

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

Minutes of the Staff Meeting held on 09/03/2019 in the Seminar Hall

The Staff Meeting of Government College of Arts, Science & Commerce, Sanquelim for the months of February 2019 and March 2019 was held on 9th March, 2019 from 12.15 p.m. onwards in the Seminar Hall. 78 faculty members were present for the same. (List enclosed).

The agenda for the meeting was as follows :

1. Feedback of the Faculty and Student Development Programme
2. Review of National Seminar held on 1st and 2nd March 2019
3. Training Programme – Smart Classrooms
4. Neuro-linguistic Programming Workshop
5. Committees for NAAC
6. Presentation on Common Examinations in Government Colleges
7. ISA and SEE
8. Preparation for the Next Academic Year
9. 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 30th January, 2019.
 2. **Feedback of the Faculty and Student Development Programme** : While speaking on the Faculty and Student Development Programme, (a Three Day Intensive Workshop) titled 'A.S.P.I.R.E. for Excellence' organized by the IQAC of the College in association with Directorate of Higher Education, Government of Goa on 15th, 16th and 17th February, 2019, the Principal congratulated the IQAC for having taken this very good initiative. He further stated that the Programme was a grand success and will go a long way in our path of achieving excellence. He reminded that the Director of Higher Education had asked to give feedback on the same. Some participants have failed to give the feedback. The report of the same is submitted to the Director.
 3. **Review of National Seminar held on 1st and 2nd March 2019** : While taking a review of the National Seminar organised by the Post Graduate Department of Economics on 1st and 2nd March 2019, the Principal said that the said Seminar was kept open for the students of aided colleges. If all the colleges were to depute the students the seminar deliberations would have reached a larger audience. The Principal requested Dr. Seema Rath to speak on the difficulties faced in the process of organizing the seminar so that others can avoid such circumstances, if any. Dr. Seema Rath thanked all concerned who assisted in organizing the seminar. She further stated that it is advisable to organise the seminar from July to December so that the bills can be settled in time before the close of the financial year.
 4. **Training Programme – Smart Classrooms** : The Principal informed the house that the training programme on Smart Classrooms will be organised for the teachers of our College by the Directorate of Higher Education, Government of Goa in association with

the IQAC of the College on 12th, 13th and 14th March, 2019 from 8.45 a.m. onwards in the College Seminar Hall. The training programme will be on the usage of the gadgets that are being installed in the Smart Classrooms. He requested the teachers to attend the same. Dr. Lucy James suggested that it will be too early for the organisers to start the programme at 8.45 a.m. Therefore it could be started little later. However, it was decided to start the programme as scheduled i.e. at 8.45 a.m.

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

5. **Neuro-linguistic Programming Workshop** : The Principal also informed the house that a One Day Faculty Development Programme, a Neuro-linguistic Programming Workshop 'Holistic Process In Teaching Learning Using Neuro-Linguistic Programming' will be organised by the IQAC of the College in association with the Directorate of Higher Education, Government of Goa on 27th March 2019. He requested the teachers on regular basis to attend the same without fail. He further instructed that the lectures of the regular teachers may be adjusted/exchanged with/allotted to the teachers on Contract/Lecture basis as and when possible.

Dr. Lucy James suggested that Dr. Kulkarni's session on 'Course Outcomes and Programme Outcomes' could be held for all the members of the Staff. When few members attend the session and try to train others, they tend to miss some information while communicating the same. The Principal accepted the suggestion and stated that as far as possible all the members of the staff will be involved in the process but it may not be feasible in all cases.

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

6. **Committees for NAAC** : The Principal reminded the faculty to give their names to work on various key indicators of the Self Study Report of the College, based on which the Committees for NAAC can be constituted.

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

7. **Presentation on Common Examinations in Government Colleges** : The Principal floated the idea of having common examinations in Government Colleges in Goa. He stated that one of the faculty of the College Mr. Ashok Chodankar had suggested to have common examinations in all Government Colleges to the Directorate of Higher Education. The idea was found worth looking seriously. He stated that the Directorate of Higher Education has decided to constitute a committee in which there will be one chairperson, vice-chairperson and Principals of other Colleges as members. The teachers will be able to discuss and finalise on the length and breadth of the syllabus. There will be uniformity in the questions papers. This system is likely to be introduced from the academic year 2019-20.

The Principal requested Mr. Ashok Chodankar to brief the house about Common Examinations to be held in Government Colleges. Mr. Ashok presented the entire process before the house. He stated that this system will take care of all the loopholes prevailing the system.

8. **ISA and SEE** : With regard to ISA Mr. Ashok Chodankar, Convenor, Examination Committee requested the teachers to submit the mark lists by 18th March, 2019. He informed the house that the Semester End Examination will begin from 15th April, 2019. Therefore the SEE question papers should be submitted to the Vice Principal by 30th March, 2019.

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

9. **Preparation for the Next Academic Year** : A plan was mooted for some lectures of UG to be assigned to PG students of respective disciplines and supervised by the concerned UG subject teachers. If this works out, the same culture can be inculcated in the third year students. Plans were also afoot to go in for online admissions for the academic year 2019-20.

Action to be taken by the Co-ordinators of the PG Departments and Admissions Committee at the College level.

10. Under A.O.B. the Principal welcomed the newly joined faculty Dr. Shraddha Naik, Assistant Professor in Political Science. He further stated that few more teachers will join in the next academic year. Also few more posts will be filled if there is justifiable workload. The Principal informed the house that the second round of training the candidate aspiring to appear for the NET/SET will be organised by the Directorate of Higher Education shortly. He instructed the teachers to enroll for the same, take it seriously and get qualified for the post by clearing the test. He also informed the house that Ph.D. will be compulsory to the teachers in the University System therefore teachers should register themselves for Ph.D. at the earliest.

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 1.30 p.m.



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

Date : 09/03/2019.

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