

**Prabodhan Education Society's
Vidya Prabodhini College of Commerce, Education, Computer and Management,
Vidyanagar, Alto-Parvari-Goa**

Minutes of the Staff Meeting held on Monday, 23rd May, 2022 at 12.00 noon

The meeting of the Teaching Staff was held on **23rd May, 2022** in the College. The meeting was chaired by Prof. Bhushan V. Bhave, Principal of the College.

The following Committee members were present for the meeting.

Name of the member (s)	Role
Dr. Anil Thosare	Vice-Principal & Associate Professor
Dr. Ujvala Hanjunker	Assistant Professor
Shri. Arun Marathe	Assistant Professor
Dr. Pinkesh Dhabokar	Assistant Professor
Shri. Nitesh Naik	College Librarian
Dr. Varsha Ingalhalli	Assistant Professor
Shri. Kedarnath Tadkod	Assistant Professor
Shri. Sunny Pandhre	Assistant Professor
Shri. Darshan Gaonkar	Assistant Professor
Shri. Pankaj Shirodker	Assistant Professor
Dr. Sagar Mali	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Dr. Sangeeta Dessai	Assistant Professor
Shri. Kuldeep Kamat	Assistant Professor
Ms. Yogita Gauns	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Shri. Shailesh Chodankar	Assistant Professor
Shri. Saish Dalal	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Ms. Pradnya Tari	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Shrishti Tamankar	Counselor
Shri. Nikhil Lotlikar	Assistant Professor
Shri. Sandesh Gawas	Assistant Professor
Ms. Kavita Gawas	Assistant Professor
Ms. Darshana Mandrekar	Assistant Professor
Ms. Sonali Naik	Assistant Professor
Ms. Siddhi Sangle	Assistant Professor
Shri. Swapnil Naik	Assistant Professor
Ms. Priyanka Naik	Assistant Professor
Ms. Pragati Joshi	Assistant Professor

The following members sought leave for the reason mentioned against their name

Name of the Member (s)	Role	Reason
Ms. Priya Gosavi	Assistant Professor	On Study Leave
Shri. Gautam Gaude	Assistant Professor	On Lien

The following members were absent for the meeting:

Sr. No.	Name of the Member (s)	Role
1	Shri. Sunny Kanekar	College Director of Physical Education & Sports
2	Shri. Rudresh Mhamal	Assistant Professor
3	Ms. Shamal Dessai	Assistant Professor
4	Shri. Uaddhav Pol	Assistant Professor
5	Dr. Manisha Kulkarni	Assistant Professor
6	Shri. Darshan Kandolkar	Assistant Professor
7	Ms. Prena Palekar	Assistant Professor
8	Ms. Achielia Fernandes	Assistant Professor
9	Ms. Kajol Mangeshkar	Assistant Professor
10	Ms. Rachi Dessai	Assistant Professor
11	Ms. Minaxi Gawas	Assistant Professor
12	Ms. Anjita Gaonkar	Assistant Professor

The Principal, welcomed the members and initiated the discussion of the items on the agenda:

Items on the Agenda	Discussion	Decision	Action to be Taken
Agenda I: Confirmation of the minutes of the last meeting on 19th April, 2022.	The minutes of the previous staff meeting held on 19 th April, 2022 were circulated among the faculty members.	The minutes of the previous staff meeting held on 19 th April, 2022 were unanimously passed by the faculty members. Proposed by: Shri. Arun Marathe Seconded by: Shri. Darshan Gaonkar	The Points mentioned have been assigned to the respective faculty members and the Convenors of the various working committees for the necessary action.
Agenda II: Results of the Odd Semester End Examination January/February/March, 2022.	Shri. Arun Marathe, informed that the results of Odd Semester End Exam will be processed through the IAIMS Portal. He informed that some faculty members have not freezed the ISA and ESA marks of the odd semester and requested	1. The result of the odd semester exam to be declared once it is prepared through the IAIMS Portal.	The Convenor and Members of Exam Committee, to take necessary action to implement the decisions taken.

	all to freeze the mark if not done till date		
Agenda III: Conduct of Semester End Examination June 2022	<p>Shri. Arun Marathe informed that the ESA exam will commence from 06th to 25th June 2022</p> <p>He also informed that the Practical exams will be held from 01st to 05th June 2022.</p> <p>He informed that the notification of paper setting, supervision chart and orders for appointment of Senior Supervisor will be circulated among the faculty members. He instructed the Convenor of ISA Monitoring Committee to prepare the list of ISA defaulter by end of May, 2022.</p>	<ol style="list-style-type: none"> 1. All the faculty members to help in smooth conduct of examination work. 2. The ISA monitoring committee will prepare the list of ISA defaulters by 31st May, 2022. 	The Chairperson of Examination and Convenor of ISA Monitoring Committee to take necessary action to implement the decisions taken.
Agenda IV: Status of Project Paper for A.Y. 2021-22 & Conduct of Viva-Voce Examination.	<p>Shri. Sunny Pandhre informed that the deadline to submit the project report to the office was 15th May, 2022. All the projects are submitted, Internal Viva-Voce Exam is scheduled on 30th May 2022 and External Viva-Voce Exam will be conducted in the month of June 2022.</p> <p>Shri. Rahul Gawas informed that the deadline to submit the project report to the office was 15th May, 2022. He also informed that the Internal Viva-Voce Exam</p>	<ol style="list-style-type: none"> 1. The time table of internal and external viva-voce exam to be prepared and circulated among the faculty and students. 2. The external exam to be conducted in June in consultation with the external examiners. 	The Coordinators of Project for B.Com & B.A.B.Ed. to monitor the submission of the project report.

	is scheduled on 27 th May 2022 and External Viva-Voce Exam will be conducted in the month of June 2022		
Agenda V: Progress of 75 Hours Community Work for the Faculty	The Principal informed that agenda V will be taken up in the staff meeting to be held in June 2022.	1. The work to continue for till 15 th August 2022.	The Convenor and members of each Panchayat wise Committee along with the Convenors of NSS and Extension Committee to implement the decision.
Agenda VI: Funds Collection Drive for PTA/Alumni Association.	The Principal instructed that class teachers must one again appeal to the students about the fund collection drive. Dr. Pinkesh Dhabolkar requested the Principal to instruct the accountant to have a mechanism in the office with regard to issue of receipt to the student who has donated an amount.	1. The class teachers and make awareness among the students about the fund collection drive initiated by the PTA and Alumni. 2. The office to develop a mechanism for fund collection and issue of receipt.	The Convenors of PTA, Alumni, Class Teachers and Chairperson of Alumni Working Committee to work and implement the decisions.
Agenda VII: Submission of Minutes of the Meeting/Reports to IQAC by Working Committee	The Principal instructed all the Convenors/Chairpersons of the working committees to submit a copy of minutes of the meeting/report to the IQAC	1. The IQAC to document the reports and minutes of the meetings. 2. The documents to be submitted to various accreditation and assessment agency as per	The Coordinator of IQAC to preserve the record and report, non-compliance, (if any.)


		the requirement.	
Agenda VIII: Submission of Proposal to conduct Activities for A.Y. 2022-23	The Principal instructed the faculty members to submit the proposals to conduct activities for A.Y. 2022-23 well in advance with proper budgetary plan.	<ol style="list-style-type: none"> 1. The Proposal will be submitted through IQAC of the College 2. The Proposals must be submitted at least 14 days in advance before the actual date of the activity. 	The Coordinator of IQAC will process the proposals received and place it before the IQAC Committee for final approval.
Agenda IX: Reporting by Faculty Members present for the Meeting:			
The Principal informed that the agenda will be taken up for the staff meeting to be held in June 2022.			
A.O.B.	<ol style="list-style-type: none"> 1. Dr. Varsha Ingalhalli informed that Farewell and Prize Distribution Function will be held on 28th May, 2022. 2. Dr. Ujvala Hanjunker informed about the Guest Lecture organized by the Dept of Commerce on 27th May, 2022 at IMB, Panaji. 3. Mr. Kedarnath Tadkod suggested that the appeal with regard to funds for developmental work should be made during Alumni meet and also at the time of admission. 4. Dr. Sagar Mali informed about the admission process for the Academic Year 2022-23. He told that 	The suggestions made by the faculty members will be implemented.	The respective Coordinators, Convenors and Head of the Departments to take necessary steps and execute the decisions.

	<p>the process will start from 1st June, 2022 and the 1st Merit List should be displayed on 28th June 2022. He informed that the process will be held to IAIMS portal and fees will be collected through online payment portal.</p>		
<p>The meeting ended at 1.30 p.m. with thanks by the Chair, to all the members present for the meeting.</p>			

Minutes drafted by: Staff Secretary.



Date:28-05-2021
Place: Parvari-Goa


 (Prof. Bhushan V. Bhawe)
PRINCIPAL