

Govt. College of Arts, Science & Commerce, Sanquelim, Goa.

Minutes of the faculty meeting held on 10/11/2018 in the Seminar Hall

The Faculty meeting of Govt. College of Arts, Science & Commerce, Sanquelim for the month of November was held on 10/11/2018 from 10.00 a.m. onwards in the Seminar Hall. 65 faculty members (**list attached**) were present for the same.

The agenda for the meeting was as follows :

1. Briefing of the decisions taken at the Directorate of Higher Education in the monthly meeting of the Directorate held on 5th November, 2018
2. Plan of action with regard to the Course Outcomes and Programme Outcomes
3. Issues related to the ongoing Semester End Examinations
4. Completion of the process of submission of application to NIRF
4. Feedback on the Faculty Development Programme
6. Update on Short Term Certificate Courses
7. PTA Meetings scheduled on 5th, 6th and 8th December, 2018
8. Submission of the Annual Quality Assurance Report of the IQAC for the period 1st July, 2017 to 30th June, 2018
9. A. O. B. with prior written permission of the Chair

At the outset, the Principal, Dr. Gervasio S.F.L. Mendes welcomed the members of the house present for the meeting. The following points were deliberated upon :

1. **Review of the minutes of staff meeting held on 27th October, 2018** : The Principal had a quick review of the minutes of the staff meeting held on 27th October, 2018 and informed the house about the action taken at various levels.
2. **The Principal briefed the house about the decisions taken by the Directorate of Higher Education in the monthly meeting of the Directorate held on 05/11/2018 which are as follows:**

- The office of the Director DHE was informed about the initiative taken by the College IQAC to prepare the **Course Outcomes** of the courses offered in the even semesters at UG and PG level through the involvement of all the teachers and with the teachers who had attended the workshop on **Outcome Based Education (OBE)** designated as mentors. The Director appreciated the prompt initiative taken by the IQAC of Government College, Sanquelim. The Directorate of Higher Education has decided to conduct a workshop on 'Course Outcomes' for the Chairpersons and two members of Board of Studies of all subjects taught at UG level.
- The Principal informed the house that with regard to **e-waste management**, the Director informed the Principals to co-ordinate with Goa State Pollution Control Board.

The Department of Physics through its Head volunteered to take the responsibility and do the needful as per the procedure at the College level.



Action to be taken by Department of Physics at the College level.

- The Directorate has informed the Colleges that installation of CCTV and intercom can be taken up with GSIDC along with renovation of the building if any or else the Colleges can also write to the Directorate for administrative approval and the financial sanction for the purchase and installation of the same.

The Principal requested the Purchase Committee to study the matter with regard to the College, submit a proposal accordingly and to follow-up the same.

Action to be taken by the Purchase Committee at the College level.

- The Principal informed the house that the Directorate of Higher Education has framed a Scheme to provide financial assistance for organising State/National/International Seminars/Workshops/Conferences and Short Term Certificate Courses. He informed that two proposals are already sent to the Directorate of Higher Education, one for National Seminar by the Department of Economics and one for International Seminar by the Department of Hindi. All the other departments of the College were encouraged to submit the proposals under the said scheme. Teachers to go through UGC Website and the Websites of other agencies / accreditation bodies, look out for the schemes designed to provide financial assistance to organize Seminars/Workshops/Conferences etc. and to submit the proposals for the same.

Action to be taken by all the Departments at the College level.

- The Principal informed the house that the Directorate of Higher Education has planned a presentation sessions on 'Smart Classrooms' on 12th & 13th November, 2018 for the Principals and IQAC Co-ordinators of Government Colleges in Goa. He further stated that the training will be conducted in two phases i.e. one by the party setting up the smart classrooms and another by a team from IIT Mumbai once the smart classes are set-up. All teachers will have to attend the same without fail.
- The Principal informed the house that the Directorate of Higher Education has decided to **upgrade** and get the Websites of the Government Colleges in Goa **redesigned** at the level of the Directorate to ensure a better interface. A competition will be floated among the students in this regard. The best design will be selected from the same which will serve as a base design and the contract will be given to web designers by following due codal formalities.

3. **Plan of action with regard to Course Outcomes and Programme Outcomes :** The Principal stated that a soft copy of the Course Outcomes prepared by all the teachers of the College will be sent to the Directorate of Higher Education with a request to send the same to a third party for expert comments and shall be subsequently uploaded on the College Website for the benefit of all the stakeholders. The College IQAC has plans to conduct a workshop on the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) in the second half of the academic year 2018-2019 so as to strengthen the Teaching, Learning and Evaluation process in the College for the benefit of the students.

Action to be taken by the IQAC and all teachers at the College level.

4. **Issues related to the ongoing Semester End Examinations :** The Principal stated that 2 cases of **malpractice** are reported during the ongoing Semester End Examinations. He

instructed the concerned committee The CUMIC to deal with the matter as per the ordinances in force of the Goa University. He further instructed the Convener, Examination Committee to keep the said student's results in abeyance. It was also decided that the concerned students should be **counselled**.

Action to be taken by the CUMIC and the Examination Committee.

5. **Completion of the process of submission of application to NIRF** :The Principal stated that the last date for applying to NIRF is 30th November, 2018. The Principal stated that the College has decided to apply for the same by 15th November, 2018. Dr. Vanita Patil is pursuing the matter on behalf of the College.
6. **Feedback on the Faculty Development Programme** :The Principal congratulated the Staff Academy of the College headed by Ms. Rosalina D'Silva for organising the Faculty Development Programme on the topic 'Teachers as the Game Changers' on 2nd November, 2018.
7. **Update on Short Term Certificate Courses** : The Principal stated that two short term certificate courses are presently going on in the College and two courses are in the pipeline. Department of Hindi will be conducting its Annual Short Term Certificate Course in 'Typing Skills in Devanagari Script' in the month of December, 2018. The Principal informed the house that the teachers of Department of Konkani and Marathi had approached him with a proposal to conduct short term certificate course/workshop in 'Devanagari Typing'. They were advised to conduct on some other topic/subject in order to avoid repetition. The Principal informed the house that the Department of Konkani has approached the Directorate of Official Language, Panaji and the said Directorate has agreed to sponsor one course.
He reminded the members of the house that they should design the certificate course which will run for a minimum of 30 contact hours, which is as per the NAAC guidelines. The Principal also instructed the house to design objectives and syllabus for the certificate course, prepare course outcomes and take feedback from the participants at the end of the course.
8. **PTA Meetings scheduled on 5th, 6th and 8th December, 2018** : The Principal informed the house that the PTA Meetings are scheduled on 5th, 6th and 8th December, 2018. It was decided to keep three boxes in the office for students to get confirmation of their parents on the given sheet and drop in the said boxes. Mr. R. K. Tari, updated the house about the details of the number of parents who have given their confirmation to attend the meetings.
The Principal further stated that we could look at getting the said PTA registered. A proposal could be forwarded to the Directorate of Higher Education for financial assistance after the completion of the registration process.
9. **Submission of the Annual Quality Assurance Report of the IQAC for the period 1st July, 2017 to 30th June, 2018** :The issue of submission of the Annual Quality Assurance Report of the IQAC for the year 2017-2018 was discussed. All the teachers were requested to provide information which is to be included in the said AQAR.
10. **A. O. B. with prior written permission of the Chair** :
 - The Principal stated that some teachers refrain from doing supervision duties allotted to them in vacation in view of CAP duties. They fail to report for the supervision duty

at the last moment creating a panic situation in the College since there is no substitute teacher available during vacations. Any dereliction of duty in this regard in the future would be viewed very seriously.

- Teachers were instructed to note that that while submitting the details of the weekly 40 hours spent by them in the relevant Annexure, they should clearly bifurcate the hours spent in College and at another specific place/s in case of time spent at two or more places for a particular activity.
- Mr. Sharat Jamkhadi in-charge of Prospectus for the year 2019-2020 was requested to work on the new Prospectus and the teachers were requested to provide inputs if any, which could be included in the Prospectus and Admission Forms.

The meeting ended with the closing remarks by the Principal at 11.05 a.m.



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

Date :10/11/2018.

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