# The C.E.S. College of Arts and Commerce

# Cuncolim Salcete Goa

# NOTICE

Date:03.08.2021

A meeting of IQAC with staff is scheduled on 09.08.2021 at 9.00 a.m. to discuss the following agenda .

# Agenda:

- 1)Read and confirm the minutes of the meeting held on 24.02.2021
- 2)Compliance of the minutes of the previous meeting
- 3) Reporting items
- 4) Department and committee activity reports 2021
- 5) Examinations and results of the even semester of 2020-21
- 6) Organisation of Annual Day 2020-21
- 7) A.O.B.

All are requested to attend the same.

Dr.(Mrs.) Apoorva A. Marathe

**IQAC** Co-ordinator

Prof. Sanjay P. Sawant Dessai

Principal

## CES College of Arts and Commerce, Cuncolim - Salcete, Goa

# Minutes of the staff meeting held on 09.08.2021

As per the notice circulated on 06-08-2021 a meeting of staff with IQAC was held on 09<sup>th</sup> August 2021 at 09.00 a.m. in the College Hall.

The Principal welcomed the staff members and there after agenda of the meeting was taken for discussion.

# Agenda No1. Read and confirm the minutes of the meeting held on 24.02.2021

Staff secretary Asso. Prof. Socorina Fernandes read the minutes of the previous meeting, since there were no changes, minutes were approved and proposed by Asst. Prof. Yashmita Ghatwal and seconded by Prof. Prakash Morakar.

## Agenda no.2 Compliance of the minutes of the previous meeting

The principal appraised the staff members regarding completed building (RUSA) is already been utilized by the college for offline classes for the academic year 2021-22.

#### Agenda no. 3 Reporting items:

The principal reported the following items in the meeting:

Reconstitution of IQAC.

The Principal updated on availability of academic reading material and extended timings of the library kept open for the users from 7.30 am to 5.30 p.m. for the convenience of stakeholders and the local readers. He stressed on use of N-List amongst students .

The discussion on smooth conduct of ISA as well as semester examination for the academic year 2021-22 was done .

Faculty was asked to submit the hard copy of the teaching plan of SEM I , III and V and prepare for uploading of lecture plan in DHE IAIMS Portal.

A series of hands on training and workshops on IAIMS portal for the faculty members was planned by IQAC. The updates on student's admission for the academic year 2021-22 were provided.

Proposal for B.Sc Programme was discussed and a committee was framed.

#### Agenda no. 4: Department and Committee Activity Reports 2020-21

The HODs, Convenors, Co-ordinators of departments, committees and cells presented the reports on the activities conducted during the academic year 2020-21.

### Agenda no. 5: Examinations and Results of Even Semester of 2020-21

The Results of examinations held for even semesters in the academic year 2020-2021 were analysed and actions to be taken were discussed.

#### Agenda No 6: Organisation of Annual Day 2020-21

The Annual Day has been rescheduled during the first term of the academic year 2021-22.

#### Agenda No 7: A.O.B

It was decided under A.O.B. to create email id's for F.Y. B.A. / F.Y.B.Com. Students for the academic year 2021-22. Principal reminded the need to improve research work and contribution through publications, work on research projects and registration for Ph.D. by faculty members.

#### Vote of Thanks:

As there was no other business to discuss, the meeting ended with the vote of thanks to the chair.

Dr.(Mrs.) Apoorva A. Marathe

Principal

Dr. Sanjay P. Sawant Dess

IQAC Co-ordinator