

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

**Minutes of the Staff Meeting held on 08/11/2019 in the Seminar Hall**

The Staff Meeting of Government College of Arts, Science & Commerce, Sanquelim for the months of August 2019, September, 2019 and October 2019 was held on 8<sup>th</sup> November, 2019 from 9.00 a.m. onwards in the College Auditorium. 82 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. Matters related to the I, III and V Semesters of 2019-20 and the Semester End Examinations
3. PG Courses and SEA
4. Submission of application to NIRF
5. Uploading of AQAR
6. Plan for the Semesters II, IV and VI of 2019-20
7. Proposals for organizing conferences/seminars/workshops/short term certificate courses
8. Attending of conferences/seminars/workshops and training courses
9. Evaluation of academic performance of Contract/Lecture basis Staff
10. Punctuality of the Staff
11. Audit of College Accounts
12. A.O.B. with prior written permission of the chair.

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

1. **Briefing of the decisions taken by the Directorate of Higher Education** : The Principal informed the house that the Directorate of Higher Education is providing all possible support for the enhancement of Education System by way of appointments of the Staff, making available funds, introducing new schemes for academic development of teachers etc.

The Directorate of Higher Education wishes to cultivate and enhance the research culture among teachers. The Directorate has devised several measures in this direction. Dr. Vithal Tilvi, Professor, Research, Development, and Innovation is appointed for encouraging and handholding in this regard. The main goal of the Directorate is research capacity building. In view of the same, every teacher is expected to submit the research proposal. The Principal informed the house that the proposal for one project is already sent by the College with regard to river pollution.

Prof. Tilvi interacted with the teachers during the meeting. He enquired about the research status of the teachers. He requested 3 teachers from Science Stream and 3 teachers from Arts and Commerce Stream to volunteer to be the members of the Committee. Dr. Suphala Pujari had expressed her wish earlier to be a part of the Research Committee. Apart from Dr. Pujari, Dr. Suman Tari and Dr. Jyoti Sawant volunteered to be the members of the Research Committee in Science Subjects. Dr. Vanita Patil, Dr. Shraddha Naik and Dr. Namdev Gawas volunteered to be members of the Research

Committee in Non-Science Subjects. Teachers expressed some difficulties coming in the way of the research work like inadequate infrastructure, lack of availability of funds for publication, lack of time etc. Dr. Agnela Dias suggested that the Directorate of Higher Education may take up the task of publication, if the said works are expected to be published in high standard journals/books. Prof. Tilvi mentioned that the Directorate will be conducting extensive research training workshops on writing skills of research proposals and publications.

The Principal informed the house that there will be one Research Co-ordinator appointed by the Directorate of Higher Education. The Directorate will conduct a workshop on writing research proposals. He further informed the house that henceforth performance of the teachers will be judged based on number of research proposals submitted.

He introduced the newly joined Office Superintendent, Accountant and Laboratory Assistants to the house. The Principal also informed the house about Ms. Seema Canekar taking charge as the Head Clerk of the College.

The College Accountant requested the teachers to write their names and put a stamp while attesting any bill. The Office Superintendent informed the house that only 32 teachers have submitted the Annual Confidential Reports for the academic year 2018-19. The Principal instructed the concerned teachers to submit the same by 11<sup>th</sup> November, 2019. Annual Confidential Reports will not be accepted after the specified date.

**Action : All the faculty members**

- 2. Matters related to the I, III and V Semesters of 2019-20 and the Semester End Examinations :** Mr. Ashok Chodankar, Convenor, Examination Committee informed the house that the teachers submitted the question papers of Semester I, III and V in time which enabled the Committee to take print outs of the same well in advance.

Mr. Ashok brought to the notice of the house few matters which could be improved upon in future. He said that the Attendance Committee should give the list of debarred students well in advance which will allow the Examination Committee to make necessary arrangements. Teachers should inform the Convenor of Examination Committee about adjustments made in Supervision duties well in advance. Teachers need to take the signatures of the students on the attendance sheet, need to check the seat numbers and ID Cards of the students without fail. He reported that some supervisors failed to do these basic duties related to supervision. Some teachers were to be reminded to collect the answer books. Mr. Ashok appealed to the house that in case there is any discrepancy in the question paper, concerned teacher should inform the Principal within two days.

Mr. Ashok informed the house that the ISA mark sheets of Semester V are ready. Concerned teachers should contact Ms. Manda Parab (Commerce Stream), Mr. Mukund Narvenkar (Arts Stream) and Ms. Suman Tari (Science Stream), go through the mark sheets and sign the same. The result of the examination pertaining to Old Course is declared. Personal Verification of the papers will be done on 9<sup>th</sup> November, 2019.



Mr. Ashok also informed the house about GUART entrance rounds for PG admissions to be held on 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> January, 2020.

The Principal instructed the teachers to inform about the mistakes appearing in the question papers in time so that the College will be in a position to inform the Goa University in time. Examination process will go on smoothly if every teacher follows the standard procedure. A Junior Supervisor has no power to change anything on his/her own. In the examination that was held recently, it was noted that the student who was not eligible to appear for the examination, was allowed to answer the paper by the Junior Supervisor by unauthorisedly changing the Seat Number.

3. **PG Courses and SEA :** The Principal informed the house that the PG Courses and SEA Examinations are running smoothly. There were some issues related to question papers received from the Goa University which are reported to the concerned officers.
4. **Submission of application to NIRF :** The Principal instructed the teachers to provide the data required for NIRF promptly. Dr. Vanita Patil, in-charge, NIRF mentioned that some Heads of the Departments have not submitted the data in the desired format. She requested the teachers to furnish the data with regard to their teaching experience in terms of numbers of days as on 31<sup>st</sup> July, 2019. She also asked teachers to submit the information on the expenditures incurred in organization of various co-curricular activities.

**Action : All the faculty members**

5. **Uploading of AQAR :** With regard to AQAR to be sent to NAAC for the academic year 2018-19, the Principal instructed the teachers who have not complied with the notice issued on 2<sup>nd</sup> July, 2019, to mail the information by 15<sup>th</sup> November, 2019 in order to meet the deadline of uploading the AQAR.

**Action : All the faculty members**

6. **Plan for the Semesters II, IV and VI of 2019-20 :** The Principal presented a Plan for the academic year 2019-20. He appealed to the teachers to continue with their good work. He informed the house that in view of the National Games, the next academic year will start from 1<sup>st</sup> June, 2020. He instructed the teachers to submit their teaching plans at the earliest.

**Action : All the faculty members**

Dr. Jyoti Sawant suggested that we could invite one of our ex-students to deliver a talk on Patents for the faculty members.

An Orientation Programme for newly appointed teaching staff was mooted to share the essence of work culture with the newly joined teachers.

The Principal informed the house that the General Body meeting of P.T.A. and Alumni Meet will be held in the forthcoming semesters. He requested all the teachers to attend the said meetings without fail in the larger interest of the students and the College.

**Action : Convener, PTA Committee, Convener, Alumni Association and Members and all the faculty members**

The Principal informed the house that the Directorate of Higher Education has decided to set up a Commerce Laboratory and a Language Laboratory in the College. The Team will visit the College to identify suitable rooms for the same. He informed the

house that a proposal is sent to the Directorate of Higher Education with regard to acoustics of the College Auditorium, Sound System, False ceiling etc. The work order is issued by the GSIDC for providing new furniture for the classrooms identified in the College. The Chemistry Laboratories, Botany Laboratory and Zoology Laboratories would be taken up for renovation shortly. The work of toilet repairs would be taken up. A letter is already sent to appoint a Driver for the College Bus on contract basis since the recruitment of drivers is stopped. The College has also moved a proposal to appoint a data entry operator. The Principal informed the house that the procedure for appointing a new vendor to run the canteen has started and the contract will be issued to the genuine person on completion of all codal formalities.

The Principal informed the house that a Book exhibition will be organized by the Directorate of Higher Education in collaboration with Sant Sohrobanath Ambiyee Government College of Arts and Commerce, Virmoda on 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> November, 2019. The College has already sent the syllabi of the subjects taught in the College to the Librarian of Government College, Virmoda. He requested the teachers to visit Government College, Virmoda and select the subject specific as well as general books and keep them aside. The Library Committee of the College would then take a call on the purchase of these books.

**Action : All the faculty members**

The Principal requested the teachers to continue conducting Short Term Certificate Courses for the benefit of the students. Convenor SWC Mr. Prashant Bhonsle informed the house that the Fun Days and the College Mela is already planned. He solicited the co-operation of all the teachers for the said events.

**Action : All the faculty members**

The Principal reminded the teachers to write details of the programmes scheduled by them under the banner of their department or committee on the register kept in the office in order to avoid clashes as far as the venue and the students are concerned.

**Action : All the faculty members**

Dr. K. R. Badiger requested the teachers to forward the information to all the co-ordinators of MoU signed with various institutions about the activities planned in the College.

**Action : All the faculty members**

7. **Proposals for organizing conferences/seminars/workshops/short term certificate courses** : The Principal congratulated the Department of Hindi of the College for organizing two days National Seminar on 'Konkani-Hindi Sahityant Bhav Prabhav : Tulanatmak Adhyayan' on 19<sup>th</sup> and 20<sup>th</sup> August, 2019 in collaboration with Department Konkani, Goa University, Directorate of Higher Education and Directorate of Official Language, Government of Goa and Bihar Hindi Sahitya Sammelan, Patna.

The Principal also congratulated the Department of Hindi for organizing one day National level Seminar on '21veen Sadi Ke Pariprekshya Mein Tulsidas Evam Premachand Ka Sahitya' on 5<sup>th</sup> October, 2019. The Department raised part of the resources from the Directorate of Official Language, Government of Goa and The New



India Assurance Company Limited, Mumbai. The participants especially the UG and PG students benefitted from the Seminar since eminent Hindi Litterateurs from all over the Country attended the Seminar as invited Speakers and interacted with the participants.

The Principal informed the house that the IQAC will be organizing 10<sup>th</sup> International Conference on 'Technology for Education' on 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> December, 2019 in collaboration with Directorate of Higher Education, Government of Goa and Department of Computer Science, Goa University.

Department of Economics will be organizing National Conference on 'Health Sector and Sustainable Development' on 15<sup>th</sup> and 16<sup>th</sup> January, 2020 in collaboration with Directorate of Higher Education, Government of Goa.

Department of Hindi will be organizing an International Seminar on 'Vaishvik Star Par Hindi Ki Sweekruti Evam Vyapti' on 29<sup>th</sup> and 30<sup>th</sup> January, 2020 in collaboration with Directorate of Higher Education, Government of Goa.

Sports Department of the College will be organizing Olympics Down The Ages – 2020 Scientific International Conference on Physical Education and Allied Sciences, 'Holistic Development for Excellence in Sports Performance, Health and Well being on 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> February, 2020 in collaboration with in collaboration with Directorate of Higher Education, Government of Goa and S. S. Dempo College of Commerce and Economics, Cujira and National Association of Physical Education and Sports Science (NAPESS).

The The Principal requested the teachers to submit their proposals for the conduct of Seminars/Conferences/Short Term Certificate Courses etc. to the Directorate of Higher Education through proper channel.

**Action : All the faculty members**

8. **Attending of conferences/seminars/workshops and training courses :** The Principal drew the attention of the teachers to the circular No.ACAD II/AC/133/2019/427 dated 29/04/2019 issued by the Directorate of Higher Education, Government of Goa and requested to follow the same with regard to TA/DA for attending conference, seminars, workshops and training courses along with reimbursement of registration fees. He asked teachers to quote the circular when they submit the proposals.

**Action : All the faculty members**

9. **Evaluation of academic performance of Contract/Lecture basis Staff :** The Principal informed the house that the Directorate of Higher Education has issued a circular with regard to evaluation of academic performance of Contract/Lecture basis staff to ensure accountability. The Principal instructed the IQAC Co-ordinator to circulate the format of the same for the information of the concerned staff.

**Action : IQAC Co-ordinator**

10. **Punctuality of the Staff :** The Principal reminded the teachers of the total number of hours that they need to spend in the Campus on productive work. He drew the attention of the teachers to the Order issued by the Directorate of Higher Education in this regard and instructed the teachers to comply without fail.

**Action : All the faculty members**

11. **Audit of College Accounts** : The Principal informed the house that the audit of College Accounts was held and many queries were raised which are in the process of compliance.
12. Since there was no matter to discuss under A.O.B. the meeting ended with the closing remarks by the Principal Dr. Gervasio S.F.L. Mendes at 11.15 a.m.



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

Date : 08/11/2019.

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