The following Gazetted/Non-Gazetted teaching staff members are requested to put their initials against their names for having attended the meeting on 16th September 2018 (Weekly Meeting) in the Seminar Hall.

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<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Teaching staff</th>
<th>Signature</th>
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<tbody>
<tr>
<td>1</td>
<td>Dr. Gajanand V. Madiwal, Principal Associate Professor in Commerce</td>
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<td>2</td>
<td>Dr. Maria Fatima De Souza, Associate Professor in Commerce</td>
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<td>3</td>
<td>Mr. Miguel A.B.P.C. Martins, Associate Professor in Mathematics</td>
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<td>4</td>
<td>Dr. Elizabeth J. Henriques, Associate Professor in Economics</td>
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<td>5</td>
<td>Ms. Aruna Prabhudesai, Assistant Professor of Commerce</td>
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<td>6</td>
<td>Mr. Siddhesh Kesarkar, College Director of Physical Education</td>
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<td>7</td>
<td>Mr. Lily Endro, Assistant Professor of Commerce</td>
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<td>8</td>
<td>Ms. Vinita Kandolkar, Assistant Professor of Commerce</td>
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<td>9</td>
<td>Mrs. Rupali Sangodkar, Assistant Professor of Commerce</td>
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<td>10</td>
<td>Ms. Lizanne Edward Fernandes, Assistant Professor of Commerce (Accounting)</td>
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<td>11</td>
<td>Dr. Monica Patil, Assistant Professor in English</td>
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<td>12</td>
<td>Dr. Rohita Karnat, Assistant Professor of Economics</td>
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<td>13</td>
<td>Ms. Chaitali More, Assistant Professor in Computer Science</td>
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<td>14</td>
<td>Ms. Praver Taylor, Assistant Professor in Commerce (Accounting)</td>
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<td>15</td>
<td>Assistant Professor of Geography &amp; Environmental</td>
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<td>16</td>
<td>Allen Macedonhas, Counsellor</td>
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Minutes of Staff Meeting Held on 19th June 2018 at 12.30 PM in the Conference Hall

Agenda of the Meeting:

1. Timings of college for Teaching Staff
2. Review of Academic Year 2017-18
3. Result/Exam Review of 2017-18
4. Subjects/Workload
5. Time Table
6. MOU
7. Leaves
8. Attendance
9. Seminars and Workshops
10. I Cards
11. AOB

The meeting began with the Principal welcoming all the faculty members to the new academic year. The newly joined staff on contract basis introduced themselves.

The Principal informed the staff that in view of the recent circular received from the Directorate of Higher Education, the timings for the teaching faculty will be from 8.15 am to 3.15 pm. A clarification has also been sought from the DHE whether the 7 hours timings are inclusive of lunch break.

With respect to student attendance it was decided to inform the students at the start of the academic year itself about the 75% attendance requirement norms which are to be complied with. Medical cases will be considered with empathy. Each subject teacher was asked to maintain hard copies of attendance. Remission in attendance of students needs to be done at the end of each month. Teacher-in-charge of class attendance will have to call the parents of students failing to meet the 75% attendance requirement and take a bond from them.
The Principal asked the teachers to ensure discipline in the college. After discussions and deliberations on mobile usage by students in the college, it was unanimously decided that students will not be allowed to use mobile phones in the classroom unless the concerned subject teacher has asked them to do so as a part of course study. If a student is caught using a mobile in the class, the same will be confiscated by the teacher who will make a letter to that effect and submit the same in the college office. A fine of Rs. 500/- will be imposed and challan issued for the same as a deterrent.

However, it was also decided to send an sms to the parents/students informing them about this decision prior to the implementation of the same. The Principal also called upon the teachers to keep the students informed of the same.

The Principal informed the staff that in order to reign in discipline, the college gates will be closed at 8.30 am. Students will also not be permitted to leave the campus during college hours. Any student desiring to do so will have to note the same in the register kept for that purpose.

The Principal brought to the attention of the staff present that the results of the semester VI examinations has been analysed subject wise and will be made available to the teacher concerned for perusal and necessary action. Reasons for the decrease in the pass percentage in semester VI were discussed and deliberated upon.

The Principal also elaborated on the procedure to report cases of copying and malpractices during examinations. If a student is caught copying, the Junior Supervisor will in the initial instance confiscate the answer book and provide the student with a new answer book and prepare a report. The student will also have to submit a report in the presence of the examination committee. Both of the reports will then be forwarded to the Goa University for necessary action.

Ms. Arya Prabhudessai informed that the workload distribution has been done and subject have been allotted to the teachers. Dr. Fatima queried about Economics being offered as a sole paper with no options offered to students in GE-4 and opined that the Principal being from the Commerce stream needs to
protect the interest of the commerce department. The Principal made it known that the decision to provide for Economics as an exclusive generic paper was in consonance with the BOS/Principals forum.

The Principal asked the Time Table in-charge Ms. Rupali Sangodkar to allot lectures for sports and Counselling. It was also decided to schedule remedial classes for students after 1 p.m.

With respect to Leave, the Principal asked the staff to submit their leave applications in advance as also to inform him of the same.

Dr. Elizabeth Henriques informed the staff of the recent MoU signed with the Centre for Incubation and Business Acceleration (CIBA) and the activities that will be conducted as a result of the same.

The Principal informed that individual staff members will be given charge of implementation of the MoUs.

The Principal kept the staff posted on the progress made with respect to the procurement of a college bus. Dr. Fatima informed of the developments that had taken place in the same regard during her tenure.

The Principal noted that teachers who are desirous of attending workshops/seminars will have to make an application to the Principal who will forward the same to the DHE on processing for its NOC. Reimbursement of registration fees is subject to the NOC from the DHE.

The Principal also assured that teachers will be given an equal opportunity to attend Orientation/Refreshers.

The staff were informed by the Chair that:

✓ Teachers will have to submit their Annual Confidential Reports along with a file of their activities/programmes conducted for the academic year as supporting document.
✓ Identity cards will be issued to the teachers who will have to wear the same.

✓ Teachers should continue to follow last year’s committee list till the new list is prepared and circulated.

✓ Setting up of a ST Research Cell.

✓ One of the 9 classrooms available will be allotted to the library. Updation of the library has also been planned.

✓ A list of discretionary holidays will be prepared and sent to the DHE in advance.

It was suggested that quotations be invited for the canteen facility.

It was suggested and decided that all teachers will bring along drafts of vision and mission statements. The same will be discussed and a new vision and mission statement for the college will be finalized in keeping with the suggestion made by the DHE and other experts attending the NAAC meeting on 28th April 2018.

The need for better toilet facilities for the teaching faculty in lieu of the increased work time was brought to the attention of the Principal. It was decided that one of the disabled friendly toilets on the second floor be reserved for the teachers.

Dr. Fatima enquired about the soft garden. The Principal replied that there was objection to the same given the space constraint.

The problem of non-availability of parking space for staff and students was discussed at length. Dr. Fatima spoke of the initiatives taken during her tenure to address the same. The Principal informed the staff that a file has been sent to the government for purchase of land from the private land holder.