MINUTES OF THE 2nd INTERNAL IQAC MEETING HELD ON 9th JANUARY, 2023

The following members were present.

Dr. Delia Antao - Offg. Principal

Dr. Maya Carvalho e Rodrigues - IQAC Co-ordinator

Mrs. Ximena Fonseca

Mrs. Anagha Deshpande

Mr. Clifton Fernandes

Mrs. Pratiksha Shirodkar

Mrs. Myra Ribeiro

Mrs. Melissa Pacheco

The meeting was held 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.

- Programs conducted under the aegis of the IQAC has to be brought to the notice of the IQAC members for approval and then passed by the members which is being done.
- 2) CAS files of Mr. Subodh, Ms. Shylaja and Mrs. Pratiskha has to be submitted to the IQAC Committee for scrutinizing three months in advance before they are due for CAS. i.e. They all have to be ready with One FDP or Refresher done with UGC and one Orientation and two Short term courses.
- Format for submission of proposal for conducting activities, Mrs. Pratiksha is still working on the format.
 - Plan of activities to improve the quality of the lessons in the Institute. Besides PPT we need to use digital tools, videos, animations, stimulations these concepts are to be adopted. One should not just stand and read the PPT without explaining in videos. It was suggested to have an Interactive smart board in the classrooms. It was suggested to take help from Ms. Sofia Dhamani for preparing the evaluation
- In-house publication: Mr. Tilve to be invited to conduct a session on Research writing for the students.

AOB: To be strict with the students attendance. The same to be discussed in the staff meeting.

The minutes of the meeting were proposed by Mr. Clifton Fernandes and seconded by Mrs. Anagha Deshpande

- 1) Review of the activities done: To be discussed at the staff meeting for instance when we have received something from the college we need to give back to the college or the Society as a gesture of gratitude. Write a brief report on the activities conducted by the concerned faculty. The Christmas day programme brought about in the skit about being grateful. We need to follow that in our day to day life.
- 2) AQAR: The portal is always down and hence it is very difficult. The criteria's are to be completed by Feb 2023 we need to work extra in order to meet the deadline. We have to submit SSR'S by March. We have to be ready for the visit by June 2023. It was decided that two people are required additional to help Ms. Anagha as she has maximum work to be worked on with the new criteria's as the compiling work has increased. It was suggested to take Sofia and Milind to help Ms. Anagha. The NAAC work has to be completed by April 2023 was mentioned by Mr. Fernandes. Ms. Ximena and Clifton are the only criteria's which are ready. It was also suggested by Melissa to have everything sent to the email id created exclusively for the same id so everything remains intact for the records.
- 3) Plan of activities for this term: All the proposals which we plan to propose during the year has to be put up to the IQAC for approval only then the activity could be carried out.
- 4) Report writing: Ms. Pratiksha has been working on the same for past six months. Each faculty has to fill in the google form mentioning the no. of participants and the budget to conduct the same.
- 5) Newspaper report:
- 6) Activities under MOU:

7) AOB

Bulao Ma (Miss) Delia Antao

Offg. Principal
Nirmala Institute of Education
Altinho, Panzii, Goa

MINUTES OF THE 3rd INTERNAL IQAC MEETING HELD ON 18th April 2023

The following members were present.

Dr. Delia Antao - Offg. Principal Dr. Maya Carvalho e Rodrigues - IQAC Co-ordinator Mrs. Ximena Fonseca Mr Subodh Haldankar Mrs. Anagha Deshpande Mr. Clifton Fernandes Mrs. Myra Ribeiro Mrs. Melissa Pacheco

The meeting was held 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.

- 1) Review of the activities done:
- 2) AQAR:
- 3) Plan of activities for this term: All the proposals which we plan to propose during the year has to be put up to the IQAC for approval only then the activity could be carried out.
- 4) Report writing:
- 5) Newspaper report:
- 6) Activities under MOU:
- 7) AOB

The minutes of the meeting were proposed by Ms. Melissa Pacheco and seconded by Mrs. Ximena Fonseca.

1) Review of the activities done

- To install the Interactive Boards.
- Marking of the attendance we have to be strict from next academic year onwards, and we have too many entry points we have to install cameras at all the entry points. No medical certificate can be entertained in the 75% attendance. The balance 25% leave could be adjusted on medical grounds, personal work or festivals.

Consolidate the Attendance Report, General Admin-Ms. Pratiksha-Incharge and Sachitanand also can maintain it on the portal. Students should not be allowed to answer with 80% attendance.

- We have to start celebrating the days from January onwards and finish off soon before Abolianchem Fest and that too only few days to be chosen to celebrate. The students of one programme should not be used for the other programme as it hampers their attendance. Not to use musicians of F.Y. for the S.Y. programmes. It was decided to follow whatever is discussed in the meeting to the point and not to flaunt from the decisions taken.
- 2) AQAR: Mr. Fernandes said that the faculty incharge is not giving the corrections on time. He also said that they needed to take a meeting asking the faculty to submit their work on time. The Completed Criterias are 3, 4, 5 & 7. Remaining Criterias are No. 1,2 & 6.
- CAS: Pratiksha & Shylaja are to submit their CAS files for scrutiny as required by April 2023.
- 4) AOB: Students wanted to know what to be bought for the college by the batch of 2021-2023. We were deciding as in what to be bought for the college something very useful by all.

It was also decided that coming academic year 2023-2024 the students would be shown a sample of the uniform pattern and they had to buy the uniform material in the assigned shop and stitch wherever they were comfortable or with our tailor in order all the confusion created by the students regarding the alterations.

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

Dr. Aliss) Delia Antas Offg. Principal Attention of Education Altentio, Papari, Goa

MINUTES OF THE YEAR END GENERAL BODY MEETING OF THE IQAC HELD ON 19th JUNE, 2023 AT NIE

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.

Prof Maya Carvalho e Rodrigues - IQAC-co-ordinator-College Librarian - Nirmala Institute of Education.

Mrs. Pratiksha Shirodkar - Assistant Professor - Nirmala Institute of Education

Mr. Subodh Haldankar - Assistant Professor - Nirmala Institute of Education.

Ms. Anagha Deshpande - Assistant Professor - Nirmala Institute of Education.

Mr. Clifton Fernandes - College Director of Physical Education & Sports - Nirmala Institute

Dr. Denzil Martins - Former Principal - Nirmala Institute of Education, Panaji

Ms. Myra Ribeiro - Jr. Steno - Nirmala Institute of Education.

Ms. Melissa Pacheco - LDC - Nirmala Institute of Education.

Mr. Saeesh Korgaonkar - S.Y. B.Ed. Student - Nirmala Institute of Education

The meeting was held 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. Prof. Maya Carvalho e Rodrigues read the minutes of the IQAC meeting held on 7th September 2022. The minutes were unanimously passed by Mr. Clifton Fernandes and were seconded by Ms. Melissa Pacheco. Melissa read the report of the yearend activities conducted for the year 2022-2023 under IQAC

The faculty suggested that the activities conducted during the year should be categorised before presenting so as to give a comprehensive idea of the same.

It was decided that the importance of regular attendance for the B.Ed. needs to be emphasised from the next academic year. It has to be made clear to the students at the beginning of the year, that 80% attendance is strictly needed to be met with so as to be able to answer the exams.

Prof. Maya asked the IQAC members for suggestions regards activities to be conducted during the Academic year 2023-2024. At this Dr. Martins asked for the No. of workshops conducted by the B.Ed. Faculty during the last year and the plans for the next year. In response The Faculty members present at the meeting said that all the teachers are compulsorily required to attend the numerous workshops conducted by SCERT all through the year. They added that the teachers do not come for workshops conducted at

Nirmala Institute because of the small fee charged. The drop in number of teachers attending workshops conducted by Nirmala Institute of Education was noticed by ever since the extension services department was closed down. We also stopped getting grants from DHE for conducting such workshops compelling us to start charging the teachers for the workshops.

Dr. Martins suggested that our B.Ed. Faculty try to come up to the level of the SCERT resource persons and offer their services to conduct such workshops at SCERT. We should choose topics which are more resourceful then those offered by SCERT. For example it was suggested by Dr. Martins to conduct workshops on topics like ChatGPT and Artificial Intelligence which will not be likely to be covered by SCERT. He said that we ought to strive to be one step ahead of them by way of quality. We have to make a mark by being original and doing topics different from SCERT. We need to be creative and innovative to enable students choose Nirmala Institute instead of SCERT. There are many free softwares available which we could study and give a workshop on various topics in Education. Dr. Martins informed the members that he was presently engaged in conducting workshops on Pedagogy.

Dr. Martins also suggested that we could ask the students to make two minutes' films on Inclusive Education and present the same in all our Internship schools where the students are placed. We could also step into the resource rooms where are Alumni are placed and take a video of the students there how they function. We could use the same for our documentary in the Abolianchem Fest too.

Information for the various criteria needed for the documentation of the AQAR's must be collected on every 3 months basis and presented to all, so everyone is aware of the activities conducted.

Diliberations: Approach SCERT for equivalence of certificate.

Dr. (Miss) Della Antan Offg. Principal Nirmala Institute of Education Albiaho, Panaji, Gua

MINUTES OF THE 1st INTERNAL IQAC MEETING HELD ON 27th September, 2022

The following members were present.

Dr. Delia Antao - Offg. Principal Dr. Maya Carvalho e Rodrigues

Mrs. Ximena Fonseca

Mrs. Anagha Deshpande

Mr. Clifton Fernandes

Mrs. Pratiksha Shirodkar

Mrs. Myra Ribeiro

Mrs. Melissa Pacheco

The meeting was held 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.

1) Programs to be conducted through IQAC

Dr. Maya requested that henceforth all the Programmes conducted on the campus has to be routed under the aegis of the IQAC and that before putting up these programmes a small write up or a brochure has to be given for their records to know the purpose of conducting it.

2) CAS Files

Dr. Maya brought to the notice of the members present that the CAS files will have to be submitted by the respective faculty to the CAS Committee three months in advance of the date of implementation of the promotion, as the CAS Committee will have to keep themselves free to scrutinize these files. Every year the CAS Committee should check if everything is proper of every faculty as it would be easy to submit the same for NAAC. Each one has to submit the same in their own formats.

3) Format for submission of proposal for conducting activities

Dr. Maya requested Mrs. Pratiksha to work on the format like a template giving the timeframe for submitting the proposals. The IQAC Members also suggested to form a Committee to approve of the proposals. It was decided that the format will have to be put up in the staff meeting for approval. We also will have to create a separate email id to receive and approve these proposals. Dr. Delia, Ms. Pratiksha and Ms. Melissa is on the Committee to approve the proposals before any activities are conducted.

4) Plan of activities to improve the quality of the Institute

Dr. Maya was requesting to work on the quality of the evaluation sheets like Colab, CAI and the general one. Ms. Pratiksha said that she was working on the same and that it would take some

time to implement it. It was suggested that every student is required to procure the evaluation sheets only from the Library and not from the office. It was brought to the notice of the members that there was no co-ordination between the Timetable Committee and the rest of the faculty as the lessons could be organised in a more systematic plan. The Timetable Committee should always discuss about the schedule planning at the staff meeting first for joint suggestions. It was also brought to the notice of the Principal and the members present by Mrs. Anagha that there is no mechanism followed by the Institute wherein if any faculty or staff member who has not performed the given task in the timeframe, the said person has to be taken to task by giving a written warning. By doing so the said staff member who shirks work will be more responsible and perform the task better. If anything is given in writing then that will hold on the record to discipline a person. For example if all the faculty is required to attend a course and if they are not attending the same then they can be questioned about it. Give them a deadline to attend the same or the faculty needs to produce in writing stating the reasons why the same is not completed. The Principal should not be taken for granted and there should be some yardstick to be followed. The Members said that one has to be recognised for the good work and similarly on the other hand one has to be pulled up for escaping/evading from work. This suggestion has to be sounded in the staff meeting for their opinions and then it has to be carried out.

Dr. Delia expressed that our professors need to improve on the quality of their lectures in respect to their methods or styles of teaching as there were some comments/ remarks passed by the students that sometimes the class gets boring as some professors only resort to the power points and nothing more constructive then that. She also said that since ours is a Teacher Education Institute the professors should stress on teaching the students how to make use of various skills by explaining them well in teaching by using some instructional materials like chalkboard use, stimulus variation, teacher effectiveness and it need not be in pictures but by using various styles and modulations with gestures which would enable the Professors in making the class more vibrant.

She also pointed out that there are some professors who need to know how to read like stressing on points and commas and also narrate to the class. She said that every teacher should be a good story teller so when they are narrating an incident to a student they should be able to picture it in their mind like the pace at which you talk the pronunciation pause movement and not be stationed in one place only. Why should we have a complain of our Teacher Educators who are training the teacher trainees how to teach who don't know how to deliver a lecture as these are very serious issues facing our Institute. She told that she needs to bring this to the notice of the professors during the staff meeting as the Staff performance is also been evaluated by our students of how effective they are in class. Dr. Maya said that the evaluation sheets are not prepared by the College or Principal but by outside persons not related to the college and that any student is picked randomly and asked to evaluate the teacher. Mrs. Pratiksha suggested that in order to avoid such situations and to improve the quality of our teaching we need to follow some parameters by putting our system in place by asking the students to fill in a google form every month evaluating the teacher on different criteria's and then the evaluation could be discussed in the meeting and seen how they could improve on the performance simply by adapting the teaching methods of other faculty who has been implementing healthy practices in teaching and sharing among the faculty members which could help in improving their performances. She also said that every teacher maybe good in something which the other may be lacking so they could adapt that good practice from them and learn from it. We could adapt this practice of evaluating on our own internally first then if it does not work then maybe we could outsource the same.

It was also discussed that we need to go green by adapting some paperless procedures like forwarding emails instead of printing, then Dossiers the cover page will be designed and signed digitally and, lesson plans should go online as by doing this the students also will develop some skills of typing in Devnagiri. We also need to forward the staff meeting notices on the email or via whatsapp which every faculty need to check everyday and vice versa the faculty need to reply to the Principal if he/she will not be attending the meeting stating the reason therein. The leave will gradually be going online like applying and sanctioning on the IAIMS portal which they will be tracking it. Doing all these practices eventually will give us weightage for NAAC. It was decided to discuss it in the staff meeting first and take opinion of all so that it could start. Ms. Gauns will have to be informed about the same. We also need to put on the notice board as in how the programme protocol will be followed for all to see like Student Council no one knew the sequence of how it was and what was happening. We need to appoint a new Exam Co-ordinator. It was also decided to appoint Ciona and Milind as office representatives for exam work.

5) In-house publication

It was decided by the members to conduct a workshop on Research writing for the students and then ask them to write papers and then publish the good papers in the college magazine. Prof. Tilve will be called to deliver this talk to the students. Since we need all the 200 students on the campus for this it would be done by January 2023 only not before that. The students would then get some idea as to how to go about writing papers. It was also requested to ask some good Professors from other colleges to give online sessions on Research Papers for faculty as well. We could ask DHE to finance the resource people conducting these workshops. It was suggested that ADIRA's sessions on Research was very good as she is good for the beginners as well. Ms. Pratiksha said that we need to invite resource persons from Central University in Education line. There are experts in this level who also do analysis for people pursuing their Ph.D. Since there is a cost factor to it, it will be kept on hold for this year. This activity will help the faculty to identify journals. Mr. Clifton also suggested in planning for digital lesson plans by using google docs or Microsoft skills and correction also has to be done online by having a comments column. All this will take time to get started.

6) AOB

Dr. Maya suggested that being the IQAC Co-ordinator, the office needs to forward the circulars that comes from Goa University and DHE pertaining to college matters as there are many deadlines to be met and that IQAC is also required to be kept in the loop and keep a record of the same. The Committee decided to forward such emails under IQAC email id for ready reference and categorise the same under various heads.

Dr. Delia also requested to list all the activities conducted by different faculty under the Banner of Diamond Jubilee like proposed and completed by from June 2022 onwards.

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

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MINUTES OF THE IQAC GENERAL BODY MEETING HELD ON 7th September, 2022

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 Antao - Offg. Principal, Nirmala Institute of Education

Dr. Maya Carvalho e Rodrigues - IQAC Co-ordinator, Nirmala Institute of Education

Prof. Savio Faleiro - Principal, Fr. Agnel College of Arts & Science, Pilar

Sr. Luisa Botelho - Headmistress, Mary Immaculate High School, Panaji

Dr. Denzil Martins - Former Principal, Nirmala Institute of Education, Panaji

Mrs. Anagha Deshpande - Assistant Professor, Nirmala Institute of Education

Mr. Clifton Fernandes - College Dir of Physical Education & Sports, NIE

Mrs. Pratiksha Shirodkar - Assistant Professor, Nirmala Institute of Education

Ms. Maria Varisa Sequeira - Asst. Professor, Dept. of M.A. Wellness Counselling

Mrs. Myra Ribeiro - Junior Steno, Nirmala Institute of Education

Mrs. Melissa Pacheco - LDC, Nirmala Institute of Education

Mr. Saeesh Korgaonkar - S.Y. B.Ed. Student - Nirmala Institute of Education

The meeting was held at 3.30 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 22nd June, 2022. The minutes were proposed by Mr. Clifton Fernandes and seconded by Mrs. Anagha Deshpande.

The meeting then proceeded as per the agenda: The members discussed the various activities planned to be organised as part of the Diamond Jubilee celebrations.

1) Research based activities

Mrs. Anagha Deshpande brought to the notice of the Committee Members that there is no proper designated time to do any research related activities with the students. More over the IAIMS portal requires that all the details regarding the lectures taken by each faculty have to be uploaded on timely basis.

Mrs. Deshpande also mentioned that it is not possible to take the students out on a field visit to All India Radio or any other organisations after the working hours. The Committee members said to have a duplicate timetable to show on IAIMS portal on mutual consent with the lecturers. The Committee Members explored the possibility of shortening the periods through internal adjustment with the faculty members without touching the schedule, or whether to have duplicate timetable to show on IAIMS portal on mutual consent with the lecturers. But there was no concessions.

Mr. Fernandes asked Prof. Faleiro about the process of NAAC accreditation and how they worked on the various parameters that earned their college an A+ grade. The place where their college has gone down is on Research. He suggested that the faculty write papers every year and get them published. The articles they write also has to be published in the right journals. The new comers in particular need not aspire to publish in UGC care listed journals at the very beginning. There are many good journals which will probably help them to begin with. Prof. Faleiro also stressed on how teaching has become more of a profession then a vocation. If teachers think beyond their scores and increments, and focussed on their vocation the money and scores will automatically come. Otherwise at the end of the day teachers will find no enjoyment in what they are doing. One needs to enjoy teaching and make it enjoyable for the students as well, where the teacher will be remembered by every student he/she has taught. He also added that in his entire student life he could only remember only one teacher that too at Law college who inspired him and made a very great impact on him. So he urged that all teachers should become role models for their students. Similarly some students participate in NSS/Sports for sake of marks.

Prof. Faleiro was mentioning that other colleges have not scored well maybe because their documentation was not uploaded properly in which their college was extra cautious in uploading their documents.

International Conference titled "Incorporating Elements of Theatre into Pedagogy at Different Levels of Education".

Mrs. Deshpande expressed her views about the reasons for not receiving the financial assistance from Directorate of Higher Education. Dr. Paes said that we also need to approach funding agencies for the funds for the conference. She also suggested that IQAC Committee should help in arranging for some donors as well, as it is not any single person's job. Mrs. Deshpande said that DHE has to call us up for a presentation and we have to follow up on the same. Prof. Faleiro said that we have not been called up for a presentation simply because we have not been shortlisted. Mrs. Deshpande said that it is an asset to the State of Goa, hence we expect and hope for the financial support from state governing bodies.

The proceedings of the conference were published in a UGC Care listed Journal 'Bhairavi'

These are the various topics covered for the Research paper writing

- Incorporating elements of Theatre into subject pedagogies of 'Sciences and Art & Humanities.' in which most of our NIE professors are writing.
- (2) Developing different kinds of intelligences through Theatre.

(3) Skill enhancement through Theatre

(4) Enhancing the growth of differently abled through Theatre.

(5) Therapeutic use of Theatre.

(6) Elements of Indigenous Theatre forms as an aid for non-formal education.

Mrs. Deshpande said that we have received a very good response which was not expected. 3 H.O.D.'s of various Performing Arts Departments are attending the same namely: Nagpur University, Aurangabad University and MIT University-Pune. Principals and Professors from the other states of the Country are also attending. Mrs. Deshpande shared that to organize these kind of conferences we need a lot of funds and it is not possible with these small amount of registration fees that we collect.

ADIRA - Centre for Disability Management, Inclusion & Empowerment is a highly qualified and experience talent pool of experts offering a variety of services in the area of special and inclusive education. They offer services in early intervention, assessment intervention, inclusive pedagogy and provide training for teachers and parents. Their programmes are custom made, designed on the basis of current capabilities/skill sets and goals set out by the organisation.

Dr. Paes spoke of how ADIRA will be working with us. We need to provide the Infrastructure for starting a Resource Centre. We have spotted out the KG Resource room for which we will have to bear the overhead expenses like electricity and water. We will need someone to help us with the finance.

Shadow teaching

ADIRA is also conducting a workshop on shadow teaching as she is a special trainer and we want to train regular teachers for Shadow teaching. This is meant only for special children and the same will begin sometime later.

MOU with Don Bosco (To promote the Enrichment of Teaching Learning and Research)

Mr. Fernandes mentioned that we have already signed an MOU with Don Bosco. The main aim for signing this MOU was to make use of their indoor stadium facilities which we do not have. Infrastructure is the main area we need to share with them and at the same time our expertise in methodologies and some knowledge sharing we could offer them. Mr. Fernandes also said that they had more comprehensive labs and facilities for Blood donation, health testing as they had a bigger area for the same. Sr. Bothelo suggested us to start something for signing the MOU. It would also help the D.El.Ed. section to learn some games as when our students go to schools for internship they need to teach the children all subjects and since the primary schools don't have any instructors to conduct some intramural games for primary section so basically it is for the D.El.Ed. section.

Early Intervention Centre

Dr. Paes said that this Centre is still in the pipeline but they have already chalked out the objectives and the type of programmes they are going to conduct in this centre. It is basically for the children with disabilities and the following services will be provided through this centre.

Functional and clinical assessment services related to visual problems

Audiologist speech therapy

- 3) Psychiatrist and Psychologist who do intellectually related assessment
- Physiotherapy and Occupational therapy services

5) Speech Therapy services

- 6) Formal and informal education
- 7) Home bases services
- 8) Parents training and counselling

Mediation Centre

Dr. Paes said that we are starting up the Mediation Centre with two desks one with the Jesuits at Raia and one is at the Institute. We are signing an MOU with Kemp by November, which is a Mediation Centre at Bangalore which is very well established. In the beginning we need a little hand on to it as eight people are trained for the same already including Dr. Delia and herself. The whole idea of this Centre is to bring people together before going to the Court as these cases of divorce and marital conflicts are on the rise in Goa. KEMP had organised this training for them with a Centre in the United States.

AOB

Sr. Bothelo was asked by Dr. Delia as in which areas the teacher trainees need to be focused on when they are sent for their Internship as it is a big task for our lecturers for preparing them before sending them for the training as for the quality of students we get nowadays is not so good. Especially what type of activities we need to focus on. She wanted a feedback from Sr. Bothelo but since she was new she was not able to respond. Dr. Delia requested Sr. Bothelo to ask her teaching staff as to what activities they would expect our students to know from their observations of our students when they are sent for their training at their school and get a feedback from them. Sr. Bothelo brought to our notice that an undertaking was been sent by the M.A. Wellness department of asking the student to sign the same but her point was that how could a child sign something which the child cannot understand or read properly and that the same undertaking has to be simplified. Ms. Maria agreed to do the same.

Mr. Saeesh was asked to give his inputs on how he feels the students should be involved with the conference in organizing as the S.Y. B.Ed. students are away on internship. More students could come forward and be involved in the Conference as it is conducted during the Diwali vacation holidays. He also expressed that someone has to give a session to students on how to write research papers. Dr. Russell was asked to do the same but he agreed to do it only in the evenings. Dr. Delia said that she also told him to do that first so the students would be able to register for ADIRA which would be more professional.

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