

Minutes of the Meeting held on 2nd January 2023

The Principal welcomed the staff and began the Meeting at 12.45 pm in the Seminar Hall. The review of NAAC preparations by the Principal was on the Agenda of the Meeting.

NAAC

The Principal acknowledged the efforts of all the staff members towards NAAC preparations. Dr. Elizabeth informed that the NAAC Peer Team visit comprising three members is scheduled for the 2nd and 3rd of February, 2023. The Principal informed the Coordinator to personally invite the Vice Chancellor and the Director.

- Reception Committee: Dr. Fatima informed the Principal that the committee has contacted the GTDC regarding the availability of taxis. The Principal asked the committee to book vehicles from the 1st to the 4th of February, 3 vehicles on the 1st of February, 2 vehicles on the 2nd and 3rd, and two vehicles on the 4th. The driver Ashish, one MTS and one peon will be with the committee.
- Entertainment: Ms. Pooja informed that she needs a banner for the cultural programme. She also informed the Principal that due to lecture timings the students are not attending the practices. The Principal after a discussion with the teachers said that the lecture timings will be of 40 minutes each and the students will be free by 12 noon.
- Stage arrangements: The Principal informed that the Presentations begin with his PPT, followed by the Department of Commerce and the IQAC presentation
- Décor Committee: The committee informed that curtains have to be purchased for the stage and the Principal asked the Accountant to look into funds for the same. The Principal appointed teachers to look into the College premises for any place which needs touch up or has remained unpainted as the painting work is already completed. He asked Ms. Vinita to look into the Ground floor cleanliness, Ms. Nerita, on the first floor, Ms. Rupali the second floor, and Mr Alroy the third and fourth floors. Mr. Jonlen was allotted the outer walls of the College building.
- Food and Refreshment: The Peer team will be served coffee and breakfast in the Principal's cabin and staff members and student volunteers will be served in the College Canteen. Lunch for the Peer Team will be arranged in the Staff Room and on the third-floor corridor for the staff. Parents and Alumni will be served refreshments.

- Tech Committee: Dr. Kissan informed that softwares were installed on the new computers purchased and their details will be put up on the PCs. He also mentioned that regular update of the College website is being done. The Principal asked him to draft a letter to the Director with regards to videography and photography during the NAAC team visit. Mr. Alroy mentioned that the committee has invited Quotations for signages.
- Alumni & PTA: Each teacher will have to speak to at least 20 of the students' parents to invite them for the interaction with the NAAC Peer team. The list of Alumni will be provided by Ms. Nerita.
- Campus cleaning: Ms. Vinita informed that she is supervising the cleaning of the campus.

AOB:

Principal informed that he has sent a reminder to the Department of Science & Technology for the Sanitary-pad Vending machine for the girls Common room. Mr. Devendra informed that the cement and PoP work is being undertaken in the College.

The Principal informed the Head clerk that a deposit has to be collected from those who hire the Multipurpose Hall towards maintenance and also mentioned that only the Hall will be given on hire and not the sound system.

All other requirements like carpets, portraits, records of students using the Gym, Medical room were ready. The proposal for Commerce lab software is sent. Vision and Mission statements have to be put in the IQAC room.

Ms. Anagha mentioned that except for Room number 001 classroom all smartboards are in working condition.

The Meeting ended at 2.20 pm in the afternoon.



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

PRINCIPAL
Govt. College Of Commerce & Econon.
BORDA, MARGAO, GOA

