

Minutes of the IQAC meeting held on 19th June 2017 at 3.00 p.m.

The Governing Body Meeting of the IQAC was held on the 19th June 2017 at 3.00 p.m. in the Computer room.

The following members were present:

- Dr. Denzil Martins
- Ms. Vida Sequeira
- Mrs. Suvarna Gauns`
- Mrs. Ximena Fonseca
- Ms. Eutemia Fernandes
- Dr. Russell D'Souza
- Mrs. Lia D'Souza
- Dr Rita Paes
- Mr. Blaise Costabir
- Fr. Romauldo D'Souza
- Dr. Delia Antão

The meeting began with a prayer followed by the reading of the minutes of the meeting held on April 19th 2017. The minutes were proposed by Mrs. Suvarna Gauns and seconded by Ms. Vida Sequeira .

Ms. E. Fernandes and Dr. D. Antão who had attended a meeting on solid Waste Management organized by the CCP informed the members said that they had made a suggestion to the Corporation of the City of Panjim (CCP) to let Nirmala Institute of Education collaborate with them in working on Solid Waste Management with children of the secondary schools across Goa. The CCP had welcomed this idea and would be sending a letter in this regard to the Institute shortly. The Faculty could then meet to plan and discuss the future plan of action. Mr. Blaise Costabir congratulated the IQAC Co-ordinator Dr. Delia Antão for this initiative.

The Principal, Dr. Martins said that the following Committees need to be constituted for the various academic and co-curricular activities. He stressed the need to document all activities whether on Campus or outside for the purpose of the forthcoming NAAC visit in 2019. Efforts should also be made to publish them in local dailies.

- Reports of all activities.
- Digital Documentation with appropriate photographs.
- Infrastructure requirements
- Cleanliness of the Campus
- Other Committees to be the regular committees as usual.

Mrs. Ximena Fonseca said that the formation of these committees could be discussed during the Faculty meeting and assigned the work to the respective faculty members.

Dr. Martins informed the members that some amount of the UGC grant was still left over hence asked for suggestions as to how it could be utilized. Ms Fernandes suggested that we could have a State level Intercollegiate One Act Play competition as people of Goa are fond of drama.

Dr. Delia Antão reminded the members that according to the suggestions made by NAAC committee during their visitation, the Institute needed to conduct a PTA meeting. Mrs. Suvarna Gauns said that this does not apply to us as our students are not so young and from our previous experiences we have seen that the parents of our students refused to attend such meetings. They complained that their children no longer depend on them for educational choices made in the college and some of their children are also already married. To this Dr. Antão said that there was no could always discontinue the practice in future.

Dr. Russell D'Souza was of the opinion that the Nirmala Website must be updated. He also suggested that it was high time that we as a teacher education Institute tried some other innovative methods in the teaching- learning process e.g. use of digital classroom. It would be off great help to the lecturer as well to the students because learning material can be posted, submissions can be online and tracked in terms of dates. Besides the process itself would minimize storage space and use of paper. Besides the lecturers could access the assignments from any place and need not carry assignments around or will have no worries about misplacing the students' work. Every one approved of the idea.

Dr. Rita Paes spoke strongly in favour of FDPs, conducting workshops under Extension Services and conducting research activities such as undertaking research projects, organizing conferences at the State and National levels as well as writing research papers. Fr. Romauldo D'Souza then responded saying that a research cell would be necessary for such activities. Dr. Martins said that we could seriously consider the suggestion.

Ms. Eutemia Fernandes said that since Atmashodha Counselling Cell has been doing some commendable work in career guidance and counseling, they could organize some workshops for our internship schools as they are of great help to our Institute by allowing our trainees to complete their internship programme. The coordinator Dr. Delia Antão agreed to this proposal and assured of doing the needful.

Since there were no other matters to be discussed, the meeting ended with a prayer.



Dr. Delia Antão
Co-ordinator



Minutes of the IQAC meeting held on 18th December 2017 at 3.00 p.m.

The Governing Body Meeting of the IQAC was held on 18th December 2017 at 3.00 p.m. in the Computer room. The following members were present:

- Ms. Vida Sequeira
- Mrs. Suvarna Gauns
- Mrs. Ximena Fonseca
- Ms. Eutemia Fernandes
- Dr. Russell D'Souza
- Mrs. Lia D'Souza
- Dr. Delia Antão

The meeting began with a prayer followed by the reading of the minutes of the previous General Body meeting held on 19th June 2017. The minutes were proposed by Ms Ximena Fonseca and seconded by Mrs. Suvarna Gauns.

Dr. Delia Antão briefed the members about Nirmala Institute being chosen to be a study centre for the National Institute of Open Schooling (NIOS), D.El.Ed. and PDPET Bridge Course by the Sarva Shiksha Abhiyan. She also informed the members that she is appointed as the Study Centre Coordinator for the same. She asked the IQAC members as to how we should go about the programme in our Institute. She also mentioned her inability to handle the responsibility because of the additional responsibility of the officiating Principal.

Ms. Vida Sequeira suggested the name of Mrs. Sharmila Kerkar to be appointed as the Coordinator. Since Mrs Kerkar was a junior lecturer, Mrs. Ximena Fonseca offered to assist her initially with the coordination. Ms Eutemia Fernandes expressed her happiness for getting the opportunity to help in educating in-service teachers of our State. Mrs Suvarna Gauns said that since most of them are from the rural areas and also working we should have these classes on the weekends and vacations. Ms Vida Sequeira said that since the classes will be conducted on weekends and vacations we don't have to look for external resource persons instead our faculty could handle the various modules.

Dr. Delia expressed her appreciation, gratitude and relief for the cooperation extended by the Faculty members.

The meeting ended at 4.30 p.m.



Dr. Delia Antão
Co-ordinator



Minutes of the IQAC meeting held on 15th March 2018 at 3.00 p.m.

The Governing Body Meeting of the IQAC was held on 18th December 2017 at 3.00 p.m. in the Computer room. The following members were present:

- Dr Rita Paes
- Ms. Vida Sequeira
- Mrs. Suvarna Gauns`
- Mrs. Ximena Fonseca
- Ms. Eutemia Fernandes
- Dr. Russell D'Souza
- Mrs. Lia D'Souza
- Dr. Delia Antão

The meeting began with a prayer followed by the reading of the minutes of the previous General Body meeting held on 18th December 2017 at 3.00 p.m..

The minutes were proposed by Ms. Eutemia Fernandes and seconded by Dr. Delia Antão

- The co-ordinator, Dr. Delia Antão informed the members that being an officiating Principal the demands of the responsibilities has increased tremendously hence it is better that some other member from the IQAC Committee could be requested to take over as the new co-ordinator of the IQAC.
- Dr. Antão discussed the matter with the Management and suggested the name of Mrs. Ximena Fonseca considering that her experience and dedication was a senior Faculty member. Since she denied saying that she will be unable to handle the responsibility, the members now have to suggest another name.
- Mrs. Ximena Fonseca responded saying that she intends registering for Ph. D. and since she does not have much time at her disposal she wouldn't like to accept any other responsibilities. Ms. Vida Sequeira then suggested the name of Dr. Russell D'Souza saying that he is young, dynamic and proficient in IT skills hence he would be able to handle this responsibility. Dr Rita Paes then requested Dr. Russell to consider taking up the post. He thought over it for a while and then gave his consent.
- Ms Eutemia Fernandes appreciated Dr. Russell D'Souza's readiness to take over the post of the co-ordinator. She also commended the various activities conducted during the academic year such as Vlastos, Abolianchem Fest, Masquerade, NOMOZO, Art Melange, intramural games... She also expressed that the College

is well equipped with Teaching Aids Screen, Canon Camera and Mikes, Bar Code Printer for the Library and the CCTVs were upgraded.

- Dr. Antão informed that with the help of the IQAC fund a projector, a cabinet and a desktop was purchased.
- Mrs. Suvarna Gauns added that it was not only about culture and sports but also academic e.g. Action Research as a core paper, aims at developing confidence and aptitude for research in the teacher trainees so also the Google Classroom was used in the teaching. She said, "We wish you Dr. Russell, an even more fruitful year of new possibilities."

The meeting ended at 5.10 p.m.



Dr. Delia Antão
Co-ordinator



Minutes of the IQAC Meeting held on 11th April 2018 in the IT Lab at Nirmala Institute of Education.

Agenda of the meeting:

1. Qualitative improvement in the teaching –learning process
2. Evaluation:
 - a. Lessons
 - b. Teaching Course Content
 - c. Assignments/Projects
 - d. Bulletin Boards to Promote Educational Themes
3. Reporting of Events/Documentation
4. Starting of an Integrated B.Ed. Course (B.A. – B.Ed.)
5. Refresher Courses for Administrative Staff
6. Faculty Improvement Programmes (FIP)
7. Visits to Institutes of Repute e.g.: RIE – Bhopal/Mysore
8. Organizing National Conferences
9. Writing of Research Papers

Attendance:

The following members attended the meeting

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| 1. Dr. Rita Paes | Ex-Principal & Director, NIE |
| 2. Dr. Delia Antao | Officiating Principal, NIE |
| 3. Dr. Russell D'Souza | Assistant Professor, NIE |
| 4. Dr. Ubaldina Noronha | Associate Professor, St Xavier's College |
| 5. Dr. Vikas Pissurlekar | Principal, PES College of Arts and Science |
| 6. Dr. Denzil Martins | Ex-Principal, NIE |
| 7. Mrs. Suvarna Gauns | Associate Professor, NIE |
| 8. Mrs. Ximena Fonseca | Associate Professor, NIE |
| 9. Ms. Eutemia Fernandes | Assistant Professor, NIE |
| 10. Mr. Subodh Haldankar | Assistant Professor, NIE |
| 11. Dr. Cindy D'Silva | Assistant Professor, NIE |
| 12. Mrs. Lia D'Souza | Head Clerk, NIE |

Members who were not present

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|--------------------------|---|
| 1. Ms. Maria Fernandes | Vice President, NES |
| 2. Dr. Sabha D'Silva | Principal, Govind Ramnath Kare College of Law |
| 3. Dr. Marianho Pinheiro | Former Dean – faculty of Law, Goa University |
| 4. Mrs. Ana Fernandes | UDC, NIE |

The minutes of the previous meeting held on **March 15, 2018** were presented by Dr. Delia Antao, the Officiating Principal.

Deliberations:

Item 1:

Ms. Eutemia Fernandes said that the following initiatives were undertaken in Geography to enhance teaching and learning:

- a) Geography Day was organized by the students of Geography.
- b) Use of ICT was demonstrated through Computer Aided lessons.
- c) CD's containing Geography materials were prepared and the same are used by school teachers.
- d) Students are encouraged to correlate Geography with other subjects.
- e) Feedback was obtained from schools in relation to the performance of the teacher trainees at their respective schools.

Dr. Ubaldina Noronha asked what mechanism is used to get feedback from schools. Dr. Paes clarified by saying that at the end of internship, schools send-in feedback to the college.

Dr. Denzil Martins said that lessons in Science contain an element of creative and critical thinking. Critical thinking being necessary to enable students to decipher facts from information thereby knowing what is right and what is wrong.

Ms. Ximena Fonseca said that emphasis is laid on embedding cooperative learning, use of jigsaw puzzles and enriching lessons through PowerPoint and video.

Ms. Suvarna Gauns said that she encourages the use of drama in teaching. Street plays were also used during the teaching-learning process.

Dr. Russell D'Souza said that he looks at the environment in which learning occurs so that theory can be translated into practice thereby maintaining a balance between what the schools need and what the trainees need to know. He also said that he is inclined towards creating/developing learning materials using technology.

Dr. Rita Paes said that the teacher trainees need to have clarity of concepts while teaching. This means that students need to conceptualise and challenge themselves to comprehend concepts across subjects.

Dr. Pissurlekar said that Education Colleges, the school administration and the other agencies related to Education in Goa must work hand-in-hand to support schools to be change friendly.

Items 2 and 3:

Suggestions

The following were the suggestions:

- a) Ms. Eutemia Fernandes said that while presenting ICT lessons, modules should be designed for students by considering the textbook content.
- b) Dr. Noronha said that the college website can upload the lessons/modules.
- c) Dr. Russell D'souza said that Goa University has the SWAYAM/MOOCs platform and the college needs to design some lessons and put them up on the MOOCs platform

- d) Dr. Denzil Martins said that the Department of Education should send the circulars to the schools as well as the teacher training colleges so that they can be kept in the loop, but it is not happening.
- e) Dr. Rita Paes said that the school teachers are reluctant to participate in the workshops conducted by NIE as these workshops are not considered a part of the 21 days in-service programmes that they should attend.
- f) Dr. Denzil Martins said that the Best Speaker Award can also be instituted.
- g) Dr. Ubaldina Noronha added the following suggestions:
 1. Conduct a workshop by Arvind Gupta for the teachers.
 2. Set-up various cells/clubs/associations on campus.
 3. Invite inspirational figures to change the attitude of the teachers.
 4. Build a strong Alumni Association. Organise a talk every month for the students by the alumni.
 5. Newsletter should be worked upon. It can be quarterly and digital. It should also be sent to alumni.
 6. Conduct a workshop on Intellectual Property Rights (IPR) for faculty and students. The following Resource Faculty could be invited;
 - a. Dr. Saba D'Silva
 - b. Adv. Menezes, a Corporate Lawyer
 - c. Ms. Ranjana Ferrao, a Copyright Expert
 - d. Ms. Shalini Menezes
 7. Annual Calendar should be discussed during the Head of Departments' Meeting/Staff Meeting and should be included in the annual diary.
 8. Previous NAAC/NCTE reports should be studied and improvements should be done accordingly.
 9. The Best Reader Award can be instituted
 10. Install a Public Address System.
 11. The IQAC should have its own e-mail Id. All events/documentation should be available with the IQAC.
 12. Document photographs and attendance of students who go on field trips.
 13. Students could be encouraged to contribute the Caution Deposit to the college.
- h) Dr. Pissurlekar said that some short-term courses should be conducted by the college. He also said that the IQAC meetings should be conducted 3 times in a year. The first IQAC meeting at the start of the year should communicate expectations to the teachers, the second IQAC meeting to review the progress and the third to check work done.
- i) Dr. Pissurlekar also suggested that internal marks can be given for Library work. He also opined that the college should look at the NIFR ranking.

Item 4:

- There is a possibility of starting the B.A. B.Ed. / M.Ed. B.Ed.
- For B.A. B.Ed. – NOC from DHE & NCTE for a grant-in-aid programme should be obtained.
- Structure needs to be taken from University website

Item 5:

The members opined that administrative staff could be exposed to new trends of managing an office.

Items 6 and 8:

The members unanimously said that Faculty Improvement Programme (FIP) is necessary and could be conducted on a variety of themes. Some members also said that NAAC/ICSSR/DST provides grants for organizing National Conferences. ICG could be considered as a venue as they provide accommodation to the participants.

Item 7:

One outstation trip per department for Final Year Students and one Local trip for First Year students should be conducted. Paper presentation can be combined with the study trip.

Item 8:

Teachers must be encouraged to write research papers based on projects that their students do. Teachers could also collaborate with students to write research papers. Broadway Publishers may be contacted for publishing the papers.

The meeting ended with a vote of thanks by the Director, Dr. Rita Paes.

Antao

Dr. Delia Antao
Officiating Principal

Rouzy

Dr. Russell D'Souza
IQAC Coordinator

