

**MINUTES OF STAFF MEETING
HELD ON 2ND FEBRUARY 2020 AT 2.00 PM**

Agenda of the Meeting:

- Attendance
- National Level Seminar
- Result –Sem V
- Examinations
- TY-Project
- Events of the month
- NAAC/RUSA
- AOB

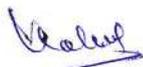
The Principal welcomed the staff to the monthly meeting.

Dr.Kissan Gauns Dessai was congratulated for being awarded the Doctorate Degree by the Goa University.

Semester V Results:The Results of the Semester V Examinations held in October 2019 were analysed. The Principal informed the members present that the pass percentage at the was 53%. He opined that efforts should be directed towards securing at least 85% passing percentage in each subject.

He also mentioned that in all likelihood a new Examination Committee will be constituted prior to the even semester examinations.

TY Project:It was decided to conduct the Project Viva in the 2nd week of March 2020. 25th February was fixed as the last date for submission of Project Reports by the TY Students. The Principal informed the staff guiding projects to submit two Project Reports –one should be a hard copy and the other spiral bound which would returned to the Project Guide. The Principal also requested the project guides to ensure that the Project Title is the same as the one sent to the Goa University at the start of the semester. The teachers also brought to the attention of the Principal that they are yet to receive last years teacher copy of the project report from the office. The Principal also gave instructions vis-à-vis Project Marksheets. He informed the guides (1) enter the internal project marks in advance (2) mark the student absent in the external marksheet if he/she is not


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present for the viva (a) Mark absent and don't assign any marks if the student is not present at all.

Attendance: The issue of lack of student attendance in class was discussed at length. The Attendance Committee In-Charge was asked to ensure that notices are issued to students who fail to meet the 75% attendance norms.

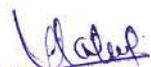
Vis-à-vis January months attendance, Dr. Rohita Kamat brought to the attention of the Principal that the committee is yet to receive the hardcopies of the attendance records from all staff members. Further, condonations for attendance have also not been received. Staff were asked to co-operate. She assured that the attendance record for the month of January will be ready by 6th February.

Dr. Elizabeth J Henriques updated the members present on the status and preparations towards the One Day National Seminar being organised in association with the Directorate of Higher Education on the 7th of February. She requested the Principal to reduce lecture timings to half an hour on the day of the seminar which request was accepted.

Events planned for the month:

1. Dr. Fatima D'Souza informed that the All Goa Mando Competition will be organised on the 13th of February.
2. Dr. Elizabeth Henriques informed that a lecture on the analysis of the Budget 2020 will be organised. The same will be kept open for the staff as well.
3. PTA meeting
4. Ms. Rupali Sangodkar informed that the Inter Collegiate Cultural event Abhudhay will be organised on the 21st and 22nd of February 2020.
5. An industrial trip has also been planned in February.

The Principal informed that the Vice Chancellor is most likely to visit the campus.


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