

## **Minutes of the Meeting held on 23<sup>rd</sup> November 2022**

The Staff Meeting began at 12.45 p.m. in the Seminar Hall. The Minutes of the previous Meeting were approved. The Principal read out the highlights of the Minutes of the previous Meeting and began the Meeting.

### **NAAC**

Dr. Elizabeth informed the Principal that the NAAC Peer team visit may tentatively happen in the last week of January or the first week of February 2023. The Principal requested all the staff members to put in their 100% and complete all the tasks based on observations made by the Director immediately. He said that if needed we might have to work extended hours. Dr. Elizabeth informed the staff members that based on the Directors inputs during his visit on 16<sup>th</sup> November, the teachers will be assigned duties to complete the tasks. The staff was orally informed about the same and the order would follow shortly.

Dr. Elizabeth also mentioned that the tasks which are assigned are the immediate ones and the earlier committees which were constituted for the NAAC-related work will continue with their duties. Dr. Elizabeth informed the Principal that an amount of Rs. 2,36,000/- has to be made towards the NAAC visit. The College has to suggest three sets of dates to the NAAC out of which they are going to select one for the purpose of their visit. The dates provided have to be after 30 days from the day of the second payment.

The Criteria Incharges have to keep the DVV clarification files in the IQAC room. The modified SSR is uploaded on the College website. Dr. Elizabeth informed that our College has prequalified for NAAC accreditation and has scored well on many of the matrixes. She also suggested that the teachers can ask ten students, preferably their mentees to get their parents for the Peer team meeting with the stakeholders.

### **Examination**


Dr. Kissan informed the Principal that 29<sup>th</sup> November will be the last day of the Semester End Examinations. The deadline for paper submission will be 5th December 2022. He also mentioned that the marks entry on the IAIMS portal has to be completed by the teachers and that teachers should take care not to make mistakes for the same. He informed the teachers to give their feedback on the IAIMS portal and also ask students to do the same as there was a very poor response by students during the last academic year.

**AOB**

Ms. Pooja enquired with the Principal about the availability of musical instruments in Pernem College for the purpose of cultural programmes during the NAAC team visit. The Principal replied that he would find out about the same. The Principal also asked Prof. Martins to contact the Directorate of Information for portraits of National leaders.

Staff members were also asked to update their OBE sheets for this Semester.

The meeting ended at 2 pm.

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

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