

MINUTES OF STAFF MEETING HELD ON

2nd JANUARY 2020 AT 2.05 PM

Agenda of the Meeting:

1. T.Y.BCom Subjects for Sem VI
2. T.Y Project Report
3. ISA Schedule
4. Examination Results – Open day
5. Events of the month
6. Attendance
7. NAAC/ RUSA
8. Online Course –Proposal from IIT, Bombay
9. AOB

The meeting began with the Principal welcoming the staff in the New Year.

T.Y.BCom Subjects for Sem VI: The Principal informed that the Commerce Board of Studies/Goa University had approved the introduction of an additional paper for the Semester VI in order to balance the workload in Semester V and Semester VI.

It was also informed that the college has received permission from the DHE to introduce Management at the TY level. From next academic year, TY students will be able to make a choice from three specialisation papers viz. Accountancy, Costing and Management. Three different faculty members will be given charge of the three specialisation courses.

T.Y Project Report: Teachers guiding TY Projects were asked to ensure completion of the Project Report in time. It was informed that no new guidelines have been received from the Goa University vis-à-vis the Project work. The teachers however complained about the absence of students for Project Work discussions.

ISA Schedule: The first ISA for the even semesters will begin from the 27th of January 2020.

Open Day: The open day has been fixed on the 11th of January 2020. Marksheets will be handed over to the parents on that day. The concerned teacher should retain the marksheets of students whose parents don't report on the Open Day with themselves for a period of 10 days. Lectures on 11th will be of half an hour duration.

Events of the Month: The following events have been planned for January 2020.

- ✓ DSE Workshop on Paper VI and VIII on 10th January
- ✓ Sports Day on 10th January
- ✓ A talk on the occasion of Swami Vivekananda Youth Festival on the 14th of January
- ✓ GIPARD programmes
- ✓ Dr. Norma Menezes has been asked to accompany students for the Swami Vivekananda Youth Festival being organised by the DHE.
- ✓ Dr. Elizabeth informed the staff present about the National Seminar on Digital India: Initiatives, Issues and Challenges scheduled on the 7th of February 2020.

NAAC/RUSA: It was informed that the college has not received any funds from RUSA. Vis-a-vis NAAC, the Principal informed the staff that the Commerce Lab will be created in Hall No. 001 which will be bifurcated into two rooms, one for regular classes and the other designated as the Commerce Lab. It will be equipped with computers. The lab should be optimally utilised.

The Principal once again mentioned that the college website will be designed and made available by the DHE soon.

Attendance: Attendance Committee has been asked to process the attendance in time and send notices to the parents in cases where the students have failed to adhere to the required attendance norms.

Online Courses: The Principal made mention of a proposal for an online course received from IIT Bombay which will be open for both teachers and students. The college will have to make a payment of Rs. 25,000/-. Dr. Kissan Gauns Dessai is required to go through the proposal and give his inputs on the same.

Mention was also made of a course on Value Education to be introduced in the College for faculty and students. The course co-ordinator is Dr. Fatima D'Souza.

AOB: Dr. Elizabeth requested that one of the multitasking staff be assigned to the staff room after completion of their normal duty. The request was agreed to.

Dr. Fatima mentioned that the date of the Mando Festival to be organised by the PTA of the college will be intimated later.