

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

Minutes of the faculty meeting held on 27/10/2018 in the Seminar Hall

The Faculty meeting of Govt. College of Arts, Science & Commerce, Sanquelim for the month of October was held on 27/10/2018 from 12.15 p.m. onwards in the Seminar Hall. 71 faculty members were present for the same.

The agenda for the meeting was as follows :

1. Briefing of the decisions taken by the Directorate of Higher Education in the monthly meetings of the Directorate
2. Issues related to the ongoing Semester End Examinations
3. Submission of application to NIRF
4. Committees for NAAC
5. Faculty Development Programme
6. Short Term Certificate Courses
7. PTA Meetings
8. 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 discussed :

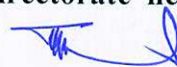
1. **Review of the minutes of staff meeting held on 29th September, 2018** : The Principal had a quick review of the minutes of the staff meeting held on 29th September, 2018 and action taken and informed the house about the action taken at various levels.

The Principal informed the house that a 10 member delegation from Goa had attended DIDAC India Conference on Education to be held at Pragati Maidan, New Delhi from 4th to 6th October, 2018. He stated that more such study visits would be organized by the Directorate to ensure better exposure to the faculty to Bangalore, Mumbai or Delhi.

The Principal congratulated Mr. Prashant Bhonsle and his team for the smooth conduct of the UCR and UFR Elections.

The Principal informed the house that as per the directives from the Directorate of Higher Education the activity was planned in the College consisting of a cleanliness drive in the premises and a Mashaal Rally in Sanquelim town on 1st October, 2018 in view of celebration of 150th Anniversary of Gandhi Jayanti. In view of the same, and in lieu of the activities planned on the eve of Gandhi Jayanti, the College had remained closed on 2nd October, 2018 All the teaching and non-teaching staff members were directed to undertake the cleanliness drive and to take part in the rally without fail. Few teachers failed to comply with the given instructions. The Principal stated that he will be sending the compliance report to the Director, Directorate of Higher Education.

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 01/10/2018 which are as follows:**



- Before uploading the final data for NIRF 2019, the Directorate will hold a workshop for the College Principal's, IQAC Co-ordinators, NAAC Co-ordinators and the NIRF Nodal Officers on uploading the College data. Every data should get the final data sheet approved by the Directorate before uploading. The data pertaining to the total expenditure has to be accurate and has to be collected from the Accounts Section of the Directorate. CSR spending, donations, sponsorships, etc. received alongwith other normal expenditure should also be included.
- The Directorate of Higher Education, appreciated the efforts of Dr. Purnakala Samant, Principal, Dr. Bina Vernekar, Associate Professor of Chemistry and Dr. Rajashri Mordekar Assistant Professor of Chemistry of Government College of Arts, Science and Commerce, Khandola-Goa, towards raising of funds from Syngenta Biosenses Pvt. Ltd., for establishment of Post Graduate Chemistry Laboratory worth Rs. 20.50 lakhs under Corporate Social Responsibility programme of the respective industry.
- It was decided to have Department of Internal Quality Assurance in addition to Departments of Teaching, Learning and Educational Technologies, Research and Innovation in Margao, Pernem and Khandola Colleges.
- The Government Colleges of Margao, Pernem and Khandola will go for NAAC during the first phase.
- In order to give better exposure to teachers, the Directorate will send the selected teachers alongwith Principals to Colleges in Bangalore with high NAAC score. These Colleges are expected to identify the best practices of those Colleges in Bangalore and replicate the same in their own institutions in Goa.
- Whenever College is conducting any workshop on NAAC, they should invite Resource Persons from Colleges with NAAC score of 3.51 and above.
- Since most the Colleges website are not upto the mark, therefore the Directorate has decided to float tender for developing new website for all Government Colleges.
- The Colleges were told to conduct regular staff meetings and the minutes to be forwarded to the Directorate. It was also decided to upload the minutes of the staff meeting with action taken report on the college website.
- The Colleges were instructed to develop mechanism to find out the employment status of passed out students.
- With regard to e-waste management, the Director informed the Principals to co-ordinate with Goa State Pollution Control Board.
- Under RUSA, land has been identified for construction of hostels at Government Colleges Quepem, Khandola and Sanquelim. In case, the possession certificate of land is not traceable, the Principal can submit an affidavit on Rs.50/- stamp paper.
- The Director informed that installation of CCTV and intercom can be taken up with GSIDC alongwith 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.



3. **Issues related to the ongoing Semester End Examinations** : Shri. Mahendra Gosarwadkar instructed the teachers to collect and submit their answer papers in time. He cautioned the teachers not to use whitener for rectifying errors taken place in the marks sheets. He stated that some mechanism can be devised to stop the students from coming for examinations without ID cards.

The Principal stated that some teachers refrain from doing supervision duties allotted to them in vacation in view of CAP duties. He said that such cases will be taken seriously.

4. **Submission of application to NIRF** : The Principal requested Dr. Vanita Patil to address the issues pertaining to uploading the data for the same. Dr. Vanita Patil asked the members of the house to submit the data pertaining to the strength of the students, students placement, students pursuing higher studies, faculty details by 8th November, 2018, the last date for applying is 30th November, 2018. She stated that most of the data is taken from AISHE.
5. **Committees for NAAC** : The Principal stated that he had instructed the faculty to go through the NAAC website for the updates in the criteria for NAAC re-accreditation and to volunteer themselves to be incharge of those committees in which they wish to work by 10th October, 2018. Since the names are not received, the committees will be constituted at his end. By the time the teachers resume their duties after the vacation, the sub-committees for NAAC would be in place.
6. **Faculty Development Programme** : The Principal instructed the house to participate in the Faculty Development Programme which is scheduled on 2nd November, 2018 in the College.
7. **Short Term Certificate Courses** : The Principal stated that few short term certificate courses may be conducted to bridge the gap in the syllabus and to make students ready for the job market. He appealed to the teachers to avoid repetitions in the conduct of the Short Term Certificate Courses. He informed the house that the Department of Hindi has been organizing short term certificate course in 'Devanagari Typing' since last few years. Therefore when teachers of Department of Marathi and Konkani approached him with a proposal to conduct short term certificate course/workshop in 'Devanagai Typing', they were advised to conduct on some other topic/subject. He informed the house that the teachers should design the course which will run for minimum 30 contact hours, which is as per the NAAC guidelines. Dr. Agnela Dias enquired whether the resource person of the course needs to have certificate in the said area, to which Principal mentioned that it is not mandatory. He said that funds for the conduct of the course may be either raised from registration fees or from outside agencies.
8. **PTA Meetings** : 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. The Principal instructed the teachers to be present for the said meetings. He appealed to the teachers to be courteous while interacting with the parents.

The Principal informed the house that he has been receiving excellent feedback of some teachers from students. There were also complaints received from the students about

some teachers not following the teaching plan. He urged these teachers to strictly follow the teaching plan and to be fair to the students.

9. Since there were no issues to discuss under A.O.B., the meeting ended with the closing remarks by the Principal Dr. Gervasio S.F.L. Mendes at 1.15p.m.



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

Date : 27/10/2018.

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