

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

Minutes of the Staff Meeting held on 30/01/2019 in the Seminar Hall

The Staff Meeting of Government College of Arts, Science & Commerce, Sanquelim for the months of December 2018 and January 2019 was held on 30th January, 2019 from 1.45 p.m. onwards in the Seminar Hall. 75 faculty members were present for the same. (List enclosed).

The agenda for the meeting was as follows :

1. Academic Plan for the Even Semesters
2. Issues related to ISAs
3. Review of the progress of Smart Classrooms
4. Research Centres
5. Organisation of Seminars, Workshops, Conferences and Short Term Certificate Courses
6. Feedback on PTA Meetings held on 5th, 6th and 8th December, 2018
7. Feedback on submission of the Annual Quality Assurance Report of the IQAC for the year 2017-2018
8. 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 and extended the new year wishes. He then took up the overview of the decisions taken in the staff meeting held on 10th November, 2018.

2. The Principal requested Mr. Sanjay Jahagirdar, Associate Professor in Physics to look into the matter of disposal of e-waste at the earliest.

He requested Mr. Anil Karambelkar, Vice Principal to take holistic view with regard to CC TVs.

With regard to 40 hours workload, the Principal stated that teachers need to show the bifurcation of the hours spent in College and elsewhere.

**Action to be taken by Mr. Sanjay Jahagirdar, Associate Professor in Physics,
Mr. Anil Karambelkar, Vice Principal and the Faculty at the College level.**

3. The Principal made a few announcements about some of the initiatives of the Directorate of Higher Education and other institutes which are as follows :

- The Principal informed the house that the Directorate of Higher Education has come out with a staffing pattern under which the College will get its staff recruited at various levels like Office Superintendent, Head Clerk etc. Recruitment of teachers will be done by the Goa Public Service Commission shortly for the academic year 2019-2020.
- The Principal informed the house that the Directorate of Higher Education has taken an initiative to install Dispensers and Incinerators in Girls' washrooms in all Government Colleges by February 2019.

He mentioned that the College has requested for an appointment of an Electrician and a Plumber in the College. The said proposal is under process. He appealed the teachers to educate the students about the proper usage of the washrooms.

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

- The Principal informed the house that the Salgaonkar Institute, Margao is organizing 'Personality Development' Course under the Finishing school concept which will train the participating students to appear for the interviews etc. He requested the teachers to motivate the students to enroll for the said course.

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

- The Principal informed the house that under new guidelines of Election Commission of India an Executive Committee under Voter Awareness Forum (VAF) will be formed. This Committee needs few more members. Interested teachers may give their names. This Committee will conduct awareness programmes throughout the year.

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

4. **Academic Plan for the Even Semesters** : With regard to the Academic Plan for the even semesters, the Principal informed that the Department of Hindi had submitted the teaching plan for both odd and even semesters well in advance. The Departments of English and Geology have submitted the same for even semesters. He requested the teachers of other Departments to adhere to the instructions and submit the soft as well as hard copy of the teaching plan at the earliest.

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

The College IQAC may move a proposal to the Directorate of Higher Education to conduct a workshop on 'Preparation of Teaching Plan'.

Action to be taken by the IQAC of the College.

He further mentioned that the Directorate of Higher Education has conducted Academic Audit for Damodar College, Margao, GVM's College, Ponda and Government College, Margao. The same will be conducted for this College at any given point of time.

The Principal informed the house that the Directorate of Higher Education, Government of Goa has come with circular to organize Faculty and Student Development Programme (a Three Day Intensive Workshop) for the teachers and students of the College. The College IQAC took the initiative to collaborate with the said office in organizing the said programme. The IQAC has already sent a proposal to the concerned office. The said workshop will be held on any of the Friday, Saturday and Sunday in the month of February, 2019.

Action to be taken by the IQAC of the College.

5. **Issues related to ISAs** : With regard to the conduct of ISAs, Ms. Varsha Sail and Dr. Jyoti Sawant mentioned that the seating arrangement was not adequate for the Students of the Science Stream. Mr. Ashok Chodankar requested the teachers to submit ISA mark sheets on or before the date specified in the notice. The Principal instructed the teachers to take ISA seriously like that of any other examination.

6. **Review of the progress of Smart Classrooms** : While taking review of the progress of Smart Classrooms, the Principal informed the house that the same will be set up by 31st March, 2019. One virtual classroom will be set which will be connected to other Colleges for real time interaction. The training programme will be conducted by the Directorate of

Higher Education in collaboration with the College IQAC in two phases to familiarize with the equipment and have hands-on-experience.

Action to be taken by the IQAC of the College.

7. **Research Centres :** The Principal informed the house that the Department of Economics and Hindi had applied to the Goa University for setting up Research Centre. The Cluster of few Colleges all over Goa is already done for both the subjects in which this College will be the lead college.
8. **Organisation of Seminars, Workshops, Conferences and Short Term Certificate Courses :** Speaking on the organisation of Seminars, Workshops, Conferences and Short Term Certificate Courses, the Principal informed the house that the PG Department of Economics and Hindi had submitted the proposal to the Directorate of Higher Education for approval and financial assistance to organize National Conference and International Seminar respectively. The same is approved and Department of Economics is organizing a National Conference in the month of March, 2019 and PG Department of Hindi will be organising an International Seminar in the forthcoming academic year. He solicited the wholehearted co-operation from all the teachers in this regard. He appealed to the teachers to give their names to work in the committees of their choice for the National Conference by 1st February, 2019. He further stated that few more departments may submit their proposals for the same in the next phase.

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

The Principal congratulated the teachers for conducting Short Term Certificate Courses. He stated that some of the courses are self-financed and appealed to the teachers to raise the necessary finances for the conduct of the said courses from the beneficiaries themselves.

9. **Feedback on PTA Meetings held on 5th, 6th and 8th December, 2018 :** The Principal stated that the PTA meetings were held successfully on 5th, 6th and 8th December, 2018. He further stated that he would like to put it on record his sincere thanks to those teachers who made it appoint to attend the meeting. He said that the teachers were given an option to attend any one of the meeting, in case they can't make it for the meeting of a respective stream to which they are directly associated with as far as teaching is concerned, yet some teachers out rightly disobeyed the orders by not attending the meeting, which is an act of indiscipline and will not go unnoticed. The Principal said that some modalities need to be worked out to ensure parent's participation. He further stated that the PTA meeting of PG students also needs to be conducted.
10. **Feedback on submission of the Annual Quality Assurance Report of the IQAC for the year 2017-2018 :** The Principal congratulated Dr. Soniya Sirsat, Director, IQAC for preparing and uploading the AQAR for the year 2017-2018 well in time. The Principal informed the house that once the AQAR is sent to NAAC it remains frozen. No information can be added to the same subsequently. Therefore we need to give proper data in a given period of time. He appealed to the teachers to keep proper record of all the activities conducted, maintain documentary evidences and submit the same to the IQAC for official records and for inclusion in the AQAR.

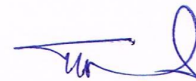
Dr. Shankar Naik, Assistant Director (Academics), Directorate of Higher Education briefed the house about the prototype of SSR. He stated that the SSR has seven criteria and 31 key indicators. One teacher can be given one key indicator. The task of the concerned teacher is to collect information on the respective key indicator and submit to the teacher in-charge of the respective criterion. Once information pertaining to all key indicators of a particular criterion is collected, the teacher in-charge may sit with IQAC, Director to discuss and finalise the same. This process may be repeated for all five years.

Dr. Shankar informed the house that the Director would appreciate if the teachers of Government Colleges create their own MOOCs. The process of buying server for the said purpose is in the process. The Studios set up in the Goa University and the Department of Art & Culture can be used for the said purpose.

He informed the house that the Director, Higher Education has decided to have common question papers for First and Second Year Students from the next academic year.

The Principal stated that the College has to ready itself to take up the challenge to make positive and perceptible impact on the learners.

The meeting ended with the closing remarks by the Principal Dr. Gervasio S.F.L. Mendes at 3.00 p.m.



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

Date : 30/01/2019.

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