

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

Minutes of the Staff Meeting held on 27/07/2019 in the Seminar Hall

The Staff Meeting of Government College of Arts, Science & Commerce, Sanquelim for the months of June 2019 and July 2019 was held on 27th July, 2019 from 1.45 p.m. onwards in the Seminar Hall. 81 faculty members were present for the same. (List enclosed).

The agenda for the meeting was as follows :

1. Admissions for academic year 2019-20
2. Review of the Results of T.Y.B.A./B.Sc./B.Com. Examination, April 2019
3. Reports of the Committees for the Academic year 2018-19
4. ISA and related matters
5. Plan for the academic year 2019-20
6. Orientation Programme for newly appointed teaching staff
7. P.T.A. Meeting
8. ISA Certification process
9. Elections to the Students' Council
10. 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 along with the newly joined faculty and requested them to put their hands to the common wheel.

An overview of the decisions taken in the staff meeting held on 9th March, 2019 was taken.

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, to mail the information at the earliest in order to meet the deadline.

2. **Admissions for academic year 2019-20** : While speaking on the admissions for the academic year 2019-20, the Principal thanked the Admission Committee especially the teachers who worked on lecture basis in the academic year 2018-19, for rendering their valuable services. Mr. Anil Karambelkar, Vice Principal and Convenor of Admission Committee stated that the admission is done on the basis of reservation policy and on merit. He informed the house that admissions were closed on 17th July, 2019. He shared the data pertaining to the number of students admitted in each class.
3. **Review of the Results of T.Y.B.A./B.Sc./B.Com. Examination, April 2019** : While taking a review of the Results of T.Y.B.A./B.Sc./B.Com. Examination, April 2019, the Principal congratulated the departments for getting good results. The Principal informed the house that the PG results are awaited. He further stated that a delegation of the students who were not allowed to take admission for Third Year because they had backlog of papers to be cleared, were expecting him to write to the Goa University. The Principal said that it would not be proper on his part to write against the ordinances in force of the University.
4. **Reports of the Committees for the Academic year 2018-19** : With regard to submission of the reports of the Committees for the Academic year 2018-19, the

Principal instructed the Convenors of various Committees constituted for the academic year 2018-19 to submit the reports of the work done/activities conducted to the office at the earliest. A report has to be submitted even if it is a nil report.

Action : All the Convenors

5. **ISA and related matters** : With regard to ISA and related matters, Mr. Ashok Chodankar, Convenor, Examination Committee informed the house that the first ISA will be held from 29th July, 2019 to 3rd August, 2019 and the second ISA will be held from 16th September, 2019 to 21st September, 2019. He instructed the teachers to inform the students about the mode of ISA well in advance and conveyed to them not to change the mode at the last moment. He further stated that no teacher should send the student out for arriving late for the ISA. He said that every teacher should maintain the decorum of the examination. If a student fails to appear for the ISA because of illness he/she should give an application specifying the reason within 3 days from the date of joining the College. The said student will be allowed to answer repeat ISA if the case is found to be genuine.

Action : All the faculty members

6. **Plan for the academic year 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 instructed the teachers to submit their teaching plans at the earliest.

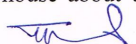
Action : All the faculty members

7. **Orientation Programme for newly appointed teaching staff** : An Orientation Programme for newly appointed teaching staff was mooted to share the essence of work culture with the newly joined teachers.
8. **P.T.A. Meeting** : The Principal informed the house that the P.T.A. Meeting will be held on 13th August, 2019 in the afternoon. He requested all the teachers to attend the said meeting in the larger interest of the students.

Action : Convenor and Members, PTA Committee and all the faculty members

9. **ISA Certification process** : The Principal also informed the house that the Director, Directorate of Higher Education has decided that the Government Colleges should go for ISO Certification. The Principal along with IQAC Co-ordinator and the in-charge for ISO Certification process Ms. Preeti Pednekar attended a session organized by the Directorate of Higher Education. He appealed to the teachers to extend their whole hearted co-operation for the same.

Action : All the faculty members

10. **Elections to the Students' Council** : The Principal stated that the Elections to the Students' Council – UCRs/UFRs will be held on the date specified by the Goa University. He appealed to the teachers to extend their services in conducting the election in a democratic manner. Mr. Prashant Bhonsle, Convenor, Students' Welfare Committee briefed the house about the applications received from the students for contesting the election. 

Action : SWC Committee and concerned teachers

11. Under A.O.B. the Principal informed the house that maximum 22 students are allotted to each teacher under mentoring scheme. The teachers should meet their mentees and provide guidance with regard to discipline, study, attendance, behavioral aspect etc. He further stated that the teachers should discuss academic calendar with the students which includes course content, setting of the goal, ISA and SEE examination, time management, meeting family and society expectations, participation in the sports, co-curricular activities, examination pattern, placement, library and other facilities.

Action : All the faculty members

The Principal congratulated the SIP committee for conducting the SIP successfully. He requested them to continue with the programmes as decided by the IQAC. The Principal also appreciated the work done by Mr. Nilesh Natekar, Convenor, Attendance Committee during the academic year 2018-19.

The Principal informed the house that a full-fledged Accountant will be appointed soon. It was hoped that all the matters pertaining to finance would be resolved once the Accountant joins the College.

The meeting ended with the closing remarks by the Principal Dr. Gervasio S.F.L. Mendes at 2.45 p.m.



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

Date : 27/07/2019.

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