organizing thematic displays kept open for all institutions on campus, has MOUs with other organizations, engages in a Literacy Awareness Programme of 'Each one Teach one' as an endeavour of the NDLI club as well as extends its facilities to alumni and post graduate students of other colleges on request.
- ✓ Suggestions related to Criterion 5 as proposed by Ms. Janine Coelho included the registration of the alumni association, a seminar on LGBTQ to orient student teachers to these sections of society, the possibility of hiring a part time counselor to guide students with personal and

professional problems. Dr.Joan Lopes and Dr.Reshma Rodrigues discussed the practical challenges faced with regards to alumni attending meetings. Sr.Louella Rodrigues requested Ms.Janine Coelho to take up the responsibility of getting in touch with the alumni and getting them actively involved in the upgradation of the college. Dr.Giselle D'souza also suggested that alumni holding a degree in counseling could provide their services to the college for students in need.

- ✓ Ms.Janine Coelho advised that the college should orient the student fraternity to all relevant information pertaining to the different criteria so that they are well informed before the Peer Team visit. She suggested that a similar online meeting could be conducted with the parents too to familiarize them with the vision, mission, goals and activities of the college.

The meeting came to a cordial close with Dr. Giselle D'souza thanking the members for attending the meeting and providing insightful and valuable suggestions. The members wished the Principal and faculty the best for the upcoming NAAC Visit and assured them of their whole-hearted support.

#### **Action Taken Report**

- Voter Registration Campaign was organized on with the help of NGO AGNI
- The students were oriented by the staff members about all relevant information pertaining to the different NAAC criterion to keep them well informed before the Peer Team visit.
- Dr. Sunita Wadikar conducted a session to orient the students about their role during the NAAC peer team visit.
- Session on LGBTQ was conducted for our F.Y.B.Ed students on 27th April 2024.

  
Principal

**St. Teresa's Institute of Education**  
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## Minutes of the IQAC Meeting held on Jan 03, 2024

Time: 11.30 a.m.

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

### Agenda

1. To discuss the NAAC Grade and suggestions by the NAAC committee
2. To discuss about the hosting annual seminar

### Members Present

1. Prof. Dr. Giselle D'souza (Principal)
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

Dr. Giselle D'Souza, the In-charge Principal of St. Teresa's Institute of Education welcomed all the members and began the meeting with a short prayer. Dr. D'souza thanked all the staff members for their hardwork and efforts put in for the 4<sup>th</sup> cycle of accreditation by NAAC successfully completed on 14<sup>th</sup> and 15<sup>th</sup> Dec 2023.

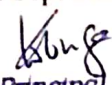
Dr. D'souza congratulated all the staff members for achieving an A grade in the 4<sup>th</sup> cycle of accreditation by NAAC with CGPA 3.23. IQAC co-ordinator Dr. Cindrella D'Mello read out the suggestions given by NAAC peer team.

Dr. D'souza requested the staff to register themselves as research guides so that the college can start a research centre as it was one of the NAAC Peer Team suggestions. Dr. Joan Lopes suggested that the Management should appoint additional teaching staff.

Dr. D'souza along with Dr. Joan Lopes put forward their plan to have an offline state level seminar for CCR school teachers in April 2024.

### Action Taken Report

- A State Level Seminar for Secondary School Teachers of CCR School on 'Transacting the Boundaries of Classroom Education: Navigating through the Changing Landscape' on April 12, 2024.
- Dr. Cindrella was requested to do the needful about starting a research centre in college in Sept 2024.
- Sr. Cheryl Gladis was appointed as an additional teaching faculty by the Management.

  
J/c Principal  
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## Minutes of the IQAC Meeting held on 16th May 2024

Time: 11.30 a.m.

Venue: St. Teresa's Institute of Education

### Agenda:

- To read and confirm the minutes of the previous meeting.
- To review and provide constructive suggestions regarding the activities of the college.
- To discuss teaching strategies post-pandemic.
- To share the results of Semester 3
- Any other matter with permission of the Chair.

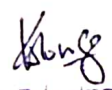
### Members Present

1. Prof. Dr. Giselle D'souza
2. Sr. Louella Rodrigues
3. Janine Coelho
4. Dr. Joan Lopes
5. Dr. Cindrella D'Mello
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. Jenine Coelho and seconded by Dr. Cindrella D'Mello.
- The activities undertaken by the college were presented through a slideshow and the staff members expounded the activities undertaken by them. Thereafter, Dr. Cindrella D'Mello highlighted the suggestions given by the NAAC Committee which were put forth for discussion.
- In the light of the suggestions given by the NAAC committee, Dr. Giselle D'Souza mentioned that the college would be working toward starting a Research Centre. She also mentioned that the college has put forth their intent of merging with St. Andrew's College of Arts, Science and Commerce for ITEP.
- Thereafter a discussion ensued about the process of ITEP, subjects, merger of the institutions and challenges to overcome in the process. Dr. Sunayana Kadle expressed her views about the same. Subsequently autonomy and its related challenges were also discussed.
- Dr. Giselle D'Souza thanked all the Committee members for their valuable time and fruitful suggestions and the meeting ended on a happy note followed by lunch.

### Action Taken Report

- Dr. Cindrella D'Mello was given the responsibility to initiate the procedure for starting the Research Centre.

  
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