

## **Minutes of the Meeting**

The IQAC conducted the meeting of the IQAC members with the Director of DHE on 18-12-2017 at 10:00 am. in the Principal's cabin.

Dr. Isabel Dennis briefed the members regarding the Third Cycle of NAAC.

Dr. Jivexa Bhattacharjee read aloud the Peer Team Report.

The Director of DHE, Mr. Prasad Lolayekar suggested to apply for UGC's approval for Research Centre for Chemistry, Geography and Economics.

It was also discussed that the course for PG in Geography has to be applied.

The Director of DHE suggested that International Seminars can be organised with other Colleges and that it should be in true sense.

The Director requested that the College should organise courses which are relevant to the Colleges and the College should have resources and infrastructure.

It was decided that a Committee has to be formed for RUSA and meet Mr. Ramesh V. Gaonkar for further guidance. For funding proper format has to be followed.

The Director informed that one Workshop would be organised by CSIR, DST with IGNOU and two faculty members of the College will attend the same on 20<sup>th</sup> January, 2018.

The Director said that to conduct coaching for NET and SET, it was suggested to identify persons (for paper- II and III) who are willing to be subject expert.

The Principal informed that by March 2018, Library automation would be done. It was suggested that Library can have Inter-library facility.

It was informed that office should also be automated.

It was informed that the unused funds have to be returned to UGC. The Director assured that he would speak to the Regional Officer of SBI regarding the UGC funds.

Workshop for developing the Examination Software would be held on 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> December, 2017.

It was suggested to make online study material and lecture videos available for students on the College website.

The Director briefed the members regarding the planning at DHE to establish a Cluster University of four Government Colleges, wherein one College will be the Nodal College. This can be done under UGC's various University schemes, for which Legislation of Cluster University Act is required. Once done, then there will be no affiliation to Goa University.

It was suggested that the College can apply for 6 Units in English, Mathematics and Geography.

It was discussed that a proposal can be given for Smart Class Scheme for Government Colleges.

It was informed that a Gardener is required for the College. The Director suggested that a multitasking person be outsourced for Forest Development Corporation.

Discussion was done regarding the maintenance of the Infrastructure and instruments. The Director insisted that taking care and also using the equipments properly is also important.

It was informed that the College started the SMS facility which got good feedback from the parents. The Director instructed to send the report to DHE under good practices.

It was informed that permanent Housekeeping staff is required instead of 6 months' contract.

It was discussed that under NSS Swachh Bharat has to be made mandatory and Campus cleaning should be compulsory.

The Director informed that to assess and settle the accounts, he would send AO, Deputy Director Accounts along with Mr. Sarvesh.

It was discussed that fees should be made cashless.

It was discussed that College website has to be transferred to NIC Security audit for which process has been initiated.

Dr. Jason Joseph further clarified the matter regarding the College website.

It was discussed that for the College Sports ground is essential. The Director suggested to explore possibility, to identify the place and go to Comunidade and to get the NOC.

It was discussed that training is required for 'Grade-C' staff.

It was also mentioned that the College requires Lab Assistants.

It was informed that Computers are required for the various Departments. The Director suggested to apply for the same under RUSA.

It was informed that a proposal has been given to the Finance Department regarding the remuneration for the Lecture basis staff.

Dr. Isabel Dennis,  
Coordinator, IQAC

Dr. Purnakala V. Samant  
Principal