

## Minutes of the Meeting

The meeting of the staff members of the College was held on 5<sup>th</sup> July, 2018 at 2:00 p.m. in the Seminar Hall of the College. The Principal Dr. Purnakala Samant chaired the meeting. 67 members were present and 14 members were absent for the meeting.

The Principal Dr. Purnakala Samant initiated the meeting by asking all the staff members to introduce themselves.

All the staff members were briefed regarding the various committees that are formed.

It was informed that the HODs of all the departments need to give the departmental calendar of activities to be conducted in the current academic year, as the same is required for preparing the Institutional Plan.

It was informed that the PG inaugural function is scheduled to be on 14<sup>th</sup> July, 2018.

It was also discussed that discipline has to be inculcated in the students and no student should be allowed to use the mobile phone in the campus.

It was informed that the timing of 7 hrs. has to be followed by all the staff members.

It was informed that the first ISA has to be conducted from 30<sup>th</sup> July to 1<sup>st</sup> August, 2018.

It was informed that under NAAC each department has to do Certificate courses for their students.

It was suggested that proposal for conducting Conferences can be given.

It was informed that all the activities to be done by the departments or which has already been done by the departments, has to be mailed to Ms. Melissa for uploading on College website. The same should be filled in the given format.

It was informed that the Department of Hindi has organized a workshop also the Department of Computer Science has started a certificate course.

It was informed that the workload of each of the department has to be identified.

The format for the Institutional Plan was discussed.

It was discussed that a proposal has to be given under Pt. Madan Mohan Malviya Teaching Scheme for Faculty Development Centre.


The Principal suggested to conduct Summer Training Camp and Faculty Exchange Programme.

It was informed that a proposal has been given to Entertainment Society of Goa for conducting a Seminar on Media Culture.

It was suggested that a proposal be given for starting a Centre for Media and Language Lab in the College.

The Principal thanked all the staff members and then the meeting came to a close.

Dr. Lopamudra Bhattacharyya  
(Secretary)  
5<sup>th</sup> July, 2018

  
Prof. Purnakala Samant  
Principal  
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