

## **Minutes of the Meeting held on 19<sup>th</sup> October 2022**

The Staff Meeting began at 1 p.m. in the Seminar Hall. The Meeting commenced with Ms. Tanvi Keny reading the Minutes of the previous Meeting.

Ms. Anagha, the Lab Assistant, informed the Principal that two of the UPS and four LCD projectors were not working and are sent for repairs. Mr. Devendra Patil informed the Principal that the Proposal to get the Smartboards repaired has been sent to the DHE for approval. The cost for repairing would be around Rs.16000/, he said. The Principal asked him to contact the Globus agency in Goa as the AMC has been given by them.

Dr. Fatima informed the Principal that one of the PCs (out of 20) from the Commerce Lab had to be repaired. A Proposal to replace the PC has gone to the DHE months ago. The Principal asked Ms. Anagha to send a fresh Proposal to replace the PC.

### **Examinations**

Dr. Kisan informed the Principal that the Odd SEE will commence on the 16<sup>th</sup> of November 2022. The format for setting up Question papers is mailed to the teachers and the last day for receiving the papers is the 4<sup>th</sup> of November. The Question paper will also have another template in accordance with Bloom's Taxonomy. The Notice for Backlog papers is also put up on the Notice Board, he added. Dr. Kissan informed that the IAIMS portal is to be used for the 2021 and 2022 batches for result processing and generating results. As such he requested teachers to complete the ISA marks entry using IAIMS portal by 01/11/2022. Dr. Kisan also informed that the existing Examination software is to be used for 2020 batch and prior.

Ms. Lily informed that 111 students have registered for the TY examinations and one amongst them has not paid the fees but has registered. He has not answered his ISA also. The Principal mentioned that the students who have not answered their ISAs should not be allowed to answer their SEE.

### **Programmes for the month**

20/10/2022 - Akash Kandil & Diya painting Competitions organised by Student Council

21/10/2022 - *Consumer Fest* organised by Consumer Cell

22/10/2022 – *Identifying Sexual Harassment through Body Language* organised by ICC

22/10/2022 – *First Aid: During an Emergency* organised by Economics Department

22/10/22 – Drawing workshop for Aanganwadi students adopted by the College under the NEP

## **NAAC**

Dr. Elizabeth informed the Principal that the DVV verification process is going on and the Team has made some changes. They have considered only the FY enrolment and the salary figures include only the Audited statement. She also mentioned that a lot of probes have no change. We are expecting a notification for pre-qualification after which the College will have to pay an amount of Rs. 59000/and make preparations for the NAAC visit.

The Principal enquired about Committees about the Peer team visit preparations. Alroy mentioned that he has contacted the Goa Miles and the Principal asked the Committee to also enquire with GTDC as that too would be a good option. Dr. Fatima, Convenor of the Reception Committee said that their Committee is also looking into the transport for the Peer team members.

Ms. Pooja informed the Principal that students who are involved in the cultural programmes for the NAAC visit are not ready to wait beyond College hours for the practices. The Principal said that from the 30<sup>th</sup> of October they can practice from 12.30 to 1.45 pm and they will be permitted by the respective subject teachers. Dr. Elizabeth also mentioned that some professionals are coming to train them.

With regards to the vertical garden, the Principal asked Dr. Kissan to convene a meeting with the contractor. The Principal also instructed Dr. Elizabeth to suggest the plants to be planted in the vertical garden as she is having good knowledge of plants. Dr. Kissan informed that he already convened a joint meeting with the contractor, Dr. Elizabeth, and Mr. Devendra and as per the contractor again new plants are planted by him as per their suggestions.

The Principal also mentioned that the painting of the College building will be soon commence.

## **Discipline Committee**

The Principal mentioned that the gates will open till 8.40 am and also asked the teachers having the first lecture to keep the doors open until 8.45 am. He asked the Discipline Committee Convenor to take a new Notice.

## **AOB**

Mr. Jonlen informed the Principal that the PA system on which he played the National Anthem every morning is under repair. The Principal replied that everything will be put in place.

Ms. Pooja asked the Principal to declare one day of the month for Mentoring. He replied that the first Monday or the third Saturday could be a day for Mentoring.

Ms. Tanvi, the Attendance Committee Convenor, informed the Principal that Mr. Devendra Patil has developed an attendance programme using which it is easier to find out the students having less than 75% attendance.

The Meeting ended at 2.30 pm.



Prof.(Dr.) Filipe Rodrigues e Melo  
Professor and Principal

**PRINCIPAL**  
Govt. College Of Commerce & Economic  
BORDA, MARGAO, GOA