

**MINUTES OF THE 1st INTERNAL MEETING OF THE IQAC
HELD ON 27th SEPTEMBER, 2021**

The following members were present.

Dr. Delia Antão - Chairperson - IQAC
Mrs. Suvarna Gauns - IQAC Co-ordinator
Mrs. Ximena Fonseca Assoc. Prof. - NIE
Mr. Subodh Haldankar - Assistant Professor - Nirmala Institute of Education.
Dr. Maya Carvalho e Rodrigues - College Librarian - Nirmala Institute of Education.
Mr. Clifton Fernandes - Assistant Professor - Nirmala Institute of Education.
Ms. Myra Ribeiro - Admin Staff - Nirmala Institute of Education.
Ms. Melissa Pacheco - LDC - Nirmala Institute of Education.

The meeting was held at 3. 30 p.m. in the Conference Hall of Nirmala Institute of Education. The Officiating Principal, Dr. Delia Antão welcomed all the IQAC members and began the meeting with a silent prayer.

Before beginning with the agenda Dr. Delia Antao thanked the IQAC members for holding the IQAC General Body meeting on 23rd September 2021 and also conveyed the willingness shown by Ms. Apolonia Fernandes to contribute in any help required.

Planning of academic activities 2021-22

1) Alumni membership drive.

Mr. Clifton Fernandes suggested having at least one activity a year as ex-students have been asking the Institute to organise a get together or some some activity such as Futsal, Beach Run, Hikes etc.

Dr. Antao said that the students of the 2018-20 batch had mentioned that they had not been given a farewell due to Pandemic and that we could have a get together or organise an event exclusively for them. It was decided that the Alumni Co-ordinator, Dr. Russell D'Souza and Ms. Millie Pereira could make a start by organizing an event for the 2018-2020 batch.

2) Skill based activities

Mr. Subodh Haldankar suggested that if we conduct any short term courses it should be made compulsory and held on Saturdays e.g. Learning Disabilities compulsory 15 hours course this course enables the teacher to identify the visually impaired child in the class. This course will also help the teacher to check if any particular child in the class needs more attention. We could also include remedial classes for such children.

Add-on Courses

Proforma to be followed in planning Activities



Green Audit

It was decided by the members that Mr. Raymond Pereira should keep Mrs. Lia D'Souza in charge of overseeing the activities of the admin Staff towards the green audit.

Dr. Maya Carvalho e Rodrigues and Mr. Clifton Fernandes suggested that we make a booklet of all the activities held under Azadi Mahotsav. Mr. Fernandes suggested that we get the whole college involved and have one major activity e.g. an exhibition counter as the 75th activity to conclude the Azadi Mahotsav.

The members also agreed to have one activity on Women Empowerment for boys as suggested by Dr. Paes. It was also suggested that Dr. Maya and her team could help at the library level by organising an essay competition, an exhibition, a quiz, making of posters and/or collages...

Mr. Clifton Fernandes suggested that we to conduct demos on traditional games of India over a period of one month for the students. Dr. Antao suggested that we then ask the 1st year B. Ed. teacher trainees to promote those traditional games in their respective internship schools.

Ms. Gauns suggested that we could conduct an elocution competition for the students. Dr. Maya insisted that we come out with a publication with the contribution of various research scholars.

MGNCRE - Mr. Raymond had already given an orientation to the F.Y. B.Ed. students through the Swachhta Abhiyan Cell on 1st October w.r.t. to the cleanliness drive which had been discussed.

AOB


- Dr. Delia said that the teacher trainees of the B.Ed. 2019-2021 batch had been asking what they could donate to the college or else contribute some money as a farewell gift to the Institute. We have expressed our need for a screen like the one on stage as it doesn't scroll any more.
- A short term online/offline session/ course on soft skills needs to be conducted for the administrative staff e.g. personality development.
- Mr. Fernandes suggested that we have to have a format to be able to send proposals. The same person has to see how the funding has to be arranged. The expenses have to be approved by the Accountant and the Principal.
- The members were informed that Mr. Raymond Pereira has asked for an amount of Rs. 3000/- for producing the 'Visual Art Chronicles'.
- Ms. Suvarna Gauns spoke of having a plan of action for 2021-2022 wrt the schedule/time table. It was also suggested by the IQAC Committee have a newsletter committee e.g. The administrative staff maintains a master sheet with all the reports along with 4 - 5 pictures, the same would be stored on the drive and keep a check with reminder. Milind's name was suggested to do the same.



- Mr. Clifton Fernandes suggested of creating a google form for each of the staff then put it in the staff meeting for discussion. After completion of the google forms, the data could be sorted automatically.
- Ms. Ximena said that as the Institute gears for NAAC, the staff needs to make a check list of what needs to be completed so as to improve upon their work and cross check if they have completed all the required criteria then meet in committees, discuss about the same and check how much has been completed.

The meeting ended at 4.50 p.m.




Dr. (Miss) Deila Antao
Offg. Principal
Nirmala Institute of Education
Altinho, Panaji, Goa

**MINUTES OF THE 2nd INTERNAL MEETING OF THE IQAC & STAFF MEETING
HELD ON 27th SEPTEMBER, 2021**

The following members were present.

Time: 3.30 p.m.

Members present

Dr. Delia Antao

Ms. Suvarna Gauns

Ms. Sangeeta Kadam

Ms. Millie Pereira

Ms. Shylaja Sherief

Mr. Subodh Haldankar

Ms. Anagha Deshpande

Mr. Clifton Fernandes

Mr. Raymond Pereira

Ms. Daniella Colaco

The meeting was held at 3.30 p.m. in the Computer Lab of Nirmala Institute of Education. The Officiating Principal, Dr. Delia Antão welcomed all the IQAC & Staff members and began the meeting with a silent prayer.

Agenda for the meeting: -

1. AQAR's 2020-2021 finalization and upload of the same.

2. Progress of NAAC-SAR/SSR

3. AOB

The minutes of the last IQAC meeting were read by Mrs. Suvarna Gauns (IQAC Coordinator) held on 27th September 2021.

Officiating Principal, Dr. Delia Antao spoke about the start of a compulsory Short Term Course in Inclusive Education from 28th January, 2022 for the Faculty as well as for the F.Y. B.Ed. and S.Y. B.Ed. students.

Dr. Delia Antao also mentioned about the contribution given by the ex-students of the 2019-21 B.Ed. batch and that this amount was used to buy a LCD screen for the College. She said that the names of those students would be disclosed later by Ms. Melissa Pacheco.

Mr. Raymond Pereira brought to the notice of the Principal about the compliance report of the Energy audit that needs to be completed by 31st March, 2022. He said that in spite of constant reminders the persons in-charge of drafting the policies in relation to it was not satisfactory. In this regard, Dr. Delia Antao asked him to inform them again and get them to complete the assigned work on time to which Mr. Raymond Pereira agreed.



Every Faculty was asked to submit the reports of different activities conducted under their supervision during this academic year 2021-22 through an email to reports@nirmalainstitute.org and a copy of the same to Dr. Maya Carvalho (Librarian). The members in the Alumni Committee were reminded about having a meeting to discuss the programme for the 2018-20 B.Ed. batch as they did not get a farewell due to the Pandemic situation during that time.

The Faculty also noticed that even after the registration of the Alumni Association the necessary details with regards to it were not yet notified. Also there was no formal meeting held to discuss the various activities that could be conducted as a part of Alumni engagement. The meeting continued and the following points were then discussed on the main agenda of this meeting.

Based on the suggestions given by Ms. Ximena Fonseca to have a checklist of the AQAR 2020-21 in the last Faculty meeting each team was asked if they could meet the deadlines to get their data uploaded before 31st March, 2021 which was the deadline set by the NAAC.

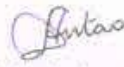
Ms. Millie Pereira and her team requested for additional time to get their Criterion work completed. In view of this it was mutually agreed to have regular NAAC meetings in the afternoon from 7th of February, 2022. Also it was decided that the team which has completed their work can start uploading their details after the final discussion on the same.

Mr. Clifton Fernandes informed the Faculty that details under Part A relating to the AQAR 2020-21 were almost done and if all the 7 criteria get completed, it will take only a day or 2 to upload everything.

After the AQAR gets uploaded all have to complete their respective SSR's by the given time. Ms. Daniella Colaco requested the Principal to present and discuss their NAAC Criterion along with her team member Ms. Sangeeta Kadam in this meeting itself as she had to attend the Orientation Course from 01/02/2022 and would not be present in the NAAC meetings scheduled during this month.

The Faculty then discussed and clarified the details on the NAAC Criterion 3 presented by them before concluding for the day's meeting. The meeting ended at 5.30 p.m.

Ms. Shylaja Sherief
Assistant Professor


Dr. Delia Antao
Offg. Principal

Dr. (Miss) Delia Antao
Offg. Principal
Nirmala Institute of Education
Altinho, Panaji, Goa



Raymond also taught the B.Ed. Teacher Trainees to make paper bags, kitchen gardening and how to grow saplings.

Women's Empowerment

Dr. Rita had some webinars on the same.

AOB

AQAR's process for the year 2021-2022 to be initiated.

Dr. Maya said that the Academic Calendar to be implemented for 2022-2023 in which the rules has to be mentioned. Micro Teaching Skills to be printed and to be charged to the students. To check if the Ordinances were printed in the Course Diary.

Innovation/Mediation Centre is planned for the year 2022-2023.

Diamond Jubilee Programme

B.Ed. - Lecturers to decide what they were willing to contribute for the same

D.El.Ed. - Alisha will be having some cultural programmes

M.A. in Wellness Counselling will be conducting Webinars

PGDGC - Will be signing an MOU with DASYS to conduct various workshops for youth and general public.

Dr. (Miss) Della Antao
Offg. Principal
Nirmala Institute of Education
Altinho, Panaji, Goa



**MINUTES OF THE 3rd INTERNAL IQAC MEETING
HELD ON 13th JUNE, 2022**

The following members were present.

Dr. Delia Antão - Chairperson - IQAC
Mrs. Suvarna Gauns - IQAC Co-ordinator
Mrs. Ximena Fonseca Assoc. Prof. - NIE
Mr. Subodh Haldankar - Assistant Professor - Nirmala Institute of Education.
Dr. Maya Carvalho e Rodrigues - College Librarian - Nirmala Institute of Education.
Mr. Clifton Fernandes - Assistant Professor - Nirmala Institute of Education.
Ms. Myra Ribeiro - Admin Staff - Nirmala Institute of Education.
Ms. Melissa Pacheco - LDC - Nirmala Institute of Education.

The meeting was held at 12.15 p.m. in the Computer Lab of Nirmala Institute of Education.

It was planned to have the Yearend General Body meeting on 22nd June @ 3.30 pm., on google meet. It was also decided to have an internal meeting to constitute the new General Body for the Academic Years 2022-2024.

It was discussed that no Alumni activities were planned during the whole year from 2021-2022 and that the same had to be done before the yearend meeting.

Dr. Paes organised two courses on Skill Based Education.

Green Audit: Mr. Raymond initiated the internal Green Audit by drafting the Green Audit Policy and writing a report on the same.

Azadi ka Amrut Mahotsav

Some of the activities conducted under the Azadi ka Amrut Mahotsav were

Ms. Ximena held a Rangoli Competition
Ms. Gauns had some street plays with the Teacher Trainees.
Mr. Raymond too conducted some activities.
And some sessions on Health & Education

Eco club was initiated by Ms. Daniella and Ms. Shylaja.

Work with the Community

During the camp for the B.Ed. Teacher Trainees, Mr. Clifton conducted a talk to the villagers creating awareness about the garbage segregation.



**MINUTES OF THE GENERAL BODY MEETING OF THE IQAC HELD
ON GOOGLE ON 23rd September, 2021**

The following members were present.

Ms. Olga Vaz - Vice President - Nirmala Education Society.
Dr. Rita Paes - Former Principal & Director - Nirmala Institute of Education.
Dr. Delia Antão (IQAC Chairperson) - Offg. Principal - Nirmala Institute of Education.
Mrs. Suvarna Gauns (IQAC Coordinator) - Associate Professor - Nirmala Institute of Education.
Ms. Apolonia Fernandes - Headmistress - Bal Bharati Vidyamandir, Ribandar
Dr. Anna Neena George - Associate Professor - GVM's Dada Vaidya College of Education., Ponda
Mr. Subodh Haldankar - Assistant Professor - Nirmala Institute of Education.
Dr. Maya Carvalho e Rodrigues - College Librarian - Nirmala Institute of Education.
Mr. Clifton Fernandes - Assistant Professor - Nirmala Institute of Education.
Mrs. Sulaxa Gawas - PGDGC Representative
Dr. Brian Pacheco - Assistant Professor - M.A. in Wellness Counselling
Ms. Myra Ribeiro - Jr. Steno - Nirmala Institute of Education.
Ms. Melissa Pacheco - LDC - Nirmala Institute of Education.
Ms. Anoushka D'Mello - Ex-Student - Nirmala Institute of Education.
Ms. Sasha Viegas - S.Y. B.Ed. - Nirmala Institute of Education.

The meeting was held virtually via Google Meet at 3.00 p.m. at the Computer Laboratory of Nirmala Institute of Education. The Officiating Principal, Dr. Delia Antão welcomed all the IQAC members and began the meeting with a prayer. Mrs. Suvarna Gauns read the minutes of the IQAC meeting held on 29th June 2021.

I Alumni activities

Dr. Delia informed the members that the Alumnus have just been constituted and that we were in the process of formulating the Alumni activities. Already some faculty members had conducted workshops with the help of ex-students during this academic year 2021-2022 through the Alumni Association. Ms. Gauns said that we looked forward to have some more



activities like games puppetry or so. Dr. Delia also asked for suggestions from the members with respect to the same. Mr. Clifton Fernandes suggested that we could have an Alumni meet first and also decided to include the D.El.Ed. ex-students. He also suggested that we have an Alumni membership drive wherein we could have more Alumni members on board including going to various schools.

Dr. Delia said that in the past academic activities under Alumni had been planned but we had not received a good response. She also asked for suggestions from the IQAC members, especially the Alumni members. She also said that online activities could be conducted as it is easy to get a few teachers but our focus should be to get more participation and make it more vibrant.

Dr. Anna Neena George was asked for her suggestions. She said that we require to register the PTA as it was required by the NAAC though it does not have much weightage. She suggested that we look at the weightage given to each criterion and the format for each criterion. She reminded us that Criterion No. 2 has the maximum weightage. She asked us to see how we can generate into the system under 7 criterias like development, leadership, infrastructure ... to check what type of documents are required and the nature of the documents as per the criteria of NAAC. She also said that being a Teacher Education College to check the reports of the other colleges who have gone through the same criteria as to what practices they have followed or done under their SSR's and to download them. What they have given importance to and what practices they followed and get started fast so that we can perform much better and faster. She suggested having small workshops which could be held online by getting any external resource person.

Dr. Delia expressed the fact that there was massive work to be done. We have just picked up a few to begin like the Alumni we have just registered and are looking forward to having a more vibrant Alumni Association or get the Green Audit done as it is very important. Anoushka suggested that they would talk among themselves and see what ideas they could come up with and get back to us.



Dr. Rita Paes suggested a Certificate Course in Educational Leadership and charge a fee for it as people don't take the course seriously if no fee is charged. Ms. Apolonia agreed with Dr. Paes for the need of having a workshop on leadership with administration as many of her batch mates are now in leadership positions. Dr. Paes added that some years back we had managed to get a scholarship for the best teacher who had done something creative in education but unfortunately no such teacher could be identified. So we need to send out letters to Alumni and find out from them what new ideas they had tried out in schools in their subject area or in environmental education or motivated students to read more and come out with something creative.

Dr. Brian suggested asking students to have their own start-ups and that some Industrialists could come over and give an orientation as to what they need to know to start something of their own.

II Skill based /enrichment courses

Dr. Delia said that last year we had courses like Robotics, Bakery, Counselling for the B.Ed. students. This year we had a short course on Learning Disability. She inquired as to what other courses the students could be offered and asked for suggestions. Dr. Neena George said that the teachers have to be familiar with online teaching, and how to organize the e-content. Eg. Recordings for DISTAVO and DIKSHA for school teachers as some of them don't even know where is the google drive since nobody used it. She suggested that we teach the basics of e-content and also how to develop it. In schools teachers are already asked to prepare e-content eg. giving assignments such as videos. Though not a part of the regular curriculum e-content is essential and useful for the present and future teachers and can be circulated among the students also. She also suggested that students enrol for SWAYAM courses keeping in mind the existing curriculum. E-development courses would be essential and not optional. These courses could be considered for Skill Development.

Dr. Delia suggested we groom students to answer the TET. Dr. Rita Paes recounted that some years back they had planned to start some start up courses eg. Preparing Audio Visual materials. There is a lot of material



available on the net but the teachers could create some of their own. She said this in view of many ex-students who are jobless or kept on contract for years. She said that she knew a centre which was in Pune who did this. So we can get resource persons to train our students to be enterprising such as developing the audio visual materials based on various areas on school education. Ms. Apolonia Fernandes said that their teachers have trained themselves and developed their own materials to make their own presentations instead of using readymade software. She also said that even the evaluation should be a part of e-content to creatively engage students to make learning enjoyable. We should stress on finding creative and interesting ways of evaluation.

III Green Audit

Ms. Gauns said as part NAAC it was essential for the Institute to have the Green Audit. She said that our Lecturer for Visual Arts has drawn a small plan for the Green Audit. Dr. Delia said that we could try out a small exercise on reducing consumption of water and electricity by checking bills by using energy and water sparingly. Ms. Apolonia Fernandes endorsed this from the small project conducted by her Science club by getting students to switch off lights in the classrooms when not required. A talk was given on how to reduce the use of paper, electricity and water and in the following month did an activity to teach students how to fix leaking taps in their community and in the neighbourhood. Sasha also shared about her NFT project in College. She ordered for water saving tap nozzles that can save around 20 litres of water a day. She installed them in her department as well as in her own house and found that it worked really well. Dr. Delia liked the idea and asked Sasha to find out if these nozzles could be tried for our taps too.

Mr. Clifton Fernandes added that we could observe a Green Day like some colleges when the entire staff observe a vehicle free day and instead of using their own vehicles they would take the public transport that day or any non polluting transport eg. Cycles or any alternate mode that does not emit pollutants.



Dr. Brian Pacheco suggested that we should replace the lights with LED bulbs, but Dr. Delia said that we have already done that and look forward to installing Solar powered lamps for the streets.

IV Activities for Azadi ka Amrut Mahotsav

Mr. Clifton Fernandes said that since we are completing 75 years of Independence, as Teacher Training Institute we can be in the forefront and target at least 75 activities under this programme. The activities could be spread under various heads like talks, workshops, quizzes, web shows, cultural activities, National as well as State level traditional games or have exchange of sports.

V MGNCRE

Last academic year, we had a full time project under MGNCRE with our students and we had won an Award for the same. It was a part of our community work where the students will work in the internship schools based on the MGNCRE guidelines. Apart from all this we have also conducted activities such as making of paper bags, stitching cloth bags, preparing vegetable garden patches, nurturing plants and fruit bearing trees which they have planted in their respective schools, and have asked the schools to continue with the activity. A sticker was also designed in the shape of a drop with the words 'Save Me or Perish'. These were fixed near all the taps on the Campus. According to the various topics under MGNCRE related to nature and environment like Water harvesting and energy conservation, various activities including street plays were also conducted. Students participated in the same which were recorded and uploaded on You Tube for community awareness. This year too we are looking forward to conducting similar activities with the current batch of B.Ed. Teacher Trainees.

Dr. Delia also suggested that we conduct awareness programmes in collaboration with other Institutions. Dr. Neena suggested that we could adopt a plastic free zone like St. Xavier's College and ensure that our Institution does not support anything which involves use of plastics. Also follow the practice of conserving waste of water, electricity and food. Educate the students to stop using paper/plastic bags, plates, cups for



functions. Ordering food from Swiggy/Zomato could be reduced and in turn reduce plastic waste.

VI Work with the Community



Dr. Rita Paes suggested as part of the 'Work with the Community' to get students to plant medicinal plants and herbs in their own gardens for which we could get Mr. Minguel Braganza to help us draw a programme and check if the horticulture will provide us with resources so that we could collaborate with the Horticulture Department. She also suggested that we focus on Goa's dying traditional crafts like clay, pottery, wooden ladles with coconut shells and find a way to revive these old traditional crafts. Encourage people to cook in earthen ware and have a workshop on the same to educate students. Ms Gauns responded saying that Mr. Pereira had already chalked out a programme on organizing workshops on rural crafts.

Dr. Pacheco said that they offered free online counselling services while students were on internship period from June to Aug 2021 which benefitted Society. Dr. Delia suggested that we continue such activities that helped a lot of people face emotional problems and psychological stress. Dr. Rita asked Dr. Pacheco to have programmes for building resilience in students specially in schools as the students tend to give up at the very first instance of failure in their life. We could draw such programmes and reach out to schools Dr. Delia then requested Ms. Sulaxa Gawas for her expertise and assistance to work on the same. Ms. Apolonia said that with regards to the Counsellor students need to get used to approaching a counsellor for help. She said that migrant workers do not accept things easily so we need to find out the background of their parents or their occupation and as the children feel backward or odd to take up their parent's line of work and don't take pride in it. We need to find out the trades they could take up and find value in them and build them up in developing these trades.

Dr. Rita Paes opined that there was a group in Mumbai who took up this task of building a common home, common environment between different religious groups etc. She said that we now live in a society where it is so easy to kill another person due to hatred and violence so she suggested that we promote the culture of nurturing love, peace, understanding, forgiveness,

reconciliation and respect for diversity among school and college students. We make our students recite the pledge but don't follow it nor respect diversity. Dr. Delia said that we could adopt one period where we can involve the children and they could go home and influence the parents and in their neighbourhood. Dr. Rita Paes said that we should have a meeting with the Headmasters and train them to train the students. Dr. Rita Paes said that we need not wait for the Department to send us something to do with the community as then it would be done not out of our desire or conviction to do it but it becomes mandatory and that we should be the ones to start up a programme and then pass it on. Ms. Sulaxa Gawas added that when a project is new and we want to float it then an initial basic awareness is a must. We could do the same on the social media or through recorded skits and decide a medium to do the same. Then Dr. Delia said that we could invite some interested Headmasters/Headmistress of some schools and train them and then maybe we could bring the Department in the picture. Dr. Anna George said that the Department keeps sending some stereo type of staff so we should do something on our own and not wait for the Government. She said that once we feel the need that we need to start a programme and when we are successful in doing so then we can replicate it to others and then maybe the Government can notify it as useful.

Women's Empowerment

Mrs. Gauns stated that since Women Empowerment is the theme for the year we need to have some Co-curricular activities to focus on this issue. Dr. Rita Paes wanted to stress on human trafficking as in how to educate young boys, Anganwadi workers and the community to respect the women. She said that there are three programmes she wanted to implement but that she needed to circulate them among the faculty and see how it could work. While she was doing her study on women empowerment she noticed some young educated college girls who would accept beating from their husbands because they felt that if they were wrong their husbands had the right to beat them.

But then if the husband were wrong they would not do the same to the husbands because in their eyes a husband is like God. So even though they are educated some sections still feel that they are subservient to the man. So



the autonomy of the woman is totally lost and therefore we need to do something to educate the so called educated women.

So what can be done to empower the women today?. Dr. Rita Paes said that some husbands beat their wives while attending to their children and there are some women who are sexually abused within the family and that most of the times it is put under the carpet. She also added that all over the world, the women are the ones who contribute greatly to the economy of the Country. But the work the women do is unpaid yet indispensable. We need to build up the image of women in the Society. Dr. Delia said that in our college being a teacher education and majority of the students are women we need to empower them to build a better society.

Mrs. Sulaxa Gawas said that mental health is an important part of Women Empowerment. She added that just talking to a girl child does not mean empowering them but it created an awareness with the girls, boys and families at a large. Mrs. Sulaxa said that empowering the family is very important, right from the start when the child is born. She also suggested that among her Department of PGDGC students they could develop a model to educate men right from the time the child is born about the trauma the woman goes through and to help her to find her balance and to ensure happy parenting. If that is done in the right manner and in the right way, she said that the question about empowering the women will not arise.

Ms. Sulaxa also said that this year we are working on a theme, 'Distress to Express' with the counselling students. We could use that platform to empower the women. Dr. Rita suggested that Dr Maya could implement some methods at the library level by putting out some stuff on the notice boards about what practices to follow. As a result of this it was a question of whether the theme for this year from 'Women Empowerment' to "Responsible Human Race" and it was a suggestion from Ms. Gauns and Dr. Delia.

Since there were no other matters to discuss, Mr. Subodh Haldankar proposed the vote of thanks thanking all those present for the meeting for all their valuable suggestions. The meeting ended at 5.00 p.m.



Delia
Dr. (Miss) Delia Antao
Offg. Principal
Nirmala Institute of Education
Altinho, Panaji, Goa

**MINUTES OF THE YEAR END GENERAL BODY MEETING OF THE IQAC HELD ON
22nd JUNE, 2022 ON GOOGLE MEET.**

The following members were present.

Ms. Olga Vaz - Vice President - Nirmala Education Society.
Dr. Delia Antão (IQAC Chairperson) - Offg. Principal - Nirmala Institute of Education.
Mrs. Suvarna Gauns (IQAC Coordinator) - Associate Professor - Nirmala Institute of Education.
Dr. Anna Neena George - Associate Professor - GVM's Dada Vaidya College of Education., Ponda
Mrs. Ximena Fonseca - Associate Professor - Nirmala Institute of Education.
Dr. Maya Carvalho e Rodrigues - College Librarian - Nirmala Institute of Education.
Mr. Subodh Haldankar - Assistant Professor - Nirmala Institute of Education.
Ms. Anagha Deshpande - Assistant Professor - Nirmala Institute of Education.
Dr. Brian Pacheco - Assistant Professor - M.A. in Wellness Counselling
Ms. Myra Ribeiro - Jr. Steno - Nirmala Institute of Education.
Ms. Melissa Pacheco - LDC - Nirmala Institute of Education.
Ms. Sasha Viegas - S.Y. B.Ed. - Nirmala Institute of Education.

The meeting was held virtually via Google Meet at 3.00 p.m. at the Computer Laboratory of Nirmala Institute of Education. The Officiating Principal, Dr. Delia Antão welcomed all the IQAC members and began the meeting with a prayer. Dr. Maya Carvalho e Rodrigues read the minutes of the IQAC meeting held on 23rd September 2021. The minutes were unanimously passed by Mrs. Ximena Fonseca and were seconded by Mr. Subodh Haldankar. Mrs. Suvarna Gauns read the IQAC year end report of 2021-2022.

Dr. Antao asked the IQAC members for suggestions regards to Alumni and other related activities to be conducted during the Diamond Jubilee celebrations.

Ms. Sasha suggested that we have a workshop on Vedic Math and keep the same open to other B.Ed. colleges so that the students could improve their mental arithmetic. Ms. Fonseca said that we could have a certificate course instead and that she would organise the same.

Mrs. Gauns said that a workshop on Yoga and Spiritual Meditation would be beneficial for our students as she had attended a short term course on the same and had benefitted much from it.

Dr. Brian felt that a course on SPSS for staff and students would enhance their Research skills. Ms. Fonseca suggested to have a workshop wherein the Alumni



could participate and share their expertise of their various experiences in the teaching field as part of the Diamond Jubilee celebration.

Dr. Delia informed the members that she had requests from some students to start up short terms courses like bakery and so on.

Dr. Brian recalled Dr. Paes suggesting that we have a session for our students on campus to groom them in writing their resume, answering interviews in view of the stiff competition for jobs.

Dr. Anna George was of the opinion that all workshops should be in keeping with criteria prescribed by NAAC. She said that this would enhance the teaching learning process of the Institute rather than doing activities and programmes without considering the format of NAAC criteria. According to Ms. Fonseca, keeping the NAAC criteria in mind we should have the 15 hours certificate courses like any training programmes. We should have two types like Value Added and Add-on Courses to develop skills. Value Added courses are related to Teaching and Add-on courses are meant to develop other skills like bakery etc. and it also meets the NAAC criteria.

Ms. Fonseca also suggested that we could contact some of our ex-students who could come forward and share with our students their expertise on what they are good at - for example it could be Value added or Add-on courses to improve the skills of the teacher trainees.

Dr. Delia expressed her gratitude to Ms. Viegas our student for having suggested to us the need to attach nozzles to all our taps. After implementing the same the college has managed to cut down on water consumption as well as the water bill, which has in turn helped us with the Green Audit of the Institute.

Mrs. Anagha suggested that the College Counsellor organize some activities to which Dr. Delia replied that the Counsellor has already planned a residential workshop during the Diwali vacations.

Mr. Subodh suggested having a course on Research, Paper Writing and identifying Scopus Journals for publications.

Ms. Gayle a lecturer at M.A. Wellness Counselling suggested that we have a welfare scheme for their students and inquired about the bursary scholarship scheme for



students. She was told by Dr. Delia that Dr. Paes has arranged for some scholarships for the students and the bursary scheme had always been available.

Dr. Delia informed the IQAC members that Ms. Suvarna Gauns had finished her term as the IQAC Co-ordinator and thanked her for her meticulous and efficient work. She also mentioned to the members present that Dr. Maya Carvalho e Rodrigues has been unanimously elected as the new IQAC Co-ordinator. All the members present wished Dr. Maya all the best for taking up the new responsibility.

It was also brought to the notice of the members that the CAS file of Dr. Russell D'Souza was received by the office on 2nd June. The same could not be forwarded to the IQAC Co-ordinator and the CAS Committee as they were busy with Goa University, followed by the supervision of the F.Y. B.Ed. exams and the Central Assessment Goa University. It was unanimously decided at the IQAC meeting to handover the file to the new IQAC Co-ordinator who was unanimously elected as the former IQAC Co-ordinator would be proceeding on long leave.

Ms. Gauns proposed a vote of thanks by first of all, thanking God for all His blessings and then thanked all the IQAC members present there for their support and contribution during her tenure of two years as an IQAC Co-ordinator. She also thanked all the external members and stake holders and appreciated their contribution throughout the year. She thanked the Manager Sr. Olga Vaz for her support, Director Dr. Paes for all her contribution especially in organizing various webinars under IQAC and last but not the least she thanked the Principal, Dr. Antao for giving her an opportunity to shoulder this responsibility as an IQAC Co-ordinator and was very grateful to her for supporting her right through her two-year term as The IQAC Co-ordinator.




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