

MINUTES OF THE IQAC GENERAL BODY MEETING HELD ON 8TH AUGUST 2020.

The meeting of the Internal Quality Assurance Cell (IQAC) for the term 2020-2021 was held on 8th August 2020 at 10:40 a.m. in the conference room. Members present at the meeting were as follows:-

- Dr. Delia Antao (Officiating Principal)
- Ms. Maria Fernandes (Superior)
- Dr. Rita Paes (Director)
- Prof. Vikas J. Pissurlekar
- Prof. Manoj Kamat
- Dr. Ubaldina Noronha
- Mr. Bala Mandrekar
- Mrs. Suvarna Gauns
- Mrs. Ximena Fonseca
- Ms. Eutemia Fernandes
- Mr. Subodh Haldankar
- Mrs. Anagha Deshpande
- Mrs. Myra Ribeiro
- Dr. Maya Carvalho e Rodrigues (IQAC Co-ordinator)
- Dr. Russell de Souza the outgoing IQAC Co-ordinator did not attend the meeting

The meeting began with a prayer. Dr. Delia Antao Officiating Principal gave a brief introduction and welcomed the new IQAC Committee. The IQAC Co-ordinator Dr. Maya Carvalho e Rodrigues addressed the Committee and read the minutes of the last IQAC meeting held on 20th April 2020.

The agenda for the meeting was as follows:

- Collaboration with other colleges
- Promotion of research among faculty members
- Career advancement of faculty members
- NIRF Ranking
- Audit
- NAAC

Collaboration with other colleges

With respect to collaboration with other colleges there needs to be clarity on the purpose of such collaboration. The purpose could be sharing of resources and lecturers giving sessions to the students of the collaborating colleges. Decide what activities are to be conducted depending on the strengths of the other institution and the lack/need of our institution.

A MoU can be signed and is of duration of minimum three years and can be extended for two years.

NAAC

The following suggestions were given by the members for NAAC:

Maintain the college website and keep it updated. Check other college websites

Download the NAAC manual and follow it.

All college activities to be routed through the IQAC.

Documentation of all college activities should be done regularly and should include date, place, theme, conductor, photos and report.

Check the NAAC website every 15 days for updates.

Orientation for new students in using different online platforms such as Google Meet and Google Classroom.

There should be interaction between students and teachers.

All lectures have to be recorded.

IQAC

Check the websites of other A Grade colleges and follow the format of the minutes of the IQAC uploaded.

Minutes of all the IQAC meetings and the Action Taken Report after all the IQAC meetings to be uploaded on the college website.

The AQAR should be passed by a statutory body and then uploaded on the college website. It should be meticulously done as it helps to score points for NAAC.

The files of IQAC should be maintained separately in a separate space.

The Principal should give a strict letter to the ex-coordinator of the IQAC to submit all the earlier reports to the present IQAC committee.

IQAC meetings should be conducted every quarter. All the external members should be present for the first and the last meeting.

The composition of the IQAC committee was discussed. The external members present categorically stated that the Librarian cannot be appointed as the IQAC coordinator but a senior faculty member, an associate professor should be appointed.

The Alumni Association and the PTA have to be registered under the Registrar of Societies Act.

Parents' feedback should be collected while handing over the results.

Feedback from the Headmasters and teachers of the Internship Schools should be collected.

Feedback from the Alumni should be collected.

Prof. Vikas opined that different colleges should adapt their own and follow the strengths of the other colleges.

Documentation is very important for everything and anything. Put correct figures in documents because you can't correct them later.

- **NIRF** – The Institute should apply for NIRF.
- **Audits** – Green Audit and Academic and Administrative Audit to be conducted by well-known external agencies.
- **Research** - Create your own website for research papers and link it to the college website. Faculty should collaborate with the students for writing research papers.
- **AOB** – Certificate courses could be conducted of minimum 30 hours for internal and external students.

The meeting ended with a senior IQAC member thanking all the IQAC members for attending the meeting and for their patient participation and valuable suggestions.



Dr. (Miss) Delia Antao
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MINUTES OF THE FIRST QUARTERLY INTERNAL IQAC MEETING HELD ON 22ND OCTOBER, 2020

The following members were present.

Ms. Delia Antao Ph. D. (Chairperson of the IQAC)

Mrs. Suvarna Gauns (IQAC Coordinator)

Mrs. Ximena Fonseca

Ms. Eutemia Fernandes

Mrs. Maya Carvalho e Rodrigues Ph. D.

Mr. Subodh Haldankar

Mrs. Anagha Deshpande

Ms. Myra Rebeiro

The meeting commenced at 2.45 p.m. in the IT Lab. Dr. Delia Antao began the meeting with a prayer. Mrs. Suvarna Gauns read the minutes of the IQAC meeting held on 8th August, 2020.

The minutes were approved after the corrections were made and passed by the members.

The Agenda for the meeting was taken up for discussion. The following points were discussed:

AQAR

- All the IQAC members opined that Dr. Russell, the ex-coordinator of the IQAC should be requested to submit the previous three IQAC reports of the activities conducted year- wise from 2017 to 2020 urgently. This was also suggested in the first meeting of the IQAC and Dr. Manoj Kamat had said that the Principal should give him a strict letter and ask for a formal written response.
- Dr. Delia requested the faculty to keep a record of all activities conducted by the faculty, date wise for the month. Consequently, the AQAR for the year 2020 to 2021 should be filled.
- Dr. Maya Rodrigues volunteered to maintain a log book in the Library to write the activities conducted by the faculty. The faculty should be requested to type their individual reports and submit them to Dr. Maya Rodrigues and Mrs. Anagha Deshpande.

NAAC

It was suggested that a faculty meeting should be held to discuss about NAAC.

CAS

Dr. Delia Antao acknowledged the efforts of Dr. Maya Carvalho e Rodrigues for initiating the process of CAS by inviting experts to look into the promotions and answer the queries raised by the members. She also took keen interest in the AQAR by downloading the reports of other reputed colleges.

Dr. Delia Antao acknowledged the efforts of the newly appointed IQAC coordinator and members, Mrs. Suvarna Gauns, Mrs. Ximena Fonseca and Mr. Subodh Haldankar for checking the API scores of Dr. Maya Carvalho e Rodrigues, Ms. Eutemia Fernandes and Ms. Sangeeta Kadam and taking the necessary steps to hasten the process.

The self-appraisal reports of Ms. Millie Pereira and Mrs. Sharmila Kerkar will also be screened when they are submitted.

BEST PRACTICES FOR TEACHING-LEARNING

With regard to best practices for teaching-learning, each faculty member should try out at least one best practice and share it with others. Dr. Delia shared her best practice of sharing videos of TED

talks with students and they in turn forward them to 10 people. Also ask their whole family to watch and then write what they have understood from it.

Enrichment series-A series of lectures scheduled once a week for F.Y. & S.Y. B.Ed. students on topics such as:

Digital Etiquette

Value Education

Choice therapy?????

A.O.B.

Faculty members should keep the best student products for the purpose of NAAC.

Feedback should be collected from students and their parents



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MINUTES OF THE SECOND QUARTERLY INTERNAL IQAC MEETING HELD ON 11TH FEBRUARY 2021.

The following members were present:

Dr. Delia Antao (The Chairperson)

Ms. Suvarna Gauns

Dr. Maya Carvalho

Mrs. Ximena Fonseca

Mr. Subodh Haldankar

Ms. Anagha Deshpande

Ms. Myra Ribeiro (Admin. Staff)

The Agenda for the Meeting:

- Remembering IQAC member Ms Eutemia Fernandes
- AQARs
- Quality control of Lessons
- Preparation of booklet of Microteaching skills
- AOB

The meeting commenced at 3.00 pm in the IT Laboratory by Mrs. Gauns welcoming the IQAC members and maintaining 2 minutes silence in remembrance of Ms. Eutemia Fernandes, who was an IQAC Member. The Principal Dr. Antao said a small prayer.

Mrs. Suvarna Gauns read the minutes of the 1st quarterly IQAC internal meeting held on 22nd October, 2020. The minutes were passed. They were proposed by Mrs. Ximena Fonseca and seconded by Dr. Maya Carvalho e Rodrigues.

AQAR

- Ms. Gauns read a paragraph from the minutes of the IQAC meeting sent by Dr. Russell D'Souza during his tenure as an IQAC Co-ordinator.
- Ms. Ximena mentioned that AQARs & IQAC reports should have been maintained separately by the previous IQAC Co-ordinator Dr. Russell D'Souza. The principal said that she would write a letter to the Ex-coordinator regarding the submission of AQARs.
- Mr. Subodh Haldankar asked the purpose of maintaining a register of activities conducted, in the library, when there was one register already maintained in the office. It was clarified that the register in the library was to record the activities organised by the faculty and the register in the office was for recording all student related activities including extra-curricular activities. Each faculty member should submit a written report of the activity conducted soon after it is over.
- It was also agreed that all future correspondence related to the IQAC should be routed through the IQAC email Id.
- It was decided by the members to maintain a cupboard in the faculty room to store the IQAC assets such as printer, laptop and stationery.

Quality Control of Lessons:

The statement of objectives in the lesson plan and the evaluation sheets need to be revised so as to make it uniform across the disciplines. Each evaluation sheet must have some general criteria and some subject specific criteria. Three evaluation sheets for traditional, collaborative and technology enabled lessons to be prepared in each method and presented to the faculty for discussion.

Preparation of booklet of Microteaching skills:

A booklet of micro teaching skills with the NIE watermark along with the demo lesson plans, subject wise could be prepared and given to the students of F.Y.B.Ed. next year. It could also be made available in the digital format.

AOB.

The CAS committee of the IQAC scrutinized the CAS files of Dr. Delia, Ms. Eutemia, Dr. Maya, Ms. Millie and Ms. Sangeeta after which they were screened and sent to the DHE for approval. The Coordinator Mrs Gauns thanked the committee members.

Dr. Delia Antao said that while going through the CAS cases it was noted that too many unnecessary details were put down on record. This should be avoided in the future.

It was decided not to appoint another IQAC member to replace Ms. Eutemia Fernandes as the Cell has sufficient members according to the statutes.

The Principal Dr Antao made a few suggestions. They are as follows:

- Continuation of digital learning.
- Using blended learning as a best practice so that the teacher trainees follow the same in their schools
- If lesson videos are uploaded, ensuring that all students watch them during the time that is allotted for the lectures
- Discussion of the new age classroom to be held in the next faculty meeting
- Organisation of symposia
- Some academic activities to be conducted across disciplines such as debates, paper presentations and seminars.
- Webinars to be conducted on research methodology for teacher trainees
- Student Projects to be research oriented in the future

Mr. Subodh said that we need to chalk out a long term plan for these activities.

Since GVMs Dr.Dada Vaidya College of Education students would like to use the NIE library, it was decided to have an MoU with the college. Dr. Maya suggested that an Inter library loan can be a part of the MoU.

A webinar on 'Google and Beyond' would be organised by Dr. Maya on 19th February 2021 from 3.00 - 4.00 pm. The resource person would be Mr.Pralhad Jadhav.

The meeting ended at 5.00 p.m.



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MINUTES OF THE THIRD QUARTERLY INTERNAL IQAC MEETING HELD ON 18th JUNE 2021.

The following members were present:

Dr. Delia Antao (The Chairperson)

Ms. Suvarna Gauns

Dr. Maya Carvalho

Mrs. Ximena Fonseca

Ms. Anagha Deshpande

Ms. Myra Ribeiro (Admin.Staff)

The Agenda for the Meeting:

- Review of the year 2020-2021
- Decisions taken : Implemented / yet to be implemented
- Planning of year end General Body meeting
- A.O.B.

The meeting commenced at 11.00 am in the IT Laboratory by Mrs. Gauns welcoming the IQAC members followed by a short prayer by Mrs. Myra Ribeiro.

Mrs. Suvarna Gauns read the minutes of the 2nd quarterly IQAC internal meeting held on 11th February, 2021. The minutes were passed. They were proposed by Dr. Maya Carvalho e Rodrigues and seconded by Mrs. Ximena Fonseca.

Some observations/deliberations related to the meeting were made by Dr. Delia Antao which are as follows :-

She informed the members that Dr. Russell D'Souza was issued a letter regarding the AQAR submission but he replied to the letter without addressing the main issue of AQAR.

With regard to the utilisation of IQAC fund the principal informed that they had to pay back Rs. 1,65,478/-.

Uploading of the Recorded Demo lessons would be done once the assistant is appointed in the Computer Lab.

For Faculty Development Programme we could invite our ex-students to share their expertise with regard to using different Apps to teach online.

The MOU with GVM's Dr. Dada Vaidya College of Education did not happen but in collaboration with GVM's college a counselling helpline was started.

It was also suggested to print some certificates with a format under IQAC to be given to the faculty for conducting Faculty Improvement and other programmes.

The agenda for the meeting was discussed as follows :-

I Review of the Academic Year 2020-2021

Webinars/Seminars were conducted by Dr. Maya Carvalho of the college in collaboration with Damodar College of Commerce and Mallikarjun College, Canacona.

Mrs. Anagha Deshpande conducted National Webinar in collaboration with colleges from Maharashtra, Rajasthan, MIT Indore, MP & Gujarat.

'Cope' magazine was published by Mrs. Sulaxa Gawas & Mr. Raymond Pereira
They also compiled a booklet written of reassuring messages written by Faculty Members to the students during the pandemic and mailed it to them.

MGNCRE

Award was won by the College in the North Goa category.

A National Science competition was held.

Faculty improvement programmes on the use of technology were conducted by the in-house faculty members.

A Webinar on NEP was held

The Principal said that healthy debates on COVID whether it has helped people need to be conducted for students.

The Principal informed that LMC Committee meetings to be held

It was suggested by the members that henceforth chart would be made consisting of promotions due under CAS. Mrs. Myra Ribeiro was asked to maintain the same.

It was also suggested to have various new members for the General Body meeting such as :- Student, Stakeholders eg. Headmaster/Headmistress, Alumni

Say no to Tobacco sent by students in a booklet form would be compiled.

Webinars seminars need to be kept open to other students.

CAS - Most of the Faculty promotion approvals are come from the DHE.

NIRF - Dr. Maya volunteered that she would work on filling of the NIRF form this year.

Green Audit

Dr. Delia Antao opined that she would ask Mr. Minguel Braganza to suggest as to how to go about, (and also thank him for the publicity that he gives to NIE through his articles)

Mrs. Deshpande informed that she would ask Sir Mukadam from Goa Biodiversity Board for his help with regard to Green Audit.

Dr. Maya opined that the NDLC Club needs to be started this year by the College. AQAR's to be uploaded on the NAAC by 31st August 2021.

II The activities yet to be completed are :-

- A common booklet on Microteaching skills with sample lesson plans subject-wise
- Rules booklet need to be prepared also with guidelines for students with regard to use of social media
- Calendar of activities needs to be printed

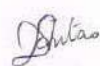
III Year end IQAC General Body meeting would be scheduled towards the end of June 2021.

IV AOB

- Grievance Redressal cell to be properly constituted according to NAAC guidelines.
- Committees to be in place as per the IQAC requirements
- IQAC needs to be reconstituted

The IQAC Director thanked the Chairperson and the members for their valuable contributions.

The meeting ended at 12.15 pm


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MINUTES OF THE YEAR END GENERAL BODY MEETING OF THE IQAC HELD ON 29th JUNE, 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.
Prof. Vikas J. Pissurlekar - Principal - P.E.S. Shri Ravi S. Naik College of Arts and Science, Ponda.
Prof. Manoj Kamat - Principal - DPM's Shree Mallikarjun College of Arts and Commerce, Canacona.
Dr. Ubaldina Noronha - Associate Professor - St. Xavier's College – Mapuça.
Mr. Bala Mandrekar - College Librarian - Narayan Zantye College of Commerce, Bicholim.
Fr. Avin Carvalho - Headmaster, Don Bosco High School, Panjim.
Mrs. Suvarna Gauns (IQAC Coordinator) - Associate Professor - Nirmala Institute of Education.
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.
Mrs. Anagha Deshpande - Assistant Professor - Nirmala Institute of Education.
Ms. Myra Ribeiro - Admin Staff - Nirmala Institute of Education.

The meeting was held virtually via Google Meet at 3.00 p.m. 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 8th August, 2020 and also read the report of the Annual Year End Internal Quality Assurance Cell (IQAC) for 2020-2021.

Dr. Ubaldina asked if any other meetings were held during the year and if so to upload the minutes of the meetings on the website. Mrs. Gauns said that the same would be uploaded once the pending AQARs were completed. Dr. Ubaldina suggested that the NAAC documents and the AQAR format be downloaded so the Faculty could start working on it. To that Mrs. Ximena Fonseca replied saying that they have already been working on it.

Dr. Manoj Kamat's advice was to check all the criteria with NAAC before uploading. He said that it is important to upload the Minutes of the IQAC meetings and Action Taken report. He also said that substantial progress needs to be shown for every IQAC meeting. According to him not only must every internal meeting be documented but an Action Taken mark has to be on the report on completion. Dr. Kamat also suggested that during every yearly meeting, the feedback given by the Faculty has to be analysed. He said that there should be specific entry of IQAC meetings and all documentations to be uploaded.

Dr. Kamat inquired when the next NAAC visit was due. He said that since the time period i.e. May 2021 as well as December 2021 has been exceeded the Institute has to register and urge the Committee to start preparing all AQARs in the new format. He added that the NAAC officials would then inform the Institute as to what needs to be added or deleted from the document. He advised the Committee to ensure that the photographs of all the activities are collected and kept ready as evidence. After uploading the document the Institute needs to ask for the NAAC visit. Dr. Kamat said that since the Institute is overdue by three years, a letter needs to be sent to NAAC.

immediately asking for condonation and the AQARs of 2014 to 2020 uploaded. He said that the SSRs of the current five years - planning activities, current activities and the outcomes have to be prepared. The reports consisting of the number of participants, gender, feedback, financial implications... should also be mentioned in the reports. Reports need to be uploaded along with photographs. Mrs. Fonseca then reminded the members that the IHEs were excluded from NAAC for a period of time hence the reason why we had not applied.

Prof. Vikas Pissurlekar was still under the impression that since the Institute is overdue by three years, a letter had to be written asking for condonation stating that the circumstances were beyond our control, lest the next AQAR not be accepted. Mrs. Fonseca said that it had already been discussed with the NAAC authorities because NCTE through a circular had clearly stated that NAAC was not applicable for ITEs.

Prof. Manoj Kamat said that the SSRs of the last five years should be documented and uploaded along with photographs. He also said that every activity should be time based, and that the NAAC report had to be in a gender wise format. He insisted that the reports be made in the new format. And that he was willing to help if required but that AQARs need be uploaded before 1st September 2021.

Mr. Bala Mandrekar asked if we had registered the Alumni and if any feedback forms from the students, parents, faculty had been taken.

Prof. Pissurlekar said that the Institute needs to obtain feedback from at least four of the five categories: - Students, Society, Parents, Management and Ex-students.

Dr. Rita Paes asked Fr. Avin Carvalho for feedback about the performance of our recent batch of students' on internship in his school but Fr. Avin said that much feedback could not be given as classes were given in the online mode. He said that the trainees who were doing internship were assisting the school teachers and that he had not interacted much with the trainees then.

At the end of the meeting Mrs. Fonseca proposed the vote of thanks and Dr. Delia Antão thanked all the IQAC members for attending the meeting and giving their valuable suggestions.

Since there were no other matters to be discussed the meeting ended at 3.50 p.m.



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