

**GOVERNMENT COLLEGE OF ARTS, SCIENCE & COMMERCE
SANQUELIM, GOA**

Minutes of the Staff Meeting held on 04/05/2019 in the Seminar Hall

The Staff Meeting of Government College of Arts, Science & Commerce, Sanquelim for the month of April 2019 was held on 4th May, 2019 from 11.00 a.m. onwards in the Seminar Hall. 79 faculty members were present for the same. (List enclosed).

The agenda for the meeting was as follows :

1. NIRF Results
2. Review of the Academic Year 2018-19
3. AQAR 2018-19
4. Examination Results and other Exam related matters
5. Admissions for the Academic Year 2019-20
6. Plan for the academic year 2019-20
7. A.O.B. with prior written permission of the chair.
 1. In the beginning, the Principal, Dr. Gervasio S.F.L. Mendes welcomed the members of the house. He then took up the overview of the decisions taken in the staff meeting held on 9th March, 2019.
 2. **NIRF Results** : The Principal informed the house that the College is appearing among the top 150 Colleges in India as per NIRF 2018-19 Ranking Survey. He congratulated the members of the staff for the valuable services rendered to take the College to new heights. The Principal appreciated the work done by the NIRF Committee headed by Dr. Vanita Patil. He appreciated the support extended by the Heads of the departments and other teachers of all three streams and the administrative staff in furnishing the required data promptly.

Dr. Vanita Patil shared her views about the entire process and the shortfalls. She brought to the notice of the house the areas in which the College needs to show improvement.

Dr. Shankar Naik, faculty in Computer Science and Representative, Directorate of Higher Education expressed his views on the NIRF results. He said that we now need to do the analysis of our strengths and weaknesses. To sustain the victory and perform at the same level will be challenging. Dr. Shankar further stated that the Directorate of Higher Education has done observation of the same and has come to the conclusion that the College can score even more in some parameters. The College has scored less in research activities and perception. If the admissions are done through the link provided on the College Website the local as well as external students will visit the Website. The Website needs to be very vibrant. Events conducted by the College are to be posted on the website. We also need to tie-up with NGOs, Academicians, Government Offices etc. We need to conduct lot of activities catering to the needs of the Society. We need to mention details of our research publications on the website. We also need to have a data base of students who are passing out.

The Principal informed the house that the Directorate of Higher Education has decided to go for a very dynamic website. Outsourcing of the services is on the anvil. All the Colleges will have one vendor and Government of Goa would partly finance the same.

3. **Review of the Academic Year 2018-19** : While taking a review of the Academic Year 2018-19, the Principal expressed a word of gratitude towards teachers who wholeheartedly co-operated in the smooth functioning of the College. He invited suggestions for improvement in the near future.

Action to be taken by the faculty at the College level.

4. **AQAR 2018-19** : The Principal instructed the members of the house to furnish the information required for the preparation of the AQAR. He informed the house that the timely submission of AQAR to NAAC is mandatory. The College needs to meet the deadline. Dr. Soniya Sirsat, Director, IQAC has emailed the questionnaire to all the faculty members in this regard.
5. **Examination Results and other Exam related matters** : Mr. Ashok Chodankar stated that the Examination Committee will try to declare the results of regular as well as students who have appeared for backlog papers by 10th May, 2019. He further stated that the dates for the Special Examination of the Odd Semesters are finalised. He requested the teachers to collect and return the assessed answer books in time.

The Principal congratulated the teachers for the smooth conduct of the examinations. He instructed the teachers to be ever alert during supervision or else examination will lose its sanctity.

Action to be taken by the faculty at the College level.

6. **Admissions for the Academic Year 2019-20** : Mr. Anil Karambelkar, Vice Principal informed the house that the admission process has already begun. He mentioned that the Prospectus was available on the day when the XII standard results were declared. Reservation policy adopted by Government of Goa would be followed in the College. He further informed the house that the fee structure is put on the Qfix portal. He appealed to the teachers to volunteer to work in the Admissions Committee.

The Principal congratulated Mr. Sharat Jamkhandi for completing the work of Prospectus in time. He informed the house that the reservation policy and the merit list will be followed in the admission process. The Principal informed the house that the Directorate of Higher Education has decided to go for online admission. Services of the vendors in the field will be taken by the Directorate of Higher Education. He further stated that the series of meetings were held with Admissions Committee in order to ensure a hassle free admissions process.

7. **Plan for the academic year 2019-20** : Mr. Ashok Chodankar requested the Principal to arrange to forward the syllabus, if received from the Goa University. The Principal requested the teachers to prepare the proposals for organizing workshops, seminars, conferences, short term certificate courses etc.

Action to be taken by the faculty at the College level.

The Principal informed the house that the appointment/continuation of teachers on contract basis/lecture basis will be done based on the instructions of the Directorate of Higher Education. The College bus driver and the cleaner had opted for their transfer to the Directorate of Education. They were relieved on the receipt of their transfer orders.

The Principal informed the house that the Affiliation team from Goa University is expected to visit the College for continuation/extension of the programmes started in the academic year 2018-19.

8. Under A.O.B. the Principal requested the teachers to provide their WhatsApp Number to the Vice Principal so that their numbers are added on the faculty group. He stated that this facility should be made use of for quick dissemination of information.

Action to be taken by the faculty at the College level.

The meeting ended with the closing remarks by the Principal Dr. Gervasio S.F.L. Mendes at 1.00 p.m.



(Dr. Gervasio S. F. L. Mendes)
Principal

Date : 04/05/2019.

Meeting minuted by : Dr. Soniya Sirsat
Director/Co-ordinator, IQAC & Member Secretary