

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

Minutes of the Staff Meeting held on 07/03/2020 in the Seminar Hall

The Staff Meeting of Government College of Arts, Science & Commerce, Sanquelim for the months of November 2019, December 2019, January 2020 and February 2020 was held on 7th March, 2020 from 2.00 p.m. onwards in the Seminar Hall. 84 faculty members were present for the same. (List enclosed).

The agenda for the meeting was as follows:

1. Briefing of the decisions taken by the Directorate of Higher Education
2. ISA II for Semesters II, IV and VI of Academic year 2020
3. Preparedness for the Semester End Examination 2020
4. Project Work (Academic Year 2019-2020)
5. Plan for the Next Academic Year 2020-2021
6. Teachers' Diary
7. Prize Distribution Function & Last Instructional Day
8. College Magazine 2019-20
9. Reporting Format of Activities
10. Punctuality and Correspondence in this regard from the Directorate of Higher Education
11. Submission of Proposals
12. Summer Camp and other STCCs
13. Admissions for 2020-21
14. Follow up of SSR Draft and AQAR 2019-20 (Ref.:GCASCS/NAAC/2019-20/2019/1698 dated 19/12/2019)
15. Partnership with Dilasa
16. A.O.B. with prior written permission of the chair.

In the beginning, the Principal, Prof. Gervasio S.F.L. Mendes welcomed the members of the house.

1. **Briefing of the decisions taken by the Directorate of Higher Education:** Staff members were informed that the Directorate of Higher Education has decided to set up one Language Laboratory and one Commerce, Economics and Mathematics Laboratory in the college as part of upgrading the infrastructure in five Government Colleges in Goa. Two rooms are already identified in our College for setting up of the said Laboratories and the work is expected to be completed by the end of March 2020.

The staff members were briefed about instructions received from the Directorate of Higher Education regarding the time schedule for writing Annual Performance Report (APAR) of Lecturer/College Director of Physical Education/Librarian in order to do away with unnecessary delays in Confirmation/Career Advancement Scheme of the Officers/Officials. Similarly in addition to the APARs, it was enjoined upon all concerned that the newly joined Officers/Officials have to submit C-3 Form of Six Monthly Reports and C-4 Form of Self Assessment Report in time for the initial two years from the date of their joining to the said post. The Principal read the contents of the

Circular No.1/6/2017-DHE/11416 dated 25/02/2020 regarding streamlining the procedure for timely completion of Annual Performance Assessment Report of the concerned staff under the control of Directorate of Higher Education and the teachers for strict compliance of the same by all concerned.

Action : All the faculty members

The Principal informed the house that the Directorate of Higher Education has instructed the Officers/Officials of Government Colleges to check the mails regularly. In view of the above, the above responsibility is already allotted to Dr. Soniya Sirsat, Co-ordinator, Internal Quality Assurance Cell, Mr. Amar Naik, In-charge, Website and Mr. Anil Karambelkar, Vice-Principal. It was also decided to also assign the responsibility to Mr. Ashok Chodankar, Convener, Examination Committee. Access to the password has been provided/to be provided to all the above officers for timely attention to the mails received.

Action : Concerned faculty members

The Principal informed the house that the Directorate of Higher Education has mentioned in Circular No. GIA/Patt.Of Asstt./DHE/2018-19/6780 dated 08/11/2019 that the travelling allowance and daily allowance for college and non-teaching staff, including Principal, for college work and for attending conferences, seminars and training courses of an academic nature, maximum upto Rs. 15,000/- per faculty per annum for maximum upto two seminar/conference/ workshop (Rs. 7500/- per seminar/conference/workshop) is also made applicable for contract basis teachers. The staff can attend any number of seminars/conferences but re-imburement will be given maximum upto two seminars/conferences/workshops (Rs. 7500/- per seminar/conference/workshop) subject to condition that their duties in college are not hampered and prior approval of the Principal is taken. The ceiling is not for the purpose of attending the seminar/conference/workshop, but for the purpose of re-imburement of expenses. The Principal informed the teachers to take note of the same. The teachers were instructed to categorically mention the first or second seminar/workshop/conference as the case may be whenever they submit their claims. The onus shall be on the teacher concerned if they claim more than what they are entitled to be stated. The above point was taken up for discussion since it was observed that some teachers routinely submit their claims much more than their entitlement and in total disregard to the contents of the above mentioned Circular.

Action : All the faculty members

2. **ISA II for Semesters II, IV and VI of Academic year 2020** : Mr. Ashok Chodankar, Convener, Examination Committee appealed to all teachers to submit the mark sheets of ISA II on or before the last date specified in the notice in order to compile the same within the given time-frame. Principal instructed the teachers to strictly adhere to the instructions given by Mr. Ashok Chodankar.

Action : All the faculty members

3. **Preparedness for the Semester End Examination 2020** : With regard to the preparedness for the Semester End Examination 2020, Mr. Ashok Chodankar, Convener,

Examination Committee stated that Examination of the old course will be held from 1st April to 4th April, 2020 and even Semester End Examination will be held from 6th April to 15th April, 2020. Since the forthcoming academic year will start from 1st June, 2020, the special examination will have to be conducted and the results need to be declared in time. He therefore requested the teachers to submit the question papers, collect the answer books and return the assessed answer books along with mark sheets well in time which will facilitate the College to declare the result in time.

Action : All the faculty members

The Principal informed the house that the norms for serving the refreshment will be revisited, restructured and circulated among the staff in order to maintain uniformity and accountability.

Action : Convener, Examination Committee

The observations regarding lapses/mistakes committed by some teachers during paper setting/Assessment for October 2019 Semester I/III End Examination were discussed. This included mistakes in question paper, entering of wrong marks, setting question paper out of syllabus, marking student who was present as absent etc. The Principal also drew attention to the act of one teacher (Junior Supervisor) unilaterally permitting a student of T.Y who was not allotted a seat, to answer the exam without consulting the Senior Supervisor/ Chief Conductor. These the Principal stated, are serious acts of dereliction of duty. He instructed all concerned teachers to be extra cautious and careful and avoid such acts of negligence in the future.

Action : Concerned faculty members

4. **Project Work (Academic Year 2019-2020)** : Mr. Prashant Bhonsle, Convener, Project Monitoring Committee informed the house that the Project Reports of Commerce and Science students are submitted to the concerned Colleges based on the list of external examiners sent by the Goa University. The list of external examiners for Project Reports of Arts was not sent by the University. The same was procured from the University a little later and the Project Reports are sent to the concerned Colleges. He appealed to the teachers to follow the instructions given in the notice and do the needful. He stated that the viva-voce examinations are to be conducted from 18th to 28th March, 2020.

Action : All the faculty members

The Principal informed the house that one student of Department of Marathi has left the College for better prospects. The University has been informed about the same. He further mentioned that two students from the Department of Chemistry have dropped. They will have to enroll again for the Project Paper in the next academic year and appear for the VI Semester thereafter.

5. **Plan for the Next Academic Year 2020-2021** : Mr. Ashok Chodankar, Convener, Time-Table Committee informed the house that since two learning halls are going to be used for setting up the Language and Economics-Mathematics-Commerce Laboratories, the time-table of the forthcoming academic year will have to be adjusted accordingly. He requested the teachers to take note of the same and co-operate. He mentioned that almost

all Heads of the Departments have submitted the list of papers which they intend to offer to the students in the academic year 2020-21. He suggested that the Principal may constitute a Committee to take a call on the papers floated by the Departments and feasibility of introducing the same. The Principal appealed to the HoDs to introduce the papers in a rational manner and abide by the decisions taken by the Committee that will be constituted in this regard.

Action : Heads of the Departments

The Principal stated that the GSIDC has already issued the Work Order for new furniture for the Learning Halls in the Commerce and Science Blocs. M/S Infinity has got the contract and shall be executing the Order shortly. Infinity team had discussions with the concerned teachers in the College along with the Principal and the Vice Principal he stated.

6. **Teachers' Diary** : The Principal requested all the teachers to inform the in-charge of Teachers' Diary Mr. Sharat Jamkhandi about the changes if any in their qualifications, names, cell numbers, mail ids etc. to be incorporated in the Teachers' Diary 2020-21.

Action : All the faculty members

7. **Prize Distribution Function & Last Instructional Day** : Mr. Prashant Bhonsle, Convener, Students' Welfare Committee informed the house that the Prize Distribution cum Send off Function for T.Y students will be held on 31st March, 2020 the last instructional day being 1st April, 2020. He further stated that the Order in this regard will be issued shortly. He solicited the co-operation of all the faculty members.

Action : All the faculty members

8. **College Magazine 2019-20** : The Principal mentioned that the process of gathering the data for the College Magazine has started. The Photograph Session is tentatively scheduled on 19/03/2020. Mr. Evereth Fernandes, Convener, Magazine Committee stated that the notice pertaining to the submission of academic profiles of teachers, report of the activities conducted and articles/poems/essays if any will be issued shortly. He appealed to the teachers to submit the same in time in order to enable the Committee to get the College Magazine ready by the beginning of the next academic year.

Action : All the faculty members

9. **Reporting Format of Activities** : The Principal stated that the Internal Quality Assurance Cell has prepared a reporting format of activities which will be available in the College office. The Conveners/Heads of various Committees, Clubs, Cells, Associations/Departments are instructed to submit the same for every month without fail. In case there was no activity conducted during the month they have to submit a Nil Report. Earlier data from September 2017 is to be recorded in this format as far as possible.

Action : All the concerned faculty members

10. **Punctuality and Correspondence in this regard from the Directorate of Higher Education** : The Principal sought the attention of the teachers to the Order No.GCASCs/Order/2018-2019/2018/937 dated 27/09/2018 issued specifying that the

workload of teachers in Government Colleges shall be **40 hours** a week out of which it will be mandatory for the teachers to be available for at least 5 hours daily in the College. It is also mandatory for the teachers to devote at least two hours per day or 10 hours per week for Mentoring of students/Community Development/Extra-Curricular Activities/Library consultation/Research etc. He further stated that it was clearly mentioned in the Order that the minimum daily 5 hours shall be counted from 8.45 a.m. to 1.45 p.m. In case a teacher has a lecture/s/practicals beyond 1.45 p.m. on a particular day she/he is permitted to come proportionately late **through prior permission** but not later than 11.00 a.m. subject to clocking the minimum of the daily requirements of 5 hours in the College on that particular day. He said that only some teachers have sought prior permission as per the Order mentioned above and many are arriving late or leaving the College premises early without seeking prior permission.

He informed that the Directorate of Higher Education has asked the College Principal to furnish Bio-Metric Attendance Report of teaching and non-teaching staff of the College for the period from June, 2019 to December, 2019. The Principal is also instructed to examine and furnish the names of the staff members who are frequently absent/late comers/or those who leave early, along with the Action Taken Report regarding such staff. The Principal instructed the concerned teachers to take note of the same and henceforth abide by the instructions scrupulously. Those who had not conveyed their timings were given a week's time starting from 8th March 2020 to submit the same to the Principal.

Action : All the faculty members

11. **Submission of Proposals** : The Principal reminded the house about the Scheme formulated by the Directorate of Higher Education to provide financial support for conducting Workshops/Seminars/Conferences/Training Programmes & Short Term Certificate Courses for Quality Improvement. He stated that although last date to submit the proposals to the College office is over, yet interested teachers may apply for the same within a week. The Principal informed the house that the proposal submitted by the Department of Marathi could not be processed as financial details were not mentioned in the said proposal. The Head of the Department Dr. Sneha Mahambre was requested to do the needful and re-submit the proposal to the College office. One proposal from the Department of Mathematics was received he stated.

Action : All the faculty members

12. **Summer Camp and other STCCs** : Ms. Manda Parab, Convener, Summer Camp mentioned that the Summer Camp 2020 will be held from 16/04-25/04/2020 for the students studying in schools of neighbouring areas. She further informed the house that in-house resource persons will conduct the sessions.

Dr. K. R. Badiger, Convener, Short Term Certificate Courses Committee informed the house about the Certificate Course organized by Department of Geography. He appealed to the teachers to organize Courses and forward the detailed report to him for compilation.

Action : All the Faculty Members

13. **Admissions for 2020-21** : Dr. Shankar Naik, Assistant Professor in Computer Science and Assistant Director, Directorate of Higher Education informed the house that the Directorate of Higher Education has decided to set Integrated Academic Information Management System in all Government Colleges in Goa which will take care of Academic Management System in the College. The process has already started and the same will be set up by end of March, 2020. Admissions for the academic year 2020-21 will be done online through IAIMS.

The Principal requested the Vice-Principal and Convenor of the Admissions Committee Mr. Anil Karabelkar and his team to be prepared to go in for offline admission in case online admissions set up is not ready for any reason.

Action : The Vice-Principal

14. **Follow up of SSR Draft and AQAR 2019-20 (Ref.:GCASCS/NAAC/2019-20/2019/1698 dated 19/12/2019)** : The Principal informed the house about the reconstitution of the College Internal Quality Assurance Cell. He read the names of all the members appointed on the Committee.

The Principal reminded the members of the 'TEAM NAAC' about documentation of the minute details falling under the category/sub category assigned to them. He further reminded the teachers concerned that the recommendations should be submitted to the Chairperson, IQAC on or before 15/04/2020 and the first draft of the SSR should be ready by 15/06/2020. He further informed the teachers to collect the data for AQAR 2019-20 related to their Criteria and submit the same to the Co-ordinator, IQAC by the end of April, 2020. Dr. Shankar Naik informed the house that the Director of Higher Education and his team will visit the College to monitor the Draft SSR on or after 15/06/2020.

Action : All the faculty members

15. **Partnership with Dilasa** : The Principal informed the house about the Palliative Care Unit 'Dilasa' run by the Goa Medical Association on donations. He informed the house that the College has decided to partner with the said Unit. Dilasa has thought of imparting training to the teachers and students with regard to care taking of the patients suffering from terminal illness. Initially teachers will attend the 3 day training session to be conducted by 'Dilasa'. The teachers will be sensitized and will be able to convince and motivate the students to be a part of the noble cause. The Principal exhorted the teachers to consider this as an investment in ourselves. The College has also expressed its willingness to share its expertise in Geo-tagging of the patients to Dilasa. He further requested Dr. K. R. Badiger and Dr. Shankar Naik to visit the centre to familiarize themselves with the specific requirements of Dilasa.

Action : Dr. K. R. Badiger, Dr. Shankar Naik and other faculty members

16. Under A.O.B. the Principal informed the house that the AQAR for the year 2018-19 is uploaded well in time, the College has applied for NIRF, necessary data is uploaded on AISHE Portal. He thanked the concerned teachers for doing the needful.

The Principal congratulated Dr. Analiza D'Souza and Dr. Mukund Narvenkar for the successful completion of their doctoral studies and for being awarded their Ph.D.

degree in the recently held Goa University Convocation ceremony. He exhorted the other teachers to register for Ph.D and upgrade their qualifications.

The house was informed that the teachers of Department of Hindi of the College Ms. Mamata Verlekar and Ms. Manisha Gaude are selected in the Goa University. Dr. Shraddha Naik from Department of Political Science is also selected in the Goa University. He congratulated the concerned teachers and extended his best wishes in their future prospects. He mentioned that few more teachers have applied for the post advertised in their disciplines and their interviews are awaited.

The Principal said that he is happy to place on record the activities that have taken place in the academic year 2010-20. He mentioned that the Department of Hindi organized 2 National Seminars and 1 International Seminar in Hindi in collaboration with the Directorate of Official Language, Panaji, The New India Assurance Company, Mumbai, Department of Konkani, Goa University and the Directorate of Higher Education, Porvorim. He congratulated the Department for organizing the said Seminars successfully.

The Principal congratulated the Department of Economics for organizing the National Conference in collaboration with the Directorate of Higher Education, Porvorim.

The Principal congratulated the Internal Quality Assurance Cell of the College for organizing the prestigious International Conference 'Technology for Education' in collaboration with the Department of Computer Science, Goa University.

The Principal congratulated the Department of Mathematics for organizing a special event 'Axiom'. The Principal mentioned that the Department of Zoology organized an unique event called 'Zomanthan'. The said Department came out with a table calendar documenting some of the species found in the College premises. He appealed to the Department of Botany to explore the possibilities of documenting the flora existing in the campus. The Principal stated that the Department of Commerce organized its annual event 'Startubitz' successfully. He informed the house that the Department of Marathi organized training programme in Theatre. He further informed that four students of Department of English along with two teachers participated in the International Literature Festival held in Jaipur, Rajasthan. The Department of Computer Science organized a workshop for the teachers from various Colleges. The Department of Geography imparted training to B.A., B.Ed. students from other Colleges in specialized areas.

The staff members were informed about the exhibition 'KALPAK' put up by the Directorate of Higher Education. Some of our teachers and students had visited the Exhibition and attended the talks. Department of Mathematics of our College had put up a project for the same. The Principal requested the other Departments to start preparing their projects to be put up in the exhibition which will be held in the next academic year.



Action : All the faculty members

The Principal congratulated and thanked all concerned Departments for organizing the activities successfully. He appealed to all the teachers to work with renewed zeal in empowering the students.

Action : All the faculty members

The meeting ended with the closing remarks by the Principal 3.55 p.m.



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

Date : 07/03/2020.

Minutes of the meeting recorded by : Dr. Soniya Sirsat
Director/Co-ordinator, IQAC & Member Secretary