

**MINUTES OF STAFF MEETING  
HELD ON 31<sup>ST</sup> OCTOBER 2020 AT 1.00 P.M**

A meeting of the staff was called in view of the forthcoming visit of the officials of the Directorate of Higher Education on the 3<sup>rd</sup> of November 2020.

The Principal informed the staff present at the meeting that the officials of the DHE were supposed to be visiting the college in the month of February for the purpose of forming certain committees of the college. However, the visit could not fructify due to the lockdown.

He further informed the staff that in the interim period he had prepared the list of the Committee In-charges and sent the same to the office of the Directorate of Higher Education. The said List of Committees, however, was not confirmed by the Office of the DHE.

The Principal briefed the staff with respect to the scheduled visit of DHE team on the 3<sup>rd</sup> of November. He sought to know the preparedness of the staff vis-a-vis their plan of activities in lieu of the DHE visit.

The staff assured the Principal that the plan of activities of various committees were already prepared. All committee in-charges were also asked to be prepared to make presentations, if necessary.

Ms. Rupali Sangodkar, Assistant Professor of Commerce, sought clarification with respect to the coverage of the Equal Opportunity Cell of which she was made the In-charge. It was decided that the Librarian Mr. Pravin Kamat would also handle the activities of the Equal Opportunity Cell given the similarity of its scope with that of SC/ST/OBC and Minority Cell which he heads.

Dr. Elizabeth J Henriques commented on the bare look of the college website. She requested that a separate tab 'NAAC' be created and sought that all documents already submitted to Dr. Kissan Gauns Dessai by her as NAAC Convenor, be uploaded under this tab. She also brought to attention that minutes of monthly staff meetings have not been uploaded for a number of months and the same needs to be done.

Staff also enquired about the Diwali vacation. The Principal however informed that there was no official communication received from the Goa University in this regard.

  
**PRINCIPAL**

HG

Forward to DHE

as monthly meeting of November 2020

Handwritten mark